

County Zoning Agency

MINUTES

October 17, 2013 – 4:30 p.m.

100 West Walworth Street

Elkhorn, Wisconsin

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

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

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

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

Present for a portion of the meeting / hearing was County Administrator David Bretl, Debora Grube, Senior Zoning Officer, Fay Amerson, Urban Conservation Specialist, Nick Sigmund, Code Enforcement Officer.

A “sign-in” sheet listing attendees on October 17, 2013, is kept on file as a matter of record.

Details of the October 17, 2013, meeting / hearing are on a recorded disc which is on file and available to the public upon request / video to view on our website: www.co.walworth.wi.us

Rich Brandl motioned to approve the agenda as amended to withdraw item 8.f.1.) Reek Elementary School. Seconded by Dave Weber. Motion carried. 7-favor 0-oppose

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

Zoning / Sanitation / Land Conservation Enforcement – Michael Cotter
Disc Count #4:34:27 – 4:44:50

Subdivision Items – Old Business - none

Subdivision Items – New Business – none

Old Business – Discussion Items

1. Discussion / possible action re: Notification of Noncompliance and Request to Proceed with the Revocation of a Conditional Use Permit for Excavation and Restoration of a Gravel Pit – Roger Jacobsen (Mann Bros., Inc., Appl.) Part of Tax Parcel G SC2000004A and G SC2000008 pursuant to 74-71.2 of the Walworth County Code of Ordinances – Fay Amerson

Jim Van Dreser motioned to Table this matter until February, 2014. Seconded by Dave Weber. Motion carried. 7-favor 0-oppose

Disc Count #4:45:00 – 4:47:33

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

Dave Weber motioned to approve contacting the Village of Williams Bay. Seconded by Richard Kuhnke, Sr. Motion carried. 7-favor 0-oppose
Disc Count #4:47:35 – 4:59:36

3. Discussion / Possible Action re: Expanding pre-application conferences for large projects and mining operations – Michael Cotter.

Dave Weber motioned to bring matter back in December after further investigation. Seconded by Rich Brandl. Motion carried. 7-favor 0-oppose
Disc Count #4:59:40 – 5:08:28

4. Discussion/possible action re: **Tower View Properties, Inc.**, Attorney James P. Howe – Applicant, Section 24, Geneva Township and Section 19, Lyons Township. Amendment of Conditional Use, conditions no. 9 and 10. Part of Tax Parcel JA4298-1.

9 The applicant must obtain all required zoning permit and sanitary approvals prior to any construction on site. No additional structures shall be added to the plan without obtaining ~~County approval and~~ a zoning permit. This permit does not include conditional use approval for any ~~amenity~~ **additional principle structure** that is not specifically identified on the project plans as approved. The Zoning Office prior to issuance of a zoning permit shall further review all structure locations. All structures will be required to meet the requirements of the zoning ordinance.

10 The applicant must obtain a Land Disturbance, Erosion Control & Stormwater approval from Land Conservation Office prior to construction. All stormwater amenities and areas shall be identified as common areas or an easement to be maintained by the Condominium Association and golf course owner. All grading must be conducted consistent with the approved Land Disturbance Erosion Control and Stormwater Management plan. All topsoil generated from the site must be evenly distributed back onto the site on the areas from which it was removed or in areas in need of the topsoil. No **topsoil** materials may be removed from the site.

Jim Van Dreser motioned to approve amendment of conditional use on paragraphs 9 and 10. Seconded by Tim Brellenthin. Motion carried. 7-favor 0-oppose
Disc Count #5:08:29 – 5:13:49

New Business - Ordinance Amendments - None

New Business – Discussion Items

1. Correspondence received from Supervisor Kilkenny regarding Darien Town Plan Commission discussion of Walworth County Ordinance 74-44 related to keeping chickens in residential zoning districts – Michael Cotter.

**Tim Brellenthin motion to prepare draft ordinance changes for review.
Seconded by Dave Weber. Motion carried. 7-favor 0-oppose
Disc Count #5:13:54 – 5:26:41**

2. **Delavan Lake Enterprises, LLC – Dennis Spankowski – Applicant, Section 25, Delavan Township. Amended conditional use to allow a modified on premise business sign in a non-business zone district for a dog kennel facility. Tax Parcel F D 2500002.**

Amended 10/17/2013 – Larger sign outside business zone district see #24

General:

1. Approved per plans submitted as an indoor animal shelter/kennel for pets with pet grooming and retail pet supply sales for clients of the facility with all additional conditions.
2. 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. All parking must be setback 25 feet from the roadway. The off street parking area shall be graded and surfaced so as to be dust free and properly drained. All parking areas shall be clearly marked. All parking must be in compliance with County requirements within 60 days of this approval.
3. The structure in which pets are boarded and the pet run areas must be indoor or the property owner would need a variance from the 1,000 foot setback from the nearest neighboring residence
4. The kennel must comply with all zoning requirements including signage and parking.
5. The kennel must meet all applicable Federal, State, County and local regulations.
6. The facility must receive proper County and or State septic system review and approval prior to operations. Special State approval would be required for combining human and animal waste in the septic system if proposed.

7. The kennel is approved to board a **maximum of 100 pets** overnight indoors. No pets will be boarded outside.
8. Hours of operation shall be from 7:00 a.m. to 7:00 p.m. for drop off and pick up of pets.
9. All outdoor lighting shall be shielded and directed on site.
10. The site must be kept neat, clean and mowed.
11. All animal waste must be disposed of on a daily basis in a sanitary fashion as to prevent occurrence of nuisance.
12. Access approval must be obtained from the State Department of Transportation for the business.
13. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.
14. Failure to actively exercise this conditional use within three years of the approval date shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original three year period. Any extension requested during the three year active exercise period greater than one year beyond the original three year period shall require additional Town and County committee approvals.

Specific:

15. The driveway to the site shall be up graded to meet the 24 foot wide commercial access requirements and the property owner shall provide a 50 access easement on Tax Parcel F D-25-2A for the access within 60 days of this approval. The driveway easement and expansion must extend to the west of the existing driveway.
16. The portion of the parking area within the adjacent C-2 property shall be removed and the area must be re-vegetated within 6 months of this approval.
17. Completion of the Land Use Amendment process and Rezoning within 2 years as required by the Town.
18. All outdoor lighting shall meet with the Yerkes Observatory standards as per the Town.
19. No outdoor storage allowed as per the Town.

20. Adequate sound proofing shall be installed so pet noise will not be heard beyond the property lines as per the Town.
21. The facility shall comply with Lakeland Animal Shelter recommendations for type and density of pets kenneled as per the Town.
22. Use of the animal shelter/kennel shall be limited to house hold pets as defined by the County Zoning Ordinance. The B-4 zone district does not allow any animals other than household pets to be on site.
23. The site must comply with Wisconsin Statute 951.14 (**Providing proper shelter**) as per the Town.
24. **This conditional use is amended to allow a modified larger sign as per plan submitted outside the business district along Hwy 50.**

Rich Brandl motioned to approve. Seconded by Richard Kuhnke, Sr. Motion carried.
7-favor 0-oppose
Disc Count #5:25:47 – 5:29:06

Public Hearing: 5:36 p.m.

Ordinance Amendments –

Amendment to Section(s) 74-59, 74-63, 74-74, and 74-131 of the Zoning Ordinance and Section(s) 74-186, 74-190, 74-203, and 74-263 of the Shoreland Zoning Ordinance, Walworth County Code of Ordinances relative to parking modifications. The format of the text of this amendment does not allow publishing in this legal notice. A copy of the amendment is available for review at the Land Use and Resource Management Department or the County Clerk's Office at 100 West Walworth Street, Elkhorn, WI Monday through Friday during normal business hours.

Disc Count #5:40:00 – 5:43:48

Comprehensive Plan Map Amendment

Justin and Jodi Ehrhardt (Town of Sugar Creek, App.), Section 34, Town of Sugar Creek. Amend the 2035 Land Use Plan Map (approximately 16.05 acres) from Prime Agricultural Land to 14.73 acres Other Agricultural, Rural Residential land use category and 1.32 acres Isolated Natural Resource Area for future residential development. Part of Tax Parcel # G SC 3400012.

Dave Weber motioned to approve to send to County Board. Seconded by Jim Van Dreser. Motion carried, 4-favor 3-oppose - with opposition by Carl Redenius, Richard Kuhnke, Sr and Rich Brandl.

The rezone petition will move forward to the November 12, 2013, Walworth County Board for possible action.

Disc Count #5:43:48 – 5:54:50

Rezones with Conditional Uses

Marvin Melvin Helms and Constance Glatz-Helms, Section 23, LaGrange Township. Rezone 10.27 acres of A-2 Agricultural District property to the A-5 Agricultural-Rural Residential District for the creation of a two lot Planned Residential Development (PRD) with a restriction for no further division of the lots through conditional use approval. Tax Parcel H LG-23-4A.

Recommended Conditions:

General:

1. Approved as per plan submitted as a two lot Planned Residential Development (PRD) with all additional conditions.
2. The owner must obtain a Land Disturbance, Erosion Control & Stormwater approval from Land Conservation Office prior to construction. All grading must be conducted consistent with the approved Land Disturbance Erosion Control and Stormwater Management plan. All topsoil generated from the site must be evenly distributed back onto the site on the areas from which it was removed or in areas in need of the topsoil. The quantity of topsoil generated from one lot may not be located on another lot within the development at the expense of the lot from which the topsoil was generated. No materials may be removed from the site. A long-term maintenance plan and agreement must be prepared for the storm water management practices and storm water management areas proposed on this development. The storm water management plan maintenance agreement, approval and recording provisions must comply with Section 26-16 of the Walworth County Code of Ordinances.
3. The owner must obtain all required zoning and sanitary approvals prior to construction.
4. The owner must meet all Town, County and/or State highway access requirements.
5. The project must meet all Federal, State, County and local Ordinances.
6. The governing covenants for the PRD shall be submitted to the County Land Management Department for review for consistency with County ordinances and approval requirements. Any changes to the restrictive covenants that may affect this approval must obtain additional County conditional use review and approval. The property owner shall be held solely

responsible for addressing all restrictive covenants or rules beyond those enforceable under County ordinance and regulations.

7. The proper preservation, care and maintenance by the original and all subsequent owners of the design of the PRD and facilities, essential services, access shall be assured by deed restriction referencing the C.S.M and shall be recorded meeting standard document format as per 59.43(2m). All property within the PRD must remain as part of the PRD and may not be removed from the PRD without County approval. The property shall be deed restricted state the lands may not be further divided without additional Town and County approval.
8. The County reserves the right to rescind this conditional use upon any violation of County regulations.
9. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.
10. Failure to actively exercise this conditional use within three years of the approval date shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original three year period. Any extension requested during the three year active exercise period greater than one year beyond the original three year period shall require additional Town and County committee approvals.

Specific:

Constance Glatz Helms notes change of Husband's name: Melvin.

Tim Brellenthin motioned to approve. Seconded by Dave Weber. Motion carried. 5-favor 2-oppose with opposition by Carl Redenius and Richard Kuhnke, Sr.

The rezone petition will move forward to the November 12, 2013, Walworth County Board for possible action.

Disc Count #5:54:50 – 6:01:35

Walter F. (Rick) and Lynn C. Lottig, Section 27, Linn Township. Rezone 4.35 acres of wooded A-1 Prime Agricultural District property to the A-5 Agricultural-Rural Residential District. The A-5 rezone is accompanied by a conditional use for a one lot Planned Residential Development (PRD) to restrict the lot from further division. Part of Tax Parcel I L-27-5B.

Recommended Conditions:

General:

1. Approved as per plan submitted as a one lot Planned Residential Development (PRD) with all additional conditions.
2. The owner must obtain a Land Disturbance, Erosion Control & Stormwater approval from Land Conservation Office prior to construction. All grading must be conducted consistent with the approved Land Disturbance Erosion Control and Stormwater Management plan. All topsoil generated from the site must be evenly distributed back onto the site on the areas from which it was removed or in areas in need of the topsoil. The quantity of topsoil generated from one lot may not be located on another lot within the development at the expense of the lot from which the topsoil was generated. No materials may be removed from the site. A long-term maintenance plan and agreement must be prepared for the storm water management practices and storm water management areas proposed on this development. The storm water management plan maintenance agreement, approval and recording provisions must comply with Section 26-16 of the Walworth County Code of Ordinances.
3. The owner must obtain all required zoning and sanitary approvals prior to construction.
4. The owner must meet all Town, County and/or State highway access requirements.
5. The project must meet all Federal, State, County and local Ordinances.
6. The owner must provide a tree cutting and restoration plan meeting ordinance requirements for review and approval. Tree cutting shall be limited to that specified on the approved plan of operations.
7. No alteration of the shoreland/wetland area shall be allowed without County required approval.
8. The governing covenants for the PRD shall be submitted to the County Land Management Department for review for consistency with County ordinances and approval requirements. Any changes to the restrictive covenants that may affect this approval must obtain additional County conditional use review and approval. The property owner shall be held solely responsible for addressing all restrictive covenants or rules beyond those enforceable under County ordinance and regulations.
9. The proper preservation, care and maintenance by the original and all subsequent owners of the design of the PRD and facilities, essential services, access shall be assured by deed restriction referencing the C.S.M and shall be recorded meeting standard document format as per 59.43(2m). All property within the PRD must remain as part of the PRD and may not be removed from the PRD without County approval. The property shall be deed restricted state the lands may not be further divided without additional Town and County approval.
10. The County reserves the right to rescind this conditional use upon any violation of County regulations.

11. 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.
12. 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:

Rich Brandl motioned to approve. Seconded by Jim Van Dreser. Motion carried. 7-favor 0-oppose

The rezone petition will move forward to the November 12, 2013, Walworth County Board for possible action.

Disc Count #6:01:35 – 6:10:26

Rezones –

MATTER TABLED PRIOR TO MEETING

~~Reek Elementary School – Ryan Southwick (Treasurer of School Board), Section 16, Linn Township. Rezone approximately 8.21 acres of C-2 Upland Resource Conservation and C-4 Lowland Resource Conservation (Shoreland Wetlands) Districts to the P-1 Park and C-4 Shoreland Wetlands Districts in order to make the upland area of the school all P-1 zoned. Changes to the C-4 wetland district are accompanied by SEWRPC wetland delineation. Part of Tax Parcel – IL 16-11.~~

Conditional Uses - none

Adjournment

Rich Brandl motioned to adjourn. Seconded by Jim Van Dreser. Motion carried. 7-favor 0-oppose

The meeting was adjourned at 6:10 p.m..



**Walworth County Board Finance Committee
MEETING MINUTES
Thursday, October 17, 2013**

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

The meeting was called to order by Chair Russell at 9:35 a.m.

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

Others in attendance included:

- County Staff: David Bretl-County Administration/Corporation Counsel; Nicki Andersen, Jessica Conley-Finance; Linda Seemeyer-Health & Human Services; John Orr-Information Technology; Bernie Janiszewski-Lakeland Health Care Center; Michael Cotter-Land Use & Resource Management; Kevin Brunner-Public Works; Amanda Lagle, David Gerber-Sheriff's Office; Ann Weber-Treasurer's Office; Christine Wen-UW-Extension.
- Members of the public: Kenneth Yunker & K. W. Bauer, Southeastern Wisconsin Regional Planning Commission (SEWRPC).

Agenda withdrawals — There were no agenda withdrawals. **Supervisors Kilkenny and Schaefer moved to approve the agenda; carried 4-0.**

Approval of minutes of last meeting(s) — September 19, 2013 — **Supervisors Grant and Schaefer moved to approve the agenda. The motion carried 4-0.**

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

Unfinished business — There was no unfinished business.

Consent items — Bretl requested that Agenda Item 8A1a, the CA003 budget amendment pertaining to workers comp, be discussed after SEWRPC's presentation. Russell asked that Agenda Items 8B2, regarding sale(s) of tax foreclosure items, and 8D3c1, regarding the UW-Extension out-of-state travel report, also be discussed separately. The UW-Extension department head will be asked to join today's meeting, with discussion of that item delayed until her arrival. **Supervisors Schaefer and Kilkenny moved to approve the remaining consent items; carried 4-0.**

Budget amendments

County Administration

- CA003 — Offset shortfall in workers comp claims paid — Bretl said this shortfall affects the 2013 budget but also has 2014 ramifications. The claims paid account is used to pay claims such as medical claims resulting from an alleged, work-related injury, permanent or partial disability, or payments made to em-

ployees or their families. With that in mind, staff anticipate needing to utilize \$207,000 from the 2013 workers comp fund balance and smaller amounts from other accounts within this fund, bringing the total transfer to \$224,211. That's our best estimate based on current claims experience. If we take the fund balance to its minimum, Bretl estimates that a budget amendment would be needed for fiscal 2014 to bring the balance to the required minimum level. 2014 amendments are not agendized but he will be reaching out to a Board member to sponsor the amendment to the 2014 Preliminary Budget. He added that public works was notified after publication of the preliminary budget that there would be additional transportation aids to partially offset what we need. Even with the proposed amendment, we should still end up with a slight reduction in the tax levy.

Staff historically budgeted \$500,000 to pay workers comp claims, according to Bretl. However, we have had to offset shortfalls in prior years. He feels the budgeted amount for 2013 should have been increased based on our actual 2012 claims experience plus cases already pending. A more thorough analysis will be done in the future to bring the projected budget as close as possible to what we anticipate will be needed to pay workers comp claims. Kilkenny asked how much of the claims paid relates to medical expenses and how much is supplemental wages. Bretl said staff can find out but believes most is medical. Russell asked if the committee could be provided a workers comp claims breakdown by department, similar to the quarterly property loss reports. We don't need to know the names but it would be good to know the amounts by department. If we have someone working on safety issues, they should concentrate on the departments that have the most claims. Bretl said the human resources department can provide a report but we need to avoid specificity. **Supervisor Grant moved to approve budget amendment CA003. Supervisor Kilkenny seconded the motion, which carried 4-0.**

Lakeland Health Care Center

- LH002 — Offset temporary staffing and overtime expenses to cover open positions
- LH003 — Reflect increase in Medicare Part A revenues

Bids/contracts

- In-home supportive care services for Health & Human Services (HHS) department — By motion approving the consent items, the committee approved awards to Brighter View Cleaning Service, Your Home Care Services, and ResCare Home Care.
- Award sale(s) of tax foreclosure property
 - **Parcel L T 600018** - Town of Troy – Cotter reported that we received a bid of \$43,000 on the Town of Troy parcel L T 600018 but yesterday the property was repurchased by the bank and is being deeded back to the

original owner. The bank issued a check to the county to pay taxes, interest, penalties and fees. **Supervisors Grant and Kilkenny moved to formally deny the submitted bid, given that the property has been redeemed; carried 4-0.**

Brunner said staff recommend awarding the following 4 parcels to the highest qualified bidders. **Supervisors Schaefer and Kilkenny moved to award the referenced parcels at the bid prices; carried 4-0.**

- **Parcel FDM 0066** - Town of Delavan – Awarded to Jeff & Doug Liepens
- **Parcel G SC 300007D1** - Town of Sugar Creek – Awarded to Patrick & Kathleen McCarville
- **Parcel JLCB 01737B** - Town of Geneva – Awarded to Stacey Zielinski
- **Parcel WOP 00222** – Village of Williams Bay – Awarded to Ronald Richard Stocking

Bids of \$100 each were received on Village of Bloomfield parcels &PLA 00054 and &PLA 00078, according to Brunner. Staff are requesting the committee's recommendation on how to proceed because we could incur losses if these bids were accepted. This past year, we approached adjacent property owners to see if they were interested in purchasing such property. We could follow that same process or take the next step and advertise on the online auction. **Supervisor Kilkenny moved to authorize staff to approach the adjoining property owners to ascertain their interest in acquiring the referenced parcels. Supervisor Grant seconded the motion.** Russell noted that the committee first needs to deny the bids that were submitted. **Supervisors Schaefer and Kilkenny moved to deny the bids received on the Village of Bloomfield parcels; carried 4-0. The motion to approach adjoining property owners carried 4-0.**

- **Parcel &PLA 00054** – Village of Bloomfield – The submitted bid was rejected and staff were authorized to offer the parcel to the adjoining property owner(s).
- **Parcel &PLA 00078** – Village of Bloomfield – The submitted bid was rejected and staff were authorized to offer the parcel to the adjoining property owner(s).

Staff recommend rejecting the following 5 bids because the amounts are well below our cost, according to Brunner. **Supervisors Schaefer and Kilkenny moved to deny the referenced bids; carried 4-0.**

- **Parcel HBS3 00001** - Town of La Grange – Bid rejected
- **Parcel HBS3 00002** - Town of La Grange – Bid rejected
- **Parcel &PL 00972** – Village of Bloomfield – Bid rejected
- **Parcel QFR 00022** – Village of Darien – Bid rejected
- **Parcel RA184800003** – Village of East Troy – Bid rejected.

Brunner said there are 16 additional properties for which no bids were received. Staff recommend advertising them on Wisconsin Surplus, with the minimum acceptable sales price to be our cost incurred for taxes, interest, penalties and fees. **Supervisor Grant moved to authorize staff to advertise parcels for which no bids were received on the online auction with the stipulation that we only accept bids that cover the county's cost; carried 4-0.**

Declaration of surplus

- Recommendation to declare sheriff's office 1998 Ford van as surplus and sell at online auction
- Recommendation to declare sheriff's office 1982 Dodge armored vehicle as surplus and to sell to another law enforcement agency

Reports

- Quarterly property loss report – 3rd quarter 2013
- Update on tax incremental financing (TIF) district(s)
- Out-of-state travel
 - Clerk of Courts
 - Sheila Reiff, National Association for Court Management Conference, San Antonio, TX
 - David Reddy, Katie Behl & Kristi Secord; National Association of Pretrial Services Agencies (NAPSA) Conference; Orlando, FL
 - Sheriff's Office
 - Kurt Picknell & James Green, Inspection of CIP purchase of Tactical Support Vehicle, Pittsfield, MA
 - Craig Konopski & Mark Roum, Midwest Association of Technical Accident Investigators (MATAI) Conference, Orlando, FL
 - UW-Extension
 - Deborah Burkman, Galaxy IV Conference, Pittsburgh, PA

New business

Discussion and possible action regarding Southeastern Wisconsin Regional Planning Commission (SEWRPC) work program-Walworth County Surveyor — Bretl explained that Yunker and Bauer were asked to report on the surveyor services SEWRPC provides to some of the member counties. Walworth County had the longest serving elected official in terms of our surveyor, Lloyd Jensen. After his retirement, we contracted with SEWRPC to provide those services, which Dr. Bauer handles for us.

Yunker, SEWRPC's executive director, introduced himself and Dr. Bauer, the executive director emeritus and the county's contracted surveyor. The Commission's recommended approach to surveying and mapping is to create a high order survey control system combining the U.S. Public

Land Survey System and the State Plan Coordinate System. This combined system, put in place over the period 1964-2004, creates a dense network of monuments at half-mile spacing. Large-scale topographic based maps are in place for about 90% of the region and real property ownership maps (cadastral) are in place for about 76%. This approach provides a sound basis for digital-based land information and public works management systems. As county and local governments began following SEWRPCs recommendations, the Commission was called to help in many ways. They provide educational presentations on their recommendations, prepare contracts and specifications for control survey and/or mapping projects, assist in selecting professional service providers, administer contracts, perform quality assurance and, in the role of the County's surveyor, assist in administering a contract for detailed topographic mapping of Walworth County.

Yunker added that SEWRPC provides county surveyor services, and a central regional repository for products and information emanating from this work, for other counties in southeastern Wisconsin. By state law, county surveyors are responsible for perpetuating and maintaining the monuments. When a roadway is resurfaced or reconstructed, a monument can be disturbed or destroyed. The surveyor does a site inspection, sets the new monument and benchmarks, records the work done, prepares new records of control survey stations, and updates the regional land information website. The work is more complicated when a monument is illegally destroyed. The original position of the corner must be determined, new benchmarks and elevations are established, the lengths and bearings of the one-quarter section lines are resurveyed, and necessary field notes are prepared. Approximately 32 corners were re-monumented in Walworth County in 2012. The Commission maintains staff, vehicles and equipment necessary to perform work as a county surveyor. At a minimum, 4 of the 7 member counties must participate in order to provide the necessary funding for this function. Currently, 5 of the 7 member counties utilize the service. Costs are allocated based on the number of corners in each county and their percent of total urban development. More corners mean a greater potential for work and more urban development means a greater potential for corners to be disturbed. Yunker said that SEWRPC has increased the funding for the county surveyor services only once since 2006, i.e., a 2% increase in 2011.

Bretl explained that the county has a contract with SEWRPC to provide surveyor services. Kilkenny asked if SEWRPC's control station map and control survey summary diagrams are available on the county's GIS system. Orr was not sure if they are included in that form but said new survey data is incorporated into our GIS system. Bauer said the county's re-monumentation project was completed in 1999. Typically, 3-5% of the corners are lost annually due to disturbances such as street, sewer or water construction. They also receive requests from farmers who are combining fields and want a monument lowered to below plow depth. Bretl asked if the surveyor services are sustainable long-term. Yunker believes so. Russell thanked Yunker and Bauer for their presentation. She added that Bauer serves on the county's Land Information Committee and is a real asset to that group. He has provided great ideas towards better mapping of the county for our GIS system.

The committee discussed UW-Extension's out-of-state travel report, which was delayed pending the department head's arrival.

- Out-of-state travel
 - UW-Extension
 - Jenny Wehmeier, Galaxy IV/National Association of Extension Family and Consumer Science Conference, Pittsburgh, PA — Russell asked why the form indicates that a budget amendment is pending. Andersen thinks there may be funds in another line item that the department plans to move to their travel account. Wen said she does not have access to the Munis system. She would have to refer this question to Wehmeier, who is out of town. **Supervisor Grant moved to hold Wehmeier's out-of-state travel report to the November meeting. Supervisor Kilkenny seconded the motion; carried 4-0.**

Discussion and possible action regarding tax incremental financing districts (TID) accounting assistance and consulting – Supervisor Kilkenny — Kilkenny said he is not looking for action on this item. He provided this example of a Virchow Krause & Company proposal to show what is available to provide better accounting for TIDs. In the past, municipal administrators expressed concern that such reports could either be costly or time consuming with regard to staff hours. The project fee in this example is \$12-16,000 which could be paid out of the TID funds and would not be a burden on the municipality.

Discussion and possible action regarding sheriff's office request to write off outstanding bad debt — Lagle, the sheriff's office business office manager, explained that they have a client balance of \$436,780. The current request is to write off debts totaling \$51,835.46. Some are accounts held with a collection agency for at least 2 years, with the debt being at least 5 years old. Others are individuals from whom we know we won't be able to collect because they filed for bankruptcy, are in prison for extended terms, etc. **Supervisors Kilkenny and Grant moved to authorize staff to write off the outstanding bad debt; carried 4-0.**

Ordinance **-11/13 Amending Section 30-173 of the Walworth County Code of Ordinances Relating to Health & Human Services Fund Balance Policy — Supervisor Grant moved to approve the ordinance. The motion was seconded by Supervisor Schaefer and carried 4-0.

Ordinance **-11/13 Amending Section 30-181 of the Walworth County Code of Ordinances Relating to Enterprise Funds Net Position — Supervisors Schaefer and Grant moved to approve the ordinance. The motion carried 4-0.

Resolution **-11/13 Committing General Fund Balances for Future Building/Equipment — Supervisors Grant and Schaefer moved to approve the resolution; carried 4-0.

Ordinance **-11/13 Amending Section 30-286 of the Walworth County Code of Ordinances Relative to Fees — Supervisor Grant moved to approve the ordinance. The motion was seconded by Supervisor Kilkenny and carried 4-0.

Resolution **-11/13 Adopting the 2014 Appropriation of the Walworth County Budget and CIP Plan — Russell explained that this resolution may be amended at the November County Board meeting if amendments to the 2014 Preliminary Budget are submitted. Staff are aware of two pending amendments, one to increase the Workers Comp claims paid expense as referenced during the consent items discussion and another from Public Works to add a patrol truck, according to Andersen. **Supervisors Kilkenny and Schaefer moved to approve the resolution; carried 4-0.**

Resolution **-11/13 Establishing the County Tax Levy to Support the 2014 Budget Appropriation — This resolution may also be amended at the November County Board meeting. **Supervisors Kilkenny and Grant moved to approve the resolution.** Given the proposed amendments to the 2014 budget that we're currently aware of, Bretl anticipates that the adopted budget will be slightly under the levy cap. **The motion to approve carried 4-0.**

Correspondence — There was no correspondence presented

Confirmation of next Finance Committee meeting

- The next Finance Committee meeting was confirmed for Thursday, November 21, 2013 at 9:30 a.m. in County Board Room 114 at the Government Center

Adjournment of Finance Committee

Upon motion and second by Supervisors Schaefer and Kilkenny, Chair Russell adjourned the meeting at approximately 10:59 a.m.; carried 4-0.

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

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

DRAFT

**Walworth County Board of Supervisors
Public Works Committee
MEETING MINUTES
Monday, October 14, 2013
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Chair Russell called the meeting to order at 4:37 p.m.

Roll call was conducted with the following members present, to-wit: Chair Russell; Vice Chair Redenius; Supervisors Ken Monroe, Joe Schaefer and Rick Stacey. All members present.

Others present:

County staff: Director of Central Services Kevin Brunner; County Administrator David Bretl; Deputy County Administrator-Finance Nicki Andersen; Larry Price, Public Works Director of Operations; John Orr, Director of IT; Assistant Public Works Superintendent John Miller; Purchasing/Business Office Manager Peggy Watson; Jessica Conley, Controller; Deputy Corporation Counsel/Director of LURM Michael Cotter

Members of the Public:

Eric Compas, UW-Whitewater Professor, Pangea Studios; Mike Hutchison and Casey Poff, UW-Whitewater interns from Pangea; Clayton Kruse, Perfection Auto Body, 700 S. Pine Street, Burlington, WI

Special Order of Business

Committee tour of Health and Human Services building, Public Works facility and 2014 county roadwork projects. Supervisors Monroe, Redenius and Russell took the tour with Public Works staff beginning at 3:00 p.m.

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

Public comment period

Clayton Kruse, Perfection Auto Body, 700 S. Pine Street, Burlington, asked the committee to consider sending the Sheriff's Office collision repair services out for bids, to be fair to vendors and keep prices competitive.

Regular Business

Presentation on Public Works Geographical Information Systems (GIS) mapping project (UW-Whitewater Professor Eric Compas and students). Kevin Brunner introduced UW-Whitewater Professor of Geography Eric Compas, and Mike Hutchison and Casey Poff, the interns who have been working on the Public Works GIS mapping project all summer and this fall. Pangea Studios at UW-Whitewater is a program available to municipalities and businesses that provides mapping services at a reasonable cost and allows students to gain experience in their chosen field. UW-Whitewater students also worked with the City of Elkhorn this summer to locate and map electrical infrastructure in the City. Mike and Casey showed a PowerPoint demonstrating how they entered data and coordinates for signs and culverts on our county roadways. Mike is a geography major with a GIS emphasis, and Casey is an environmental science major with an emphasis in chemistry and GIS. Both will graduate this December. Casey and Mike entered 3,100 signs into the GIS system. Each sign has a point containing information on the condition of the sign, the dimensions, the type of pole, the direction the sign is facing, and when it

was installed. This fall, they are working to enter all of the county culverts (about 575 of them) into the system. The culverts are entered on a line system, and information on the culverts includes the dimensions, how far they go underground, etc. Professor Compas said that the benefit of the mapping is to enhance asset management, preserve institutional memory and to save time and money. The system provides a quick assessment of the resources within the county. Brunner thanked John Orr and the IT department for helping to develop and fund this internship program and providing guidance on the project. Brunner said the countywide goal is to complete a comprehensive asset management system for the entire county within a couple of years. There are 10-12 primary assets that need to be captured into the GIS. County Administrator Bretl said that this program benefited both parties, as the county got valuable labor and technological expertise from the student interns, and the interns were able to implement the skills they used in the classroom and gained working experience in their chosen professions. Chair Russell thanked them for their assistance and the informative presentation.

Ordinance Amending Section 30-181 of the Code of Ordinances Relating to Enterprise

Funds Net Position. Deputy County Administrator-Finance Nicki Andersen and Jessica Conley, Controller, addressed the committee. This ordinance refers only to the enterprise funds relating to Public Works and the Lakeland Health Care Center, and the purpose is to allow for setting aside funds for future project expenses. Conley explained that the Public Works unrestricted net position will be increased from 15% to 20% of the total of the fund's expenses, up to approximately \$1.8 million, and will be calculated annually. As to the restricted net position, currently Public Works has no ability to set funds aside from donations or fund raising activities. This change will allow for that, as well as allow earmarking money from unspent budget amounts. The unrestricted net position is an internal allowance to be maintained within the county's public works fund to address major building related issues and potential depletion of inventory and equipment. Andersen added that given the levy freeze, this is a good long-term financial planning tool. **Supervisors Schaefer and Monroe moved to recommend the ordinance amendment. Motion carried 5-0.**

Ordinance No. 806-20/13 Amending Section 17-35 of the Walworth County Code of

Ordinances Relating to Sole Source Procurements (referred from County Board meeting

October 8, 2013). Bretl said this ordinance originated at the September 16th committee meeting, and was recommended to the Board. At the October 8 Board meeting, it was sent back to this committee for further review. Bretl said that although he respects the Sheriff's preferences and the authority of his office, county purchasing should be as transparent as possible. He agrees that sometimes it is in the best interest of the county to purchase services without going through the competitive bid process – i.e., seminars and conferences, legal services, etc. Although they are not legally required to follow the competitive bid process for their services, Bretl believes it is possible to develop a comprehensive bid packet for all of the services the Sheriff's Office needs for body painting and collision repair. Bretl called upon Peggy Watson, Purchasing Manager, to provide more insight. Watson said that Public Works bids out its body work. They have a pre-approved vendor list with 4-5 vendors, and when body work/painting is needed, the Shop Superintendent calls the vendors, who in turn submit an estimate for the work and the lowest qualified bidder is awarded the work. Supervisor Schaefer asked why this was referred back to committee, when it was discussed and approved at the September meeting. Bretl said he initially brought it up, as he was not comfortable with the current practice of the Sheriff's Office not being addressed in the Code. Bretl advised the committee that they had the options to vote against the ordinance amendment or hold it in committee. Bretl said that Purchasing would work with the Sheriff's Office to be responsive to their needs in developing the bid specifications. Everyone, including the current vendor, would be then eligible to submit bids for their services. Watson said the contract could be awarded to multiple vendors, and those qualifying would submit estimates each time a repair was needed. The Sheriff's Office would have the flexibility to narrow down the list of preferred vendors on the basis of points awarded during the

evaluation process. **Supervisors Schaefer and Stacey moved to reject Ordinance No. 806-10/13 amending section 17-35 of the Code relating to sole source procurements. The motion carried 5-0.**

Ordinance for use of county roads for special events – tabled until the November 18 meeting.

Supervisors Schaefer and Monroe moved to approve the bid for polishing of concrete surfaces at the Sheriff's Office to Perfect Contract Cleaning Midwest, in the amount of \$30,000. The motion carried 5-0.

Bid award for concrete repair and replacement at the Government Center, Lakeland School and the Sheriff's Office. Brunner said only one bid was received. Staff recommended award to Gilbank Construction. **Supervisors Schaefer and Stacey moved to approve the base and alternate bids from Gilbank Construction in the amount of \$23,900 for the repair and replacement of concrete in various areas around the Government Center, Lakeland School and Sheriff's Office. Motion carried 5-0.**

Request for approval of change in scope of the CTH NN culvert rehabilitation. Brunner said the project scope originally included rehabilitation of two culverts. Subsequently, another culvert was discovered in bad condition. The three culverts can be repaired within the original budget allocated.

Approval of bid specifications for CTH NN culvert rehabilitation

The bid specifications include liners to be installed for the rehabilitation of the culverts discussed above. **Supervisors Schaefer and Stacey moved to approve the change in scope of the CTH NN culvert rehabilitation and to approve the bid specifications for the project. The motion carried 5-0.**

Request to amend 2014 preliminary budget to include purchase of an additional single-axle truck and the purchase of a 2014 tandem plow truck from the current contract

Brunner distributed a list of our trucks, the additional trucks requested by Public Works, and a list of our operators, including full time and limited term employees. Brunner said there are two trucks whose frames are cracked which do not meet DOT inspection standards. These trucks were scheduled to be held in the fleet as backups, but they cannot continue to be used. The Department of Transportation (DOT) is asking the counties to bump up their level of service for state road winter maintenance. DOT is recommending one patrol person per 35-40 lane miles whereas the current county ratio is one person per 50 lane miles. The county is adding lane miles every year because of road projects – approximately 35 lane miles have been added within the last 4 years. Thus, due to the condition of the trucks with the cracked frames and the increased level of service requested by the State, the department requests to add another single axle truck purchase in the 2014 CIP. Further, due primarily to a supplier work strike, the three tandems ordered in April haven't been delivered. In addition to the additional single axle truck, Brunner asked for approval to: 1) buy another truck in 2014 (it would be ordered after budget approval); 2) to purchase a tandem plow truck under the current contract; and 3) to have authority to lease trucks on an emergency basis if the delivery of the new trucks continues to be delayed. The total truck purchases, including the tandem and three single-axles, would be 7. The damaged trucks, #80 and 81, could be sold and used for other purposes. The Chair said that the buyers of the trucks should be required to sign affidavits acknowledging that they are aware of the problems with the frames and are buying them "as is." The department maintains an equipment replacement schedule, and there are trucks scheduled in the out years, Brunner added. There is one patrolman position in the 2014 budget, and potentially 2 positions will be included in the 2015 budget. **Supervisors Schaefer and Stacey moved to approve the amendment of the 2014 budget as discussed above. Motion carried 5-0.**

Discussion concerning winter maintenance level of service on State roads (item requested by Supervisor Stacey). Supervisor Stacey asked if the Department of Transportation has the same level of service standards for all counties – i.e., maintenance by the counties on I43 from Beloit to Milwaukee. He wants Walworth County to provide the same level of winter maintenance as Waukesha County, and wondered if the increase in the routine maintenance funding would help. Brunner said that Walworth County is meeting DOT standards. However, as the state is raising the bar for service, the county needs adequate equipment and manpower. Larry Price, Director of Operations, said that timing in a storm is everything – during a storm the department has had praises and complaints about the same areas within a matter of minutes. Price drew attention to the copy of the DOT Winter Maintenance manual that was included with the agenda packets. The DOT is satisfied with roads being maintained in a “passable” condition during the middle of the night when traffic is light. Public Works crews cannot run more than 16 hours safely and typically the crew goes home to rest between 10:00 p.m. and 3:00 a.m. during a storm. The limited term employees will work during that timeframe to keep the roads passable until the regular crews come back in. Price added that when all of our crew is out plowing, he would put the condition of our roads up against any county in the state. Price said that Waukesha County has 12 people on second shift all winter long, so they are able to provide more coverage. Weather technology has improved a great deal, and the service provides recommendations on the tonnage of salt to use during a storm. The GPS units on the plow trucks send live information to the DOT throughout a storm. Typically, crews apply approximately 200 pounds of salt per lane mile when a storm hits. Price emphasized that he and the Superintendents are always out on the roads during a storm, constantly checking the conditions in each part of the county. Stacey asked if it would be possible to hire more men or get more equipment, if needed. Price said they are getting low on eligible limited term employees – there are eight returning from last winter, but management is concerned about what will happen next year. Brunner said that Milwaukee County is the only one in our region with Category 1 roads; however, there has been talk about bumping up some of our roads to a higher category. Price encouraged Supervisors to come out and ride along with a plow driver during a storm event. Brunner asked for authorization from the committee to lease trucks on an emergency basis if this year’s trucks continue to be delayed, or if the backup trucks have to be put to regular use. **Supervisors Monroe and Schaefer moved to authorize the lease of trucks if needed on an emergency/interim basis. The motion carried 5-0.**

Closed session pursuant to the exemption contained in Section 19.85(1)(e) of the Wisconsin Statutes for the purpose of conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- **Proposed intergovernmental agreement with the Lake Beulah Management District**
Supervisors Monroe and Redenius moved to convene in closed session. Upon a unanimous roll call vote, the meeting continued in closed session. Supervisors Stacey and Monroe moved to reconvene in open session at 6:21 p.m. Motion carried 5-0. **Supervisors Monroe and Stacey moved to direct staff to proceed as discussed in closed session. Motion carried 5-0.**

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

Supervisors Stacey and Schaefer moved to adjourn the meeting. The motion carried unanimously and the meeting concluded at 6:23 p.m.

Minutes recorded by Becky Bechtel, Public Works Department

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

HONEY LAKE PROTECTION AND REHABILITATION DISTRICT

BOARD OF COMMISSIONERS

JOHN LUTZ: CHAIRMAN; (re-elected for 3-year term, 8/25/13)

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

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

OCTOBER 15, 2013 MONTHLY MEETING

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

Absent: Weinkauf.

Meeting was called to order at 7:04 p.m by Chairman Lutz

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

Old Business:

Chairman Lutz reported that the "No Dumping" and pole barriers had not as yet been installed at the land adjacent to the Schryer property as indicated in the September, 2013 minutes.

The "Quicken" software has been ordered and is now available to be picked up at the local Wal-Mart. The manual is not as yet available and will be obtained when it is.

Chairman Lutz indicated that finalization of the dam fencing extensions and repairs has not been completed at this time.

Chairman Lutz reported that few local companies now do the type of asphalt work required on County Line Blvd. He is still checking with other companies.

Chairman Lutz indicated that he has completed new drawings for the dam boards.

No feed back has been received from the Rochester Fire Department regarding the deep gouge in the Honey Lake dike when a fire truck purged its water supply. Chairman Lutz indicated he may just go ahead and have it repaired and then back charge to Rochester.

New Business:

Two (2) bids were received for the upcoming Winter snowplowing:

- 1) Snow Solutions LLC: \$22,000 for one (1) year; and \$66,000 for three (3) years.**
- 2) D. @ D. Construction LLC.: \$368,000 for one (1) year (discussion held about whether or not this amount was an error. But, since that amount was both typed and hand written it was determined that it was not an error)**

Bid was awarded to Snow Solutions LLC who had done the work last year. Bid was awarded for the three (3) year basis since the District had discussed doing that last year and since it will save the District the costs of posting for the bidding. Snow Solutions owner indicated that his insurance and performance bonding already in effect will be extended for the contract period.

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

A motion was then made and seconded for adjournment at 7:41 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "McIndoe", with a horizontal line extending from the end of the signature.

Robert E. McIndoe 10/17/13

Walworth County Board of Adjustment
MINUTES

October 9, 2013 - Hearing – 8:30 AM
October 10, 2013 – Meeting – 8:30 AM
County Board Room
Government Center – Elkhorn, Wisconsin

A hearing and decision meeting of the Walworth County Board of Adjustment was held on October 9 & 10, 2013, in the County Board Room of the Government Center in Elkhorn, Wisconsin. Those present on October 9, 2013, were Chair John Roth, Secretary Ann Seaver, 1st Alternate Elizabeth Sukala and 2nd Alternate Franklin B. Jones. Deb Grube, Senior Zoning Officer, and Wendy Boettcher, recording secretary of the Land Use & Resource Management Department were in attendance. Those present on October 10, 2013, were Chair John Roth, Secretary Ann Seaver and 2nd Alternate Franklin B. Jones. Deb Grube, Senior Zoning Officer, and Wendy Boettcher, recording secretary of the Land Use & Resource Management Department were in attendance. “Sign-in” sheets listing attendees on October 9, 2013, and October 10, 2013, are kept on file as a matter of record.

The October 9, 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. **Ann Seaver motioned to approve the agenda as printed. Seconded by John Roth. Motion carried. 3-favor, 0-oppose. Ann Seaver motioned to approve the September 11 & 12, 2013, Minutes and dispense with the reading. Seconded by Franklin B. Jones. Motion carried. 2-favor, 1-abstain (Franklin B. Jones).** After hearing five of the six agenda items, due to a conflict of interest, 2nd Alternate Franklin B. Jones stepped down and 1st Alternate Elizabeth Sukala sat in for agenda item #6.A.5. James & Marilyn Aldinger. **After testimony of all cases, Elizabeth Sukala motioned to close the hearing at 9:34 A.M. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose. At approximately 9:35 A.M. Ann Seaver motioned to open the second agenda session. Seconded by Elizabeth Sukala. Motion carried. 3-favor, 0-oppose. The second agenda session was called to order by Chair John Roth. Elizabeth Sukala motioned to approve the 9:39 A.M. agenda as printed. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose. After the second agenda session, Elizabeth Sukala motioned to recess until 8:30 A.M. on Thursday, October 10, 2013. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose.** The October 9, 2013, hearing went into recess at approximately 9:39 A.M.

On October 10, 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. **Franklin B. Jones motioned to approve the agenda as revised removing item #5.A.5. James & Marilyn Aldinger. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose. After the decisions were completed, Franklin B. Jones motioned to adjourn until the November 13, 2013, hearing at 8:30 A.M. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose.** The October 10, 2013, decision meeting adjourned at approximately 9:08 A.M.

Six variance hearings and one reconsideration request were scheduled and details of the October 9, 2013, hearings and the October 10, 2013, decisions are digitally recorded and are available to the public upon request / video to view on our website: www.co.walworth.wi.us.

New Business – Variance Petitions

Disc #1 Hearing – Count #8:35:39 – 8:41:22 / Disc #2 Decision – Count #8:35:35 – 8:38:32
The First Hearing was Russell G. & Brigid A. Knudsen, owners – Section(s) 14 – East Troy Township

Applicants are requesting a variance from Section(s) 74-38 / 74-54 of Walworth County's Code of Ordinances – Zoning to construct an accessory structure (aircraft hangar).

REQUIRED BY ORDINANCE: The Ordinance permits a total of 2150 square feet of accessory structure on this parcel.

VARIANCE REQUEST: The applicants are requesting a total of 3114 square feet of accessory structure. The request is a variance from Section(s) 74-38 / 74-54 of Walworth County's Code of Ordinances – Zoning to construct an accessory structure (aircraft hangar).

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of October 9 & 10, 2013, for the petition of Russell G. & Brigid A. Knudsen, owners, voted to **APPROVE** the request for a total of 3114 square feet of accessory structure.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found the subdivision landing strip to be a unique property limitation. The Board found the proposed hangar will not encroach on the runway. The Board found the parcel to be at the south end of the subdivision in a "safety zone" not typically used as part of the runway. The Board found to deny the request and not permit storage for the owner's aircraft would cause unnecessary hardship, given the type of development of Air Troy Estates. The Board found to approve the request would cause no harm to public interests. The Board found other parcels in the subdivision have aircraft hangars. There was no support. There was no opposition.

Disc #1 Hearing – Count #8:41:28 – 8:49:27 / Disc #2 Decision – Count #8:38:33 – 8:42:18
The Second Hearing was David A. & Mary K. Davenport, owners / Kutsch Construction, applicant – Section(s) 9 – East Troy Township

Applicants are requesting a variance from Section(s) 74-167 / 74-181 of Walworth County's Code of Ordinances – Shoreland Zoning to permit the location of an existing deck and to replace the deck.

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

VARIANCE REQUEST: The applicants are requesting an approximate 27.5' 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 permit the location of an existing deck and to replace the deck.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment,

during the meeting of October 9 & 10, 2013, for the petition of David A. & Mary K. Davenport, owners / Kutsch Construction, applicant, voted to **APPROVE** the request for an approximate 27.5' shore yard setback.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found due to the topography on the parcel the residence was built into the hill to get more use of the property. The Board found the deck is structurally an integral part of the residence. The Board found repair of the deck to be necessary for safe ingress / egress to the residence. The Board found to deny safe ingress / egress to the residence would be an unnecessary hardship. The Board found there will be no change in the footprint or envelope and the deck will not be enclosed. The Board found to approve the request will cause no harm to public interests as the deck has existed since 1968 per testimony. There was no support. There was no opposition.

Disc #1 Hearing – Count #8:49:30 – 8:59:13 / Disc #2 Decision – Count #8:42:19 – 8:44:52
The Third Hearing was James & Janice Batten, owners – Section(s) 33 – Whitewater Township

Applicants are requesting a variance from Section(s) 74-38 / 74-52 of Walworth County's Code of Ordinances – Zoning to construct a 24' x 40' accessory structure (shed).

REQUIRED BY ORDINANCE: The Ordinance requires a 20' side yard setback and limits the height of an accessory structure to 17'.

VARIANCE REQUEST: The applicants are requesting a 5.1' side yard setback and a height of 19' 4". The request was **modified at the hearing to eliminate the height variance and to request a 10' side yard setback.** The request is a variance from Section(s) 74-38 / 52 of Walworth County's Code of Ordinances – Zoning to construct a 24' x 40' accessory structure (shed).

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of October 9 & 10, 2013, for the petition of James & Janice Batten, owners, voted to **APPROVE** the request for a 10' side yard setback.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found the owner has limited options for placement of the accessory structure due to slopes. The Board found to deny the request and ask the owner to locate the structure elsewhere on the property would cause greater land disturbance. The Board found to approve the request would cause no harm to public interests. The Board found the owner did amend the variance to minimize the request. The Board found to approve the request will maintain the character of the neighborhood. The Board found no objection for approval from the Town or from neighboring property owners. There was one letter of support for the 10' side yard setback from the Town of Whitewater. There was no opposition.

Disc #1 Hearing – Count #8:59:25 – 9:06:41 / Disc #2 Decision – Count #8:44:53 – 8:50:46

The Fourth Hearing was Christopher Sandberg, owner – Section(s) 11 – Sugar Creek Township

Applicants are requesting a variance from Section(s) 74-38 / 74-54 / 74-92 of Walworth County's Code of Ordinances – Zoning to permit the location of an accessory structure (garage) on a vacant parcel. A previous variance expired on July 16, 2013.

REQUIRED BY ORDINANCE: The Ordinance permits an accessory structure on a parcel but not until the principal structure is present or under construction and requires a 25' rear yard setback and 15' side yard setback.

VARIANCE REQUEST: The applicant is requesting to permit the location of an accessory structure on a vacant parcel with a 10' rear yard and 10.4' side yard setback. The request is a variance from Section(s) 74-38 / 74-54 / 74-92 of Walworth County's Code of Ordinances – Zoning to permit the location of an accessory structure (garage) on a vacant parcel. A previous variance expired on July 16, 2013.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of October 9 & 10, 2013, for the petition of Christopher Sandberg, owner, voted to **APPROVE with conditions** the request to permit the location of an accessory structure on a vacant parcel with a 10' rear yard and 10.4' side yard setback.

A motion was made by Ann Seaver to put an extension of 60 days to start construction.

Ann Seaver rescinded her motion.

A motion was made by Ann Seaver to grant a 60 day extension to the previous variance granted that has expired with a year to finish.

An amended motion was made by Ann Seaver to grant the variance with a 60 day start and a one year substantial completion finish time. Seconded by John Roth. Motion carried. 3-favor 0-oppose

BOARD OF ADJUSTMENT FINDINGS: The Board found to grant variance approval with the condition construction will begin within 60 days of variance approval and with the condition the project must be substantially complete within one year of variance approval. The Board found the owner's variance request is consistent with the variance request heard in July 2012. The Board found to approve the request is in keeping with the purpose and intent of the zoning ordinance. The Board found to approve the variance request would cause no harm to public interests as the structure has existed for some time. The Board found the owner will apply for all County permits required for new home construction upon the filing of the variance decision. The former property owner spoke in support and there was one letter of support from the Town of Sugar Creek. There was no opposition.

Disc #1 Hearing – Count #9:26:06 – 9:35:22 / Disc #1 Decision – Count #9:37:14 – 9:40:28

The Fifth Hearing was James C. & Marilyn G. Aldinger, owners / John R. Karstetter, Karstetter Construction, applicant – Section(s) 25 – Darien Township

Applicants are requesting a variance from Section(s) 74-38 / 74-52 / 74-90 of Walworth County's Code of Ordinances – Zoning to permit the construction of an addition (roof dormers) to an accessory structure (garage).

REQUIRED BY ORDINANCE: The Ordinance requires additions and enlargement to existing substandard structures to conform to the required height provisions of the zoning ordinance (17' height).

VARIANCE REQUEST: The applicants are requesting to construct dormers on an existing garage permitted in 1990 with a height of 21' 6". The request is a variance from Section(s) 74-38 / 74-52 / 74-90 of Walworth County's Code of Ordinances – Zoning to permit the construction of an addition (roof dormers) to an accessory structure (garage).

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of October 9 & 10, 2013, for the petition of James C. & Marilyn G. Aldinger, owners / John R. Karstetter, Karstetter Construction, applicant, voted to **APPROVE** the request to construct dormers on an existing garage permitted in 1990 with a height of 21' 6".

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

BOARD OF ADJUSTMENT FINDINGS: The Board found the topography, pond and lowlands on the property limited options for additional building area. The Board found it more in keeping with the purpose and intent of the ordinance to add the dormers to an existing structure rather than to increase the amount of accessory structure square footage on the parcel. The Board found to approve the variance request would create more usable floor space in the structure. The Board found the dormer additions would not increase the footprint of the structure. The Board found no harm to public interests to approve the variance request as the structure is set back from the road and is abutted by a farm field. The Board found the existing structure was built in compliance in 1990 and since that time the Ordinance as well as the method of measuring accessory structure height has changed. There was one letter of support from the Town of Darien. There was no opposition.

Disc #1 Hearing – Count #9:07:07 – 9:25:59 / Disc #2 Decision – Count #8:50:47 – 8:57:20
The Sixth Hearing was Ronald & Jane Wiemerslage Trust, owner / Don Rudat, McCormick Etten Architects, applicant – Section(s) 35 – Whitewater Township

Applicants are requesting a variance from Section(s) 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to construct an addition to a single-family residence for an interior stair and an uncovered deck.

REQUIRED BY ORDINANCE: The Ordinance requires a 75' shore yard setback and an 11.1' side yard setback (established).

VARIANCE REQUEST: The applicants are requesting a 49' shore yard setback and an 8.8' side yard setback for an addition and a 4.8' side yard setback for a deck. The request is a variance from Section(s) 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances -- Shoreland Zoning to construct an addition to a single-family residence for an interior stair and an

uncovered deck.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of October 9 & 10, 2013, for the petition of Ronald & Jane Wiemerslage Trust, owner / Don Rudat, McCormick Etten Architects, applicant, voted to **APPROVE** the request for a 49' shore yard setback and an 8.8' side yard setback for an addition and a 4.8' side yard setback for a deck.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found the residence is too small to permit a traditional interior stair without a variance. The Board found to approve the variance request would allow a stair that would meet building code and improve safe ingress / egress for the residence. The Board found to deny the variance request would cause unnecessary hardship. The Board found the residence as originally constructed does not allow an enclosed stair in any location other than the proposed without requiring extensive remodeling, creating difficult navigation through the residence, interference with the block walls on the south side of the residence or compromising the Town Line Road setback requirements. The Board found the stair placed at the proposed location will facilitate the existing house layout. The Board found to approve the variance request for the deck / landing will provide walkway access to the door on the north side of the residence. The Board found to approve the variance request would cause no harm to public interests as the proposed additions will not encroach further into the side yard or shore yard than the existing residence. The Board found the owner does own the property to the north of the residence and there are no neighbors to the south of the residence. The Board found the proposed location of the addition and deck would have the least amount of impact on the waterfront parcel. There were letters of support from a neighboring property owner and the Town of Whitewater. There was no opposition.

Other

- A. Discussion / possible action regarding a reconsideration request for Robert and Jaclyn Luke – Town of La Grange

After discussion the Board of Adjustment found to approve the reconsideration request.

REQUIRED BY ORDINANCE: The Ordinance requires a 75' shore yard setback for all structures, only permits retaining walls where necessary to control erosion and walkways only where necessary due to steep slopes or wet, unstable soils.

VARIANCE REQUEST: The applicants are requesting retaining walls within the shore yard setback with the closest structure having an approximate 56' shore yard setback, an approximate 224 square foot play set with an approximate 20.5' shore yard setback, stone steps with the closest structure having an approximate 60' shore yard setback, stone paver walkway (not on steep slopes or unstable soils) with the closest structure having an approximate 58' shore yard setback, stone patio with the closest structure having an approximate 67' shore yard setback, flagstone walkway (not on steep slopes or unstable soils) with the closest structure having an approximate 15' shore yard setback, a stone patio with the closest structure having an

approximate 0' shore yard setback, a brick patio with the closest structure having an approximate 73' shore yard setback and a 9.3' x 2.5' storage bin with an approximate 20' shore yard setback. The request is a variance from Section(s) 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to permit the location of retaining walls, stone patio, play set, stone pavers, stone steps, brick patio and a storage bin and to permit the construction of a flagstone walkway in the shore yard.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of August 14 & 15, 2013, for the petition of Robert S. & Jaclyn M. Luke, owners / Attorney Richard W. Torhorst, applicant, voted to **APPROVE** the request for retaining walls within the shore yard setback with the closest structure having an approximate 56' shore yard setback, voted to **DENY** (2 – 1) an approximate 224 square foot play set with an approximate 20.5' shore yard setback, voted to **APPROVE** stone steps with the closest structure having an approximate 60' shore yard setback, voted to **APPROVE** stone paver walkway (not on steep slopes or unstable soils) with the closest structure having an approximate 58' shore yard setback, voted to **APPROVE** stone patio with the closest structure having an approximate 67' shore yard setback, voted to **DENY**** (2 – 1) flagstone walkway (not on steep slopes or unstable soils) with the closest structure having an approximate 15' shore yard setback, voted to **APPROVE** a stone patio with the closest structure having an approximate 0' shore yard setback, voted to **APPROVE** a brick patio with the closest structure having an approximate 73' shore yard setback and voted to **APPROVE** a 9.3' x 2.5' storage bin with an approximate 20' shore yard setback.

BOARD OF ADJUSTMENT FINDINGS:

APPROVAL of retaining walls within the shore yard setback with the closest structure having an approximate 56' shore yard setback: The Board found the retaining walls existed at the time of purchase, therefore hardship was not self-created. The Board found to approve the request would eliminate the need to remove the retaining walls and replace them with stairs for the necessary ingress / egress. The Board found to deny the request would harm public interests in navigable waters in requiring disturbance of land around the lake to obtain the necessary ingress / egress.

APPROVAL of stone steps with the closest structure having an approximate 60' shore yard setback / stone paver walkway (not on steep slopes or unstable soils) with the closest structure having an approximate 58' shore yard setback / stone patio with the closest structure having an approximate 67' shore yard setback: The Board found to approve the requests would allow the ingress / egress necessary for the dwelling unit. The Board found approval of the structures keeps a reasonable grade for the ingress / egress. The Board found to deny the request and require removal of the structures would cause unnecessary hardship and create shoreland disturbance.

APPROVAL of a stone patio with the closest structure having an approximate 0' shore yard setback: The Board determined that a patio did exist in this approximate location prior to replacing the patio. The Board found to deny the request would be an unnecessary hardship as the owner would not have a safe landing for the pier. The Board found to deny the request and require the removal of the structure so close to the shore would cause harm to the public's interest in navigable waters.

APPROVAL of a brick patio with the closest structure having an approximate 73' shore yard setback: The Board found the structure to be existing. The Board found the variance request to be a small increment of relief. The Board found the owner had received Walworth County zoning permit approval for the pool and the additional patio was an error.

APPROVAL of a 9.3' x 2.5' storage bin with an approximate 20' shore yard setback: The Board found it would be an unnecessary hardship to not have marine equipment storage. The Board found to require the structure to be relocated would not allow marine equipment storage where it is needed. The Board found to approve the request will allow safe storage that is aesthetically pleasing.

DENIAL of approximate 224 square foot play set with an approximate 20.5' shore yard setback: The Board found it is not necessary to locate the structure in the shore yard. The Board found the owner did not prove circumstances unique to the property. The Board found to approve the request would set a precedent.

DENIAL (see reconsideration below) of flagstone walkway (not on steep slopes or unstable soils) with the closest structure having an approximate 15' shore yard setback: The Board found the property owner did not prove exceptional or unique circumstances to the property. The Board found the slope is not steep enough to justify approval of the variance request. The Board found to deny the request would not cause unnecessary hardship.

There was one letter of support from the Town of La Grange "for repair and to retain existing pool". One person voiced concerns. There was a letter of denial from the Town of La Grange for "the stone walkway across the flat ground for lack of hardship". There was a letter of denial from the Wisconsin Department of Natural Resources.

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

****RECONSIDERATION ON OCTOBER 10, 2013**

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of October 10, 2013, for the petition of Robert S. & Jaclyn M. Luke, owners / Attorney Richard W. Torhorst, applicant, voted to APPROVE the reconsideration request for:

- 1) that portion of the flagstone walkway providing a connection and walkway between the deck and the pool patio as outlined and identified on Exhibit A and**
- 2) the portion of the walkway to the lake immediately adjacent to the existing lakeside patio to allow a set of stairs (2 – 3 steps) as identified by crosshatch on Exhibit B submitted by Attorney Richard W. Torhorst, applicant.**

John Roth motioned to correct the record and approve the variance in part as portrayed in Exhibit A and Exhibit B submitted with the reconsideration request by Attorney Richard W. Torhorst. Seconded by Ann Seaver. Motion carried. 2-favor 1-abstain (Franklin B. Jones)

10-10-13 BOARD OF ADJUSTMENT FINDINGS: The Board found it was their intent on August 12, 2013 to approve the above-mentioned item 1) and item 2) at the decision meeting.

B. Discussion / possible action on Township correspondence - none

Staff Reports

A. Court cases update - none

B. Distribution of reports, handouts and correspondence - none

Proposed discussion for next agenda

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

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

ANN SEAVER
WALWORTH COUNTY BOARD OF ADJUSTMENT

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

DRAFT

**SPECIAL MEETING MINUTES
Walworth County Board of Supervisors
Park Committee
Monday, September 30, 2013
Walworth County Government Center, County Board Room 114
100 W. Walworth Street, Elkhorn, Wisconsin**

Chair Schiefelbein called the meeting to order at 2:38 p.m.

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

County staff present: County Administrator David Bretl; Director of Central Services Kevin Brunner; Peg Reedy, UW Extension Agriculture Educator

Others present: County Board Supervisor Tim Brellenthin; Bob Garrity, Waukesha County Parks Supervisor; Jim Jackley, Real Estate Specialist, Wisconsin Department of Natural Resources (DNR)

Kilkenny and Hurlburt moved to approve the agenda as presented. The motion carried unanimously.

Kilkenny and Russell moved to approve the June 10, 2013 minutes as prepared. The motion carried 5-0.

Public comment period – No one asked for recognition to speak.

New Business

Discussion and possible action accepting the Lightfield Family's gift of a memorial park bench for Price Park and their request to name new prairie area at Price Park after former supervisor Roy Lightfield. Peg Reedy, UW-Extension Agriculture Educator, addressed the committee. Roy Lightfield was a member of the County Board for over 30 years, a long-term member of the Ag and Extension and Land Conservation committees, an outdoorsman and a champion of conservation. Mr. Lightfield's family gave a donation to the County for a park bench and plaque to be placed at Price Park as a memorial to his service. In addition, Ms. Reedy asked if the prairie below the building at the park could be named after Mr. Lightfield. Reedy said that she would ensure that the bench was of the same standard and quality as the benches Public Works uses in the parks and on the Trail. County Administrator Bretl asked the committee to consider a policy/plan to address such donations in the future. There is currently a donation ordinance which addresses providing money for a specific improvement, and duration of naming something as a memorial to a citizen/public official. Reedy suggested that staff contact the donors of Price Park to ensure they have no objection to naming the prairie after Mr. Lightfield. Bretl suggested before this is done, guidelines for accepting such donations should be developed and brought back to the committee. Bretl added that Mr. Lightfield was a staunch supporter of the parks and environment and asking for written guidelines should in no way be construed as a detraction from his many civic contributions. **Nowak moved to accept the donation from the Lightfield family for a bench and plaque to be placed at Price Park, provided the committee approves the language to be placed on the plaque. Hurlburt seconded. Discussion ensued, and Nowak, with approval from Hurlburt, withdrew her motion. Committee consensus was to research the donation policy implemented during the building of Lakeland School, and to direct staff to prepare a draft policy for future donations. The policy will be reviewed at the October 14 meeting.** Central Services Director Kevin Brunner said the prairie planting will be done this fall. The dog park will be completed next spring. Supervisor Brellenthin suggested that perhaps the solicitation for the dog park, prairie planting, the parks, etc., should be ongoing, and that specific items needed should be noted in the solicitation (i.e., "doggie mitts" for the dog park).

Discussion and possible action of amending Sec 42-1 of the Walworth County Code of Ordinances to allow hunting and trapping in the proposed White River County Park. Brunner invited Bob Garrity, Waukesha County Parks Supervisor, and Jim Jackley, Real Estate Specialist for the DNR Southeast Region, to address the committee. Bretl handed out a draft ordinance for committee review. Brunner said that in order to be eligible to receive a Stewardship grant, the county would have to allow hunting, trapping, fishing, hiking and cross country skiing in the White River Park. Bretl briefly went through the ordinance amendment, and said the committee needed to make decisions on what hunting weapons would be allowable, the safe parameters for allowing hunting near buildings used for human occupancy, etc. He added that "Clark Park" will be changed to "White River Park" in the ordinance. Bob Garrity distributed a list of bullet points on how Waukesha County handles hunting and regulatory enforcement in their parklands. He also distributed a list of frequently asked questions about hunting that Waukesha County has posted on its parks website. Garrity said the county has had very few problems with hunting in the parks; they do not allow hunting in developed parks (i.e., those with picnic shelters, playgrounds, pavilions, etc.). Waukesha County has approximately 2,000 acres of hunting land, and has only received 6 complaints in two years, three of which were calls about trespassing. There have been no complaints of drugs, alcohol, after hours disturbances or off-roading during the hunting season, and no incidents involving wrongful discharge of a weapon. Waukesha County encourages hunters to become familiar with park boundaries and allowable ingress/egress. Hunters must observe State hunting regulations and applicable codes for firearms and hunting. Portable structures (i.e., tree stands/duck blinds) must be removed at sundown.

Jim Jackley introduced himself and said there have been no major hunting incidents in the Southern Kettle Moraine region (22,000 acres). The DNR has found that the best way to handle the hunting is to adhere to state statutes, sheriff's and local ordinances, and allow the hunters to "self-regulate." A quality hunt is one where there are 2 hunters per 40 acres, he said, and most experienced hunters, especially bow hunters, observe that limitation. Supervisor Russell said she looked at the maps drawn up by our GIS staff, with circles around 300' and 500' distances from the buildings. She said she felt 300' feet would be too close to the farm buildings and on the west side would only allow short, narrow pieces to be hunted. Jackley replied that frequently when the distances are moved farther out, game tends to get between hunters and dwellings, making it more dangerous, as the hunter would be shooting toward the occupied building. Russell also wanted to ensure that hunting would be prohibited in the rented farmland. Jackley said that typically people who lease farmland consider their rights only run as long as the crops are on the field, although the DNR prohibits any hunting on lands where soybeans are still in the field. Once the crops are out, the tenant usually doesn't have the privilege to dictate terms on land use. Jackley said most crops are off the land before deer hunting season. Nowak asked about rifles vs. shotguns for deer hunting, commenting that the DNR allows rifle hunting. Jackley said that rifle hunting for deer has been approved by the DNR all over the state. Chair Schiefelbein added that rifle hunting in Walworth County is legal. As for target shooting, none of the southern tier counties allow it in the parks. Within the last few years, 42% of the hunting incidents statewide have involved shotguns. Schiefelbein encouraged the committee to follow state statute and DNR provisions – it will be easier to enforce and people who choose to hunt in the park will be more familiar with the standard regulations. Russell said she wants the hunting areas well posted and suggested a sign be placed at the entrance to the park stating that hunting is regulated by state statute, DNR regulations and county ordinance. Park hours were discussed, as well as allowing dogs for hunting. Supervisor Russell said she is adamant about people not being in the park after dark. She reminded the committee that the neighbors were very concerned about that issue. Bretl asked the committee to go carefully through the ordinance and make changes as needed. **Kilkenny and Nowak moved to amend the ordinance as to park hours (sec. 42-1(a)(1)) to change the open hours of the parks and Trail to one hour before sunrise and one hour after sunset. The motion carried 5-0.**

Kilkenny and Nowak moved to change section 42-1(a)(3) to add the language after the first word Pets, "including hunting dogs". The motion carried 5-0.

Kilkenny and Nowak moved to delete subparagraph (2) under section 42-1(c) [Hunting shall be allowed only with shotgun or bow and arrow]. The motion carried 5-0.

Kilkenny and Nowak moved to insert the number 300 in section 42-1(c)(3). The motion carried 5-0.

Kilkenny and Nowak moved to add language that tree stands, personal blinds, and all personal property, etc., [verbiage to be obtained from the DNR] cannot be left on state land unattended. The motion carried 5-0.

Russell and Nowak moved to add the DNR language that allows shooting at game animals only. The motion carried 5-0.

Kilkenny and Russell moved that allowing or prohibiting hunting on leased cropland is subject to the terms of any written lease for such active farmland. The motion carried 5-0.

Kilkenny and Hurlburt moved to modify the ordinance as moved above, and to approve the ordinance as so modified. The motion carried 5-0.

Discussion and possible action concerning accepting the State of Wisconsin Department of Natural Resources State Stewardship White River Park Acquisition Project grant and the Walworth County White River Park Development grant with Recommendation to the County Board for the October 8, 2013 meeting. Brunner thanked everyone in the department who assisted with the grant applications, most especially Vicki Price and Becky Bechtel. Walworth County received the top ranking in the state on the acquisition grant application. Chair Schiefelbein said he is very pleased that Walworth County pursued and received the grant for the park, which will be a legacy for future generations of our citizens. **Russell and Kilkenny moved to accept the Stewardship grants for the White River Park in the Town of Lyons. The motion carried 5-0.**

Discussion/approval of Resolution No. 52-10/13 Authorizing the County Board Chair to Sign a Letter of Support for a Multi-Use Trail in Connection with American Transmission Company's Spring Valley-North Lake Geneva Project. Nowak and Russell moved approval. The motion carried 5-0.

Next meeting date and time: Monday, October 14, 2013 at 1:00 p.m.

Kilkenny and Hurlburt moved to adjourn the meeting. The motion carried 5-0 and the meeting concluded at 4:26 p.m.

Minutes recorded by Becky Bechtel, Public Works Department.

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

Walworth County Lakeland Health Care Center Board of Trustees
MINUTES

September 18, 2013 Meeting – 1:00 p.m.

Walworth County Meeting Room 111
Government Center – Elkhorn, Wisconsin

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

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

Others present – Linda Seemeyer, Director of Health and Human Services/Lakeland Health Care Center Superintendent; Elizabeth Aldred, Deputy Director of Health and Human Services; Bernadette Janiszewski, Nursing Home Administrator; Juliet Young, Health and Human Services; Sandy Wagie-Troemel, Health and Human Services Citizen Representative; James Seeger, Health and Human Services Citizen Representative; William Wucherer, Health and Human Services Citizen Representative; Colleen Lesniak, Volunteer Connections; Nicki Andersen, Finance Director; David Bretl, County Administrator; Nancy Russell, County Board Chair

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

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

The Lakeland Health Care Center Board of Trustees committee minutes of the July 17, 2013 were approved. **Motion and second made by Supervisor(s) Schaefer/Brellenthin to approve the minutes. Motion carried 5–0.**

Public Comment – There were no comments from the public.

Unfinished Business – There were no items of unfinished business.

New Business –

2014 Budget Summary – Ms. Janiszewski reviewed the summary included in the packet.

Supervisor Grant asked about the possibility of purchasing a mobile generator that could be used county-wide, if needed. Ms. Janiszewski stated she needed to research this option and come back to this committee.

Ms. Seemeyer added that included in the 2014 budget is a proposal to separate Lakeland Health Care Center from Health and Human Services. She added she would no longer be the superintendent.

Supervisor Grant asked if this committee would continue. Ms. Seemeyer stated it would. Mr. Bretl stated that it was once thought that there would be some synergies between the two agencies but the health care center is a unique operation, different from the programs provided by HHS.

Supervisor Schiefelbein asked for clarification on the budget changes. Mr. Bretl stated that LHCC becoming a stand alone department is part of the administration budget.

Motion and second made by Supervisor(s) Schiefelbein/Monroe to approve the budget summary. Motion carried 5-0.

Reports –

LHCC Administrator's Report and Financial Update – Ms. Janiszewski's budget is on track and there is nothing unusual to report.

Correspondence – There were no correspondence.

Announcements –

Ms. Janiszewski thanked those who are supporting the upcoming golf outing. She is hoping for good weather.

Next Meeting Date – The next meeting is tentatively scheduled for October 16, 2013 at 1:00 p.m.

Adjournment – **On motion and second by Supervisor(s) Schaefer/Schiefelbein, Chair Grant adjourned the Lakeland Health Care Center Board of Trustees meeting at approximately 1:16PM. Motion carried 5-0.**

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

Walworth County Health and Human Services Committee
MINUTES

September 18, 2013 Meeting – 1:15 p.m.

Walworth County Board Room
Government Center – Elkhorn, Wisconsin

The meeting was called to order by Chair Grant at 1:17 p.m.

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

Others present – Linda Seemeyer, Director of Health and Human Services/Lakeland Health Care Center Superintendent; Elizabeth Aldred, Deputy Director of Health and Human Services; Juliet Young, Health and Human Services; Colleen Lesniak, Volunteer Connections; Nicki Andersen, Finance; David Bretl, County Administrator; Nancy Russell, County Board Chair; Ety Wilberding, Health and Human Services Manager; Janis Ellefsen, Health and Human Services Manager

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

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

The Health and Human Services minutes from the July 17, 2013 meeting were approved with one correction. **Motion and second made by Citizen Representative Wagie-Troemel/Supervisor Schaefer to approve the minutes as amended. Motion carried 8-0.**

Public Comment – There was no public comment.

Unfinished business – There were no items of unfinished business.

New Business –

2014 Budget Summary – Ms. Seemeyer gave a PowerPoint on the proposed 2014 budget for Health and Human Services.

Supervisor Grant asked about the position to be transferred. Ms. Seemeyer stated that it is a shift to another unit and a downgrade.

Citizen Representative Wucherer asked about the increase in “screen ins” in the Children’s Unit. Ms. Seemeyer stated that the numbers continue to increase each year.

Citizen Representative Wagie-Troemel asked why there was a decrease in the current numbers. Ms. Wilberding stated it was because the numbers always go down when school is out of session.

Citizen Representative Wucherer asked about the increase in other expenses. Ms. Seemeyer did not have the information with her and would get back to this committee.

Motion and second made by Supervisor Schiefelbein/Citizen Representative Wagie-Troemel to approve the summary. Motion carried 8-0.

Discussion and Possible Action re: Meal Reimbursements for Volunteer Drivers – Ms. Seemeyer stated the current policy. Ms. Andersen handed out a proposed draft ordinance.

Supervisor Grant suggested removing the concluding time for dinner and to reduce the dinner rate to \$11. Supervisor Schiefelbein agreed and asked about gratuities. Ms. Anderson stated that gratuities are distinct and separate from IRS.

Citizen Representative Wucherer asked about reimbursement for alcoholic beverages. Ms. Anderson stated the County does not reimbursement for alcohol in any situation.

Supervisor Grant asked if volunteers would get reimbursed for the cost of the meal and not just receives the maximum allowance. Ms. Anderson stated they would be paid what was on the receipt. She stated she would amend the ordinance to include reimbursement for gratuity.

Supervisor Schiefelbein asked about receipts. Ms. Lesinak stated that volunteers have been turning in receipts and this would not change.

Supervisor Grant asked about the IRS rule. Ms. Anderson stated she would give him a copy.

Supervisor Schaefer asked if County Board supervisors would be subject to the new ordinance. Ms. Anderson stated supervisors fall under the same category as employees. Volunteers would be a separate group.

Supervisor Grant asked if the rates for volunteers were the same as employees. Ms. Anderson stated that they were.

Supervisor Schiefelbein asked if this change would increase costs by more than \$1,000. Ms. Seemeyer does not know the amount of the budget increase but does not feel it would be over \$10,000. Discussion follows.

Supervisor Schiefelbein asked if Home Delivered Meals volunteers would be included eligible for reimbursement. Ms. Lesniak stated given the short time they work each day they would not be eligible.

Supervisor Schafer suggested amending the dinner cost to \$17 or \$18.

Motion and second made by Supervisor Schiefelbein/Citizen Representative Wagie-Troemel to recommend passage of this ordinance to the County Board with the following amendments: changing dinner reimbursement to \$16, adding language regarding gratuities, removing the concluding time for dinner , adding a requirement for working at least four hours and changing the dinner time to 4:00 p.m. Motion carried 8-0.

Income Maintenance Certified Application Counselor Organization – Ms. Seemeyer the Department is not required to be certified in order to assist consumers with signing up for the Affordable Care Act. The Department can help consumers access the federal marketplace but will not be able to advise persons about choosing a specific insurance plan.

Supervisor Grant asked what was needed to be a Certified Application Counselor Organization. Ms. Seemeyer stated that it required a lot of training and the payment of some fees.

Requests for MA Funding from Counties – Ms. Seemeyer presented a letter signed by twenty counties requesting the state to provide the enhanced federal Medical Assistance rejected by Governor Walker directly to the counties. She asked if the committee wanted to join as a signatory on the letter.

Following a discussion, it was decided not to sign on to the letter.

Technical Assistance Grant – Ms. Aldred explained the Department also applied in 2011. With the grant the Department can send three staff to a conference on evidence based models.

Supervisor Schiefelbein asked if the grant covers just the cost of the training. Ms. Aldred stated yes.

Motion and second made by Citizen Representative Wagie-Troemel/Supervisor Schiefelbein to approve applying for this grant. Motion carried 8-0.

Waukesha County Opportunity to Collaborate on Crisis Services – Ms. Aldred this is still in the early stages and DHHS staff will be meeting with Waukesha County staff at a later date. Ms. Aldred is hopeful that collaboration might lead to the use of some psychiatric beds at Waukesha's in-patient facility or some reduced costs for shared services. Waukesha County has a deadline of October 31st.

Supervisor Schiefelbein is interested but would like more information. He asked if the committee could receive information prior to the next meeting. Ms. Aldred stated notes from the meeting could be forwarded to this committee. Ms. Aldred thinks within a week after meeting there will be good information. Ms. Seemeyer stated an interim option could be done.

Supervisor Grant asked when Waukesha County first approached Walworth County. Ms. Aldred stated it was about a week and a half ago.

Amending Section 2-235 of the Walworth County Code of Ordinances Relating to Transportation Coordinating Committee Appoint Terms (Draft) – Ms. Seemeyer stated there was an addition of making the appointment terms three years.

Supervisor Grant asked if committee members are not eligible for mileage reimbursement. Ms. Seemeyer stated that was correct.

Mr. Bretl stated the County Board members terms supersede the Transportation Coordinating Committee limits.

Motion and second made by Supervisor(s) Brellenthin/Schiefelbein to approve the amending of Section 2-235. Motion carried 8–0.

Transportation Coordinating Committee Application – Ms. Seemeyer presented the application of Jeni Hallatt for the committee's approval. Ms. Seemeyer stated Ms. Hallatt attended the inaugural meeting as a member of the public.

Motion and second made by Citizen Representative Wagie-Troemel/Supervisor Brellenthin to recommend Ms. Hallatt's application to the Executive Committee. Motion carried 8–0.

Approval of Janis Ellefsen as Public Health Officer – Ms. Seemeyer stated that this committee's recommendation would go to the County Board for approval.

Supervisor Grant asked if this was filling a vacancy and was not a new position. Ms. Seemeyer stated it was filling a vacancy due to a retirement.

Motion and second made by Supervisor Schiefelbein/Citizen Representative Wucherer to recommend Ms. Ellefsen as the Public Health Officer. Motion carried 8–0.

Reports –

Public Hearing Update - Ms. Seemeyer stated that no one from the public came to speak at the public hearing.

Supervisor Grant asked if holding a public hearing is required by state statute. Ms. Seemeyer stated that it is.

HVAC Project Update – Ms. Aldred announced that staff would be moving again in October. The Department is working with Public Works on adjusting to the new system.

Supervisor Grant asked if the project was being monitored closely. Ms. Aldred stated DHHS, Public Works and Information Technologies staff meets every other week with the contractors. Ms. Seemeyer stated that the architect signs off on the project.

Supervisor Grant asked if the architect is there every day. Ms. Aldred stated he is very involved but is not there every day.

Follow up to Quality Service Review – Ms. Seemeyer introduced Ms. Wilberding to explain the enclosures in the packet.

Citizen Representative Wagie-Troemel asked to see a copy of the policy and procedure on training and asked about the mandated reporter training. Ms. Wilberding stated she will share changes of the policies with this committee and that mandate reporter training for staff will start on October 2nd.

Supervisor Grant asked if the trainings were per recommendations from the site review. Ms. Wilberding stated they were.

Supervisor Grant asked who approved the policies. Ms. Wilberding stated they were approved by Mr. Robert Williams at the State.

Citizen Representative Wagie-Troemel stated she would like this on next month's agenda and to see the policies and procedures. She asked if all staff would be trained by the end of October. Ms. Wilberding stated that the majority of staff would be trained by the end of next month; special circumstances of staff being out of the office would be the only exceptions. She stated not all staff will be mandated reporters but the training would still be required.

Supervisor Schiefelbein applauded Ms. Wilberding's efforts to be proactive. Ms. Wilberding stated she was using this review as an opportunity to be proactive.

Supervisor Russell asked for a definition page for acronyms.

Correspondence –

Correspondence from Kenneth J. Micheloni in regard to approval of a wheelchair accessible van and possible public transportation in Walworth County – Ms. Seemeyer stated he spoke at the County Board meeting. She proposed that she draft a letter to him to tell him about the Transportation Coordinating Committee.

Motion and second made by Citizen Representative Wagie-Troemel/Supervisor Schiefelbein to recommend for Ms. Seemeyer to draft a letter to Mr. Micheloni. Motion carried 8–0.

Communication received from Wisconsin Department of Health Services in regard to federal Community Mental Health and Substance Abuse Prevention Treatment Block

grant – Ms. Seemeyer stated the Department received a small cut but it would be absorbed.

Announcements –

Ms. Seemeyer stated that the Criminal Justice Coordinating Committee approved a treatment grant to start drug court. The Department will have to find resources outside the Department for the work for this court.

Supervisor Grant asked about the ramifications of this grant. Ms. Aldred stated that the Department does not have the staff, providers need to be found and a doctor that will do suboxone treatments also needs to be located.

Supervisor Grant asked if this would be a contracted service. Ms. Aldred stated it would. Discussion followed on the focus and costs for the drug court. Mr. Bretl stated it should be placed on the next meeting's agenda for further discussion.

Ms. Seemeyer stated another grant post-unification grant will be on the Finance Committee agenda tomorrow.

Next Meeting Date – The next meeting is scheduled for October 16, 2013 at tentatively 1:15 p.m. following the Lakeland Health Care Board of Trustees meeting.

Adjournment – On motion and second by Supervisor Monroe/Citizen Representative Wagie-Troemel. Chair Grant adjourned the Health and Human Services meeting at approximately 2:39. Motion carried 8-0.

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

Walworth County Human Resources Committee
MINUTES

September 18, 2013 – 3:00 p.m.

County Board Room 114 – Government Center
Elkhorn, Wisconsin

DRAFT

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

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

Others present – Supervisors Nancy Russell, Tim Schiefelbein; David Bretl, County Administrator; Nicki Andersen, Deputy County Administrator – Finance; Dale Wilson, Payroll/Benefits Manager; Linda Seemeyer, HHS Director; Kurt Picknell, Undersheriff; Kim Bushey, County Clerk; Amanda Lagle, Business Office Supervisor (Sheriff's Office); Donna McIntyre, Human Resources Specialist; Dave Ortin, Manager of IT Operations; Liz Aldred, Deputy HHS Director; Linda Seemeyer, HHS Director; Kevin Brunner, Director – Central Services; Dan Necci, District Attorney; Stacie Johnson, Budget Analyst; Tracy Moate, Director – Special Education; Jessica Lanser, Comptroller; Chris Jordan, Veterans Services Officer; Sheila Reiff, Clerk of Courts.

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

Approval of the July 1, 2013, July 9, 2013 and July 17, 2013 Human Resources Committee meetings and August 15, 2013 Joint Human Resources-CDEB meeting minutes was moved and seconded by Vice Chairperson Grant and Supervisor Monroe, and carried 5 – 0.

Public comment period – none.

Personnel appeals to administrator's budget. (Finance staff distributed appeals). Bretl explained that the HR Committee recommends personnel appeals to the Finance Committee, who then hears all appeals. Bretl stated that the appeal regarding the 18-month assistant district attorney position actually goes straight to finance because we are not adding a county FTE. Vice Chairperson Grant appealed the proposed reclassification of the Clerk II to a Clerk III in the District Attorney's office. He thought that the reclassification was a result of the proposed addition of an additional assistant district attorney. Bretl explained that the proposed reclassification was completely independent of the request for an additional ADA. Necci explained that the incumbent in the position covers for everyone in the office and must have very specialized legal knowledge, which is why he feels the reclassification is necessary. **Vice Chairperson Grant withdrew his appeal.** Bretl explained the next appeal, which was a technical modification to the pay and benefits of the county engineer position. He explained that the county engineer position had been "reverse engineered." The recruitment was conducted to see what sort of applicants were out there. The position had to be costed for the budget prior to the start of the recruitment process. The qualified applicants are at the higher end of the pay range. The appeal would add sufficient funds to the 2014 budget to add the position where staff

Draft

thinks it should be. This will add to the overall tax levy. Bretl would like to create the county engineer position effective as of the October 8th board meeting, but it may be November before they actually hire someone to fill the position. Bretl stated that funds can be moved to cover the 2013 cost of the position. The levy impact of this change is around \$18,120. **Vice Chairperson Grant and Supervisor Monroe moved and seconded approval of the appeal. The motion carried 5 – 0.** The next appeal was to postpone the elimination of one of the administrative assistant positions in PW and the creation of the administrative clerk position. After discussing this with Brunner, the idea is to move ahead with the ordinance amendment regarding these position changes but to stagger the moves to provide for a more orderly transition. This would not impact the tax levy. **Supervisors Monroe and Redenius moved and seconded approval of the appeal. The motion carried 5 – 0.** The next appeal was to transfer the Accountant position from Finance to Public Works. Vice Chairperson Grant did not feel that this position should be attached to Finance since it would be supporting the Purchasing Department of Public Works. Bretl explained that the attempt was to further centralize the accounting function, but the departments have to be comfortable with this. Andersen stated that this position would be allocated 50% to Public Works and would help with the accounting of several of the other smaller departments. The auditors were supportive of this change. Andersen added that the hours would be determined by the department. Public Works would be the accountant's primary responsibility. Brunner stated that PW definitely needs the additional help, but who that person reports to is immaterial to him. **Vice Chairperson moved approval of the amendment approving the position but moving it to Public Works. The appeal failed due to lack of a second.** The next appeal dealt with the reclassifications in HHS. Vice Chairperson Grant felt that all of these reclassifications should wait until the new HR Director is on board. Bretl stated that Hagstrom had studied the list and recommended the reclassifications. Vice Chairperson Grant did not oppose putting the money in the budget for these changes, but he wants the new HR Director to review them. Seemeyer stated that there were savings with the overall plan because there were more downgrades than upgrades. HHS had requested some reclassifications that did not go through. **Supervisors Monroe and Redenius moved and seconded denial of the appeal to the HHS reclassifications. The motion carried 4 – 1 (Grant opposed). Vice Chairperson Grant and Supervisor Monroe moved and seconded forwarding the approved appeals to the Finance Committee. The motion carried 5 – 0.**

Request for early implementation of the following changes: Public Works Department personnel changes; Human Resources Director. Bretl distributed a memo to the committee. He would like to move an ordinance amendment to the Board in October. The assistant dpw superintendent – plant operations would be eliminated as of November 30, 2013. The engineer position would be created as of October 8, 2013, with the engineer hopefully starting in November. The second component of the amendment dealt with changes in clerical positions at PW and changes in committee support. Two positions would be eliminated and four positions created. The two positions being eliminated are the administrative assistants for highway and facilities. The individuals in those positions would move into the newly-created administrative clerk positions. An engineering assistant position would also be created to assist the engineer. This position would require skills in terms of GIS, and ideally, the candidate would have an Associates degree.

Draft

An administrative secretary position would also be created at PW. The effective dates would be staggered to provide for a smoother transition. Brunner was supportive of the transition.

Vice Chairperson Grant and Supervisor Brellenthin moved and seconded approval of the amendment relating to the position changes in Public Works. The motion carried 5 – 0.

The second request had to do with the recruitment of an HR Director. Bretl was proposing an ordinance amendment to separate HR from Administration and to create the HR Director position. He would like to bring the ordinance to the Board in October.

Vice Chairperson Grant and Supervisor Monroe moved and seconded approval of the amendment relating to HR. The motion carried 5 – 0.

Update regarding ESS project positions. Seemeyer stated that they had gotten extra money from the state and used that money to hire project ESS positions. There was \$21,000 included in the budget for temporary help as well. However, if the person is not a county employee, more training is needed. Seemeyer would like to hire a limited term employee instead, which seemed like a better approach.

Vice Chairperson Grant and Supervisor Redenius moved and seconded approval of the limited term employee. The motion carried 5 – 0.

Discussion and possible action regarding an amendment to Section 15-333 of the Code relating to promotional pay changes. Bretl stated that Hagstrom had drafted this prior to leaving. Bretl asked the committee to hold this item until October.

Supervisors Monroe and Redenius moved and seconded tabling this item until October. The motion carried 5 – 0.

Discussion and possible action regarding an amendment to 15-808 of the Code relating to personal liability of employees. Bretl stated that this ordinance cleans up the language on personal liability to more closely mirror the state statute and give a more detailed definition. This comes into play in officer-involved shootings, for example. This would allow the administrator to promulgate procedures relative to this.

Supervisor Brellenthin and Vice Chairperson Grant moved and seconded approval of the amendment to section 15-808 of the Code. The motion carried 5 – 0.

Adopting the County's Affirmative Action Plan for 2013-2015. Bretl stated that the Board needs to biannually approve and review the affirmative action plan. McIntyre stated that the applicant flow for diverse candidates has increased. In the sworn area, there have been more female applicants. The county is trying to reach out to other diverse talent. Many great things have been done in the last two years. There has been an increase in candidates asking for accommodations. In-house testing has helped address some of those issues.

Draft

Supervisor Monroe and Vice Chairperson Grant moved and seconded approval of the affirmation action plan for 2013 – 2015. The motion carried 5 – 0.

Discussion and possible action regarding HSA and FSA payments to be made by the County as a result of plan design changes. Wilson distributed information. Bretl explained that the IRS has non-discrimination rules. If too many of the county's highly-compensated employees choose the FSA plan, the county could run into problems. Andersen explained that with the test, they look at the top paid 25% of employees. If, for example, 10 of those employees choose the FSA plan, then 10 of the employees in the bottom 75% must also choose the plan. If the county fails this test, they have to go back and tax those individuals. Because the county does not know who will move to the HSA plan, staff doesn't know if the county will pass or fail the test. Staff is proposing to pay a consultant to run a special test. By then, the county would know who selected which plan, and it could be determined if the county would pass or fail the test. Based on that special test, staff could move forward with a recommendation. If the county passes that special test with a significant margin, staff would suggest moving ahead and allowing the FSA plan to continue. Even if the county passes the special test, it could still fail the real test. Staff wanted to make the committee aware that this is a concern. If the county fails the actual test, the highly-compensated employees would have to be notified that their FSA contributions would no longer be tax-deferred. Bretl stated that one option is to hold employees harmless from the tax. Given that the county derived \$1 million in savings, the county could cover the approximately \$35,000 in taxes. Andersen stated that they looked at other options. Some firms give all of their Tier 1 employees a \$25 FSA contribution. That way, when the formula is calculated, everyone is a participant, and the firm passes the test. The problem with that is that it costs \$50 to administer the \$25 contributions. The best case scenario is to see what plans employees choose, run the special test and determine if it looks like the county will pass. Chairperson Brandl asked if holding the employees harmless would be creating a different problem. Bretl stated that it would be considered income, so tax would have to be figured on that. Vice Chairperson Grant felt that the employees should still have to pay those taxes and should not be held harmless. Wilson stated that the test doesn't run until November 1st, so there would only be a few pay periods to recoup that tax. Wilson stated that failing this test has always been a risk for the county, but it is more of a risk now that we have an HSA. Wilson stated that the county has failed the dependent care test before and has had to make corrections. Bretl stated that this may prompt employees to choose Tier 2. Andersen questioned whether the county would allow the highly-compensated individuals to re-choose their plans if the county runs the test and fails. Wilson stated that staff does not think the county will fail, but it is a risk depending on who switches to which plan. Vice Chairperson Grant wants it made clear to employees that this could happen. Staff's recommendation is to move forward and let people switch plans if the county runs into a problem later on. Open enrollment is every year. Andersen clarified that there are separate tests for FSA and dependent care. Andersen stated that the committee does not need to make a decision on the hold harmless issue yet. Staff just needs the committee's approval to move forward with the special test.

Draft

Supervisors Brellenthin and Monroe moved and seconded proceeding with the preliminary test and automatically allowing individuals to reconsider their elections if the county fails the test. The motion carried 4 – 1 (Grant opposed).

Pay range for the position of HS Manager – Community Support Services. Chairperson Brandl read the closed session language. Vice Chairperson Grant and Supervisor Brellenthin moved and seconded going into closed session. Roll call was taken. Supervisor Monroe was excused at 4:28 p.m. At approximately 4:28 p.m., the committee convened in closed session pursuant to the exemption contained in Section 19.85 (1)(c) of the Wisconsin Statutes, “Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.” At approximately 4:47 p.m., on motion and second by Supervisor Brellenthin and Vice Chairperson Grant, the committee reconvened in open session.

Vice Chairperson Grant and Supervisor Brellenthin moved and seconded acceptance of the County Administrator’s recommendation as discussed in closed session. The motion carried 4 – 0.

Deputy Sheriffs Association Bargaining. Chairperson Brandl read the closed session language. Supervisor Brellenthin and Vice Chairperson Grant moved and seconded going into closed session. Roll call was taken. At approximately 4:48 p.m., the committee convened in closed session pursuant to the exemption contained in Section 19.85 (1)(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 5:43 p.m., on motion and second by Vice Chairperson Grant and Supervisor Brellenthin, the committee reconvened in open session.

Vice Chairperson Grant and Supervisor Brellenthin moved and seconded proceeding as discussed in closed session. The motion carried 4 – 0.

Chairperson Brandl did not have any reports or announcements.

The next regular meeting of the Human Resources Committee was confirmed for October 16, 2013.

Adjournment. On motion and second by Vice Chairperson Grant and Supervisor Brellenthin, Chairperson Brandl adjourned the meeting at approximately 5:45 p.m.

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

County Board Executive Committee
Monday, September 16, 2013 at 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. A quorum of committee members was in attendance, including Chairman Weber, Vice Chairman Kilkenny and Supervisors Brandl, Russell and Schiefelbein.

Also in attendance were Sheila Reiff, Clerk of Circuit Court; Kimberly Bushey, County Clerk; Mike Van Den Bosch, Executive Director of Walworth County Economic Development Alliance, Inc.; Michelle Blanchard, Project Director of Kaiser Group/Dynamic Workforce Solutions; Carlo Nevicosi, HHS Behavioral Health Services Manager; Liz Aldred, Deputy Health and Human Services; Nicole Andersen, Deputy County Administrator - Finance; and, Dave Bretl, County Administrator.

The agenda was approved with no withdrawals on motion and second by Brandl and Russell, and a vote of 5 – 0.

Approval of the July 15, 2013 Executive Committee minutes was moved and seconded by Supervisors Brandl and Russell, and carried 5 – 0.

No comments were offered during the public comment period.

Appointments. On motion and second by Kilkenny and Schiefelbein, the committee voted 5 – 0 to recommend for County Board appointment all of Mr. Bretl's nominees (listed below). At Russell's request, item 'c' was excluded and voted on separately, as indicated below.

- a) Barrett Williams Bay Library Board - Edgar "Skip" Mosshamer (3-year term)
- b) Housing Authority Board - Richard Kuchenbecker (5-year term)
- c) Southeastern Wisconsin Regional Planning Commission (SEWRPC). On motion and second by Kilkenny and Schiefelbein, County Board Chair Russell was recommended for reappointment to a six-year term; the motion carried 4 – 0 (Russell abstained).
- d) Walworth County Transportation Coordinating Committee – Jeni Hallatt (3-year term)
- e) Walworth County Workforce Development Board (WDB) representing the services, businesses and groups indicated on the list submitted with Bretl's nomination, including reappointments: Joe Cardiff, Grace Eckland, Lisa Furseth, Brianna Fox, Michael O'Donnell, Nancy Russell, Cindy Simonsen, Mike Van Den Bosch, Eric Wentz; and, new appointments: Michelle Blanchard, Jason Kelly and Toni White. (WDB appointments do not have a specified term/limit.)

Consent items. Mileage reimbursement claims of Rick Stacey and Rich Kuhnke were moved and seconded for approval by Kilkenny and Schiefelbein; motion carried 5 – 0. Kilkenny and Brandl moved and seconded approval of Chair Russell's expense claim; the motion carried 4 – 0 (Russell abstained).

New business

Walworth County Economic Development Alliance (WCEDA) update on "Dream It/Do It" program – promoting manufacturing careers in local high schools. This was a follow-up to the report made at the July executive committee meeting. WCEDA, the Job Center and Gateway Technical College

(GTC), in collaboration with local high schools, have implemented a program that promotes manufacturing careers in the high schools. WCEDA, GTC and the Job Center will be holding a manufacturing tour day for high school students on October 4 at Delavan, Lake Geneva and Elkhorn high schools and hope to have 30 students from each school participate. Each group will tour Gateway and different manufacturing businesses in the county, including Micro Precision, Mode Industries, SPX, Medicoil, Brunk and Yunker Industries, Precision Plus, Certified Power, Hudapack Metal Treating and MedPlast. Expansion of the Dream It/Do It program in 2014 to Whitewater and East Troy is planned. Van Den Bosch showed videos of operations at Lake Geneva Brunk Industries and Better by Design, showing employees of various ages at work in their manufacturing jobs. Some employees work while attending school to earn a degree. On-the-job training and 2-year degree programs are available at GTC. Local manufacturing businesses offer good pay and benefits. Employers countywide agree there is a shortage of engineering talent in Walworth County. Chairman Weber said Van Den Bosch has made a tremendous contribution to helping local high schools update their focus on manufacturing careers for students. With good pay and benefits, and clean, safe working environments, the idea of manufacturing careers being less than desirable is being de-bunked. Every manufacturing plant that Weber knows of utilizes some form of CNC device to manufacture their product and operate the plant. He supports the Dream It/Do It program said it is a viable way to become reinvested in the next generation and support their training and education, both on the job and in degree programs. Weber said Delavan High School abandoned their industrial arts programs some time ago, including auto, metals, welding, wood manufacturing and cabinet production. This occurred during the push that began some years ago for all students to attend college. A group of local business owners is investing time to help revive these programs at Delavan High School. There was no action by the committee on this report and update.

Annual Job Center report and performance goal update – Michelle Blanchard, Walworth County Job Center Manager. Michelle Blanchard just completed two-and-one-half months as Job Center director. She distributed a report summary comparing 2011 to 2012. The current reporting period ended June 30, 2013. Twenty-two people are employed by Dynamic Workforce Solutions group. Services are provided to job seekers while they are drawing unemployment benefits. The Job Center received an award from state Veterans Services for exemplary services provided to veterans. Job center funding is allocated according to state Workforce Investment Act (WIA) requirements. The Job Center conducts workshops on resume help, and workshops about food stamp guidelines and employment training are provided through the State Department of Health and Human Services. A program called Children First offers services for non-custodial parents who aren't working. The summer youth experience program has been offered for over 25 years in partnership with schools, libraries and local municipal recreation departments. The Division of Vocational Rehabilitation (DVR) partners with the Job Center to assist disabled people. Workers that lose their jobs as a result of foreign manufacturing competition can also take advantage of training provided by the Job Center. Chairman Weber asked how the Job Center reaches out to local employers to match up qualified employees. Employers are networking and often refer people to the Job Center. Job seekers can post resumes on the Wisconsin Job Center website. Weber encouraged WCEDA and the Job Center to complete a thorough inventory, if they haven't already done so, of County employers and their skills needs. Screw machine operators are needed in many businesses as well as punch press and laser operators. Many local manufacturers have very sophisticated machinery. They sometimes utilize temporary employment service agencies to find qualified applicants. Federal funding through the department of workforce development is allocated to eleven different county job centers in the state. Southeast Wisconsin job center services are provided by Kenosha, Racine and Walworth counties and rated by the state. Walworth County's allocation of funding in the tri-county region is a minimum of 22%. Blanchard said Kenosha and Racine operate

their own job centers, funded with tax dollars. The job center in Walworth County provides services under contractual agreement with these counties. Our job center uses no tax dollars to support services. A separate contract for case management services provided by Dynamic Workforce Solutions includes performance measures. Blanchard requested committee support of a second year performance goal measure adjustment to 85% employment by those exiting Job Center programs and earning \$14/hour minimum. **Russell and Brandl moved and seconded support of the adjustment; the motion carried 5 – 0.**

State grant for treatment courts. Liz Aldred, Carlo Nevicosi and Sheila Reiff discussed the grant requirements with the committee. The application deadline is October 17, 2013. The ability of Walworth County to provide treatment to program participants is a critical component of the grant award. The state encouraged applying for this grant because of the success of our OWI program. The required funding match (25%) is the OWI coordinator position pay. The grant would fund treatment for opiate addiction as well as for addicted mothers and would extend from 2013 to 2014. Russell attended the symposium at which this grant opportunity was announced and said it's important to apply in order to continue the funding stream. The CJCC voted unanimously in favor of applying. Nevicosi said HHS staff supports applying for drug court funding. The current level of HHS staff support is maxed out; however, staff wants to review how support could be provided. If approved for funding, the county could receive up to \$200,000, which would be provisioned upon CJCC approval of grant requirements and award. Schiefelbein said he preferred approval of the grant funding at county board level instead of just the CJCC. Bretl indicated that approval could be contingent upon board approval although ordinances don't require it. Russell expressed concern that board approval of the numerous grants that fund county programs would be unnecessarily cumbersome. Bretl said Chapter 30 of the Code of Ordinances provides for approval to apply conditioned upon committee approval, and section 33.12 states that grants can be administratively approved in some instances. Our ordinance currently allows approval of this grant by the committee without county board approval. There will be many reporting requirements because of performance standards as to how the funding is used. Grant opportunities typically come with a short timeframe for the application deadline. Schiefelbein said he supports drug treatment court but is concerned about financial liability and board influence with the ongoing program operation once grant money is accepted. Bretl said if the committee was not comfortable authorizing the grant application, an additional meeting could be held to further discuss it prior to the application deadline. **Brandl moved support of authorizing the application. Russell seconded the motion, subject to final approval by the CJCC. The motion carried 5 – 0.**

Resolution recognizing Ginny Hall for her work on the Walworth County History project. Mr. Bretl and Kim Bushey said Ginny spent a lot of time on the project; county board recognition would be in order. **Brandl and Schiefelbein moved and seconded support of recognizing Ms. Hall; the motion carried 5 – 0.** Bushey told supervisors the History of County Departments Volume II is currently available on the county website. Printed copies were provided to local libraries, the university and colleges, state and local historical societies. Some of the original proceedings books were handwritten (1839 through 1962). Bretl agreed it was a great contribution. He has already received positive feedback from the local historical society. The 2014 fee schedule will include a charge to members of the public (under \$20). Bretl said a copy could be provided to any Supervisor who wishes to have his or her own copy.

Outagamie County Resolution 21-2013-14 supporting legislation requiring a county to make a library service payment to each public library in an adjacent county. This resolution was held from the

previous meeting. The Lakeshores Library System interim director provided a letter (in packet) indicating there are some parallels in how counties fund libraries. Bretl said it is advisable to place on file other counties' resolutions that don't *directly* impact Walworth County. **Kilkenny and Brandl moved and seconded placing the Outagamie resolution on file. The motion carried 4 – 0. (Schiefelbein was gone temporarily and did not cast a vote.)**

Ordinance amending section 2-454 of the County Code relating to records retention. The amendment will bring our ordinance into compliance with Wisconsin Statutes regarding records retention, changing the required retention time from two years to 22 months. **Kilkenny and Brandl moved and seconded approval; motion carried 4 – 0. (Schiefelbein did not cast a vote.)**

Amendment to County Code of Ordinances section 2-235 to establish terms of service for the Transportation Coordinating Committee (TCC). The TCC held its first meeting on September 12, 2013 and is working on a request for proposals to provide county transportation services. When adopted, the ordinance did not include terms for TCC members. Bretl advised that establishing term lengths for committee appointments is a good practice that provides continuity as well as a smooth transition. **Kilkenny moved approval with revision/Brandl seconded; carried 4 – 0 (Schiefelbein did not cast a vote).**

Wisconsin Dept. of Administration preliminary estimate of January 1, 2013 Walworth County population. Bretl said no formal action was required regarding the population estimate. He indicated that 0.3 percent seems to be a recurring growth figure for Walworth County. Kilkenny noted that the county's population is influenced by the university population. **Brandl and Kilkenny moved and seconded placing this DOA correspondence on file. The motion carried 5 – 0.**

Wisconsin Dept. of Administration correspondence regarding audit, Community Development Block Grant Emergency Assistance program. John Ennis wasn't available to attend today's meeting to discuss this letter. The Finance committee will review the correspondence with respect to audit requirements. The 2008 CDBG grant for flooding assistance and closure on grant reporting requirements spanned four years. **Kilkenny moved to place the DOA correspondence on file; Brandl seconded the motion, which carried 5 – 0.**

2013 Resolutions of the Wisconsin Counties Association. At the annual WCA convention on September 22 and 23, the WCA legislative platform will be established based on input from member counties. Chair Russell will be in attendance to cast a vote on behalf of Walworth County. Walworth County re-joined the WCA in 2013. Chair Russell's memo (packet) summarized the resolutions and categories. Twenty-five percent of the WCA resolutions were submitted by Walworth County. Russell said there were legitimate reasons why some resolutions were amended, indefinitely postponed or referred to the WCA Board of Directors. At the conference, member representatives will vote on one of the above-stated three categories. Kilkenny said he was confident Chair Russell would represent our county's recommendation at the conference. Concerning Dane County resolution no. 8, some did not feel counties should have the option to engage in collective bargaining. Kilkenny asked about resolution no. 25 (Walworth County's), which was amended and recommended for adoption. Russell's summary memo stated the WCA reasoned that the reference to \$75 million would restrict future lobbying efforts. Weber asked for a motion and vote of confidence in Chair Russell's judgment in casting a vote at the convention in Walworth County's best interest. **Schiefelbein and Brandl moved support; motion carried 5 – 0.**

County Board web page and use of Supervisor email addresses. Bretl was contacted by a citizen who felt that elected officials should be accessible via email, and citizens should be able to contact them via that medium. Schiefelbein expressed concern about introducing one more level of urgency to respond to constituent inquiries. Bretl agreed that not answering an inquiry for a week or more might be a concern. He said there are few instances that require an immediate reply. Ms. Bushey said the public County email address for receiving correspondence intended for Supervisors is rarely used. Russell said she regularly uses her county-assigned email account. She agreed with Bretl and recommended not using a personal email address for correspondence. Supervisor addresses are public information and already available on the web page. An "out of office" email reply can be set up in county-assigned email to help supervisors. Brandl asked about using a county-assigned email address that can be accessed via one's own personal computer. Bretl advised the cleanest approach was to utilize a county computer and county-assigned email address for correspondence with the public. Weber is opposed to using a county email account. He recognizes many use email to correspond with constituents, but attending to the emails he receives at his business has become cumbersome. Bretl asked if supervisors were comfortable with the format of the web page prototype that was provided with their packet, which includes the supervisor's photo, address and business or cell phone number. Bretl recommended not including private email addresses; Kilkenny agreed. Brandl said it's sometimes a couple of days or more researching an issue before he returns a call to a constituent. Kilkenny said if a supervisor wants to use a county email, they have the option to include a personalized message about contacting them and receiving a return calls. Bretl said if the proposed format was acceptable, Supervisors would each be provided with the proposed information to include on their individual information pages that would be linked to the County Board web page. At present, when web users click on a supervisor's name, the link takes them to the supervisor's district map. **Brandl moved support of the proposed format with input from each supervisor about whether to include their email address. Schiefelbein seconded the motion, which carried 5 – 0.**

Chairman Weber had no reports or announcements. The next executive committee meeting was confirmed for October 14, 2013 at 10 AM.

Claims and litigation. The committee convened in closed session at 11:55 AM, on motion and second by Supervisors Kilkenny and Brandl, pursuant to the exemption contained in Section 19.85 (1) (g) of the Wisconsin Statutes, "conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved," relative to the items listed below:

- a) Notice of Claim received from Howard Thiel
- b) Notice of Claim received from Geoffrey "Scott" Davel
- c) Summons and Complaint of Katelyn Armes v. Walworth County Health and Human Services, Defendant

The committee reconvened in open session at approximately 12 PM. Supervisors Brandl and Russell moved and seconded following action consistent with the committee's closed session discussion on the above-referenced items. The motion carried 5 – 0.

Chairman Weber adjourned the meeting on motion and second by Kilkenny and Schiefelbein.

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



WHITEWATER-RICE LAKES MANAGEMENT DISTRICT

P.O. Box 301
Whitewater, WI 53190



MINUTES

Sept. 12th, 2013

The Sept. 12th, 2013 Whitewater/Rice Lakes Management District board meeting was called to order by Chairman Rich Charts at 6:00PM. Board members present were Ernie Roy, Brad Corson. Jerry Grant, County Representative and Norm Prusener Town Representative. Present by tele-conference was Chuck Chamberlain and Larry Brady. The amended agenda was approved as presented having Bi-Laws under Old Business.

Standing Teams Present: Dave Clevon

Clerk Present: Susie Speerbrecher

Guest Present: Jeff Widner

ADMINISTRATIVE

Minutes from the June 13th, 2013 meeting were approved at the board meeting on July 3rd. Rich motioned to accept the minutes from the meeting August 27th, 2013 which was for the purpose of electing board officers, Ernie seconded the motion. Motion Carried

PUBLIC INPUT – None.

COMMISSIONER REPORTS

Secretary – Ernie received no correspondence.

Finance – Brad reviewed an expense handout for the months of July 2013 and August 2013. Expenses for July 2013 totaled \$18,782.01 Brad motioned to accept these expenses as reported. Jerry seconded the motion. Motion Carried. He then reviewed the handout for August showing expenditures of \$11,501.94. Brad motioned to approve these expenses, seconded by Ernie. Motion Carried. He then reviewed the 2013 Capital Fund Activity handout showing an ending balance of \$66,207.09. Rich mentioned to the board that Gary Marvin will now be getting in touch with Camp Joy to ask for a donation to the Whitewater /Rice Lake Management District. Brad also reported he approved the insurance bid and we are in budget.

Weed – Larry reported that weed harvesting has been completed for this year. Rich had asked Jeff to do one more pickup on Saturday Sept. 7th, 2013 as there were an abundance of weeds still on the lake.

Chemical – Ernie reported he has been in touch with Walter Eversohl, the DNR Environmental Grant Specialist and the grant for the Aquatic Plant Survey has been submitted. A spot survey will be done sometime in July or August of 2014.

Bog – Rich reported bog removal is going well and non-stop. He also reported we are re-using the silt fencing one more year. Jeff Widner shared his ideas of how we can make our own fencing using damaged buoys, pheasant netting, and PVC pipe. The board was interested in his ideas and asked him to give the board an estimate of the cost involved by December. Rich had several concerns to address, one of which being, the discontentment of the north and south neighbors regarding the silt fencing and using personal boats for Whitewater/Rice Lake Management District business. Mr. Castelvechi, the neighbor to the north has an issue that we are encroaching on his space. It was agreed that past board member Andy Wojdula should talk to him and ask him what he would like us to do to help rectify his issue. It was further agreed that NO monetary funds be given out. Rich had a concern as his boat was damaged while doing Whitewater/Rice Lake Management District business as he went out to the barge to have a discussion with the crew. Our insurance will cover damages if the claim is stated the boat was rented. Jerry volunteered to draw up a statement regarding personal boats being rented for lake business. Many board members, team leaders, and project volunteers use their personal boats for lake business. Ernie motioned the board agreed to have Brad submit a claim to the insurance company for the repairs to Rich's boat. Brad seconded the motion. Motion Carried.

Equipment – Chuck reported the bolts for the 12' harvester were replaced and the equipment was back in the water as stated at the annual meeting. The 7' harvester has been taken out of the water. He is waiting for Inland Marine to respond as the hydraulic motor is not operating properly. The red truck has an overheating issue and the hope is that it will get through bog season before needing repairs. Chuck also mentioned Jeff and himself are working on the RFP proposal for the refurbishment of the transporter in 2014.

REPORTS OF STANDING TEAMS

Fish Stocking – Rich reported there is much controversy over spearing carp by the dam. Ernie will talk to Tom Prytrukus to investigate.

Geese Abatement – Dave reported everything is complete and the final report will be submitted soon.

Audit – Rich reported Dominick Fashoda has submitted his report which needs to be approved by the board. Brad reviewed his suggestion to combine the balance sheet and income statement together. Upon Brad accepting his recommendation, he then motioned the board accept the audit as presented. Norm seconded the motion. Motion Carried

Safety - Larry reported Bernie Tangney has volunteered the use of his pontoon boat in case of an emergency on Rice Lake. Norm will make arrangements to introduce Deputy Shawn Blanton to Bernie. Larry spoke of some research he had done on rescue boats, however, Norm said the City of Whitewater already has one available. Larry also said he would like to hold a boater safety class in April or early May 2014.

Rich reviewed the 2013 month to month schedule and everything seems to be on track with emphasis on upcoming RFP's, grant applications, etc.

Water Quality – No report

OLD BUSINESS

Feedback from the annual meeting was great. The general public is pleased with the board and the decisions they make.

Ernie has the Bi-Laws ready to submit to the attorney for review. He asked if anyone knew where the previous signed copy of the Bi-Laws was. Susie will check the safety deposit box. Rich spoke highly of Mr. Jim Dechene who has been very willing and accommodating to help him. Once finalized they will be filed with the county and state.

NEW BUSINESS

Discussion was held on the 2014 bid preparations and how RFP's should be worded. Approval will be made at the October meeting. Bids will be awarded by January 2014.

OTHER BUSINESS

None

NEXT MEETING DATE

The next two monthly meetings will be the **3rd Thursday** October 17th, 2013 and November 14th, 2013.

ADJOURNMENT

Ernie motioned the meeting be adjourned, seconded by Jerry. Meeting adjourned at 7:53 PM.

Respectfully Submitted

Susie Speerbrecher, Clerk

WISCONSIN RIVER RAIL TRANSIT COMMISSION

EXECUTIVE COMMITTEE MEETING - FRIDAY, SEPTEMBER 6, 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 rd Vice Chair (XCom)	x	Rock	Ben Coopman, Alternate	
	Rocky Rocksford	x		Wayne Gustina	x
	Vacant			Alan Sweeney, 1 st Vice Chair (XCom)	x
				Terry Thomas	
Dane	Gene Gray, Treasurer (XCom)	x	Sauk	Marty Krueger, Alternate	
	Jim Haefs-Fleming	x		Carol Held	
	Chris James	x		John Miller (10:03)	x
				Dennis Polivka, Asst. Secretary (XCom)	x
Grant	Gary Ranum	x	Walworth	Jerry Grant	
	Vern Lewison			Richard Kuhnke, 4 th Vice Chair (XCom)	x
	Robert Scallon, 2 nd Vice Chair (XCom)	x		Allan Polyock	
Iowa	Charles Anderson, Secretary (XCom)	x	Waukesha	Karl Nilson, Chair (XCom)	x
	William G Ladewig			Dick Mace	
	Jack Demby			Fritz Ruf	

Executive Committee met quorum.

Others present for all or some of the meeting:

<ul style="list-style-type: none"> • Mary Penn, WRTC Administrator • Troy Maggied, SWWRPC • Forrest Van Schwartz, pro bono Consultant • Ken Lucht, WSOR • Kim Tollers, Frank Huntington, LeAnna B Wall, WDOT 	<ul style="list-style-type: none"> • Tom Stetzer, Strand Associates • Jeff Maloney, Vandewalle & Associates • Jeff Kramer, Kramer Development • Aimee Bauer, Key Commercial Real Estate LLC • Mike Davis, Mark Opitz, City of Middleton
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3. Action Item. **Certification of Meeting’s Public Notice** – *Noticed by Penn*
 - *Motion to approve public notice of meeting – Gustina/Cornford, Passed Unanimously*
4. Action Item. **Approval of Agenda** – *Prepared by Penn*
 - *Motion to approve agenda – Polivka/Sweeney,, Passed Unanimously*
5. Action Item. **Approval of draft August Meeting Minutes**– *Prepared by Penn*
 - *Motion to approve draft August Meeting Minutes with corrections – Kuhnke/Gray, Passed Unanimously*
 - *“minutes” in header*
 - *Item 11, ¶ 7, 5th sentence, “TIGER VI” to “TIGER V”*
 - *Item 12, ¶ 3, 1st sentence, “either” to “eight”*
 - *Item 15, ¶ 2, 16th sentence, “he here – “there”*
 - *Item 15, ¶2, 17th sentence, “fencib” – “fencing”*
 - *Item 15, ¶2, 2nd to last sentence, “Van Schwab” – “Van Schwartz”*
6. Updates. **Public Comment** – *Time for public comment may be limited by the Chair*
 No public comments.

WRRTC EXECUTIVE COMMITTEE APPROVED SEPTEMBER MEETING MINUTES

7. Updates. **Correspondence & Communications – Discussion may be limited by the Chair**

Penn distributed handouts from Forrest Van Schwartz. They included one from the Wisconsin State Journal (“Judge sends rail crossing closings back to agency”) and another from Railway Age (“Despite crude strength, U.S. freight traffic slips”). He talked about the Freight Rail Day event, distributing a draft agenda of the event and recommended the Commissioners attend. Van Schwartz said that he had not heard anything from the attorneys’ or landowners on the Spring Grove property issue, adding that “no news is good news”.

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

No announcements

REPORTS & COMMISSION BUSINESS

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

Gene Gray gave the treasurer’s report, saying there was only one bill to pay Dane County Highway for \$201.81. He said Jim Matzinger would be back next month.

- *Treasurer’s Report for August and Payment of Bills – Anderson/Sweeney, Passed Unanimously*

10. **Wisconsin & Southern Railroad’s Report**

Ken Lucht gave his report, saying that the rail detector car had been out on and there had not been any major defects found to date but WSOR would be replacing rail on some of the lines, particularly those with non-welded rail. There was also some bridge work being done, including one on the Prairie sub. For some of the bridge work, WSOR is hopeful that some grant dollars will be available so they can begin asking for bids.

In grain, Lucht said most seems to have been shipped to market, finishing off last years crop and new grain is now being harvested and shipped. Lucht said WSOR expected grain shipments to pick up dramatically in September and October. He said that steel (scrap) is also moving. He said that WSOR was still training its new summer hires and said in 4th quarter 2013 WSOR will be hiring 12 more people.

Lucht said the TIGER V application was not granted, with no money was awarded to Wisconsin at all. He said if there is a TIGER VI offer WSOR might pursue it, reexamining their approach to find improvements to the application and he thanked the Commission for their support on the application.

In regard to the Wisconsin State Journal handout passed out during Item 7, Lucht said that the order to close some crossings had gone back to the Commissioner of Railroads for reassessment. He said that it had been alluded that WSOR had tried to persuade the COR, an allegation that WSOR was taking very seriously.

Sweeney asked about the proposed quiet zone in Milton and Lucht said that while he had spoken to the Mayor, he was not aware that an application had been made. He added that the municipality would have to submit a petition to begin the quiet zone process. Lucht said most of the process is between the municipality and the Federal Railroad Authority (FRA) and that WSOR was supportive of quiet zones and worked with municipalities to create them. Frank Huntington said Tammy Wagner at FRA is the contact.

Gene Gray asked Lucht if, through the rail detector car, the number of defects had gone down. Lucht said they had gone down as maintenance had gone up and Continuous Welded Rail (CWR) is being installed. Gray also asked if there had been an additional new WSOR hires, not counting the 12 for 4th quarter previously mentioned. Karl Nilson asked how people could apply for jobs and Lucht said the WSOR website is where a person could apply. John Miller asked if a person was hired as conductor would they work in “regular” area or all over Wisconsin. Lucht said that it was in a regular area but employees could bid on jobs, with those with more seniority getting preferential choice to those employees who were newer hires. Lucht said a person could train anywhere in their system but were assigned to certain areas. Nilson said the conductor is the “train boss” and the engineer drove the train under orders of the conductor.

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

Frank Huntington said there have been ongoing negotiations with UP on the Reedsburg purchase with progress being made. He did not want to go into the price but said that they were “getting close” to an agreement. As a result of this purchase, he said WDOT had been holding back on their grants although they would move forward with some, such as projects in Baraboo and between Fitchburg to Oregon.

WRRTC EXECUTIVE COMMITTEE APPROVED SEPTEMBER MEETING MINUTES

He said WDOT also was moving ahead with several loan projects including one in Cambria (in Gideon), one in Blair for a grain facility, one in Oconto Falls, and one in Zenda for a grain elevator.

Huntington said there was one property issue that WDOT had moved ahead, giving approval on the Spring Green Royal Bank project. This property was very close to the ROW. He said WDOT gave approval because the project would improve the situation. He noted the property is outside the 33' ROW centerline and while typically WDOT would have brought the issue to the Commission's attention, due to timing WDOT agreed to the work although Huntington noted WDOT has not given final approval yet. He also mentioned another current project, a depot that was having some work done but it was all within their easement area.

Lastly, Huntington mentioned the railway WDOT meeting in November and reiterated an invite to the Freight Rail Conference mentioned in Item 7.

12. WRRTC Administrator's Report – Mary Penn, WRRTC Admin.

Penn reported she had fixed problem with the WRRTC website and past meeting minutes, agendas, and treasurer reports were once again available.

13. Possible Creation and Distribution of WRRTC Information Brochure – Mary Penn, WRRTC Admin.

Penn explained to the Commission that she had been given a newsletter/information brochure from Ken Lucht which she had brought initially to the August meeting as part of her report. She told the Commission that if they wanted such a marketing piece, they would have to tell her who the audience would be, the number of times per year it would be produced, and they would have to supply content. There was discussion about the need for such a piece. Van Schwartz suggested that instead of a paper copy, Penn should post news and information relating to the Commission and railroading in general to the WRRTC website.

- *Motion to have Penn add a news tab to the WRRTC website; Sweeney/Polivka, Passed Unanimously*

14. Spring Green Royal Bank ROW Encroachment During Remodel – Frank Huntington, WDOT

Penn distributed handout relating to the issue. Frank Huntington said that WDOT once sure there was no excessive drainage on the site, gave a permit with the provision that there would be no issues with the 0' setback on the ROW. He also said the permit stipulated that the work would not impact or impede WSOR or WDOT needs. Nilson asked if WSOR was ok with the project and Lucht said there was no issue.

15. Presentation and Discussion: City of Middleton Hwy 12 Road Connection Project Involving ROW Encroachment – Tom Stetzer, Strand Associates, Inc.

Tom Stetzer of Strand Associates, Inc. introduced the others presenting on the issue and explained the problem the City of Middleton was trying to address. The City was proposing to construct a roadway on the railroad ROW under the USH 12/14 bridge. He said that the distance of the road is 35' from the centerline of the railroad track. He also described what the City wanted to pursue as a way to address their traffic needs. Jim Maloney, Vandewalle Associates, said they had met with WDOT on issues relating to the access control on USH 14. He explained that access has changed on University Ave. and said the City wanted to connect downtown to Greenview and was trying to bridge the gap over/under the beltline. He said there is potential for much development. Nilson asked for clarification on the layout and Gray asked if there were any plans in the concept state west of Demming Way. Maloney said it would only go as far as Demming Way because the parcel becomes small and there was no proposal for a bike trail in this project. Van Schwartz asked if they were going to fence the railroad ROW and Maloney said they could discuss that although it was not on the drawing board yet. There was further discussion on the clearance of the bridge. Stetzer said he understood the ROW width was 99' and the road would encroach 15' onto the rail ROW for a short distance under the USH12/14 bridge, adding that by the time it reached the Mill property they would be out of the ROW. He said the piers were 30' from the centerline on the north side of the track and the proposed roadway would be outside of the piers; on the S side it was approximately 35' to 40' centerline to pier. Nilson asked if the piers were the first solid thing that was met. He was told that they were. It was also discussed that a proposed sidewalk was inside the piers and would be 24' from the centerline of the track.

Huntington asked what other access points were being looked at and Maloney said for this proposal it would all be current access. Huntington then asked about current and future access along the Lycon site. Stetzer and Maloney answered questions regarding access. Mike Davis, City of Middleton Administrator, said having sidewalks along this proposal was very important to encourage traffic between University and downtown and also noted that it would relieve traffic congestion. Kim Tollers asked about the Estimated Daily Traffic (EDT) and Stetzer said it was just under 30,000; on Terrace Ave it was 1500; on Highpoint it was 5,000. Tollers then asked if they were aware that the proximity of the new intersection to the tracks created a crossing site problem that was potentially hazardous. Stetzer acknowledged there was a site issue at the intersection. Chris James asked about locating the sidewalk on a terrace on the north side of the roadway and suggested splitting the retaining the wall, asking if it were stepped would that work for the sidewalk. Stetzer said they did not yet know if they would have the room but Maloney said it was a good idea. Van Schwartz

WRRTC EXECUTIVE COMMITTEE APPROVED SEPTEMBER MEETING MINUTES

said there was a good example of what they were proposing in an area east of John Nolan. It was stated that the road and sidewalk would stay out of the ROW except for the segment under the USH 12/14 bridge. Mark Ovitz said that long term the City would like to see this area opened up to try to connect the project area to the downtown area.

Gary Ranum asked if the Commission had been saying it did not want anything to come inside the piers and Van Schwartz said it would depend on the width of the ROW. Nilson said the issue is that the piers were already within 30' of the track centerline and that the sidewalks would come further in. Lucht said that WSOR does not want to consider anything between the line and the piers and encouraged the group to look at different options. Asked by Lucht as to a potential start date, Jeff Kramer, Kramer Development, said the ideal start date would be next summer. Lucht then asked what the next steps would be as they already had access to the site. Kramer responded that they were concerned that west bound traffic would be locked from the site. He said it was critical to get people in and out of the downtown. He added that if the Commission were to give approval, the City would continue to work with the developers to rezone properties. In response to a question about the future of Lycon, it was stated that there was no timeline set as to when or whether Lycon would leave.

James asked if they could meet ADA requirements and the suggestion of a pedestrian underpass (under the railroad and track west of the US 12/14 bridge) was discussed. Nilson said "anything outside the piers is ok". Huntington cautioned the Commission, saying WDOT needed to get word on approvals addressing how the project would affect the piers and the US 12/14 bridge. Nilson said they were not going to be taking any action today. John Miller asked about where the pedestrian crossing might be and suggested another location. Charles Anderson asked with such a narrow street why not make it a one way and what would the City do with winter snow removal. Stetzer said it was a short span and snow would have to be moved and it would be a maintenance item the City would have to address. He agreed that it was a narrow street and with the suggestions given they could take another look at options. Gray talked about pedestrians and safeguarding the railroad from pedestrians. Ranum concurred and said there was general consensus that people will not walk a long distance to stay on a sidewalk. Van Schwartz said to "seal off the railroad corridor" for safety.

Lucht asked for an update on the Good Neighbor Trail. Mike Davis, City of Middleton, said the connection would be on a property the City wanted to annex. He said the section of the Welton property to the Capitol Brewery could be accommodated outside the rail corridor. Lucht then asked about benefits of the project to the Commission or WSOR or would it be for public benefit. Davis said it would reduce trespass and minimize traffic load on HWY 14.

Nilson called a 10 minute break at 11:12 AM
Meeting reconvened at 11:24 AM

(Tom Stetzer and others presenting on Item 15 left during the break.)

16. Encroachment and Corridor Sharing policy development – Karl Nilson, WRRTC

Nilson handed out an example of a RR Encroachment application form given him by Van Schwartz. Van Schwartz reminded the Commission that there are many encroachments coming up and said he had been looking for a standardized process to address encroachment requests. He emphasized that any process should require advance notification and that he had looked for examples of a state DOT with a written ROW encroachment policy. The example distributed was the North Carolina DOT application for the state agencies to consider encroachment. He said North Carolina was the only state mentioning encroachment in their railroad plan, adding that North Carolina's plan called for blanket protection for active rail. Nilson asked if this form was for inactive rail and if the railroad had the final say. Van Schwartz said the state owned the major railroad. He gave some background on it, adding that it was now a major corporation, noting that it was not under NCDOT control. Van Schwartz said he hoped the example would become a common standard for any encroachment. He added that in the case of the Spring Grove property issue, his attendance, mileage, printing, etc. cost the Commission \$400 and the Commission should have this information brought to it, not the Commission to encroachment requestors. He said with all the encroachments coming up, part of the process should include an application and a fee. Nilson said that if there were a formal process it might make people think that if they went "through the hoops" they could expect approval. Sweeney said he thought the application could include a process of approval or denial which would help the applicant understand the process. Huntington reminded the Commission that the Commission only had authority inside the 33' and outside that WDOT could permit. Nilson then said should all encroachments be referred to WDOT. Huntington said most encroachments did come through WDOT and WSOR before they came to WRRTC. Van Schwartz said the 33' from centerline should be public information and that that information should be part of a package for an applicant. He said WDOT could put in writing what would be helpful so applicants would not waste anyone's time on what the "ground rules" were. Huntington said up to now there had not been an abundance of formal requests so there was not anything in writing. He said something more formal could be done but that might engender more administrative rules.

WRRTC EXECUTIVE COMMITTEE APPROVED SEPTEMBER MEETING MINUTES

There was more discussion on whether or not it would be helpful to have a more formal process. Charles Anderson asked Lucht if WATCO had a standard form for encroachment. Lucht said they did not but WATCO owned most of their lines and there was only one encroachment for recreational purposes on an inactive line. He said there was an informal process, not a formal one. Lucht added that he had been told to cooperate, noting that WATCO did not get these requests on the rest of their lines. Ranum said if there were a fee it would separate the pretenders from the active applicants. Tollers said an application would require administrative fees outside the 33'. Van Schwartz said that the cost was to the WRRTC. Tollers agreed that applicants could bring their own copies. Nilson said that he envisaged a 3 item form consisting of 1) no encroachment within 33', 2) don't like it? Go to #1, #3) over 33' got to WDOT, but he said that if Penn needed to make copies or there were additional administrative duties there should be a fee. Huntington said that there would only be a cost if it were in Illinois. He said WDOT did issue permits within the 33' if it was in a pinch point, adding that the 33' was in the Commission's agreement and within the 33' there needed Commission approval; outside 33' was up to the WDOT. Van Schwartz asked if anything within 33' went to WDOT and Huntington said yes. He also said that WSOR needed to be on board as they carried the insurance. Troy Maggied, SWWRPC, said that for a permit, the fee was for administrative purposes but there was no financial value for the administrative services. Nilson said that a permit implied you could buy something. Van Schwartz said it could be an application fee.

Lucht said the reason he was concerned about the growing encroachment requests was the definition of "pinch point". He said he was not sure what the WDOT thought was a pinch point and gave the example of the Goodman Trail as an example of a widening definition of "pinch point". He said he would like to examine the word "pinch point" because that could lead to an examination of all possible solutions to encroachment issues. He added he would like to see guidelines for recreational safety impacts and rail impacts due to encroachment. He said there needed to be more benefits from an encroachment and said applicants could build benefits into their applications so the railroad got some benefit out of it. Lucht said he thought they needed to be firm on the 33' of the centerline, and that WSOR appreciated the help from WDOT. Polivka said the 33' was a necessity and being able to define it would be helpful for applicants to know. Ranum noted that there were situations when an exception was required but in cases of convenience (i.e. Goodman Trail) the impact on safety was critical. Gray said in the case of denial they could educate applicants. There was more discussion on the issue of safety and the question of safety perception. Nilson said for now their policy would be to continue what they were doing and the Commission would not be creating an application. He said the Commission would continue to talk about the issue and said he did not want to pursue a permitting process with a fee as it implied an applicant getting permission.

Lucht asked Huntington and LeAnna B. Wall about pinch points and if WDOT thought the current applications were pinch points. Huntington said in the Goodman Trail all the trail was outside 33' except for one point under the bridge. He said the City was making the argument that if they could not build the trail along the corridor the funding would "go away" and said that the City had gone to extreme measures to stay out of the corridor. He said WDOT had not indicated what a pinch point was and they would look to WSOR for guidance because they carried the liability; WDOT was not giving ultimatums. He said the Secretary did not tell WDOT to change how they addressed encroachments. Huntington said his expectation was that WDOT would use WSOR's recommendation on any particular encroachment.

17. Consideration and Possible Approval of 2014 WRRTC Budget – Mary Penn, WRRTC Admin.

Sweeney said he had been asked for a number for Rock County's county contribution and Gray said that Jim Matzinger had made the budget but was not at the meeting due to summer hours. Gray recommended Matzinger be at the meeting adopting the budget. He said that there were some items he would like to see on the budget.

- *Motion to Table the Budget Approval and Inform Commissioners the County Contribution will not exceed \$28,000 in the 2014 budget - Gray/Sweeney, Passed Unanimously*

18. Action Item. Adjournment

- *Motion to adjourn at 12:02, Cornford/Gustina, Passed Unanimously*



WHITEWATER-RICE LAKES MANAGEMENT DISTRICT

P.O. Box 301
Whitewater, WI 53190



MINUTES

July 19, 2013

Special Meeting

The Special Meeting of the Whitewater /Rice Lakes Management District board was called to order on July 19th, 2013 at 3:43 PM by Chairman Rich Charts. The meeting was held at the home of Ernie and Lillian Roy for the purpose of finalizing and signing the resolution for the Lake Protection Grant. Board members present were Ernie Roy, Brad Corson, and Chuck Chamberlain.

Absent: Larry Brady, Norm Prusener, Jerry Grant

Clerk Present: Susie Speerbrecher

ADMINISTRATIVE

There were no minutes to approve as this was a Special Meeting.

Ernie reviewed the Lake Protection Grant – resolution number 201302 hand out given to each board member present. Ernie then motioned the resolution be approved, seconded by Brad. Resolution passed. The resolution then was signed by Ernie, secretary of the board and will be attached to these minutes.

Brad acknowledged that Tom Slawski, from the Natural Resources Planning and Management Division, Southeastern Wisconsin estimated that the cost of the Aquatic Plant Management Plan will be around \$7500 and a grant can be applied for.

Brad motioned to adjourn the meeting. Seconded by Ernie. Motion Carried.

Meeting adjourned at 3:47 PM

Respectfully Submitted

Susie Speerbrecher
Clerk



WHITEWATER-RICE LAKES MANAGEMENT DISTRICT

P.O. Box 301
Whitewater, WI 53190



MINUTES

July 3rd, 2013

The July 3rd, 2013 Whitewater/Rice Lakes Management District board meeting was called to order by Chairman Rich Charts at 6:02PM. Board members present were Ernie Roy, Brad Corson, Chuck Chamberlain, Larry Brady, Jerry Grant, County Representative and Norm Prusener Town Representative. The agenda was approved as presented by a motion from Chuck, and seconded by Jerry. Motion Carried

Standing Teams Present: Tom Potyrkus

Absent: Standing Team – Dave Clevon

Clerk Present: Susie Speerbrecher

Guest Present: Michael Sullivan

ADMINISTRATIVE

Minutes from the June 13th, 2013 meeting was approved by a motion from Rich and seconded by Brad. Motion Carried.

PUBLIC INPUT – Michael Sullivan introduced himself as a resident on Rice Lake and spoke about his concerns regarding algae growth and questioned if blue green algae was a health issue. He also asked about carp removal and what has or is being done. Tom Potyrkus reported that the weather last December was against the netter to capture enough carp to warrant a truck to take them to market. He will try again this December. Rich answered his other questions and suggested he contact Tom Ganfield who records the water quality on the both lakes. He also was referred to our website for information.

COMMISSIONER REPORTS

Secretary – Ernie received no correspondence. Rich reported Dave Fidlin, a reporter for the Whitewater Register is interested in our weed harvesting operation and would like to do a report. Larry will work with him on his report. Rich also spoke that Karen Stoll the Wisconsin DNR Water Guard is interested in educating the public on proper cleaning of boats and trailers. She has education materials available and she can also write tickets to those having unclean boats and trailers being launched or not cleaning them when leaving the launch sites.

Finance – Brad reviewed the check register handout given to the board. Expenses for June totaled \$75,409.29. He motioned for the board's approval of these expenses. Ernie seconded the motion. Motion Carried. The check book balance to date is \$25,194.84. Brad submitted invoices from

JNT'S Marina from April and May to Chuck and Larry for their signature of approval. Brad also reported he received a check from JNT'S Marina for \$4,770 from the sale of the outboard motor. The motor sold for \$5,300. Jeff receives 10% of the selling price.

Weed – Rich gave a report that the harvesters are doing a good job especially in the trouble areas. Tom asked if the harvesters could cut a path through the thick weeds by Bird Island so that there would be wave action, the fish can breathe better, and algae would move around. There was discussion whether to cut back on the number of days the harvesters need to be out. Larry will monitor the load count reported and advise the board. Ernie and Rich mentioned they continually keep an eye on weed growth and lake activity. Property owners seem to be happy with the looks of the lake.

Chemical – Ernie reported he is pursuing a grant for the aquatic plant survey we need to have done next year. He is waiting to hear how much the cost will be for the report. We also need to have a plant survey done in July or August 2013. The membership will need to approve the cost at the annual meeting. He is waiting for hear back from Heidi Bunk about her thoughts regarding a "Whole Lake" chemical application.

Bog – Rich reported the silt fencing needs to be replaced and he has done some investigating on the cost. He motioned we purchase silt fencing with the length and price to be determined and approved at the annual meeting. Jerry seconded the motion. Motion Carried. Discussion furthered regarding the use of the Sea Devil. Rich will check on the price to use for a short period of time.

Equipment – Chuck reported all the equipment of running smoothly. The 12' harvester paddle wheel motor has been replaced. The diesel motor on the 10' cutter is using oil. Jeff suggested having S & R look at it at the end of this season. The 10' harvester paddle wheel motor was replaced and the old one is being rebuilt at Aquarius.

REPORTS OF STANDING TEAMS

Fish Stocking – Tom Potrykus reported the DNR stocked 2200 2" Walleyes about a month ago, we will stock 1100 6 - 9" Walleyes in the fall, and in the fall the DNR will stock 217 6" Northern's in Rice Lake. The DNR is moving in general toward fewer small Walleyes and trying to change the fish hatcheries so they also stock 6 -9" Walleyes. They are in belief larger fish have a higher survival rate. That program is underway with Kathy Steppe head of the DNR. Tom then spoke about carp removal this December and suggested we offer to pay the netter a small sum of money so the netter would move our capture further up on his list of appointments. This will be discussed at the annual meeting.

Geese Abatement – In Dave's absence Ernie reported 93 geese were "Rounded UP".

Safety - Larry reported he will try and have a Safety Team meeting Friday July 5th, 2013 at JNT'S Marina.

Audit – Brad reported the books are now ready for the auditor.

Water Quality – No report

OLD BUSINESS

Grievance Policy- Ernie presented a Grievance Policy handout which was read by the board. The policy was revised from last month to say at the end of the last paragraph "whatever action the board takes will be final." Ernie motioned to accept this change, seconded by Jerry. Motion Carried. Brad suggested two policies' he would like to add to the Policy Manuel. One being two signatures is needed when signing checks. Secondly, have a list of audit procedures for the auditor.

NEW BUSINESS

2014 Budget Review - Brad reviewed all the budget handouts with the board and the changes that were suggested. This budget will now be posted in the newsletter and presented to the property owners for approved at the annual meeting

Annual Meeting Agenda - Rich reviewed a revised agenda for the annual meeting per suggestions from board members.

OTHER BUSINESS

It was decided by the board that it was not necessary to post social activities that board members may be attending. Social activities do not interfere with the open meeting law as long as no business issues are discussed.

Rich suggested we appoint Bernie Tangney as our Rice Lake liaison. He has spoken to Bernie and he has accepted. Rich then motioned for this appointed position to take place, seconded by Jerry. Motion Carried

Dam Walkway - Jerry had no report to give.

A letter was received from the Minneiska Ski Team president, Will Bazeley days before this meeting to ask if we could help with seaweed removal on Cravath Lake for the 4th of July Water Ski Shows. Rich approached two prior board chairmen for advice on our capability to assist Cravath Lake and the recommendation was we could not legally, easily or quickly respond to such a request for tax encumbered equipment.

Next Meeting – Annual Meeting August 24th, 2013 8:30 AM
Board Meeting to follow

Motion to adjourn the meeting was made by Norm and seconded by Larry Meeting adjourned at 8:45PM.

Respectfully Submitted

Susie Speerbrecher, Clerk

**Walworth County
Intergovernmental Cooperation Council
(ICC)
Tuesday, June 25, 2013
6:00 PM
County Board Room 114
Walworth County Government Center
100 W. Walworth – Elkhorn, Wisconsin
*Minutes***

County Administrator David Bretl called the meeting to order.

Roll was called by municipality. The June 25 agenda was approved on motion, second and a unanimous vote.

The March 26, 2013 ICC meeting minutes were unanimously approved.

Rebecca Heidepriem of Fritz Partners presented information about Measurable Management, which assists organizations in achieving new levels of excellence and provides culture change methods, coupled with continual process improvement tools. The program can help staff to achieve internal efficiencies and productivity, teamed with leadership and organizational innovation. It translates policies into measurable outcomes, an approach that has the benefit of producing savings or generating innovative revenue ideas equal to or greater than the cost of the program. Ms. Heidepriem has experience in both private industry and government, as an executive at Xerox Corporation and as the State's first Secretary of Electronic Government under Governor McCallum.

An informational update regarding the economic impacts of rail service in Wisconsin was presented by former County Board member Allan Polyock. Mr. Polyock owns and operates a farm in Walworth County that utilizes the rail transport service provided by Wisconsin and Southern Railroad in its network across Wisconsin and Illinois.

Katie Behl, OWI Court Coordinator made a presentation regarding the success of Walworth County's treatment courts and diversion program. Mr. Bretl encouraged those in attendance to contact him or Katie if they are ever interested in learning more about the county's treatment courts or sharing information in their communities and with civic organizations.

Mike Van Den Bosch, Executive Director of the Walworth County Economic Development Alliance, Inc. (WCEDA), presented information about the private sector wage survey that WCEDA and the Walworth County Human Resource Association (WCHRA) would be conducting during the summer. This year's survey was modified and designed to help compare compensation, benefits, pay trends and HR metrics for specific occupation types across the county.

Skip Mosshamer presented information about a community leadership program aimed at developing and improving leadership skills in all business segments throughout the county, both in the private and public sector. With 2014 budget preparation underway in municipal governments, local leaders were invited to consider including funds in their 2014 budgets to send a representative from their organization to this training, which is planned for late summer or early fall 2013.

Joshua Clements, UW-Extension Community and Economic Development Educator presented information regarding QECBs (Qualified Energy Conservation Bonds), which are low-interest bonds for publically-owned facilities, primarily for energy efficiency upgrades. The interest on these bonds is underwritten by the U.S. Department of Treasury. The program was created in 2008 and significantly enlarged in 2009 in the American Recovery and Reinvestment Act. QECBS are a financial product to assist local municipalities. Walworth County has approximately \$1.5 million in bonding authority under this program. This authority is not just for county government, but is available to any municipality or school district in the county. On May 13, Clements sent a memo to municipal governments in the county providing an overview of the QECB program and its qualified uses. Contact information was provided in the correspondence, and municipalities were asked to contact the county if there was interest in utilizing the program. ICC members were encouraged to contact Clements or the County Administrator's Office if they had any interest in utilizing the county's QECB credits for energy projects in their communities.

The next ICC meeting date was confirmed for Tuesday, October 22, 2013 at 6:00 PM.

The meeting was adjourned at approximately 7:15 PM.

Submitted by Dave Bretl, County Administrator and ICC Moderator

DRAFT

**Walworth County Board of Supervisors
Walworth County Park Committee
MEETING MINUTES
June 10, 2013
Walworth County Government Center, County Board Room 114
100 W. Walworth Street, Elkhorn, Wisconsin**

Call to order: Chair Tim Schiefelbein called the meeting to order at 1:31 p.m.

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

Others present:

County staff: Kevin Brunner, Director of Central Services, David Bretl, County Administrator.
Members of the Public: David Schilling, Principal Planner, Southeastern Wisconsin Regional Planning Commission (SEWRPC), Melissa Cook, Park and Recreation Specialist for Wisconsin Department of Natural Resources, Karen Schinke, owner of Pedal and Cup, and Jerry Peterson, Kettle Moraine Land Trust.

Approval of minutes of April 8, 2013 and February 18, 2013 meetings. Motion by Nowak/Russell to approve minutes. Motion carried 5-0.

Agenda withdraws/approval Kilkenny/Russell. Motion carried 5-0

Public Comment – none

Old Business

Review of public informational meetings – David Schilling, SEWRPC, reviewed the 4 public informational meetings held regarding the Park and Open Space Plan. Public in attendance at the meeting in East Troy inquired as to ATV trails in the County. Schilling stated he had received a letter from the Town of Richmond regarding the plan. Nowak stated the Town of Troy will be sending correspondence.

Continued discussion of plan development – Schilling stated he believes additional correspondence from townships will be received. Schilling stated the final plan can be presented at the October meeting. Maps are in the process of being prepared and will include the Village of Bloomfield.

Report on proposed White River Park – Brunner reported that two Stewardship grants have been submitted to the Wisconsin Department of Natural Resources and we have not received a response. One grant is for the purchase of the property at \$1.91 million and the second grant is for development of the park at \$43,500.00. The development grant would help to fund the

Walworth County Park Committee

June 10, 2013

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construction of two small parking lots, construction of a kayak launch, and restroom construction with the county matching funds. Brunner reminded the committee that with a successful grant award the county will need to amend the County Ordinance to allow hunting at any park that receives Stewardship funds. Kilkenny suggested addressing the policy after we receive news of the grant.

New Business

Discussion and possible action to approve Pedal and Cup's request to receive 10% of their trail pass sales from the 70% Walworth County is allowed to retain for maintenance of the White River State Trail. Brunner reviewed the history regarding the White River State Trail vendors. Brunner asked Karen Schinke, P O Box 30, Springfield Wi, owner of Pedal and Cup to speak. Schinke stated most of her sales are on credit charges and she pays a 3% fee plus salaries for each sale. Schinke has investigated the DNR pass system and she can bypass the County and still be a vendor and receive 30% but she would like to work with the County. Schinke indicated Pedal and Cup does promotions for the trail and would like to receive 10% to cover her costs.

Brunner mentioned there would be a loss of revenue for the county maintenance.

Melissa Cook, southeast district trail coordinator with WI-DNR, spoke of the White River State Trail history with Pedal and Cup and the fact the business is an asset to the trail and is appreciated. Cook stated the County is doing a good job on maintenance. Two problem areas she identified are grass growing in the gravel of the trail and the condition of bridges. Cook suggested Pedal and Cup become a sub vendor with the County and reminded the committee that the 10% would come from the County's 70%. Nowak inquired about other trails having agreements with vendors. Cook said some do and some don't.

Cook urged the Committee to set up a policy to determine vendors' eligibility, perhaps by vicinity to the trail or renting bikes, to receive 10% in case other vendors step forward. Cook stated the DNR allows counties to make a sub-vendors agreement so they can determine the percentage. Cook reiterated her concerns regarding funding maintenance on the trail.

Schiefelbein asked Brunner about funding for maintenance. Brunner believes maintenance funds come from 70% the county receives. Brunner stated it was conceivable that in the future money for maintenance would need to come from the county.

Kilkenny did not think the amount of money involved would break the bank. He assumed we could find money in the budget to fund the trail maintenance. Kilkenny requested money be placed into the budget to fund trail maintenance and asked Bretl if he needed a resolution. Russell stated she supports a sub-vendor contract for Pedal and Cup and for all the vendor sales. Russell does not like the idea of excluding any vendor. She stated she was surprised that we are maintaining the trail with only the money from pass sales. Schiefelbein stated he thinks all vendors need to be considered. Cook pointed out that non-profit entities, such as the White River Bike Club and Boots and Saddle Club may not want to be considered for vendor agreements and the County might be creating more paperwork than necessary.

Hurlburt stated a good friends group could make up the loss of income. Kilkenny stated again he felt the County could absorb these costs.

Bretl asked the Committee to give staff direction on their wishes. He encouraged the committee to consider a policy so that an ordinance could go before the County Board.

Kilkenny asked Bretl what type of criteria is needed for the sub-vendor agreement. Would the agreement perhaps be the volume of sales, to target vendors with sales over 300 daily passes, or greater than 100 annual pass sales? Bretl stated Kevin will start the budget process to cover maintenance costs and regarding the vendor agreement, if the committee is looking at volume type of agreement, the agreement would need approval of the County Board.

Schiefelbein stated he doesn't think it should be based on numbers. Nowak said she believes the opposite; the agreement could be based on bike rentals or sales.

Schinke discussed the lack of enforcement on the trail regarding trail passes.

Cook stated the DNR allows the County to make sub vendor agreements and the County can make the rules. Kilkenny stated he doesn't want anyone mad at the County if their group does not get 10%. Schiefelbein stated if they sell the passes they should get the 10% so we don't alienate anyone. Russell suggested if vendor sales could be set at more than \$5,000 vendors would get 10%. Vendors selling under \$5000 could receive a lesser percentage. Schiefelbein asked Russell to give an explanation for her numbers. Cook pointed out that the only two for profit businesses besides Pedal and Cup selling passes are Bob's Pedal Pusher and Lyons Grocery Store. Their sales are approximately \$1000.00 yearly. Schiefelbein stated he does see a difference between non-profit or for profit. They still want revenue for their group or business.

Bretl suggested a threshold of \$1000.00 in sales from the previous year for a vendor to be eligible to avoid a paperwork nightmare. Kilkenny thinks this would be rational.

Kilkenny/Nowak made a motion for a vendor agreement to be drafted for later approval for vendors with sales of over \$1,000.00 in the last year. Motion carried 4-1. Schiefelbein against.

Cook stated she did not want the Committee to think the DNR was unhappy with the job Walworth County does on the trail. She feels the County is doing the best they can with the funding for the trail. Cook thanked the Committee for their partnership and support for the trail. Russell suggested a yearly resolution thanking vendors and Pat's Sanitary for their contributions. After further discussion Kilkenny wished to modify his motion regarding the vendor agreement.

Kilkenny/Russell made a motion to change his previous motion to a vendor agreement to be drafted for later approval for vendors with sales of over \$1,000.00 in any of the last 5 years. Motion carried 4-1. Schiefelbein against.

Discussion and possible action supporting a resolution to the county board for the land acquisition in the Town of Troy by the Nature Conservancy for conservation and recreation purposes. Brunner asked the Committee for their support of land acquisition by the Nature Conservancy in the Town of Troy. **Motion by Russell/Nowak to support the resolution to the County Board. Motion carried 5-0.**

Discussion and possible action supporting a resolution to the county board recognizing Eagle Scout candidate Jacob Dertz of Troop 236 for his work in repairing the boardwalk at Natureland Park. Brunner informed the committee of the work Jacob had accomplished at Natureland Park and asked the committee to support the resolution to the county board. **Motion by Kilkenny/Nowak to support the resolution. Motion carried 5-0.**

Confirm next meeting date and time: No meeting for July or August. October will be the next scheduled meeting.

Supervisors Nowak and Russell moved to adjourn. The motion carried 5-0 and the meeting concluded at 2:40 p.m.

Minutes recorded by Vicki L Price, Public Works Department.

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

**Kenosha County Workforce Development Board
Tri-County Youth Council
Tuesday, May 14, 2013 - 2:00 p.m. to 4:00 p.m.
Kenosha County Center – Hearing Room**

Meeting Minutes

Attendance: Manoj Babu, Dan Baran, Marci Hayden-Barr, Doug Bartz, Michelle Blanchard, Harriette Bruette, Brandon Christiansen, Marie Collins, Leslie Spencer-Herrera, Amy May, Alice Oliver, Phil Wattles, Byron Wright, Rebecca Freund

Excused: Kelly Demarath, Dr. Scott Pierce, Marilyn Putz

Call to Order:

- Manoj called the meeting to order and introductions were done.

Roll Call:

- Silent roll call completed by Rebecca.

Citizens Comments:

- No citizen comments.

Approval of the February 12, 2013 Meeting Minutes:

- Phil commented one change: there is not an extra week of training, it is just 8 weeks and the educational component is held on Fridays.
- Phil made a motion to accept with the changes noted; Byron seconded that motion. Motion passed unanimously.

Sector Grants Update(s):

Dream It, Do It (handout):

- Alice said that James wrote a couple articles; one for the school district and one for RAMAC's newsletter. He's also attended several different community events.
- Racine County had their "Take Your Child to Work Day" with a theme focusing on Manufacturing careers. They toured two Manufacturing plants and also the iMet Center. Alice stated that after that they received a letter from a parent about how pleased they were about the event.

Manoj asked if James is doing the presentation that he shared with us at a previous meeting. Alice said he is doing that with the changes that were suggested by all at that meeting. He has met with several companies throughout our region and still continues to represent on the regional Dream It Do It Board which meets on a monthly basis. Manoj mentioned KABA's CEO Roundtable and YLink to Alice for James to get in touch with them and present.

- Marci said that in Walworth, they are planning a "Schools to Skills" event in October. Partnering with different school districts to have students' tour facilities.

Youth Program Updates:

CNC Youth Boot Camp:

- Alice said the Youth CNC Boot Camp will start this summer & will last for 14 weeks; paid for by the SC Johnson grant.
- Youth will receive a \$200 a week stipend to stay engaged during the summer months.
- YouTube video on RCWDC website which highlights the program.
- The application process has been extended through June 7th.

Amy asked if they go the same kind of testing like the adult boot camps. Alice said yes, they have to be at a certain level and are treated as they would be in a college classroom, (i.e. no cell phones, etc...). Manoj said that he has the honor to be part of some of these boot camps and almost 95%-98% of them are picked up – have jobs lined up – it's a well-worth cause.

Summer Youth Program:

- ***Walworth***
 - Marci said that they have 21 students enrolled.
 - Work sites are getting settled and interviews scheduled.
 - Drug testing is required and backgrounds checks will be done for those over 18.

○ **Kenosha**

- Phil said that juvenile crime has come down 25% due to their work with at-risk youth.
- Captured work sites are: County Parks – highly supervised youth – about 40 of them are placed there and also Youth Employment in the Arts – Youth produce murals that are placed throughout the community.
- 45 work sites – non-profits, private and public businesses.
- Job Fair being held on June 13th. Work sites have an opportunity to discuss with all the youth what the job will be and then they break off into mini interview sessions.

Doug asked what the total enrollment expectation was and Phil said 225.

WIA Fiscal Updates – Funding Allocation Explanation (handout):

- Doug explained how the money that comes to Youth is split between the 3 Counties. By what is stated in our WIA Plan, this is updated every year; we look at the Drop-Out Rates and the Economically Disadvantaged for each County over the past 3 years and then get an average.
- Per the DRAFT – the funding is as follows:
 - Kenosha – 33.5%; Racine – 52.5%; Walworth – 14%

Manoj asked if there's anything that we can do to assist; petition or call. Doug said that with the sequestration, not at this time but we should be looking at other funding in WDA 1, we are lucky enough to have Leslie who looks

Nomination(s):

- Manoj gave a brief bio about Amy May, DVR Counselor; who joined the meeting to become a council member.
- Amy said that she works with youth and is excited to be a part of this group.
- Byron Wright made a motion to accept Amy May as a council member with Dan Baran seconding that motion.
- Motion passed unanimously.

Conflict of Interest Forms – 2013-2014:

- Manoj asked everyone to please fill these out and return to Rebecca today if possible, otherwise at your earliest convenience.

Board Chair Comments:

- Manoj said that summertime is when it counts; we want to keep our youth productive in whatever they take on. It's so easy to get lost in the shuffle and it's unfortunate for officers to come in and pull youth out of interviews but it's a reality and how can we prevent that. It's committees like this, our networks of activities that help one Youth at a time. If we measure the number of youth that we've contacted and how we've changed their lives, we're doing a great job!

Other Business as Allowed by Law:

- Manoj stated that Michelle Blanchard will be taking the place of Marilyn Putz when she retires. Michelle gave a brief summary of her background.
- Amy stated that if a Youth is connected to DVR, they are an extra support system and are now doing OJT's specifically for Youth so please be sure to utilize their resources as well.
- Alice said that Racine had a Youth Job Fair on April 1st with 17 employers in attendance. Over 500 youth attended and 104 youth obtained employment to date.
- Doug passed out information regarding the SE WI Expo that is being held on May 22nd in partnership with DWD. As of today, 58 exhibitors are registered and 330 tickets have been distributed.
- Leslie commented that the WIA Plan has been updated and can be found online on all of the County websites.

Next Meeting:

- Tuesday, October 15, 2013 at 2:00 p.m. at the Kenosha County Center – Hearing Room.

Adjournment:

- Leslie made a motion to adjourn with Phil seconding that motion. Meeting adjourned at 3:10 p.m.