

**February 10, 2015 County Board Meeting
Committee Minutes Packet**

DRAFT

**Walworth County Board of Supervisors
Health and Human Services Board Meeting Minutes
Wednesday, January 21, 2015
Walworth County Government Center
County Board Room 114
100 West Walworth Street, Elkhorn, WI 53121**

The meeting was called to order at 2:00 p.m. by Chair Monroe.

Roll call was conducted. Members present included Chair Ken Monroe, Vice-Chair Tim Brellenthin, Supervisor Charlene Staples, Sandra Wagie-Troemel – Citizen Representative, Dr. James Seegers – Citizen Representative, and William Wucherer – Citizen Representative. Supervisors Kathy Ingersoll and Joe Schaefer were excused. A quorum was declared. Citizen Representative Berneice Solis arrived at 2:05 p.m.

Others in Attendance:

County Board Supervisors: Nancy Russell

County staff: Elizabeth Aldred, Director of Health and Human Services; David Bretl, County Administrator; Janis Ellefsen, Public Health Officer; Etty Wilberding, Children Services Division Manager; Pat Weeden, Ongoing Case Management Supervisor; Janet Poff, Juvenile Court Intake/Child Abuse and Neglect Supervisor; Carlo Nevicosi, Behavioral Health/Crisis Intervention Manager; Nicole Heinrich, Behavioral Health Supervisor; Sonia Hill, Crisis Intervention Supervisor; Erica Bergstrom, Environmental Health; Art Garcia, Fiscal Support Supervisor; Laura Myers, Support Services Supervisor; and Juliet Young, Health and Human Services

On motion by Citizen Representative Wagie-Troemel, seconded by Supervisor Staples, the agenda was approved by voice vote with no withdrawals.

On motion by Citizen Representative Wagie-Troemel, seconded by Vice-Chair Brellenthin, the November 19, 2014 meeting minutes were approved by voice vote.

Unfinished Business – None.

New Business

• **Children and Family Services Division Presentation**

Etty Wilberding, Children Services Division Manager, introduced Pat Weeden, Ongoing Case Management Supervisor, and Janet Poff, Juvenile Court Intake/Child Abuse and Neglect Supervisor. Weeden stated their department adopted and implemented Functional Family Therapy (FFT) approximately six years ago, which is an evidence-based intervention program. Based on the success with FFT, the department implemented Functional Family Case Management (FFCM) in 2012, which is a three-phase model of case management. Weeden provided the key features of the FFCM model. Their Ongoing Unit partners with Rock County Human Services for ongoing and new worker training with their FFCM consultants. Wilberding stated since implementing FFT in 2009, truancy referrals have decreased 20% and juvenile court intake referrals have decreased 15%. Weeden stated since implementing FFCM in 2012, days in non-relative care has decreased 25% and foster care costs have decreased 15%. Non-relative care is the most typical and traditional foster home versus having a child being placed with a relative.

Wilberding provided an overview of the Birth to Three Program, which serves children with developmental delay or disability from birth until 3 years old. The Birth to Three program transitions children into the special education programs. This program has very specific federal indicators they have to meet. They are typically meeting those indicators at 100%.

Poff provided information regarding their screening decisions for 2014. For the first six months of the year, they screened in at a rate of 26% and the second half of the year was 39% (not including December). The state rate is approximately 38%. Poff provided information regarding the timeliness of initial assessments. They have 60 days to complete an initial assessment. The State is at approximately 44% timeliness of completion and Walworth County is at about 96%. The benchmark is 100%. Poff also provided information on the timeliness of their initial face-to-face contacts. Once a report is assigned, it is assigned a response time of same day, 24-48 hours or five business days, and the worker has to make face-to-face contact with either the child or parent within that assigned timeframe. The benchmark is 95% for making those contacts in the assigned timeframe. The State is at approximately 75% and Walworth County is at approximately 92%.

Weeden said their department exceeds the state standard of percentage of placements after less than two placements. Placement stability is important because research shows that experiencing multiple placement changes have important ramifications for children's development, and it important for the children to develop healthy, secure relationships. They have found that frequent placements only compound the issues of being separated from one's parents, separation from siblings, relocating to a new school, and the feeling of not belonging. Weeden added that many of their foster care placements have resulted in adoptions. She stated their department also exceeds state standards for case management visits to the foster home. It is important for the worker to maintain regular contact with the child in the foster home to ensure safety, the child's needs are being met, and the child has positive interaction with the foster family and is being treated like a family member. Weeden said the social worker also visits the child outside of the foster home in the school setting to provide privacy.

Wilberding provided information regarding the number of children in corrections in a given year along with the costs associated with corrections services. They currently have three placed in corrections along with five stays, which means corrections have been stayed if the child behaves. Wilberding compared the number of juveniles placed in corrections and when they implemented FFT and FFCM. She said there was a downward trend until this year. She stated she believes there is a difference in philosophy with the District Attorney's office to explain what has changed in the number of placements in corrections. She said they have a work group being headed by Judge Koss, where they will be looking at which children should go to corrections, when should corrections be stayed, what youth characteristics predict success and failure, are there alternative treatments and interventions versus corrections, and what other evidence-based programming can be offered as an alternative to corrections. The District Attorney will also be a part of this work group. She said another change they have is funding. She stated they have received Brighter Futures Initiative (BFI) Grants for many years, and this money was used for FFT with an outside vendor and for mentoring. They were informed last year that this grant would be awarded on a competitive basis and no longer received automatically. Seven awards were granted, and Walworth County just missed the points. And because the decision was late, the money they had received every year was pro-rated so they received \$17,000 and lost \$84,000. Wilberding said they are going to have to cut their services specifically with FFT and mentoring. She also said that not all FFT will be cut as this was a prevention grant and low-risk youth will be hurt by the cut. Elizabeth Aldred, Director of Health and Human Services, said they will have to look at ways to fund other opportunities.

- **NIA Tx Project**

Aldred said they are invited annually to participate in this project, and they thought it would be beneficial to apply this year. Carlo Nevicosi, Behavioral Health/Crisis Intervention Manager, said this is an opportunity to bring someone from the outside to evaluate their practices and processes. They will get a coach who will help them in what they have identified as a problem, which is making sure they keep track of their clients coming out of psychiatric hospitals and that they are getting connected to treatment services whether it is with them or another provider. Nevicosi said one question they have is how binding the recommendations are from the coach. Aldred stated not everyone who is hospitalized comes out on a commitment or settlement agreement they are responsible for, but they know those people are out there and that they went to the hospital and were maybe at higher risk. She said as a county they need to make some decisions about what kind of follow up they do and how invasive their follow up is. Citizen Representative Wucherer asked if this is for anyone hospitalized in a psychiatric facility or just the clients HHS is case managing. Nevicosi said that is something they are going to try and answer with this project as well. He also said they need to ask if their approach varies for individuals on a commitment or settlement agreement versus those who are voluntary. He stated they need to determine how much responsibility to take on, or if it is reasonable to take on, to ensure these individuals have connected with their outside providers and they have been able to access treatment.

- **UW School of Medicine and Public Health Letter of Intent for Grant Application**

Aldred said they were contacted for a research opportunity by Dr. Brown who is looking into what affects individuals' follow up with alcohol treatment and focusing specifically on the Latino population. Nevicosi stated this is an area they have talked about as an agency but haven't figured out how to address. He said the makeup of the people they see in their clinic isn't really representative of what Walworth County's population is as the Latino, or Spanish speaking, population doesn't tend to walk through their doors voluntarily. He stated Dr. Brown is looking to apply for a grant to study this issue more, and because he has had good experiences with Walworth County, he has asked for assistance in the grant writing process. He said this could lead to some benefits with our community possibly being a part of Dr. Brown's study. If Dr. Brown receives the grant, his group would be actively going out in the community and asking questions about what kind of treatment this population values, what would it take to get them to participate, and what kind of outcomes are they expecting in treatment.

Report(s)

- **Radon Contest Winners**

A presentation highlighting the winners of the Radon Contest was viewed by the committee. Jan Ellefsen, Public Health Officer, said they had 45 posters to choose from, which were sent in from two schools in the county – Sharon and Walworth School Districts. All elementary and junior high schools in Walworth County were invited to participate. Staff voted on the posters and winners were notified in January. All winners came from the Sharon School District. Winning posters are currently on display in the hallway by the County Board Room at the Government Center, and they will also be placed in the display case in the Government Center lobby at the end of January until early February. Ellefsen provided an update on the outreach they are doing for the Radon Project. They have sold 26 radon kits to date, which is more than all of last year. The radon kits normally sell for \$10, but they are selling them at a reduced cost of \$3. She said they will be at the Lakeland Home Builder's Expo, and they were given a table for free. She stated the IT Department is working on plating their radon results in a GIS program.

- **4th Quarter Write Offs**

Aldred stated they have started compiling their write-offs for a quarterly report to present to the committee. She said some of the measures they have taken seem to be paying off as write-offs this

quarter are approximately \$22,000 less than last quarter. She also said they have been able to identify some opportunities to make some changes in areas they have more control over in order to streamline and ensure they are accessing all of the revenue for which they are eligible.

- **Building and HVAC Issues Update**

Aldred said they had Harwood Engineering Consultants come back to look at the heating throughout the entire building, not just the renovated area. She stated as far as the cooling goes, they have made good progress. They will be setting up a time with Johnson Controls to work on the temperature controls. She said they intend to be ready to run the cooling system when needed, and they anticipate it to go well. As far as the heating goes, they have found a couple of areas that need to be addressed, such as looking to reorganize the way the heat enters the room and the amount of cold air or hot air coming in from outside to improve the comfort level. Bretl added they have a very good consultant. He said it is disappointing with the amount of money they invested in the renovation that they are having issues. He said they are hoping to have good news when the cooling season starts.

Correspondence

- **Correspondence from the State of Wisconsin Regarding Birth to 3 Program Compliance**

Aldred shared a letter from the State which noted that the Walworth County Birth to 3 Program is 100% compliant on multiple state indicators.

- **Correspondence from the State of Wisconsin Regarding Sheltered Workshops**

Aldred shared a letter from the State of Wisconsin Department of Health Services indicating that the State will continue the sheltered workshops program.

Announcements – None.

Confirmation of Next Meeting – The next meeting was confirmed for February 18, 2015 at 2:00 p.m.

Adjournment

On motion by Vice-Chair Brellenthin, seconded by Supervisor Staples, Chair Monroe adjourned the meeting at 2:52 p.m.

Submitted by Nicole Hill, Administrative Clerk. Meeting minutes are not considered final until approved by the committee at the next regularly scheduled committee meeting.

DRAFT

**Walworth County Board of Supervisors
Human Resources Committee Special Meeting Minutes
Wednesday, January 21, 2015
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

The meeting was called to order at 3:34 p.m. by Chair Rich Brandl

Roll call was conducted, with the following members present: Chair Rich Brandl, Vice Chair Tim Brellenthin, Supervisors Ken Monroe and Rick Stacey. Supervisor Kathy Ingersoll was excused. A quorum was declared.

Others in Attendance:

County Board Supervisors: County Board Chair Nancy Russell and Supervisor Charlene Staples
County staff: County Administrator David Bretl; Deputy County Administrator-Finance Nicki Andersen; Human Resources Director Dale Wilson; Tracy Moate, Director of CDEB; Val Etzel, Treasurer; Dave Woodhouse, Public Works Superintendent; Sheriff Kurt Picknell; Undersheriff Kevin Williams; Lisa Henke, Risk/Benefits Manager

On motion by Supervisor Stacey, seconded by Vice Chair Brellenthin, the agenda was approved by voice vote with no withdrawals.

On motion by Supervisor Monroe, seconded by Supervisor Stacey, the December 17, 2014 and January 13, 2015 meeting minutes were approved by voice vote.

Public comment – There was none.

Regular Business

- Review of annual reports of call-outs pursuant to Section 15-634 of the Walworth County Code of Ordinances – Public Works Department and Sheriff's Office
- County Administrator Bretl said the ordinance regarding take-home vehicle use has undergone revision since it was created, and the Board decided to do an annual review of the call-out mileage and number of calls for personnel at the Sheriff's Office and Public Works who have take-home vehicles. Bretl emphasized the intent of authorizing take-home vehicles for certain staff was not an employee perk, but so that staff can mobilize from home if called out because the county vehicles have the necessary equipment needed to respond to calls. There is some leeway for adjustments to the number of take-home vehicles at Public Works. The Sheriff's Office is constitutional, but the Board still controls funding, Bretl said. The committee reviewed the report, and the Chair entertained questions from the Committee. Bretl noted that Steve Kinney, Public Works Shop Superintendent and head mechanic, had the least amount of mileage. Chair Brandl asked about the number of mileage and call-outs during the same day. Public Works Superintendent Dave Woodhouse said that was because when a storm is pending, Superintendents spend a great deal of time driving county and state roads early in the morning and after office hours to determine when to call in crews and whether full crews are needed during an event. Chair Brandl asked about Capt. Gerber's mileage, and Sheriff Picknell said most of his call-outs were assisting motorists or deputies with calls. **Supervisor Stacey made a motion, seconded by Vice Chair Brellenthin, to place the report on file. The motion carried 4-0.**

- Discussion and possible action regarding Amending Section 15-359 of the Walworth County Code of Ordinances relating to special pay premiums – CDEB
Human Resources Director Dale Wilson said the ordinance was discussed at the December 2014 Children with Disabilities Education Board (CDEB) meeting. The proposed stipend for the Assistant Directors of Special Education, School Psychologist and Educational Programmer is based on productive hours worked outside of the employees' contract commitment. Wilson said funding for the pay premiums is included in the 2015 budget. Director of Special Education Tracy Moate said the employees' contracts run from July 1 to June 30 and with the amount of work required because of the change in the performance evaluation system this year, extra hours were required during the summer months, outside the contract parameters. The Assistant Directors could receive an annual premium up to a maximum of \$5,000, and the School Psychologist and Educational Programmer up to \$2,500. Moate also asked that the titles "Assistant Directors of Special Education" be capitalized in the Ordinance. **Supervisor Monroe offered a motion, seconded by Supervisor Stacey, to approve the Ordinance Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums for CDEB. The motion carried 4-0.**

- Discussion and possible action regarding amending Section 15-17 of the Walworth County Code of Ordinances relating to the reclassification of an Account Clerk II position in the Treasurer's Office
Wilson said the Treasurer's Office has a vacant Account Clerk II position and in 2015, the county opted to change the contractual agreement for printing services to a county position in the Treasurer's Office. As the Treasurer needed to assign a back-up in her office to the new Printing Coordinator position, she re-evaluated her staff needs and duties and subsequently reclassified one position to an Account Clerk III. The Treasurer's Office is now requesting to reclassify the vacant Account Clerk II position to a Clerk II position, a pay grade one step lower than the Account Clerk II position, which will result in an annual cost savings of approximately \$3,778. Wilson asked that if the Committee approves the ordinance that they authorize him to begin the recruitment process for the Clerk II; however, no hiring for the position would occur until the ordinance is approved by the County Board. **Supervisor Stacey made a motion, seconded by Vice Chair Brellenthin, to approve the Ordinance Amending Section 15-17 of the Walworth County Code of Ordinances Relating to the Reclassification of an Account Clerk II Position in the Treasurer's Office, and to authorize the Human Resources Department to begin recruiting for the Clerk II position. The motion carried 4-0.**

Reports/announcements by Chairperson - None

Confirmation of next meeting. The next meeting was confirmed for Wednesday, February 18, 2015 at 3:30 p.m.

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

Chair Brandl read the statutory provision for the closed session.

Supervisor Monroe made a motion, seconded by Supervisor Stacey, to convene in closed session. Roll call vote was conducted with 4 Ayes (Brandl, Brellenthin, Monroe and Stacey) and 0 No votes. The meeting convened in closed session at 3:34p.m.

Supervisor Stacey made a motion, seconded by Vice Chair Brellenthin, to reconvene in open session at 4:15 p.m. Motion carried 4-0.

Supervisor Monroe made a motion, seconded by Supervisor Stacey, to proceed as discussed in closed session. Motion carried 4-0.

Adjournment

Supervisor Stacey made a motion to adjourn, seconded by Vice Chair Brellenthin. The motion carried 4-0 and the meeting concluded at 4:16 p.m.

Submitted by Becky Bechtel, Administrative Clerk. Meeting minutes are not considered final until approved by the committee at the next regularly scheduled committee meeting.

DRAFT

**Walworth County Board of Supervisors
Lakeland Health Care Center Board of Trustees Meeting Minutes
Wednesday, January 21, 2015
Walworth County Government Center
County Board Room 114
100 West Walworth Street, Elkhorn, WI 53121**

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

Roll call was conducted. Members present included Chair Ken Monroe, Vice-Chair Tim Brellenthin, and Supervisor Charlene Staples. Supervisors Ingersoll and Schaefer were excused. A quorum was declared.

Others in Attendance:

County Board Supervisors: Nancy Russell

County staff: Bernadette Janiszewski, Nursing Home Administrator; David Bretl, County Administrator

On motion by Supervisor Brellenthin, seconded by Supervisor Staples, the agenda was approved by voice vote with no withdrawals.

On motion by Supervisor Brellenthin, seconded by Supervisor Staples, the December 17, 2014 meeting minutes were approved by voice vote.

Public Comment – None.

Unfinished Business

• **RFQ Chiller/Generator Project**

Bernadette Janiszewski, Nursing Home Administrator, said the committee approved purchasing another generator that can accommodate the chiller at last month's meeting. She said they are still purchasing an additional chiller for redundant cooling services. She recommended putting out a Request for Qualifications (RFQ) and hiring an engineer to combine these two projects. It is her estimation that the recommendation will be to have one generator to accommodate everything. The RFQ has been written and it will ask for existing equipment, physical space and clearances to be reviewed; obtain the proper permits; and provide a written recommendation for when they are ready to award to a qualified bidder to put in both units. She said they also want to look for a firm knowledgeable in nursing home regulations. She asked for the committee's approval in order to forward this to Public Works. Chair Monroe asked if all of the equipment is in one room. Janiszewski stated both the generator and chiller are located outside. She said one thing they do not have is a tap box and they know they will need that. She said they are looking for an engineer to oversee the bidding process and the project itself, and to assist them in choosing the lowest qualified bidder. Supervisor Brellenthin agreed they should seek assistance with this, and asked if County Engineer Joe Kroll is able to help with this project. David Bretl, County Administrator, stated Mr. Kroll would be able to assist with the project but would need additional resources as it is a particularized field. He said putting this out to bid would ensure getting systems that are compatible. Janiszewski stated that Mr. Kroll is reviewing the RFQ, and he agrees it should be sent out. **Supervisor Staples offered a motion, seconded by Supervisor Brellenthin, to move forward with the recommendation of bidding out the RFQ for the Chiller/Generator Project. Motion carried 3-0.**

New Business

- **Student Surveys**

Janiszewski stated they partner with Gateway Technical College to allow students to do their clinicals at the nursing home. Classes have increased over the years, but they set limits on the number of students and instructors there at all times. Janiszewski stated having the students there is beneficial to their CNAs as it gives them a refresher in back to basics. Having the students there, and if the students like the facility, she believes has helped their turnover rate as they are filling positions in a more timely manner. She said she would like to provide these survey results on a quarterly basis. Answers were combined in one report, which was included in the meeting packet. She said they are able to obtain answers from the individual units. Brellenthin asked how many students are there at one time and how long they are there. Janiszewski stated classes can last from 2 ½ to 3 weeks with a maximum of ten students in each class and they may have up to four classes in the building at one time.

Reports

- **Administrator's Report**

Janiszewski said overtime has reduced 85% from the summer. They currently have ten private pay residents waiting for Medicaid approval.

Correspondence – None.

Announcements

- **Upcoming Events**

A list of upcoming events was included in the meeting packet. Janiszewski said they have been trying to have more activities in the evening and weekends. She also said Game Night has been very popular, and invited Supervisors to attend.

Confirmation of Next Meeting – The next meeting was confirmed for February 18, 2015 at 1:00 p.m.

Adjournment

On motion by Supervisor Brellenthin, seconded by Supervisor Staples, Chair Monroe adjourned the meeting at 1:13 p.m.

Submitted by Nicole Hill, Administrative Clerk. Meeting minutes are not considered final until approved by the committee at the next regularly scheduled committee meeting.

DRAFT

**Walworth County Board of Supervisors
Executive Committee Meeting Minutes
Monday, January 19, 2015
Walworth County Government Center
County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

The meeting was called to order by Chair Weber at 10:00 a.m.

Roll call was conducted. Members present included: Chair Dave Weber, Supervisor Rich Brandl, Supervisor Nancy Russell, and Supervisor Charlene Staples. A quorum was declared. Vice-Chair Daniel Kilkenny arrived shortly after roll call was conducted.

Others in Attendance

County Board Supervisors: Tim Brellenthin

County Staff: David Bretl, County Administrator; Liz Aldred, Director of Health and Human Services; Carlo Nevicosi, HHS-Behavioral Health/Crisis Intervention Manager; Nicki Andersen, Deputy County Administrator-Finance; and Valerie Etzel, Walworth County Treasurer

Members of the public: Media Representative

On motion by Supervisor Brandl, seconded by Supervisor Staples, the agenda was approved with the amendment of moving “Juvenile justice: detention and youth placements” under New Business to immediately after Public Comment. Motion carried 5-0.

On motion by Supervisor Russell, seconded by Supervisor Brandl, the December 15, 2014 Executive Committee minutes were approved.

Public Comment – None.

New Business

- Juvenile justice: detention and youth placements

David Bretl, County Administrator, said this is before the committee in order to obtain input and to give notice to the committee that there may be programs to consider funding for in the future. Liz Aldred, Director of Health and Human Services, stated they have seen an increase in juveniles who have worked their way to corrections. There are currently three juveniles placed in corrections with a potential of five more. She stated they are looking at different ways to defer placement in corrections. Carlo Nevicosi, HHS-Behavioral Health/Crisis Intervention Supervisor, stated the only option for male juveniles is the Lincoln Hills facility located in Central Wisconsin, and the location limits the ways to integrate the juveniles. Chair Weber asked if they use the detention center in Kenosha County. Nevicosi said they use facilities in area counties for brief stays. The facility in Central Wisconsin is for long-term placements. He stated there needs to be a legitimate concern for a corrections placement. He said placement is not up to them, but they make their recommendation to the judge. Supervisor Kilkenny asked if it is a definite placement or if there is continual review. Nevicosi said there are opportunities for juveniles to be released. He added that if a juvenile is placed in corrections for one year, it costs roughly \$100,000. Supervisor Russell asked if there is some kind of risk assessment that can be used for this age group. Nevicosi stated they need to determine which kind of assessment will work best as they want to ensure they are sending the right juveniles. Supervisor Kilkenny asked if the facility in Central Wisconsin is productive and if the state is trying to have it be a better environment. Aldred said the state is trying to improve programming and a benefit is that the juveniles can obtain a GED or high school diploma while at the facility; however, there is currently a shortage of teachers.

Chair Weber referred to Questions 3 and 4 on Page 11 of the meeting packet. Aldred stated one of their psychologists works in a wraparound program in Milwaukee County for at-risk youth. They are gathering information and how it will relate to Walworth County's population, as Milwaukee County's population is very different from ours. Nevicosi said in regard to Question 4, there is intensive supervision and they are working to determine a model that will be credible with the District Attorney and the public. Aldred explained that when an adolescent is arrested or ticketed, the individual is set up with their facility and they address the issues going on with the individual. However, there are some offenses that may automatically be deemed an adult crime, but HHS is still contacted.

Chair Weber referred to the chart on Page 12 of the meeting packet and asked if the figure for 2015 (\$265,783) are budgeted dollars and if the total financial burden falls on the county. Aldred stated this figure is for the three individuals currently in corrections, and the financial burden does fall on the county but they do try to collect from the parents. She said they do not have an exact budget for this but if they know it is coming they will include it in the budget. She also said they can look within their own budget in order to fund from another source. Supervisor Russell referred to the chart and stated what was being done up until 2013 was working and now things are going in the other direction. She said these questions need to be answered and requested a formal report in order to look at ways to get back on track.

Ongoing/Unfinished Business

- Discussion and action regarding County Administrator's 2015 goals

Chair Weber expressed concern over making the list of goals too expansive, and suggesting choosing four or five goals for Bretl to focus on. Bretl stated he is comfortable with the list and has made some modifications. He said some of the items are already in progress and things he normally does, and he feels it is a doable list. One of the modifications he made was changing the number of Intergovernmental Cooperation Council (ICC) meetings from three to two. He said they will have three ICC meetings if the workload dictates it. Another modification relates to reviewing county ordinances in order to comply with Tax Incremental Financing (TIF) District legislation. He said he has not seen this in legislation; however, if it is passed, they will have to bring county ordinances into compliance. He stated he has struggled with the idea of having Committee of the Whole meetings to obtain full Board input prior to referral to a standing committee. He said time is an issue due to County Board meeting days being very busy, and he does not think it will be universally embraced to add Committee of the Whole meetings. He stated his thought is that committees can identify issues, and he can highlight them in a Report and Update. Supervisor Kilkenny agreed with Bretl's concern on the Committee of the Whole meetings as it is not Bretl's job to determine which issues the Supervisors will think are important. Bretl said he would be comfortable modifying this goal to create awareness and ability of a Committee of the Whole meeting. Supervisor Russell suggested eliminating this as a goal because whenever a Supervisor wants to bring an issue before the Board, Bretl is more than willing to assist them. Bretl said he can update the committee on his progress after their summer break. **Supervisor Brandl offered a motion, seconded by Supervisor Kilkenny, to accept the County Administrator's 2015 goals and review in September. Motion carried 5-0.**

Appointments

- Agriculture and Extension Education and Land Conservation Committees – appointment of Farm Service Agency representative, Matt Polyock
- Civil Service Board – Sheldon "Shelly" Shepstone and Thomas Cotter
- Wisconsin River Rail Transit Commission – Kevin Brunner

Bretl provided background information on his nominations. He stated the Farm Service Agency (FSA) makes their recommendation for the FSA representative on these committees. In regards to the Wisconsin

River Rail Commission appointment, Bretl said it would be a good idea to have a staff person serve on this commission because they need to take a close look at the governance of it. Supervisor Russell asked for clarification on the Agriculture and Extension Education Committee appointment due to Sue Bellman being appointed last month and she is already being replaced. Bretl confirmed that is correct. Supervisor Staples expressed concern over having a family member of a former County Board Supervisor and current committee member sit on these committees. Bretl said if it is a concern they can discuss it with the FSA. Supervisor Brandl said it is hard to find someone that is willing to serve, and the FSA probably looked around and this is the only person that stepped forward. **Supervisor Russell offered a motion, seconded by Supervisor Brandl, to approve the appointments of Matt Polyock, Farm Service Agency Representative, to the Agriculture and Extension Education and Land Conservation Committees; Sheldon “Shelly” Shepstone and Thomas Cotter to the Civil Service Board; and Kevin Brunner to the Wisconsin River Rail Transit Commission. Motion carried 5-0.**

Consent Items

The following reimbursement claims were considered.

- Business expense claims submitted by Rich Kuhnke, River Rail Transit Commission member, totaling \$122.80
- Business expense claims submitted by Rick Stacey, County Board Vice-Chair, totaling \$19.55
- Business expense claims submitted by Nancy Russell, County Board Chair, totaling \$58.46

On motion by Supervisor Brandl, seconded by Supervisor Staples, the expense reimbursement claims of Mr. Kuhnke and Vice-Chair Stacey were approved. Motion carried 5-0.

On motion by Supervisor Brandl, seconded by Supervisor Staples, Chair Russell’s expense reimbursement claim was approved. Motion carried 4-0, Supervisor Russell abstained.

New Business

- Juvenile justice: detention and youth placements – This item was discussed earlier in the meeting.
- Discussion and possible recommendation regarding setting County Board meeting dates through 2016
Bretl stated this schedule can be subject to change with special meetings, and the budget schedule can drive the County Board meeting schedule as well. He said the draft schedule will go to the Finance Committee in February. Nicki Andersen, Deputy County Administrator-Finance stated they are working to finalize their mandatory dates. Supervisor Russell asked if they want to continue with the 2:00 p.m. meeting time for the December, January and February meetings. She said it has worked out pretty well, and she would like to try it for another year. Supervisor Weber stated the 2:00 p.m. meeting time cuts his day in half for work purposes. Bretl stated he has received mixed reviews from Supervisors regarding the 2:00 p.m. meeting time. He said if they are going to have challenging weather, it is better to travel in the daylight. He stated they need to accommodate Supervisors, and the meeting time can be moved to later in the day. Supervisor Staples expressed concern over daytime meetings being hard for constituents to attend. Supervisor Russell said it seems they have more constituent representation at committee meetings held during the day than evening county board meetings. Supervisor Brandl said it has worked well this year, and suggested trying it another year. **Supervisor Staples offered a motion, seconded by Supervisor Brandl, to finalize meeting dates.** Chair Weber stated the motion refers to the draft schedule included in the meeting packet. **Motion carried 5-0.**
- Resolution Recognizing the UW-Whitewater Warhawks Football Team on the Occasion of Their Sixth Division III National Championship

Bretl stated in recent years they have gone to UW-Whitewater to present the resolution, and Board members are invited to attend. Supervisor Brandl suggested having the UW-Whitewater Athletic Director come to the County Board meeting. Bretl said he wants to be respectful of UW-Whitewater's time and they could ask Jerry Grant and/or Art Lein to present the recognition at the university. **Supervisor Staples offered a motion, seconded by Supervisor Russell, to have Jerry Grant and Art Lein present the recognition to the UW-Whitewater Warhawks Football Team. Motion carried 5-0.**

Reports/announcements by Chairperson – None.

Set/confirm next meeting date and time – The next meeting was confirmed for February 16, 2015 at 10:00 a.m.

Claims and Litigation

The committee convened in closed session at 11:08 a.m. on motion and second by Supervisor Brandl and Supervisor Staples 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 roll call vote was conducted and all members voted "aye". Remaining in closed session were David Bretl, County Administrator; Nicki Andersen, Deputy County Administrator-Finance; Valerie Etzel, Walworth County Treasurer; and Supervisor Tim Brellenthin.

- a) B.R. Amon & Sons, Inc. – Notice of Appeal in re: Walworth County Circuit Court Case Nos. 13-CV-363, 13-CV-364, 13-CV-365 and 13-CV-366
- b) Summons and Notice of Pretrial Conference in an Adversary Proceeding in re: Michael P. Scholl and Christine L. Scholl, Debtors, Michael P. Scholl and Christine L. Scholl, et al. Plaintiffs v. Walworth County, et al. Defendants (Chap. 13 bankruptcy proceeding)
- c) Claim of Robert Drozdowski

The committee reconvened in open session at approximately 11:28 a.m. on motion/second by Supervisor Brandl and Supervisor Kilkenny. **Supervisor Brandl offered a motion, seconded by Supervisor Kilkenny, to place Item A on file; to proceed as discussed in closed session for Item B; and to deny Item C. Motion carried 5-0.**

Adjournment

On motion by Supervisor Brandl, seconded by Supervisor Kilkenny, Chair Weber adjourned the meeting at 11:30 a.m.

Submitted by Nicole Hill, Administrative Clerk. Meeting minutes are not considered final until approved by the committee at the next regularly scheduled meeting.

DRAFT

**Walworth County Board of Supervisors
January 19, 2015 Land Conservation Committee Meeting Minutes
Walworth County Government Center, County Board Room 114
100 W. Walworth Street, Elkhorn, Wisconsin**

The meeting was called to order by Chair Nancy Russell at 2:16 p.m.

Roll call was conducted. Members present included Chair Nancy Russell, Vice Chair Charlene Staples, Supervisor Dan Kilkenny and Citizen Member Rosemary Badame. USDA/FSA Representative William Leedle was absent. A quorum was declared.

Others in Attendance:

County Staff: Director of Land Use and Resource Management (LURM)/Deputy Corporation Counsel Michael Cotter; Brian Smetana, Senior Rural Technician; County Administrator David Bretl
Members of the public: Matt Polyock, FSA Representative Nominee

On motion by Supervisor Kilkenny, seconded by Citizen Member Badame, the agenda was approved with no withdrawals.

On motion by Vice Chair Staples, seconded by Supervisor Kilkenny, the November 17, 2014 meeting minutes were approved by voice vote.

Public Comment – There was none.

New Business

- Discussion/Possible Action – WI Land + Water Annual meeting – Michael Cotter
Director of LURM/Deputy Corporation Counsel Michael Cotter referred to the annual conference information in the agenda packet. He said if any committee members wish to attend they should contact him and he will take care of registration. The conference runs from March 9 – 11, 2015.
- Discussion/Possible Action – WI Land + Water Dues – Michael Cotter
Cotter said information on the Wisconsin Land + Water Conservation Association membership was included in the packet. The department has adequate budget funds for the membership dues, but Cotter said he wanted committee endorsement before submitting the fee. **Supervisor Kilkenny made a motion, seconded by Citizen Member Badame, to approve the Wisconsin Land + Water Conservation Association 2015 membership dues in the amount of \$2,445.95. Motion carried 4-0.**
- Discussion/Possible Action – Farmland Preservation Non-Compliance Recipients (Dale Wendorf, Rodney D. Wuttke/Lora A. Wuttke, Lorraine Schildt Lane Trust) – Brian Smetana
Brian Smetana, Senior Rural Technician, explained the Farmland Preservation tax credits. One of the new requirements for qualifying for the credits is that farmers must develop a nutrient management plan, and many have decided not to elect the farmland preservation credits because they don't want to participate. If they wish to elect in another year, they may do so. The nutrient management program was developed principally to target farmers with animals producing a large amount of manure. Farmers can hire someone certified to develop nutrient management plans, or qualified Land Conservation staff can train individual farmers to develop and manage their own plans. Farmers participating in farmland preservation receive \$7.50 per eligible acre under the program. **Supervisor Kilkenny made a motion, seconded by Citizen Member Badame, to approve the voluntary non-compliance by Dale Wendorf, Rodney D. Wuttke/Lora A. Wuttke and Lorraine Schildt Lane Trust. Motion carried 4-0.**

Confirmation of next meeting – The next meeting was tentatively scheduled for Monday, February 16, 2015 at 2:00 p.m. Cotter said at this time, there were no agenda items for February.

Adjournment

On motion by Supervisor Kilkenny, seconded by Vice Chair Staples, the meeting adjourned at 2:29 p.m.

Submitted by Becky Bechtel, Administrative Clerk. Meeting minutes are not considered final until approved by the committee at the next regularly scheduled meeting.

DRAFT

**Walworth County Board of Supervisors
January 19, 2015 Joint Land Conservation and Public Works Committee Meeting Minutes
Walworth County Government Center, County Board Room 114
100 W. Walworth Street, Elkhorn, Wisconsin**

The meeting was called to order by Public Works Committee Chair Rick Stacey at 3:01 p.m.

Roll call was conducted.

Land Conservation Committee members present included Chair Nancy Russell, Vice Chair Charlene Staples, Supervisor Dan Kilkenny and Citizen Member Rosemary Badame. FSA representative William Leadle was absent. A quorum was declared.

Public Works Committee members present included Chair Rick Stacey, Vice Chair Nancy Russell and Supervisor Ken Monroe. Supervisor Paul Yvarra arrived later in the meeting. Supervisor Joe Schaefer was absent and excused. A quorum was declared.

Others in Attendance:

County Staff: Director of Land Use and Resource Management (LURM)/Deputy Corporation Counsel Michael Cotter; Fay Amerson, Urban Manager; Director of Public Works/Central Services Kevin Brunner; County Engineer Joe Kroll; County Administrator David Bretl

Members of the public: Bryan Hartsook, WDNR storm water staff (appeared remotely)

On motion by Supervisor Monroe, seconded by Supervisor Kilkenny, the agenda was approved with no withdrawals. The motion carried 6-0

Public Comment – There was none.

New Business

- Discussion/Possible Action – Stormwater Discharge Permit Notice of Intent – MS4 Permit
Director of Land Use and Resource Management/Deputy Corporation Cotter said a summary of the Municipal Separate Stormwater Discharge Permit (MS4) is enclosed in the agenda packet, along with a memo from Fay Amerson, a letter from the Wisconsin Department of Natural Resources (WDNR) and some fact sheets concerning the designation and waivers of regulated MS4s. Cotter requested the Committee make a decision concerning obtaining the permit or filing a request for exemption from the permit. Municipalities with a population of at least 10,000 and municipalities located within an “urbanized area” are required to obtain the WDNR Permit. Based on the 2010 US Census, the City of Elkhorn and Walworth County, along with the Villages of Genoa City and Bloomfield, are municipalities that own facilities within the Census-defined “urban area,” which is the Round Lake Beach urbanized area.

Bryan Hartsook, WDNR Stormwater staff, appeared remotely via Skype. Hartsook is based out of the Waukesha WDNR office and regulates stormwater discharges from construction sites, industrial activities and municipal storm sewer systems. This is the first time Walworth County is eligible for the phase 2 MS4 permit because of the 2010 Census and subsequent review for applicability by WDNR. The permit requires development and implementation of stormwater pollution prevention programs and measures to produce reductions in the discharge of pollutants to county streams, lakes and wetlands. Program criteria includes public education and outreach, public participation and involvement, illicit discharge detection and elimination, construction site runoff control, post-construction runoff control, and pollution

prevention and reduction from municipal facilities and operations. In addition, ordinances governing stormwater management need to be developed. A municipal storm sewer map and modeling must be completed. Within this region, the City of Whitewater, the University of Wisconsin-Whitewater, the Village of Mukwonago and a small portion of Burlington are already permit holders. The permits are for a five-year term. Fay Amerson, Urban Manager, has prepared the Notice of Intent to Apply for Coverage, which is due January 26. If the County elects to request an exemption, it must also be submitted by January 26. Sections NR 216.023 and NR 216.024 of the Wisconsin Administrative Code contain the criteria for exemption from the permit. Hartsook entertained questions from the Committee. Supervisor Russell stated that Walworth County is predominantly rural, and she is concerned about the degree of regulation the permit would require. Hartsook said the WDNR would focus on the urbanized areas and isn't as concerned about the areas outside of the designated urban sector. Russell stated she is concerned that the specifics aren't in writing; with changes in personnel and interpretation at WDNR, the regulations could change. In addition, Russell said the program would be costly to implement and Land Conservation doesn't have adequate staff to take on this added responsibility, nor do the smaller municipalities in the County. The County's LURM department has already implemented stormwater management plans and is doing a good job overseeing the programs. Russell said she serves on the Southeastern Wisconsin Regional Planning Commission (SEWRPC) and she would like to consult with them before making a decision. County Administrator David Bretl asked if it weren't for the Round Lake Beach urbanized area, would the County have been requested to apply for the permit? Hartsook said there are Walworth County roads and storm systems located within the area. An extensive GIS survey exercise is performed in determining an "urbanized area," using a series of "hops" and "jumps," and from that survey WDNR gets a list of the designated areas, performs a desktop analysis of the information and then makes a determination as to permit eligibility. Other factors considered are whether a storm sewer system drains to an outstanding resource water, cold water stream or wetland area. Generally, if counties are designated, the political boundaries are used as the permit area. The WDNR modeling portion focuses on the urban areas and parts intersecting with other MS4s. The other areas do not need to be part of the pollutant loading analysis, Hartsook said. Hartsook provided his contact information to the Committee: (262) 212-0263, Bryan.Hartsook@Wisconsin.gov. Chair Russell thanked Mr. Hartsook and he disconnected. Discussion ensued concerning exemption provisions and consulting with SEWRPC. **Chair Russell made a motion, seconded by Supervisor Monroe, to approve submission of the Stormwater Discharge Permit Notice of Intent (MS4) based upon consultation with and a recommendation from SEWRPC; if SEWRPC recommends applying for exemption from the permit, staff is directed to request the exemption. The motion carried 6-0.**

- Discussion/Possible Action – Intergovernmental Agreements for Walworth County Stormwater Pollution Program – City of Elkhorn, Village of Genoa City and Village of Bloomfield
Amerson said this is part of the MS4 stormwater permit process requiring documentation on cooperative efforts in the community. The City of Elkhorn and Villages of Genoa City and Bloomfield are requesting a response to this cooperative effort by January 26. She said regardless of whether or not the County pursues the permit, staff will work with the municipalities on distributing public information, providing outreach and education, and assisting with the necessary ordinance preparation. **Chair Russell moved to approve the Intergovernmental Cooperative Agreement with the City of Elkhorn for the establishment of a Stormwater Workgroup, seconded by Supervisor Staples. The motion carried 6-0.**

Confirmation of next meetings – The next Land Conservation Committee meeting was confirmed for Monday, February 16, 2015 at 2:00 p.m. The next Public Works Committee meeting was confirmed for Monday, February 16, 2015 at 3:30 p.m.

Adjournment

On motion by Supervisor Monroe, seconded by Supervisor Kilkenny, the joint meeting adjourned at 3:58 p.m.

Submitted by Becky Bechtel, Administrative Clerk. Meeting minutes are not considered final until approved by the committee at the next regularly scheduled meeting.

DRAFT

**Walworth County Board of Supervisors
Park Committee Meeting Minutes
Monday, January 19, 2015
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

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

Roll call was conducted with the following members present: Chair Dan Kilkenny, Vice Chair Nancy Russell, Supervisor Charlene Staples and Citizen Member Mariette Nowak. Citizen Member Michael Hurlburt was absent and excused. A quorum was declared.

Others in Attendance:

County staff: County Administrator David Bretl; Central Services/Public Works Director Kevin Brunner; Head Groundskeeper Steve Messick

Members of the public: Maggie Zoellner, Kettle Moraine Land Trust

On motion by Supervisor Staples, seconded by Vice Chair Russell, the agenda was approved by voice vote with no withdrawals.

On motion by Supervisor Staples, the November 17, 2014 meeting minutes were amended to add Supervisor Staples as a permanent member of the White River Park planning committee. The motion was seconded by Citizen Member Nowak and approved as amended, 4-0.

Public comment – There was none.

Regular Business

- Update on White River Park Master Plan

Public Works/Central Services Director Kevin Brunner said the current draft of the master plan for White River County Park was in the agenda packet. There have been two meetings of the planning committee, which includes Brunner, Supervisors Russell and Staples, Head Groundskeeper Steve Messick, Lynn Ketterhagen of the Geneva Lake Conservancy, Chrissy Wen and Peg Reedy of UW-Extension, Jennie Swanson-President of the White River Park Friends Group, and Dave Schilling, Principal Planner for SEWRPC. Brunner discussed the improvements recommended by the planning committee: prairie restoration of farmed areas beginning with the field closest to the trailhead, then moving to the east, then to the northwest corner and then northeast. Brunner said the farmer leasing the fields at the park, David Geils, has experience with prairie restoration and offered to work with the county in phasing in the prairie plantings. The subcommittee supports a series of trail expansions, two bridges, a service road and an access road to the canoe/kayak launch. Potential future use of the barn was also discussed. Vice Chair Russell added that the subcommittee also discussed fund raising, particularly for seeding the prairies. She said anyone is welcome to attend the planning meetings. Brunner said funding has been included in the CIP for the first bridge (\$71,000), which County Engineer Joe Kroll is working on. He said there is a party who is interested in donating funding for the bridge. Brunner also said the new farmland lease is \$33,000 per year, which is considerably more than what Mr. Clark was charging. Chair Kilkenny asked if the rental revenue could be designated for the Parks and, if so, would the Department of Natural Resources (DNR) consider extending the deadline to put the farmland into prairie. Bretl said a budget amendment would be required. Brunner said there will be a public information meeting on the Park plan early in March. The next planning committee meeting is February 23, 2015 at 1:00 p.m. at the Public Works department. The master plan will be on the agenda for the March 16, 2015 Park Committee meeting.

- **Update on Price Park Land Management Plan/Sugar Creek Fen Improvement Project**
Brunner distributed a large color copy of the plan to the committee, which has been updated by Kettle Moraine Land Trust based on discussions between Maggie Zoellner of the Kettle Moraine Land Trust (KMLT), Brunner, Citizen Member Nowak, and Head Groundskeeper Steve Messick, who met and walked the fen area. Zoellner provided an overview of the conceptual plan for both Price and Natureland Parks. Zoellner emphasized that the plans are draft, and developed to promote more focused discussion between the committee, KMLT and staff, and encourage good stewardship of the land. Goals can and should be modified as the plans progress. She recommended management of the parks as a team endeavor and encouraged consultation with a DNR forester and other skilled specialists. Price Park Conservancy was the easier of the two projects, Zoellner said, because not as much has been manipulated over time, and there are distinct areas at the park: the picnic grove, the prairie recreation, the lower grove, and the Sugar Creek fen. Zoellner said the fen wetland is high in calcium and magnesium, and has rare species and needs to be kept healthy. She recommended eradicating invasive species threatening the health of the fen, which can be accomplished by school groups or volunteers. A detailed three-year natural areas management plan was included in the handout.

Zoellner reviewed the conceptual plan for Natureland Park. She hasn't inventoried the wetlands there yet and recommended developing a partnership with graduate students to study the insects, amphibians, reptiles and breeding bird species. Unfortunately, 70% of the land at Natureland has been tilled under or used for hay in the past, and much of it was planted to trees in the 1950s. She recommended reaching out to Whitewater community groups, the Ice Age Trail groups, the Boy Scouts and the Whitewater forestry committee to see if they have any historical information and to encourage development of a Friends Group for the Park. There are meetings on March 10 and March 24, 2015, which she will attend and asked that a county representative join her. Vice Chair Russell said Larry Price, Public Works Highway Operations Manager, has a wealth of information on both Price and Natureland Parks and should be consulted. A couple of projects at Natureland Zoellner suggested are development of a water trail and a nesting habitat education program. Oriental bittersweet is extremely pervasive throughout the park and needs to be controlled because it can totally enclose a tree canopy and destroy the ecosystem. Citizen Member Nowak wanted to ensure that the adjacent island, which is a bird sanctuary, is kept protected and the signs prohibiting access to the island are still standing. Nowak suggested contacting the Wisconsin Society of Ornithology to see if they would do a survey of the breeding birds on the island. The committee commended Zoellner for her proactive approach to saving the fen and Kettle Moraine Land Trust for their work on the master plans. Discussion ensued about lack of labor to accomplish winter work, and the fact that the Highway Division crew's first priority is state work because of the revenue we receive from the state through the Routine Maintenance Agreement. Brunner said the county budget for parks is up 75% this year, and his department will be hiring Limited Term Employees in May to help with grounds maintenance and parks. Vice Chair Russell said the county needs to plan strategically for the future as they have invested a great amount in the parks and can't continue to neglect maintenance and upkeep of our green spaces. In addition, Russell said county grounds need to be better landscaped. Zoellner congratulated Brunner on procuring grant funds for the fen restoration. Zoellner will provide a status report and formalized work plan to the committee at the May meeting. **Citizen Member Nowak made a motion, seconded by Vice Chair Russell, to approve the updated conceptual land management and restoration plan for Price Park and the fen improvement plan and to prioritize park projects as discussed: the fen improvement at Price Park and oriental bittersweet eradication at Natureland Park. The motion carried 4-0.** Chair Kilkenny advised Public Works to research upcoming expenditures for budget planning purposes.

- Review and possible approval of Natureland Park Land Management Plan

Discussion above herein. **Supervisor Staples made a motion, seconded by Vice Chair Russell, to approve the conceptual land management and restoration plan for Natureland Park. The motion carried 4-0.**

- Review and possible approval of Government Center Forestry Plan

Brunner distributed Head Groundskeeper Steve Messick's draft forestry management plan for the Government Center. The plan includes a tree inventory, species distribution and density, management plan and goals, and plan implementation. Messick recommended getting public input on the plan and forming a working group, as many people in the community use and enjoy the grounds at Veterans Park. He added that many towns have a tree advisory board which provides oversight for projects. Messick said the biggest obstacle is the lack of staff for parks and grounds to address all of the areas needed to be improved and maintained within the county. Brunner complimented Messick on his experience as an arborist and the progress he has made. Phase I has been implemented and there is only one tree remaining to be removed. Bretl encouraged staff to engage the committee and county staff with expertise rather than forming a separate group, as the county doesn't have adequate staffing to support another subcommittee. **Vice Chair Russell made a motion, seconded by Supervisor Staples, to approve the Veterans Park/Government Center Forestry Management Plan.** Discussion ensued. Messick said formal approval of the plan isn't crucial to operations until after the next committee meeting, at which time the plan will be finalized. **Vice Chair Russell withdrew her motion.**

- Discuss 2015 State Stewardship Grant Application Priorities

Brunner reviewed the list of projects that may qualify for State Stewardship Grant funding, including the first bridge at White River Park, the White River County Park trail development Phase I, a shelter at White River County Park and a shelter at Price Park. Brunner reminded the Committee that the grant selection process is competitive, so grant awards are not assured. He asked for guidance from the Committee in prioritizing the proposed projects. **Vice Chair Russell made a motion, seconded by Citizen Member Nowak to approve staff applying for Stewardship Grant Funding for the bridge at White River Park, the shelter at White River County Park, prairie restoration the White River County Park, and the shelter at Price Park, in that order of prioritization. The motion carried 4-0.**

Confirmation of Next Meeting – The next meeting was confirmed for Monday, March 16, 2015 at 1:00 p.m.

Adjournment

On motion by Supervisor Staples, seconded by Vice Chair Russell, the meeting adjourned at 2:15 p.m.

DRAFT

**Walworth County Board of Supervisors
January 19, 2015 Public Works Committee Meeting Minutes
Walworth County Government Center, County Board Room 114
100 W. Walworth Street, Elkhorn, Wisconsin**

The meeting was called to order by Chair Rick Stacey at 4:04 p.m.

Roll call was conducted. Members present included Chair Rick Stacey, Vice Chair Nancy Russell, Supervisors Ken Monroe and Paul Yvarra. Supervisor Joe Schaefer was absent and excused. A quorum was declared.

Others in Attendance

County Board Supervisors: Charlene Staples

County Staff: County Administrator David Bretl; Director of Central Services/Public Works Kevin Brunner; Public Works Business/Purchasing Manager Peggy Watson; Facilities Manager John Miller; County Engineer Joe Kroll; Deputy County Administrator-Finance Nicki Andersen

Members of the public: Robert Arnold

On motion by Vice Chair Russell, seconded by Supervisor Monroe, the agenda was approved with no withdrawals.

On motion by Supervisor Monroe, seconded by Vice Chair Russell, the December 15, 2014 minutes were approved by voice vote.

Public Comment – There was none.

Regular Business

- Approval of Memorandum of Understanding (MOU) between Walworth County and Waukesha County for Household Hazardous Waste Services – March 1, 2015 through December 31, 2017
Public Works/Central Services Director Kevin Brunner reported the two counties have had this agreement since 2009, which allows residents to participate in the Household Clean Sweep program in either county. Bretl said he was initially concerned from a liability standpoint, but there is indemnification language in the MOU and the agreement has worked well. **Supervisor Monroe made a motion, seconded by Supervisor Yvarra, to approve the MOU with Waukesha County for Household Hazardous Waste Services. The motion carried 4-0.**

- Approval of Memorandum of Understanding between Walworth County and Jefferson County for Household Hazardous Waste Clean Sweep Collection Services in 2015
Brunner said this is the same type of agreement with Jefferson County. The only difference is that this is a one-year agreement, per Jefferson County's request. **Supervisor Monroe made a motion, seconded by Supervisor Yvarra, to approve the Memorandum of Understanding between Walworth County and Jefferson County for Household Hazardous Waste Clean Sweep Collection Services in 2015. The motion carried 4-0.**

- Approval of Resolution Authorizing the Closing of CTH H, CTH M, CTH H (Lake Geneva) Roadwork Projects and CTH NN Culvert Projects and Transferring Remaining Funds to the Road Construction Committed Fund Balance Account
Brunner noted the committee previously approved the final pay requests for these projects. The \$522,579 remaining in the project budgets will be returned to the road construction fund. **Vice Chair Russell**

made a motion, seconded by Supervisor Monroe, to approve the Resolution Authorizing the Closing of CTH H, CTH M, CTH H (Lake Geneva) Roadwork Projects and CTH NN Culvert Projects and Transferring Remaining Funds to the Road Construction Committed Fund Balance Account. The motion carried 4-0.

- **Review 2014 County Highway PASER Ratings Map**

Per committee request, Brunner distributed the 2014 PASER ratings map and noted that the ordinance requiring maintenance of an average rating of 7.0 has been exceeded, with 7.4 as the rating at the end of 2014. Brunner added that the PASER ratings are an excellent tool for prioritizing and scheduling future county roadwork.

- **Review 2015 Capital Improvement projects planning**

Brunner said every week the Public Works Department management team reviews the 2015 Capital Improvement Plan (CIP) projects and reports on status, project progress, etc. He briefed the Committee on the following projects:

Lake Beulah dam: The construction project is out for bids and the bid award recommendation will be presented at the February committee meeting. The Intergovernmental Agreement with the Lake Beulah Management District has been amended to allow construction of the spillway in spring. There will be a public information meeting on March 12, 2015 at the Troy Town Hall. CTH J will be closed for a number of months, with the planned detour on CTH LO (Waukesha County) to CTH ES. One more meeting with the Lake District and affected property owners is planned before construction commences.

CTH NN project (from Bray Road through the county campus): Bid letting will be in February with a potential award in March. Brunner said this project is a major undertaking, and although access to buildings will remain throughout the project, there will be some traffic disruption. A meeting with Aurora Healthcare and county departments at the campus will be scheduled. The roadway alignment will not be changed, but a left turn only lane will be added. There is a lot of utility coordination to be done before construction commences, and all of the county's infrastructure, including the fiber optic cabling, will have to be identified and marked. The multi-use trail will be constructed in 2016, and will run from the City of Elkhorn to the county campus, then west along the Public Works access drive and then to the White River Trail. A small bridge or a culvert will be needed to traverse the small creek behind Public Works. This project is federally funded through a CMAQ grant, and will require intensive planning because of federal requirements, which include historic and archaeological studies. This project will be done in conjunction with the USH 12 bridge project.

HHS HVAC project: Brunner said the work should be commissioned in spring in order to have everything operating smoothly before air conditioning season. Brunner commended John Miller and Joe Kroll for working closely with the vendors to determine what equipment was still under warranty and what corrective work could be performed by county maintenance technicians. There has been a problem at the facility with heat comfort levels, and the consultant who worked on the air conditioning studied the problem and developed an action plan to improve the overall heating system throughout the building. This action plan is being implemented by Public Works.

Sheriff's Office range: Plunkett Raysich Architects (PRA) is working on the design for the indoor range facility. Construction will be bid in March with potential bid award by the Committee in April. The facility will be bid as a shell with a bid alternate for possible build-out of the actual range itself. The

existing structure would be razed. Bretl commented that the range project was originally in the 2013 CIP, but due to the issue of ownership of the land, additional money wasn't included in the 2015 CIP. The budget established for the indoor range is \$1.25 million, and there is a \$250,000 budget for outdoor range improvements. The shell could be used as a simunition shoot house, as well containing classroom and restroom facilities. Live ammunition can't be used in the shoot house, and the Sheriff's Office will have to use/lease another facility for their required annual qualifications. In addition, the range will no longer be able to be used for shooting sports. Relocating the facility to the county campus was discussed, but that would also be costly and could pose a safety threat given the close proximity of the other buildings.

Chiller and back-up generator for Lakeland Health Care Center (LHCC): Bretl said this project has been discussed with the LHCC Board of Trustees. LHCC Administrator Bernie Janiszewski proposed engaging a consultant and combining both projects into one. Brunner said the proposal would be coming to the Public Works Committee for approval.

Computer training lab at Government Center: Bretl said the former computer/training lab at Health and Human Services has been converted to offices, which has created a lack of training space in the county. There is \$200,000 in the 2015 budget to convert space in the basement at the Government Center into a testing/interview area. There is a fair amount of work that will be involved in the project as storage space, additional utilities, etc., need to be addressed. The contract with PRA for small architectural projects has expired, and Bretl said an RFQ for architectural services for small county projects will be sent out and will come to this committee for selection. Once the architect is retained, this project will move forward.

Public Works Department maintenance facility: Brunner said the next step is to recruit a firm for final design and development of the building. The open house for the new public works facility in Jefferson County is coming up and asked if any of the committee members are interested in attending. Brunner, Bretl, John Miller and Joe Kroll have visited the new facility, which is on a much larger scale than the one planned in this county, but they got some good ideas from the tour.

- Correspondence from Supervisor Richard Brandl regarding Town of Sharon Resolution #12-08-2014-02, Withhold Monies to Wisconsin River Rails Commission

Vice Chair Russell made a motion, seconded by Supervisor Monroe, to table discussion/action on this item until the February meeting at the request of Supervisor Brandl. The motion carried 4-0.

Confirmation of Next Meeting – The next meeting was confirmed for Monday, February 16, 2015 at 3:30 p.m.

Adjournment

A motion to adjourn was made by Supervisor Monroe, seconded by Vice Chair Russell. The motion carried 4-0 and the meeting adjourned at 4:35 p.m.

County Zoning Agency

MINUTES

January 15, 2015 – 4:30 p.m.

100 West Walworth Street

Elkhorn, Wisconsin

***** DRAFT *****

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

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

County Staff present – Land Use and Resource Management Department Director Michael P. Cotter, Debora Grube/Senior Zoning Officer, Neal Frauenfelder/Senior Planner and Site Planner/Hearing Facilitator Matt Weidensee.

Present for a portion of the meeting / hearing was County Administrator David Bretl.

A “sign-in” sheet listing attendees on January 15, 2015, is kept on file as a matter of record.

Details of the January 15, 2015 meeting / hearing are on a digital recording which is on file and available to the public upon request / video to view on our website: www.co.walworth.wi.us

Rich Brandl motioned to approve the agenda as amended to table item 8.d.1.) Charles B. Moelter Family Trust and Moelter Foundation and moving item 8.b.1. to be heard before 7.b.1. Seconded by Dave Weber. Motion carried. 6-favor 0-oppose

Rich Brandl motioned to approve the December 18, 2014, Minutes. Seconded by Dave Weber. Motion carried. 6-favor 0-oppose

Zoning / Sanitation / Land Conservation Enforcement – Michael Cotter
Disc Count #4:33:40 – 4:38:47

Subdivision Items – Old Business - none

Subdivision Items – New Business – none

Agenda Amended to move item no. 8.b.1 to be heard here:

New Business – Discussion Items –

1. Discussion/ Discussion/Possible Action – Beber Camp Property, Inc. – Petition to amend conditional use for addition of a screen porch to a cabin – Matt Weidensee
4-16-09 – Amended re addition of health center, conditions #1, 15, & 16.
1-15-2015 – Amended to add screen porch #1

NAME: B'NAI B'RITH BEBER CAMP – HENRY MONSKY

TOWN: EAST TROY

A conditional use permit for the addition of a Health Center to a children's summer camp for non-winterized summer use as specified in Chapter 74, Division 4, Walworth County Code of Ordinances, Walworth County, Wisconsin, on lands zoned C-2 Upland Resource Conservation District, and described as follows:

Tax Parcel #'s P ET 400007, P ET400008, P ET 500002, P ET 500003, P ET 500006C, P ET 500010, P ET 500011

Has been APPROVED subject to the following conditions:

1. The Conditional Use for the recreational youth camp and conference center **with a new health center and amended January 15, 2015 for a screen porch on an existing building by the lake** is approved as per the plan submitted **with all additional conditions**.
2. Use of the grounds shall be limited to normal recreation youth camp and conference center use as stated in the plan of operations.
3. All housing for the youth camp and conference center users shall occur in the buildings identified on the plan.
4. The project must meet with all State, Federal and local approvals.
5. The applicant must obtain the required County Zoning permits.
6. Hours of operation shall be as stated in the plan of operations.
7. Sufficient adult supervision must be present at all times when the camp or center is used by children.
8. The total capacity of the camp and conference center shall be as identified in the plan of operations.
9. The applicant must obtain an approved Land Disturbance, Erosion Control and Stormwater permit from Land Conservation if required by Ordinance.
10. The project site must meet with all County sanitary requirements.
11. All perimeter fencing shall be maintained as identified on the project plan.
12. The applicant obtaining adequate liability insurance and keep the insurance current during the life of this conditional use.
13. All lighting must be shielded and directed on to the property.
14. Parking must meet with requirements of the county zoning ordinance. All parking across from residential zoning must be setback 25 feet from the roadway. All parking must be in compliance with County requirements within 60 days of this approval.
15. ~~Any changes to the character, intensity or use of this site not capable of being discerned by the Land Management Department as consistent with this approval must be brought before the Land Management Committee for additional conditional use review. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.~~

Specific Conditions:

16. ~~The existing health center must be removed from the site prior to occupancy of the new health center, by September 15, 2009.~~

Dated this 21st day of August, 2008.

COUNTY ZONING AGENCY
RICK STACEY, CHAIRMAN

4-16-09 – Amended re addition of health center, conditions #1, 15, & 16.
1-15-2015 – Amended to add screen porch #1

Dave Weber motions to approve. Second by Rich Brandl. Motion carries. 6-favor 0-oppose

Disc Count #4:38:48 – 4:41:36

Old Business - Ordinance Amendments –

Discussion/Possible Action – Zoning ordinance amendment to clarify standards for rezoning A-1: Prime Agricultural land – Deb Grube / Neal Frauenfelder

Discussion of the language and the proposed amendment. Neal Frauenfelder indicates that the Committee could include language “or plans, goals and objectives” to the proposed amendment after Plan map to give the committee more latitude. Multiple zoning situations are discussed with the zoning amendment language.

Jim Van Dreser motions to adopt the amended zoning language as printed with the flexibility verbage “or plans, goals and objectives of the comprehensive plan” to be included. Second by Dave Weber. Motion carries. 5-favor 1-oppose (Rich Brandl votes in opposition). (Per Michael Cotter: This issue must return to DATCP for discussion and approval, returning for a public hearing, and final confirmation by DATCP.)

Disc Count #4:41:36 – 5:05:16

Old Business – Discussion Items –

1. Discussion/Possible Action – Status of contact with property owners and township regarding material borrow sites previously approved and conditioned upon rezone back to original zone district for the Whitewater By-Pass project – Matt Weidensee

Matt Weidensee stated the property owners have all been contacted and have no objections to a Town/County sponsored rezone to return the M-3 properties back to the original zone district. The Town of Whitewater as acted on the rezones and the rezones shall be noticed for a February 19th, 2015 County Zoning hearing. No action taken.

Disc Count #5:05:16 – 5:06:17

2. Discussion/Possible Action – Setbacks for agricultural structures – Rick Stacey

Rich Brandl motions to go back to the Towns for a response by the end of March. If a majority of the townships are in agreement, return the matter for a public hearing on an ordinance amendment. If a majority are in opposition, return for discussion. Second by Jim Van Dreser. Motion carried. 6-favor 0-oppose.

Disc Count #5:06:18 – 5:19:32

New Business - Ordinance Amendments – None

New Business – Discussion Items –

This item discussed earlier in meeting.

1. Discussion/ Discussion/Possible Action – Beber Camp Property, Inc. – Petition to amend conditional use for addition of a screen porch to a cabin – Matt Weidensee

Public Hearing: 5:30 p.m.

Ordinance Amendments – None

Rezones with Conditional Uses –

This item tabled to February, 2015.

- ~~1. **Charles B. Moelter Family Trust and Moelter Foundation**, Section 32 & 33, Lyons Township. Rezone approximately 3.7 acres of A-1 Prime Agricultural District to the A-4 Agricultural Related Manufacturing, Warehousing and Marketing District for an indoor and outdoor boat storage facility by approval of a conditional use. Rezone approximately 1.5 acres of A-1 to C-2 Upland Resource Conservation District, 7.1 acres of the M-3 Mineral Extraction District to C-2, 18.3 acres of M-3 to the A-1 and 1.7 acres of C-2 to A-1 for return of a mineral extraction barrow site to A-1, a recreational camp, and an agricultural landing strip as separate conditional use approvals. Parts of Tax Parcels NLY 32-4, NLY 33-2 & 3A1.~~

Rezones – None

Conditional Uses -

- Northern/Conserv. FS Inc.**, Section 29, Linn Township. Conditional use to expand an existing agricultural service facility in excess of 25 percent of the existing structures on land zoned A-4 Agricultural Related Manufacturing, Warehousing and Marketing District by proposed construction of a new 60 foot by 160 foot cold storage building for seed storage. Tax Parcel IA1964-1.

Possible conditions if approved

General:

- Approved as per plan submitted for an agricultural services and seed/grain storage facility with all additional conditions.
- Storage shall be limited to material and goods directly associated with business. Outside storage shall be limited and located as identified on the plan of operations. No outside storage areas including displays of goods shall be allowed in the required setback areas.
- The buildings shall be used for grain storage activities only. No business activities other than specified in the plan of operations may be conducted from out of the storage facilities.
- On site hours of operation shall be from 6:00 a.m. to 10:00 p.m. with hours after 10:00 p.m. for off premise work and returning of equipment to the premises seven days a week.
- Must meet all applicable Federal, State, County and local regulations.
- Outside lighting shall be shielded and directed on site.
- The applicant must obtain all required zoning permit approvals including a sign permit.
- No fill, debris, branches or leaves may be brought back and disposed of on site. No burning of waste materials shall occur on site.

9. The applicant must obtain a County Land Disturbance Erosion Control and Stormwater Management Permit from the County Conservation Office if required. The applicant must submit and obtain approval of a landscaping plan from the County Conservation Office if required.
10. All parking and access to the site shall meet County requirements. All parking shall be installed according to County requirements within 60 days of this approval.
11. The project site must be kept neat, clean, and mowed.
12. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.
13. Failure to actively exercise this conditional use within three years of the approval date shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original three year period. Any extension requested during the three year active exercise period greater than one year beyond the original three year period shall require additional Town and County committee approvals.

Specific conditions:

**Rich Brandl motioned to approve. Seconded by Tim Brellenthin. Motion carried.
6-favor 0-oppose.**

Disc Count #5:34:10 – 5:37:43

2. **Delavan Lake Sanitary District, Section 26, Delavan Township.** Conditional use to expand the Sanitary District office and maintenance facility in excess of 25 percent of existing structures by construction of a proposed new 30 foot by 140 foot cold storage building for district maintenance equipment. Tax Parcel F D-26-16.

Possible Conditions:

General:

1. Approved per plans submitted as the office and storage facilities for the Delavan Lake Sanitary District headquarters with all additional conditions.
2. Outdoor lighting shall be shielded and directed on site.
3. On site hours of operation shall be from 6:00 a.m. to 6:00 p.m. seven days a week.
4. Must meet all Federal, State, County and local regulations.
5. All vehicles 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.
6. The County Highway Department must approve the access to the facility.
7. No burning of waste materials shall occur on site.
8. No general public sales allowed from the storage facility. No business activities other than specified in the plan of operations may be conducted from out of the storage facilities.

9. The applicant must obtain a Land Disturbance, Erosion Control and Stormwater approval if required by Ordinance.
10. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.
11. Failure to actively exercise this conditional use within three years of the approval date shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original three year period. Any extension requested during the three year active exercise period greater than one year beyond the original three year period shall require additional Town and County committee approvals.

Specific:

Jim Van Dreser motioned to approve. Seconded by Dave Weber. Motion carried. 6-favor 0-oppose.
Disc Count #5:37:48 – 5:40:06

Rick Stacey acknowledges and thanks Lou Olson on behalf of the CZA Committee for her 37 ½ year of service to Walworth County.

Adjournment

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

The meeting was adjourned at 5:42 p.m.

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

Walworth County Board of Adjustment

MINUTES

January 14, 2015 - Hearing – 8:30 AM

January 15, 2015 – Meeting – 8:30 AM

County Board Room

Government Center – Elkhorn, Wisconsin

A hearing and decision meeting of the Walworth County Board of Adjustment was held on January 14 & 15, 2015, in the County Board Room of the Government Center in Elkhorn, Wisconsin. Those present on January 14, 2015, were Acting Chair Gregory E. Guidry, Secretary Ann Seaver and 1st Alternate Elizabeth Sukala. Deb Grube, Senior Zoning Officer and Wendy Boettcher, recording secretary were in attendance. Those present on January 15, 2015, were Acting Chair Gregory E. Guidry, Secretary Ann Seaver and 1st Alternate Elizabeth Sukala. Deb Grube, Senior Zoning Officer, Michael Cotter, Director, Land Use & Resource Management Department, Maegan Sankey, Urban Watershed Technician and Wendy Boettcher, recording secretary were in attendance. “Sign-in” sheets listing attendees on January 14, 2015, and January 15, 2015, are kept on file as a matter of record.

The January 14, 2015, hearing was called to order by Acting Chair Gregory E. Guidry 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 Elizabeth Sukala. Motion carried. 3-favor, 0-oppose. Ann Seaver motioned to approve the December 10 & 11, 2014, Minutes and dispense with the reading. Seconded by Gregory E. Guidry. Motion carried. 2-favor, 0-oppose.** Elizabeth Sukala abstained from voting as she did not attend the December 2014 Board of Adjustment hearing / meeting. **After testimony of all cases, Ann Seaver motioned to recess until 8:30 A.M. on Thursday, January 15, 2015. Seconded by Elizabeth Sukala. Motion carried. 3-favor, 0-oppose.** The January 14, 2015, hearing went into recess at approximately 9:53 A.M.

On January 15, 2015, at 8:30 A.M., Acting Chair Gregory E. Guidry called the decision meeting to order. Wendy Boettcher conducted roll call and verified that there was a quorum. Those present were same as listed above. **Ann Seaver motioned to approve the agenda as printed. Seconded by Elizabeth Sukala. Motion carried. 3-favor, 0-oppose. After the decisions were completed, Elizabeth Sukala motioned to adjourn until the February 11, 2015, hearing at 8:30 A.M. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose.** The January 15, 2015, decision meeting adjourned at approximately 9:14 A.M.

Four variance hearings were scheduled and details of the January 14, 2015, hearings and the January 15, 2015, decisions are digitally recorded and available to the public upon request / video to view on our website: www.co.walworth.wi.us.

Old Business - none

New Business – Variance Petitions

Hearing – Count #8:33:47 – 8:56:39 / Decision – Count #8:33:39 – 8:42:32

The First Hearing was Randy A. Damon Trust and Joni E. Stern Trust, owners / Attorney Richard W. Torhorst, applicant – Section(s) 8 – Linn Township

Applicants are requesting a variance from Section(s) 74-163 / 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to permit the location of an accessory structure (garage) and a deck.

REQUIRED BY ORDINANCE: The Ordinance requires a 10' street yard setback for an accessory structure (garage) and a 75' shore yard setback and 3' side yard setback for a deck.

VARIANCE REQUEST: The applicants are requesting a .93' street yard setback for an accessory structure (garage) and a 38.7' shore yard setback and a 2.34' side yard setback (west). The request is a variance from Section(s) 74-163 / 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to permit the location of an accessory structure (garage) and a deck.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of January 14 & 15, 2015, for the petition of Randy A. Damon Trust and Joni E. Stern Trust, owners / Attorney Richard W. Torhorst, applicant, voted to **APPROVE** the request for a .93' street yard setback for an accessory structure (garage) and a 38.7' shore yard setback and a 2.34' side yard setback (west) for a deck.

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

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

BOARD OF ADJUSTMENT FINDINGS:

APPROVAL of accessory structure garage: The Board found the garage was constructed with county permit in 1989 by a previous owner. The Board found that the inspection done on the accessory structure garage permitted in 1989 was done in error. The Board found no harm to public interest as the parcel is at the end of Lakeview Road. The Board found to require the owner to tear down or relocate the accessory structure would cause unnecessary hardship as options are limited for location of the accessory structure on the narrow steeply sloped lot.

APPROVAL of the deck: The Board found the property to have steep slopes. The Board found the 3' side yard setback measurement was taken from the fence rather than the property line at time of construction. The Board found to approve the variance request for the deck would cause no harm to public interests as the deck is located between existing structures. The Board found to approve the variance request would not harm the public's interest in navigable waters. The Board found to deny the variance request and require removal of the deck would cause unnecessary hardship.

There was one letter of support from the Town of Linn, six letters of support from neighboring property owners and one letter of support from an interested party. There was no opposition.

Hearing – Count #8:56:40 – 9:18:48 / Decision – Count #8:42:33 – 8:51:12

The Second Hearing was Bruce A. Meyer Trust, Bruce & Arlene Meyer, owners / Attorney Brian A. Schuk, applicant – Section(s) 27 / 34 – Whitewater Township

Applicants are requesting a variance from Section(s) 74-163 / 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to permit the location of a patio in the shore yard and to permit the location of an accessory structure (garage).

REQUIRED BY ORDINANCE: The Ordinance requires a 75' setback from the ordinary high water mark for all structures and a 10' street yard setback for an accessory structure.

VARIANCE REQUEST: The applicants are requesting an approximate 52' shore yard setback for a patio and a .7' street yard setback for an accessory structure. The request is a variance from Section(s) 74-163 / 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to permit the location of a patio in the shore yard and to permit the location of an accessory structure (garage).

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of January 14 & 15, 2015, for the petition of Bruce A. Meyer Trust, Bruce & Arlene Meyer, owners / Attorney Brian A. Schuk, applicant, voted to **DENY** the request for an approximate 52' shore yard setback for a patio and to **APPROVE** a .7' street yard setback for an accessory structure.

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

A motion was made by Elizabeth Sukala to deny the variance request for the patio as presented. Seconded by Ann Seaver. Motion carried. 3-favor 0-oppose

BOARD OF ADJUSTMENT FINDINGS:

APPROVAL of accessory structure garage: The Board found the garage existed at the time the owner purchased the property in 1999. The Board found at the time of construction, measurements may have been taken from the centerline of the road rather than the side property line. The Board found to approve the variance request would cause no harm to public interests as the accessory structure has existed since 1987. The Board found to deny the variance request would cause unnecessary hardship.

DENIAL of patio: The Board found no unique circumstances to the property not generally found on other neighboring properties rather than considerations personal to the property owners. The Board found the patio (and retaining wall) was built without review and approval of the Walworth County Land Use & Resource Management Department. The Board found the patio not to be necessary for use of the picnic table or of the lakefront area. The Board found to deny the variance and require the removal of the patio and to bring back natural vegetation would cause no unnecessary hardship.

There was one letter of support from the Town of Whitewater and one letter of support from an interested party. A neighboring property owner spoke in support. There was one letter of opposition from the Walworth County Conservation Division.

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

Hearing – Count #9:18:49 – 9:35:33 / Decision – Count #8:51:13 – 8:56:35

The Third Hearing was William & Sandi Ponstein, owners / William L. Ponstein, applicant – Section(s) 4– East Troy Township

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

REQUIRED BY ORDINANCE: The Ordinance requires a 19.5' rear yard setback (established).

VARIANCE REQUEST: The applicants are requesting a 10.5' rear yard setback. The request is a variance from Section(s) 74-181 / 74-219 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to construct an addition to a single-family residence.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of January 14 & 15, 2015, for the petition of William & Sandy Ponstein, owners / William L. Ponstein, applicant, voted to **APPROVE** the request for a 10.5' rear yard setback.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found unique circumstances in the location of the road access that determined the rear yard. The Board found the proposed addition location to be limited by the steep slope of the property and location of the existing septic system and driveway. The Board found to deny the variance request would cause unnecessary hardship. The Board found to approve the variance request would meet the purpose and intent of the zoning ordinance. The Board found to approve the variance request would cause no harm to public interests. The Board found to approve the variance request would not harm the public's interest in navigable waters. There was one letter of support from the Town of East Troy and one letter of support from a neighboring property owner. There was no opposition.

Hearing – Count #9:35:34 – 9:52:16 / Decision – Count #8:56:36 – 9:01:27

The Fourth Hearing was Karen L. Bishop & Robert S. Schultz, owners / Karen L. Bishop, applicant – Section(s) 15 – East Troy Township

Applicants are requesting a variance from Section(s) 74-44 / 74-51 of Walworth County's Code of Ordinances – Zoning to permit the location of a barn.

REQUIRED BY ORDINANCE: The Ordinance requires a 100' side yard setback for a building that houses animals.

VARIANCE REQUEST: The applicants are requesting an approximate 15' side yard setback. The request is a variance from Section(s) 74-44 / 74-51 of Walworth County's Code of Ordinances – Zoning to permit the location of a barn.

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

during the meeting of January 14 & 15, 2015, for the petition of Karen L. Bishop and Robert S. Schultz, owners / Karen L. Bishop, applicant, voted to **APPROVE** with condition the request for an approximate 15' side yard setback.

A motion was made by Ann Seaver to approve the variance request with the condition approval is valid only as long as this 25 year old horse is in the barn and approval goes away (is voided) when the horse passes. Seconded by Elizabeth Sukala. Motion carried. 3-favor 0-oppose

BOARD OF ADJUSTMENT FINDINGS: This variance approval is valid only for the shelter of the currently owned 25 year old horse. The Board found the barn has existed since approximately 1901. The Board found there will be no alterations or improvements made to the existing barn. The owners shall provide a status report annually to the Walworth County Zoning Division regarding the health of the currently owned 25 year old horse. When the barn is no longer needed for the shelter of the currently owned 25 year old horse, this variance approval becomes null and void. The Board found approval of the variance request will cause no harm to public interests with the condition of approval. There was a letter of support from the Town of East Troy and both owners spoke in support. There was no opposition.

Other

- A. Discussion / possible action on placing the Pledge of Allegiance on the Board of Adjustment monthly agenda
Michael Cotter discussed with the Board of Adjustment members placing the Pledge of Allegiance on the monthly agenda. The Board decided to place the Pledge of Allegiance on the Wednesday hearing day agenda only.

Elizabeth Sukala made a motion to add reciting the Pledge of Allegiance as item number two to the Board of Adjustment agenda on the first day (Wednesday) of the monthly meeting. Seconded by Ann Seaver. Motion passed. 3-favor 0-oppose

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

Staff Reports

- A. Court cases update - none
- B. Distribution of reports, handouts and correspondence - none
The Board members received a copy of the 2014 Board of Adjustment Annual Report and a copy of the 2014 Board of Adjustment Follow-Up Request Annual Report.

Proposed discussion for next agenda

The following items were requested to be put on the February 2015 agenda, if applicable:

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

ANN SEAVER
WALWORTH COUNTY BOARD OF ADJUSTMENT

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

