

Committee Minutes Packet
April 17, 2014 County Board Meeting

Walworth County Board Human Resources Committee
Monday, March 31, 2014 – 1:00 p.m.
County Board Room 114 - Walworth County Government Center
100 W. Walworth St., Elkhorn, Wisconsin
Minutes

Chairman Brandl called the meeting to order at 1:00 PM.

A quorum of committee members was present, including Chairman Brandl, Vice Chairman Grant and Supervisors Brellenthin, Monroe and Redenius.

Others in attendance included County Board Chair Nancy Russell; Captain Kevin Williams; Undersheriff Kurt Picknell; Captain Scott McClory; Sergeant Tim Otterbacher; Attorney Thomas Halloran of Halloran Law Offices in Waukesha, Wisconsin; Attorney Nancy Pirkey of Buelow Vetter Buikema Olson & Vliet LLC in Waukesha; Dale Wilson, Human Resources Director; Dave Bretl, County Administrator; and, Janet Schulz, Court Reporter.

The agenda was approved, with no withdrawals, on motion and second by Supervisors Grant and Brellenthin; motion carried 5 – 0.

There was no comment during the public comment period.

There was no business under the agenda item “old business.”

Chairman Brandl turned the meeting over to County Administrator Bretl, who invited Attorneys Halloran and Pirkey to the table. Mr. Bretl indicated the parties had reached a stipulation in this case. Attorney Halloran stated he was appearing on behalf of the Walworth County Deputy Sheriffs Association (WCDSA); Attorney Pirkey stated she was representing Sheriff Graves. A special meeting of the human resources committee had been scheduled to conduct an evidentiary hearing, as the Sheriff’s grievance committee, concerning disciplinary charges against a Walworth County Deputy filed by the Sheriff. Mr. Bretl indicated that the WCDSA and Sheriff Graves, through their attorneys, had reached a stipulated agreement that will result in withdrawal of the charges. Halloran indicated he had been authorized by the Deputy Sheriffs Association to stipulate to this and said the deputy no longer objects to the discipline or withdrawal of the charges. Attorney Pirkey indicated that Halloran and the Sheriff will enter into a stipulated agreement. Bretl indicated that with this information, there were no longer any charges before the committee to consider. He stated appreciation for the committee members’ attendance and thanked the court reporter, Janet Schulz, who had attended on short notice. He clarified that no committee action was required.

Chairperson Brandl had no reports or announcements.

The next human resources committee meeting was confirmed for Wednesday, April 23, 2014 at 3:30 PM. Chairman Brandl stated this was the new (recently adopted ordinance change) meeting time.

Chairman Brandl adjourned the meeting at 1:06 PM on motion and second by Supervisors Monroe and Redenius.

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

County Zoning Agency

MINUTES

March 20, 2014 – 4:30 p.m.

100 West Walworth Street

Elkhorn, Wisconsin

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

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

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

County Staff present – County Administrator David Bretl, and Associate Planner Matt Weidensee. Present for a portion of the meeting / hearing was Land Use and Resource Management Department Deputy Director Lou Olson, Debora Grube, Senior Zoning Officer.

A “sign-in” sheet listing attendees on March 20, 2014, is kept on file as a matter of record.

Details of the March 20, 2014 meeting / hearing are on a digital recording which is on file and available to the public upon request / video to view on our website: www.co.walworth.wi.us

Rich Brandl motioned to approve the agenda as amended to withdraw item 8.f.1.) Whitewater Limestone, Inc. Conditional use; 8.f.2.) Whitewater Limestone, Inc. revised reclamation plan; 8.f.3.) Mark McKibben/Uriel Pharmacy; and item 8.f.4.) JAR III, LLC. Seconded by Richard Kuhnke, Sr. Motion carried. 6-favor 0-oppose

Dave Weber motioned to approve the February 20, 2014, Minutes. Seconded by Rich Brandl. Motion carried. 6-favor 0-oppose

Zoning / Sanitation / Land Conservation Enforcement – Deb Grube
Disc Count #4:35:31 – 4:35:49

Subdivision Items – Old Business - none

Subdivision Items – New Business – none

Old Business - Ordinance Amendments – None

Old Business – Discussion Items

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

Dave Weber motioned to Table for 30 days for consideration. Seconded by Rich Brandl. Motion carried. 6-favor 0-oppose.

Disc Count #4:35:55 – 4:57:08

New Business - Ordinance Amendments - None

New Business – Discussion Items

1. Discussion / Possible Action re: Correspondence from Supervisor Rich Brandl regarding an amendment to the Zoning and Shoreland Zoning Ordinance to permit Planned Campgrounds as a conditional use in P-1 Recreational Park District and P-2 Institutional Park District.

Jim Van Dreser motioned to have staff prepare ordinance for consideration.

Seconded by Rich Brandl. Motion carried. 6-favor 0-oppose.

Disc Count #4:57:18 – 5:03:24

2. Discussion / Possible action re: **Lakeland Animal Shelter** request for an addition to an existing building, and extension of time to commence construction of the new animal shelter – Matt Weidensee

General:

1. Approved as per plan submitted and amended 3/20/2014 for a Cat Care addition as the Lakeland Animal Shelter with supervised dog exercise area, dog and cat grooming, veterinary services, intake and care of large animals (horses, goats, pigs) and exotic animals (reptiles, birds, pocket pets), adoption of large animals (horses, goats pigs), professional dog training classes, euthanasia of domestic animals, a humane education center for children and adults, trained temperament assessment of owned dogs and secure night drop off inside the facility for police departments with stray animals as presented with all additional conditions.
2. The site must meet all applicable Federal, State, County and local regulations.
3. The applicant must obtain all required zoning permit approvals including a sign permit and sanitary approvals prior to any construction on site.
4. Hours of operation shall be allowed between 7:00 a.m. to 7:00 p.m. On site animal care shall be allowed on a 24 hour basis during emergencies.
5. No business activities other than specified in the plan of operations may be conducted from the facilities.
6. All waste and medical disposal must meet with Local, State and federal regulations.
7. The applicant must obtain a Land Disturbance, Erosion Control & Stormwater approval from Land Conservation Office prior to construction. All stormwater amenities and areas shall be identified as common areas to be maintained by the Condominium Association. All grading must be conducted consistent with the approved Land Disturbance Erosion Control and Stormwater Management plan. All topsoil generated from the site must be evenly distributed back onto the site on the areas from which it was removed or in areas in need of the topsoil. The quantity of topsoil generated from one lot may not be located on another lot within the development at the expense of the lot from which the topsoil was generated. No materials may be removed from the site.
8. The applicant shall submit an outdoor lighting plan for review and approval prior to construction. All lighting shall be shielded and directed on site.
9. All cars shall be parked in the marked spaces as identified on the approved plan of operations. Use capacity of the site shall be restricted by the cars capable of being parked in the marked spaces as identified on the plan. Parking must meet with requirements of the county zoning ordinance. All parking must be setback 25 feet

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

10. The project site must be kept neat, clean, and mowed.
11. The property owner shall obtain adequate liability insurance and keep the insurance current during the life of this conditional use.
12. Access approval must be granted by the State Department of Transportation prior to installation.
13. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.
14. Failure to actively exercise this conditional use within three years of the **amended** approval date **March 20th, 2014** shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original three year period. Any extension requested during the three year active exercise period greater than one year beyond the original three year period shall require additional Town and County committee approvals.

Specific:

15. The outside animals exercise areas between the building wings shall be supervised. Animals shall be accompanied by the animal owner, caretaker (if seeking adoption of the animal) or staff from the shelter at all times when outside. All animals shall be on a leash or halter at all times when outside. Animals shall not be allowed outdoor housing.
16. Night drop off for stray animals by the police department shall be secure and indoors.
17. No additional structures shall be added to the plan without obtaining County conditional use approval.
18. The old animal shelter building and lean too shall be required to meet the 100 foot setback to neighboring properties prior to being used to house animals other than household pets.
19. The animal shelter capacity shall be limited to a maximum of 10 large animals (horses, cows, sheep and goats), 450 cats, and 200 dogs or the maximum number of dogs allowed by the septic system as per the Town.
20. All dumpsters will be covered and located at the rear of the building as per the Town.
21. A developer's agreement shall be required as per the Town.
22. The septic system shall be subject to the Town's final engineering review and approval.
23. A maintenance contract for the septic system shall be required as per the Town.
24. When the Sanitary Sewer is located within 500 feet, connection to the sanitary sewer system will be required within 2 years as per the Town.
25. Exterior lighting shall meet the Yerkes Observatory standards as per the Town.
26. A landscaping plan will need final Town approval.
27. A dry hydrant will be installed as specified by the Fire Department as per the Town.

28. A crematorium shall be prohibited as per the Town.
29. Any special events scheduled hours must end by 10:00 p.m. as per the Town.
30. Any conceptual plan items will need conditional use permit amendment before approval and the plan will conform to the rezone and conditional use concept map dated 5-4-11 as per the Town.
31. The property owner shall comply with all requirements of the Preliminary Storm Water Review Letter issued by the Walworth County Land Conservation Division.

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

Disc Count #5:03:24 – 5:06:25

3. Discussion / Possible action re: **Gordon Polyock Family Trust, Jacob Polyock, Applicant**, request for amendment of an existing conditional use for a leg elevator and dump pit – Matt Weidensee.

General:

1. Approved as per revised plan submitted June 23, 2011 and amended to allow an additional 78 foot diameter grain storage bin and a dual zoned driveway as recommended by the Town and amended as per plan submitted March 14, 2013 to allow the addition of a 60 ft. diameter grain silo, a grain dryer alteration from a 20 ft. X 20 ft. dryer to a 30 ft. diameter dryer and a leg elevator tower and amended March 20, 2014 for an additional leg elevator and dump pit as a grain elevator facility with all additional conditions.
2. Must meet all applicable Federal, State, County and local regulations.
3. Outside lighting shall be shielded and directed on site.
4. The applicant must obtain all required zoning permit approvals including a sign permit.
5. No fill, debris, branches or leaves may be disposed of on site. No burning of waste materials shall occur on site.
6. The applicant must obtain a County Land Disturbance Erosion Control and Stormwater Management Permit from the County Conservation Office. The applicant must submit and obtain approval of a landscaping plan from the County Conservation Office.
7. The applicant must submit a road access and maintenance agreements with the governing municipality prior to hauling to the site.
8. 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. Vehicle parking for trucks arriving prior to operation hours shall be located as identified on the approved plan of operations.
9. The project site must be kept neat, clean, and mowed. The site shall be maintained in a nuisance free condition. The owner shall be held solely responsible for the control of dust, odors, fire, vermin, insects, rodents, filth, groundwater and surface water contamination and windblown materials resulting from past and future operations on this site.
10. Implementation of dust and noise control measures shall occur at all times on site.

11. Any additional Office/trailer or structures shall obtain conditional use approval and an approved zoning and sanitary permit.
12. No general public sales allowed on premises.
13. No business activities other than specified in the plan of operations may be conducted from out of the facilities.
14. Outside storage shall be limited to the type, quantities and location of material identified on the plan of operations. No outside storage areas including displays of goods shall be allowed in the required setback areas.
15. No storage of chemicals, petroleum products and flammable materials shall occur on site unless stored in a containment facility meeting State requirements.
16. Staff may conduct inspections necessary to ensure site is operated and maintained according to applicable regulations.
17. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.

Specific conditions:

18. Grain elevators must have proper ventilation meeting the requirements of the State and Federal codes. Exhaust systems shall meet all requirements of the State and Federal code including hours of operation and noise.
19. The owner shall obtain approval of a pollution prevention plan from the County Land Conservation Office and a hazardous spill plan from the State if required by law.
20. The property owner must provide a copy of the easement crossing the neighboring property for the railroad spur for the conditional use file prior to this conditional use being valid.
21. The property owner must provide a copy of the agreement with the railroad company providing for the installation and use of the railroad spur for the conditional use file.

Richard Kuhnke, Sr. motioned to approve. Seconded by Rich Brandl. Motion carried. 6-favor 0-oppose.
Disc Count #5:06:30 - 5:08:30

Public Hearing: 5:31 p.m.

Ordinance Amendments – none

Rezones –

BR Amon & Sons Inc. and Kenneth and Bonny Amon, Section 26, Lafayette Township. The property owners are requesting to rezone approximately 1.02 acres of M-3 Mineral Extraction District to A-5 Agricultural-Rural Residential District and .02 acres of A-5 to

M-3 in order to enlarge an existing A-5 parcel and straighten the property boundary lines between the remaining parcels. Parts of Tax Parcels K LF-26-1, 10 and 10A.

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

The rezone petition will move forward to the April 17, 2014, Walworth County Board for possible action.

Disc Count #5:35:35 – 5:39:50

BR Amon & Sons Inc., Section 26, Lafayette Township. The property owner is requesting to rezone approximately 6.00 acres of M-3 Mineral Extraction District to P-2 Institutional Park District in order to sell the property to the Town of Lafayette for the location of a new town hall and garage. Part of Tax Parcel K LF-26-1.

Richard Kuhnke, Sr. motioned to approve. Seconded by Rich Brandl. Motion carried. 6-favor 0-oppose.

The rezone petition will move forward to the April 17, 2014, Walworth County Board for possible action.

Disc Count #5:39:50 – 5:44:04

United Unitarian & Universalist Society, Section 10, East Troy Township. The property owner is requesting to rezone approximately 6.83 acres of P-2 Institutional Park District property to C-2 Upland Resource Conservation District in order to create a single family residential parcel. Tax Parcel PA3951-1.

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

The rezone petition will move forward to the April 17, 2014, Walworth County Board for possible action.

Disc Count #5:44:04 – 5:48:44

Conditional Uses

TABLED PRIOR TO HEARING

- ~~1. Whitewater Limestone Inc., Section 9, Whitewater Township. Conditional use to extend the life of an existing limestone quarry operation by 15 years and to deepen the limestone quarry excavation by 60 feet. Tax Parcel D W 9 4.~~

~~**motioned to approve. Seconded by _____ . Motion carried. 6-favor 0-oppose**
Disc Count #5~~

TABLED PRIOR TO HEARING

2. ~~Whitewater Limestone Inc., Section 9, Whitewater Township. Revised nonmetallic mining reclamation plan. The operator has submitted a request to the Walworth County Land Conservation Division for the approval of a revised reclamation plan covering the mining site on Tax Key Parcel # D W 94. The revised reclamation plan must comply with the Walworth County's Nonmetallic Mining Reclamation Ordinance, contained in Chapter 26, Article VI, of the Walworth County Code of Ordinances.~~

~~motioned to approve. Seconded by _____. Motion carried. 6 favor 0 oppose
Disc Count #5~~

TABLED PRIOR TO HEARING

3. ~~Mark McKibben/Uriel Pharmacy, Section 21, Town of Troy. Conditional use to allow expansion of an existing herb/medicine production facility called Uriel Pharmacy by addition of a visitor's center, facility tours, child care/daycare center, a clinic including dispersion bath therapy, and a retail store on lands zoned B-4 Highway Business District. Part of Tax Parcel #LA275300001.~~

~~motioned to approve. Seconded by _____. Motion carried. 6 favor 0 oppose
Disc Count #5~~

TABLED PRIOR TO HEARING

4. ~~JAR III LLC C/O Forseti Consulting Receiver, Robert Yonkee Applicant, Section 19, Lyons Township. The applicant is requesting conditional use approval for U-Haul rental and sales, automotive body repair and painting and multiple on premise business signs. In addition, the applicant is requesting the conditional use approval as a Planned Unit Development to allow the requested uses in conjunction with automotive repair and mini warehouse storage facilities on the same site. Tax Parcel NIP-6.~~

~~motioned to approve. Seconded by _____. Motion carried. 6 favor 0 oppose
Disc Count #5~~

Adjournment

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

The meeting was adjourned at 5:48 p.m..

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



**Walworth County Board Finance Committee
MEETING MINUTES
Thursday, March 20, 2014**

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

The meeting was called to order by Chair Russell at 9:36 a.m.

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

Others in attendance included:

- Board members: Carl Redenius.
- County Staff: David Bretl-County Administration/Corporation Counsel; Nicki Andersen, Jessica Conley-Finance; Linda Seemeyer-Health & Human Services; John Miller, Peggy Watson-Public Works; Howard Sawyer, Amanda Lagle-Sheriff's Office.
- Members of the public: Attorney Andy Phillips, Phillips Borowski, Mequon, WI; Vicky Wedig, Delavan Enterprise, Delavan, WI.

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

Approval of minutes of last meeting(s) — February 20, 2014 — **Supervisor Grant moved to approve the minutes. The motion was seconded by Supervisor Schaefer and carried 4-0.**

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

Unfinished business — There was no unfinished business.

Consent items – Bretl pull 8A2. **Supervisors Schaefer and Grant moved to approve the remainder; 4-0 carried.**

Bids/contracts

- Child Support service of process — By motion approving the consent items, the award was made to State Process Service, Inc.
- Countywide vehicle collision and body repair services — Bretl noted that the sheriff's office had previously been sole sourcing all squad repairs. He asked how the selection process will work now that the bid has been awarded. Watson explained that the process will be similar to that utilized by the public works department. When the sheriff's office needs repair work, both vendors will be notified and given an opportunity to submit pricing. The vendor will be selected based on quality of work, timing, delivery and cost of repairs. Timeliness is an important consideration for the

sheriff's office. Bretl asked who will decide on the vendor. Are we going back to de facto sole source or will the bids be reviewed by purchasing? Watson said the shop superintendent will review the bids. She doesn't feel timeliness will be an issue. Russell asked purchasing to report back to the committee after six months to identify the number of awards that went to each vendor. **Supervisors Schaefer and Grant moved to approve the award to Elkhorn Collision Center, Inc. and Perfection Auto Body, Inc.; carried 4-0.**

Reports

- Sale(s) of tax foreclosure property
- Quarterly sales tax report – 4th quarter 2013

Out-of-state Travel

- UW-Extension
 - Jenny Wehmeier, Joint Council of Extension Professionals Leadership Meeting, Memphis, TN

New business

Discussion and possible action regarding Turtle Creek/Village Square/Lake Comus Manor Apartments — Bretl said we have had a little exposure already to this conduit borrowing mechanism with the Geneva Ridge project approved last month. Liz Stevens at the Wisconsin Counties Association (WCA) educated him regarding the approval process. He had not been aware that the Statutes grant county administrators the ability to approve these projects but said he would like to continue bringing them to the committee. Notifying the committee that something is happening in the community is still in the county's interests so they are aware of what is going on. Bretl added that there would be no liability to the county regarding these bonds nor will our decision on the Turtle Creek project affect our borrowing authority. One of the positives that came out of this issue is that we will know the status of the bonds in terms of reporting on the county's financial statements. The WCA has agreed to be the point of contact to provide that information.

Attorney Phillips provided background on the Public Finance Authority (PFA). This Wisconsin-based entity, sponsored by the WCA, works on behalf of local governments. The PFA was created because there had been a patchwork of authorities with different expertise. Some projects were being stalled because there wasn't a "go to" entity that could provide access to the tax exempt bond market. They coordinate where local issuers really aren't equipped to handle that complex a situation but do not compete with local authorities. The PFA does not take away the ability of local entities to put their seal of approval on a project. Phillips added that, as Bretl indicated, the county administrator or executive can sign off on these projects without County Board support. However, the practice varies. Some do. Others want to keep their Board informed. He wanted to make it clear that approval is not an endorsement of the project by the County.

Grant asked who does the background check to determine a borrower's financial repayment ability. Phillips said this is similar to a typical financing deal. An underwriter serves the function

that a bank normally would and ensures credit worthiness. Russell commented that we are starting to see more of these projects. Is the County responsible to consider whether or not a project is appropriate for Walworth County or are these strictly a pass through? In terms of moral responsibility, the PFA takes these projects seriously, according to Phillips. They are a conduit issuer providing a mechanism for borrowers to access the tax exempt market. They do feel responsible to ensure that projects don't "go south" and would not recommend projects that could be considered morally reprehensible. For example, if a potential borrower approached the PFA for approval to put a manure digester next to an elementary school, they would have reason to pause. He thinks it is important that the County determine this is a good project. Kilkenny asked how deep we should look into these projects. He suggested we start developing core standards. Bretl said if our approval means we received notification of the project, that's different from a "yardstick" we might apply to granting approval. He was not sure to what extent we could craft a process. Maybe we should take a shot at developing a process to ensure the committee is notified and look at some things we could consider in terms of approval so we don't rubberstamp projects. Russell asked if the local municipality has approved the Turtle Creek project. Phillips replied that this project would be located in the City of Delavan. The Statutes don't require the City's approval; they require the County's. His understanding is that the City has approved the plans, however. Russell commented that a recent Southeastern Wisconsin Regional Planning Commission (SEWRPC) study indicated that Delavan happens to be deficient in low to moderate-income housing. For that reason, she's in favor of the Turtle Creek project. She added that proper management of the property will be a key factor.

Phillips explained that he was involved in the formation of this Statute. The PFA Board is comprised of all local officials. When someone submits an application, they look at the public purpose. He feels this project makes good, efficient use of limited resources available to upgrade facilities and provide a solid base for people to live. Bretl commented that the Geneva Ridge project that was recently forwarded to the County Board for approval required a local hearing. In that instance, we had a resolution of approval from the Town. Is this a different route? Phillips affirmed. Under Federal law, to get access to the tax exempt market, you have to have a hearing in the jurisdiction but it can be away from the locale of the project. The resolution simply confirms that the hearing occurred and identifies whether there were objections to the project. In this case, no resolution is needed. Bretl, as county administrator, can sign a letter indicating the County's approval for the project. **Supervisors Grant and Kilkenny moved to authorize County Administrator Bretl to sign a letter, on behalf of Walworth County, indicating approval of the Turtle Creek/Village Square/Lake Comus Manor Apartments project; carried 4-0.**

Discussion and possible action regarding proposed 2014 calendar for 2015 budget process — Supervisors Kilkenny and Schaefer moved to approve the calendar; motion carried 4-0.

Ordinance **-04/14 Amending Section 30-286 of the Walworth County Code of Ordinances Relative to the Sheriff's Office Electronic Monitoring Fee — Supervisors Schaefer and Grant moved to approve the ordinance; carried 4-0.

Resolution **-04/14 Authorizing the Closing of CTH H Culvert Replacement Project and Transferring Remaining Funds to the Road Construction Committed Fund Balance Ac-

count — **Supervisors Schaefer and Grant moved approval.** Russell noted that the funds to be transferred to the road construction committed fund balance should be \$9,596 instead of \$7,484. The old culverts were sold as scrap which resulted in revenue of \$2,112. **The motion to approve the resolution carried 4-0.**

Resolution 95-03/14 Authorizing the Transfer of Funds from the 2014 Contingency Fund to Fully Fund the Government Center Remodel for Administration, Human Resources and Veterans Services — We are looking for action today at a special County Board meeting to keep this project going, according to Bretl. New, smaller furniture is needed for the County Clerk's office and there will be a minor amount of asbestos remediation. **Supervisors Schaefer and Grant moved approval.** Grant thought all of the asbestos in the Government Center had already been removed. Miller explained that we satisfied some requirements during our main remodeling of the Government Center in 2006 by encapsulating asbestos where possible. We also abated in areas where it was exposed in walls or the ceiling. However, the asbestos needs to be addressed in the areas where we are replacing the carpet with this current remodeling project. Any that may be exposed in walls or the ceiling will also have to be abated. Miller added that there is only a minor amount left. **Motion carried 4-0.**

Discussion and possible action regarding Walworth County Investment Guide — Conley explained that the investment guide was updated to reflect the annual adjustment to our core portfolio. **Supervisors Grant and Schaefer moved to accept the report; carried 4-0.**

Discussion and possible action regarding Village of Fontana Tax Incremental Financing District #1 Joint Review Board meeting — Conley said a letter was sent to the Village in accordance with the county's ordinance requirement. The Joint Review Board (JRB) meets on April 7, the same night as the Planning Commission. There will be no time to discuss the proposed Plan amendment or talk about suggestions or changes the JRB may recommend. Kilkenny asked if the Statutes specify a deadline. Conley was not able to find one and hopes the JRB can table this item. Kilkenny said Conley's letter to the Village asks the important questions and highlights the TIF process. One of the big concerns is that questions and/or recommended changes from the JRB should be part of the Plan amendment process. It's a problem when meetings are scheduled so that can't happen. Apparently, there is a \$4.7 million shortfall in this TIF. If approved as distressed, the County and the school district would each lose \$1.6 million in tax revenue over the 10 years added to the TIF. We need justification to keep this off the tax rolls for that much longer. **Supervisor Kilkenny moved to authorize Conley to pursue obtaining the information requested in her letter to the Village of Fontana; if not provided, ascertain whether the statutes provide for additional Joint Review Board meetings; and request additional meetings until sufficient information has been provided to allow analysis of the proposal that the Village of Fontana TIF District #1 be considered distressed.** **Supervisor Grant seconded the motion.** Grant asked if we received a reply to the letter. Conley said the only communication was from the Village Clerk, letting her know an ad had been posted for a citizen member to serve on the JRB. Russell commented that it bothers her that most municipalities seem to feel put upon by our requesting information and exercising what we should be doing according to the Statutes. Her opinion is that a little more cooperation should be in order. Bretl asked if the Village planned additional building and whether they have run out of money. Con-

ley affirmed. Her first and biggest question is why the Village wants to continue to spend and do more projects. Perhaps some of the projects could be eliminated. **The motion carried 4-0.** Kilkenny expressed concern about whether municipalities can continue to legally obligate. **Supervisor Kilkenny then moved to ask the county's corporation counsel to review the definition and legality of incurred expenses with regard to the appropriateness of additional expenses once the TIF is declared distressed. The motion was seconded by Supervisor Grant; carried 4-0.**

Discussion and possible action regarding 2014 Senate Bill 338 and Amendments 1-3 related to expanding the authority of towns to create tax incremental financing districts — Russell said the committee can't really take action on this item. Kilkenny said he brought this item to Bretl's attention. Newspaper reports have been talking about how Towns will be allowed to compete for projects. He expressed concern that a project on the border of two adjoining jurisdictions could turn into a "bidding war." Grant commented that industry may be willing to come into a Town but those municipalities cannot create TIF districts. The Cities can, so they may annex the land and the Town would lose the tax base.

Special order of business

- Recognition of County Board Supervisor Jerry A. Grant for his years of service on the Walworth County Finance Committee — Russell presented Supervisor Grant with a certificate recognizing his service as the Finance Committee's vice-chair and offered congratulations. Grant thanked the Committee. He appreciates the professionalism shown by county staff and the County Board. As a body, we work well together. We may not always agree with each other but respect the other person's point of view and their reasons. Bretl commented that "rubber stamping" can cause things to break down. Knowing that Grant and his fellow County Board Supervisors speak up and ask questions makes our product stronger and far more supportive of the community. Kilkenny said he appreciates Grant's diligence and the feedback he has provided.

Correspondence — There was no correspondence presented.

Confirmation of next Finance Committee meeting:

- The next Finance Committee meeting was confirmed for April 24, 2014 at 9:30 a.m. in County Board Room 114 at the Government Center

Adjournment of Finance Committee

Upon motion and second by Supervisors Grant and Kilkenny, Chair Russell adjourned the meeting at approximately 10:36 a.m.; carried 4-0.

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

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

HONEY LAKE PROTECTION AND REHABILITATION DISTRICT

BOARD OF COMMISSIONERS

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

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

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

MICHAEL WEINKAUF: ROCHESTER VILLAGE TRUSTEE REPRESENTATIVE

DONALD TRIMBERGER: SPRING PRAIRIE TOWN SUPERVISOR AS OF APRIL 2011

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

MARCH 18, 2014 MONTHLY MEETING

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

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

Secretary Correl read the minutes of the February 18, 2014, monthly meeting which were subsequently approved. Treasurer Kolosso read the February, 2014 Treasurer's Report which was subsequently approved. (Copies of minutes and Treasurer's report attached.)

Old Business:

Michelle Haas (DNR) has requested photos of: 1) the benchmark plate of/on the dam; and 2) of the cutback area from the water edge. Chairman Lutz will provide the photos.

New letterhead and envelopes have been received, with supplies given to Judith Correll and Joe Kolosso.

Chapter 33 of the Wisconsin Stated Statutes dealing with Lake Districts has been revised, effective Feb 1, 2014, according to Chairman Lutz. He has read parts of it.....some parts he described as "somewhat picky", and said the there are some parts which might impact us. A further report when he finishes the entire document.

New Business:

New boards for the dam have been inspected and are in excellent condition, per Chairman Lutz.

Considerable discussion held on the current condition of "County Line Blvd." from the intersection with Cty Hwys "DD" & "FF" south by about 200 yards. (McIndoe said that when he last viewed it about a week ago, it was entirely under water....."about 10" per Lutz). Chairman Lutz displayed photos taken today (3/18/14) showing the water has run off, and the badly broken pavement. (Note: the road is entirely within the Town of Spring Prairie, Walworth Cty; with the Village of Rochester, Racine Cty, beginning at the east edge of the roadway.) Water problem greatly impacted by a relatively-new home construction along the west side of the road. The owner, when excavating for the basement, used the fill to raise the frontage portion of the property so that the subsequent grade slopes towards the roadway. Chairman Lutz has discussed the situation with the owner...but has "gotten nowhere". The roadway, in our opinions, needs to be completely "re-done" and elevated to permit drainage to the north towards, Hwy' "DD" & FF". Hiring an engineer to design the road will be costly.

Suggest hiring a paving company, and then rely upon it's experience as far as an outside engineer is concerned. Mike Weinkauff has used Jeff Johnson (Custom Grading) to lay drain tile on his farm fields. He suggested that we also might consider using Jeff to lay tiling along the rebuilt road to facilitate drainage north to the Hwys "DD" & FF" ditches. (HLPRD has considerable experience with Jeff Johnson and his work) Chairman Lutz will prepare a request for bids. Discussion held on how HLPRD might come up with the monies to pay for this road work. Chairman Lutz will discuss with some of the "financial gurus" at the Wisconsin Lakes Assoc. meeting in late April to determine if we might possibly transfer monies specifically designated in one account to be used for this purpose, so long as the monies are then repaid to the "loaning" account within the calendar year.

Chairman Lutz reported that the Drawdown device is leaking badly. Present boards are treated pine. Need new boards of oak and of doubled thickness.

Chairman Lutz indicated that the ice on Honey Lake is presently 31" thick. Mike Weinkauff indicated that the frost depth on uncovered fields is about 5'-6' deep.

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

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

Respectfully submitted,



Robert E. McIndoe 3/18/14

DRAFT

Walworth County Board of Supervisors

Public Works Committee

MEETING MINUTES

Monday, March 17, 2014

Walworth County Government Center, County Board Room 114

100 West Walworth Street, Elkhorn, Wisconsin

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

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

Others present:

County staff: Director of Central Services/Public Works Kevin Brunner, Facilities Manager John Miller; Business Services Manager Peggy Watson; County Engineer Joe Kroll; County Administrator David Bretl; Assistant Jail Administrator Howie Sawyers; Lt. Jamie Green; Capt. David Gerber; Undersheriff Kurt Picknell; Human Resources Director Dale Wilson; County Clerk Kim Bushey

Members of the public: Robert Arnold; Robert Bauer, 529 Valencia Drive, Delavan, Wisconsin; Mary Jo Fesenmaier, 955 George Street, Lake Geneva, Wisconsin; and Terry O'Neill, 954 George Street, Lake Geneva, Wisconsin

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

Supervisors Monroe and Schaefer moved to approve the February 17, 2014 meeting minutes contingent upon removal of Lt. Jamie Green's name as having been present at the meeting. Motion carried 5-0.

Public comment period. Mr. Robert Bauer said he has flooding issues from heavy rain and snow flowing through the culverts on CTH F on the west side, which is now running through Valencia Drive in Delavan. The Delavan Town Board told him the problem should be addressed with the County. He asked if the ditch could be dredged to run out to STH 50 and drain across there, which would go to the lift station. He thinks that would solve the problem. Mr. Bauer distributed a narrative and some photos showing the location of the problem. **Chair Russell told Mr. Bauer that he should give his information to Kevin Brunner. The issue will be placed on next month's committee agenda.**

Mr. Terry O'Neill thanked the committee for meeting with Lake Geneva officials and their Public Works Committee. He asked if there was any progress on proceeding with the CTH H project. Mary Jo Fesenmaier asked if there was any progress on the jurisdictional transfer agreement and stated she thought there was a deadline of April 1. She added that she hoped our engineers are informed about the condition of the concrete on the road.

Regular Business

Bid award for Phase II of the Government Center remodel project. Brunner recommended award to C3T, Inc., the contractor who was also awarded Phase I of the project. **Supervisors Schaefer and Stacey moved to award Phase II of the Government Center Remodel Project to C3T, Inc. in the amount of \$96,749. The motion carried 5-0.**

Government Center remodel project – Phase II change order. The \$9,979 change order request is for modifications to construct a wall between two rooms and ceiling and carpet finish work in the Human Resources records room. Brunner mentioned that the remaining contingency is only \$1,966, and that there will be a forthcoming request to add an additional \$20,000 from the county contingency fund to finish the project, which will include furniture for the County Clerk’s conference room and ballot storage. **Supervisors Schaefer and Stacey moved approval of Change Order PRA-C3T-002. Motion carried 5-0.**

Bid award for Sheriff’s Office DVR/camera system upgrade project. There is \$114,700 in the jail assessment fund to budget for the project. **Supervisors Monroe and Redenius moved approval to award the bid to Faith Technologies in the amount of \$104,600. The motion carried 5-0.**

Bid award for White River County Park toilet building. Brunner said Huffcutt Concrete’s price includes purchase, delivery and installation of the toilet building. Excavation, site preparation and restoration will be done by Public Works crews. Brunner noted a correction – the project will be funded through the Stewardship Grant. We received \$36,000 for this project under the grant. **Supervisors Stacey and Schaefer moved to award the grant to Huffcutt Concrete, Inc. for \$33,600. Motion carried 5-0.**

Report on meeting with City of Lake Geneva officials concerning the rehabilitation of CTH H within the City limits. Brunner said that he and staff met with the City Administrator, Public Works Director and Engineer, and that the City is still reluctant to agree to a jurisdictional transfer of the segment of CTH H in the City. He said they did discuss a possible maintenance agreement with the City which would include snow removal and street sweeping, etc. The City’s principal concerns about the transfer are that a portion of CTH H is located within the Town of Geneva and the ongoing future maintenance costs. Chair Russell attended the City’s meeting at which the issue was discussed and she believes they are amenable to taking over snow removal and sweeping; however, they are concerned about the properties in the Town, whose residents would never agree to be annexed to the City. The issue will go to the full City Council for discussion. Supervisor Schaefer commented that in the past, county committees would meet as a whole with city/town councils to discuss resolution of issues – as it seems we are getting nowhere on a resolution to this issue, is that a possibility? Bretl said that the county has done everything possible to reach out to the City on an agreement, and stressed the need for consistency – typically when the county has upgraded, repaired a section of roadway within a town/city/village limits, the municipality has agreed to take over the segment. The City needs to articulate why the transfer isn’t viable from their perspective. An April 1 deadline has been set. Chair Russell suggested county staff prepare an agreement and submit it to the City for review and consideration. Brunner said he would use the 2003 agreement in the packet as a foundation for this proposed agreement. Brunner agreed that there should be a *quid pro quo* agreement for the county agreeing to expedite the project by moving it up in our Capital Improvement Plan. Brunner again reminded the committee and audience that this project is only a mill and overlay with base patching, *not* a reconstruction of the road. **Staff was directed to prepare a proposed maintenance/transfer agreement with the City, and submit it to them for review and bring it back to the next meeting.**

Update on Lake Beulah Dam project and discussion and possible action concerning a resolution of matters with the Lake Beulah Management District, including transferring ownership of a new dam to the District. Brunner reported that he sent a letter to the

Department of Natural Resources (DNR) expressing the committee's directive and asking for approval of our original plan submittal. The DNR sent a reply on February 26th, listing 9 concerns with the County's June 28, 2013 submittal. In conclusion, the DNR stated its belief that the stoplogs and construction of a permanent coffer base dam (interlocutory dam) is a "safer design" and provides additional benefits. Bretl added that with the Lake District attorney's permission, he talked to Dave Bitter, the president of the Lake Management District. The DNR is encouraging the county to work with the District to develop an acceptable plan. Bretl indicated Mr. Bitter stated that there might be a possibility that the District would acquire the dam if: 1) the county constructed the dam; 2) the dam constructed would include the interlocutory dam; and 3) the county would have an easement to that portion of CTH J, and the District would retain the dam and be responsible for all future maintenance. Bretl said that the dam replacement cannot be put off indefinitely, and if the District is willing to assume ownership it is probably a good idea from an economic and liability standpoint. Further, Bretl said there is no guarantee that the DNR would accept the county's original plan submittal even if we complied with their recommendations. He asked the committee what their wishes were. Supervisor Stacey said that he would want an agreement in place in advance of the construction of the dam as to the selection and approval of the plans, an easement for the county on CTH J, and the financial aspects of construction and future maintenance. Bretl added that there would also have to be a walkthrough and inspection after construction before the dam was turned over to the District. Supervisor Schaefer concurred. Supervisor Redenius said that the construction of the dam as revised, etc., might be more costly than anticipated at the onset of the project, but in the long run, it will save county dollars on maintenance/repairs. Brunner said he spoke with DNR engineers and they believe that the grant is not transferrable to the District; therefore, the county would have to complete the work under the grant. **Supervisors Stacey and Monroe moved to direct staff to work with the District and DNR engineers to revise the plans for the dam as discussed above and to initiate negotiations with the Lake Management District for the eventual transfer of ownership of the dam. The motion carried 5-0.**

Resolution Authorizing the Closing of CTH H Culvert Replacement Project and Transferring Remaining Funds to the Road Construction Committed Fund Balance Account. Brunner noted that the amount of the remaining funds to be transferred has been changed to \$9,596 to include \$2,112, which was the scrap value of the recycled culverts. **Supervisors Monroe and Stacey moved recommendation of the resolution to the Board, contingent upon Finance Committee approval. The motion carried 5-0.**

Discussion/possible action concerning recommendation of a resolution recognizing the Public Works Department for their dedication this winter. Chair Russell asked to include this item, saying that this was a long, harsh winter and our Public Works Department crews did a fantastic job keeping the roads clear and safe. She added she didn't receive a single complaint from any of her constituents this season. She said the crews deserve recognition for their many extra hours of dedication, especially all of the missed family holidays and weekends. **Supervisors Russell and Monroe moved to approve a resolution and directed the County Administrator to draft the resolution for presentation to the County Board in April or May. The motion carried unanimously.** Brunner added that he would let the crew know about the resolution and invite them to attend the Board meeting when it is presented.

Report on State Performance Based Maintenance Project. Brunner said as he reported to committee earlier, the Department of Transportation (DOT) has been working on performance based contracting. This is a pilot project, and the DOT has asked counties to price out certain maintenance costs, determined in advance. The county would do a bid/proposal similar to what

the county requires for its road improvement projects, and if awarded the bid the county would be responsible for completing the project within the dollar amount of the contract. There are five potential pilot projects that have been identified by DOT for Walworth County – bridge work (sealing and cleaning decks); crack sealing on STH 89 and shouldering on STH 11, 59 and 67. Our crew is expert in doing shouldering work, and we are fully capable of performing the other work. However, beyond this year, Brunner said, there is no guarantee that the program will continue. There also may be a possibility of inter-county agreements for maintenance services. Next month the State will have finalized the list of projects, and the county will need to send in proposals by May 15. Awarded work would need to be completed by the end of fall.

Brunner will report the results of the project awards, costs, etc. to the committee. Bretl said that the timing of the pilot projects is certainly less than ideal this year; given the long winter hours, many of our crew will be taking earned time off this summer. Additionally, if some of our county's summer work were outsourced, how would we maintain staffing levels for winter? However, performance based contracting seems to be something the DOT wants to move to in the future, and our county should "get our feet wet" to see if we could take on the additional work without losing money and keeping up with our own county summer maintenance.

Closed session pursuant to the exemption contained in Section 19.85(1)(e) of the Wisconsin Statutes for the purpose of conducting other specified public business, whenever competitive or bargaining reasons require a closed session: **Property issues associated with the Sheriff's Range renovation project**

Supervisors Schaefer and Redenius moved to convene in closed session. Upon unanimous roll call vote, the committee convened in closed session at 4:38 p.m.

At 5:33 p.m., Supervisors Stacey and Monroe moved to reconvene in open session. Motion carried 5-0.

Supervisors Schaefer and Stacey moved to direct staff to contact appropriate representatives of Mann Brothers Sand & Gravel, Inc. to discuss the possible acquisition of the Sheriff's Office shooting range property owned by same. The motion carried 5-0.

Next regularly scheduled Public Works Committee meeting date and time: Monday, April 21, 2014 at 3:30 p.m.

Adjournment

Supervisors Stacey and Schaefer moved to adjourn the meeting. The motion carried 5-0 and the meeting concluded at 5:34 p.m.

Minutes recorded by Becky Bechtel, Public Works Department

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

Walworth County Board of Adjustment

MINUTES

March 12, 2014 - Hearing – 8:30 AM

March 13, 2014 – Meeting – 8:30 AM

County Board Room

Government Center – Elkhorn, Wisconsin

A hearing and decision meeting of the Walworth County Board of Adjustment was held on March 12 & 13, 2014, in the County Board Room of the Government Center in Elkhorn, Wisconsin. Those present on March 12, 2014, were Vice-Chair Gregory E. Guidry, Secretary Ann Seaver and 1st Alternate Elizabeth Sukala. Deb Grube, Senior Zoning Officer, and Wendy Boettcher, recording secretary of the Land Use & Resource Management Department were in attendance. Those present on March 13, 2014, were Vice-Chair Gregory E. Guidry, Secretary Ann Seaver and 1st Alternate Elizabeth Sukala. Deb Grube, Senior Zoning Officer, and Wendy Boettcher, recording secretary of the Land Use & Resource Management Department were in attendance. Michael Cotter, Director, Land Use & Resource Management Department, was in attendance for a portion of the meeting. “Sign-in” sheets listing attendees on March 12, 2014, and March 13, 2014, are kept on file as a matter of record.

The March 12, 2014, 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. **Elizabeth Sukala motioned to approve the agenda as printed. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose. Elizabeth Sukala motioned to approve the February 12 & 13, 2014, Minutes and dispense with the reading. Seconded by Ann Seaver. Motion carried. 2-favor, 0-oppose. Gregory E. Guidry abstained as he was not present at the February 12 & 13, 2014, hearing / meeting. After testimony of all cases, Elizabeth Sukala motioned to recess until 8:30 A.M. on Thursday, March 13, 2014. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose.** The March 12, 2014, hearing went into recess at approximately 10:23 A.M.

On March 13, 2014, 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. **Elizabeth Sukala motioned to approve the agenda as printed. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose. After the decisions were completed, Elizabeth Sukala motioned to adjourn until the April 9, 2014, hearing at 8:30 A.M. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose.** The March 13, 2014, decision meeting adjourned at approximately 9:29 A.M.

Three variance hearings were scheduled and details of the March 12, 2014, hearings and the March 13, 2014, decisions are digitally recorded and available to the public upon request / video to view on our website: www.co.walworth.wi.us.

New Business – Variance Petitions

Hearing – Count #8:36:27 – 9:08:33 / Decision – Count #8:34:50 – 8:49:42

The First Hearing was David T. & Nisha P. Burns, owners / David Burns, applicant –
Section(s) 18 – East Troy Township

Applicants are requesting a variance from Section(s) 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to construct a boathouse, patio, firepit and stoop.

REQUIRED BY ORDINANCE: The Ordinance requires a boathouse to be located within the view / access corridor, shall not be located on lands having a slope of 12% or greater and shall be located so as to minimize land disturbing activities and shoreland vegetation removal, and the ordinance requires structures to meet a 75' shore yard setback.

VARIANCE REQUEST: The applicants are requesting a boathouse on slopes of 43%, a patio and firepit with an approximate 5.5' shore yard setback and a stoop with an approximate 57' shore yard setback. The request is a variance from Section(s) 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to construct a boathouse, patio, firepit and stoop.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of March 12 & 13, 2014, for the petition of David T. & Nisha P. Burns, owners / David Burns, applicant, voted to **APPROVE** the request for a boathouse on slopes of 43%, voted to **MODIFY AND APPROVE** a patio and firepit with an approximate 5.5' shore yard setback and voted to **APPROVE** a stoop with an approximate 57' shore yard setback.

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

BOARD OF ADJUSTMENT FINDINGS: Approval of the stoop with an approximate 57' shore yard setback: The Board found the property to be steeply sloped down to the water. The Board found to approve the stoop would provide safe ingress / egress for the residence on the shore yard side. The Board found to deny the request for the stoop would cause unnecessary hardship. The Board found to approve the request for the stoop would allow the owner to satisfy building code requirements. The Board found to approve the request for the stoop would cause no harm to public interests. The Board found to approve the request would not harm the public's interest in navigable waters.

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

BOARD OF ADJUSTMENT FINDINGS: Approval of a boathouse on slopes of 43%: The Board found the existing boathouse to be in poor condition. The Board found the proposed boathouse will have a smaller footprint than what is existing and the setback will be more code compliant. The Board found to deny the request for the boathouse would cause unnecessary hardship in not allowing for storage of marine equipment. The Board found to allow the back and the side walls of the proposed boathouse to function as retaining walls will also help stabilize the structure. The Board found to approve the request would cause no harm to public interests.

A motion was made by Elizabeth Sukala to approve the variance request for the flagstone patio, firepit and 3 steppers but with a reduced size for the patio, a minimum of 10'. Seconded by Gregory E. Guidry for discussion.

The motion was modified by Elizabeth Sukala to approve the variance request for the flagstone patio, firepit and 3 steppers but reducing the size of the patio from 16' diameter to 12' diameter. The modified motion was seconded by Ann Seaver. Motion carried. 3-favor 0-oppose

BOARD OF ADJUSTMENT FINDINGS: MODIFY and Approval of patio, firepit and (3) steppers with an approximate 5.5' shore yard setback: The Board modified the patio request reducing the patio diameter from 16' to 12'. The Board found reducing the size of the patio would not cause unnecessary hardship and would lessen the area of land disturbance in the shoreyard. The Board found the firepit could be located anywhere within the 12' diameter patio paver area. The Board found to approve the flagstone steppers would reduce standing water between the patio and the landing. The Board found the use of existing flagstone and County approved shore yard landscaping will benefit public interests. The Board found the location of the patio / firepit did not obstruct the view of the neighboring property owners.

There was a letter of support from the Town of East Troy. There was one letter of opposition from the Wisconsin Department of Natural Resources.

Hearing – Count #9:08:40 – 9:37:24 / Decision – Count #8:49:43 – 8:53:50

The Second Hearing was David & Gayle Schmidt, owners – Section(s) 27 – Delavan Township

Applicants are requesting a variance from Section(s) 74-38 / 74-54 / 74-90 of Walworth County's Code of Ordinances – Zoning to reconstruct a single-family residence and accessory structure (garage).

REQUIRED BY ORDINANCE: The Ordinance requires a 22.6' rear yard setback (established) for a single-family residence and a 25' rear yard setback for an accessory structure.

VARIANCE REQUEST: The applicants are requesting a 19' rear yard setback for a single-family residence and a 13' rear yard setback for an accessory structure (garage). The request is a variance from Section(s) 74-38 / 74-54 / 74-90 of Walworth County's Code of Ordinances – Zoning to reconstruct a single-family residence and accessory structure (garage).

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of March 12 & 13, 2014, for the petition of David & Gayle Schmidt, owners, voted to **APPROVE** the request for a 19' rear yard setback for a single-family residence and a 13' rear yard setback for an accessory structure (garage).

A motion was made by Ann Seaver to approve the variance request. Seconded by Elizabeth Sukala.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found unique property limitations to be the small and narrow corner lot with two street yards. The Board found the placement of the driveway on either road would limit buildable area without a variance. The Board found it

would be an unnecessary hardship to require the garage and driveway to be located on Tilden Avenue and require relocation of the existing well. The Board found the existing driveway and the address of the residence on Collie Street have been in place for more than 70 years without harm. The Board found to approve the proposed garage location and permit the driveway to remain on Collie Street would address safety issues. The Town of Delavan found safety is improved as there is less traffic and better visibility on Collie Street. The Board found to approve the variance request would be an improvement to the subdivision in allowing the replacement of the extremely small existing residence. There were three letters of support from the Town of Delavan. There was no opposition.

Hearing – Count #9:37:25 – 10:22:41 / Decision – Count #8:53:51 – 9:00:59

The Third Hearing was Bischoff Trust, owner / Rebecca M. Orvick, Axley Brynelson LLP, applicant – Section(s) 13 – Sugar Creek Township

Applicants are requesting a variance from Section(s) 74-55 / 74-62(7) / of Walworth County's Code of Ordinances – Zoning to permit the location of a 42 sq. ft. landing and stairs and an elevated patio approx. 524 sq. ft. in size in a planned campground development.

REQUIRED BY ORDINANCE: The Ordinance permits a combination of structures not to exceed the size / sq. ft. of the existing camping unit (400 sq. ft. in a planned campground).

VARIANCE REQUEST: The applicants are requesting that Unit 80 be permitted to have a total of approximately 966 sq. ft. of structures (400 sq. ft. is permitted and approx. 566 sq. ft. additional) for an approx. 42 sq. ft. landing and stairs and an approx. 524 sq. ft. elevated patio. The request is a variance from Section(s) 74-55 / 74-62(7) of Walworth County's Code of Ordinances – Zoning to permit the location of a 42 sq. ft. landing and stairs and an elevated patio approx. 524 sq. ft. in size in a planned campground development.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of March 12 & 13, 2014, for the petition of Bischoff Trust, owner / Rebecca M. Orvick, Axley Brynelson LLP, applicant, voted to **APPROVE** the request that Unit 80 for an approx. 42 sq. ft. landing and stairs and voted to **DENY** an approx. 524 sq. ft. elevated patio.

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

BOARD OF ADJUSTMENT FINDINGS: Approval of a 42 sq. ft. landing and stairs: The Board found to have two doors for ingress / egress to the manufactured home located so close together to be a unique situation. The Board found it to be a hazard to have two separate decks with two sets of stairs at different levels. The Board found to have one deck with one set of stairs to service both doors would improve safety and allow building code requirements to be met. The Board found to approve the request would not harm public interests.

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

BOARD OF ADJUSTMENT FINDINGS: Denial of approx. 524 sq. ft. elevated patio: The Board found no unique property limitations. The Board found the hardship to be self-imposed.

The Board also found that to require compliance with the ordinance would not cause unnecessary hardship. The Board found that there were other options of creating a foundation cover within the ordinance requirements. The Board found to approve the request would cause harm to public interests, was not a small increment of relief, and would set a precedent.

Attorney Orvick submitted a packet of nine letters in support. There was a letter of support from the Town of Sugar Creek. There was no opposition.

***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.**

Other

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

Staff Reports

- A. Court cases update
 - 1. Bear Cave Trust (Litowitz) – Delavan Township
 - 2. Growth Management Corporation – Delavan Township
 - 3. Vista Pointe LLC – Delavan TownshipMichael Cotter informed the Board members the abovementioned cases are going through the appeal process.
- B. Distribution of reports, handouts and correspondence
The terms of Secretary Ann Seaver and 2nd Alternate Franklin B. Jones will expire in June 2014. The “Walworth County Notice of Interest to Serve as a Citizen Representative” form is available online (www.co.walworth.wi.us) or at the LURM Department office.

Proposed discussion for next agenda

The following items were requested to be put on the April 2014 agenda, if applicable:

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

ANN SEAVER
WALWORTH COUNTY BOARD OF ADJUSTMENT

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

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

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

March 11, 2014

1:30 p.m.

CALL TO ORDER

The Regular meeting was called to order at 1:32 p.m. by Commissioner Logterman.

ROLL CALL

Commissioner Hensch, yes; Commissioner Henriott, yes by conference call; Commissioner Logterman, yes; Commissioner Shortenhaus, yes; Commissioner Eck, yes by conference call.

Others present:

Brad Huza, Administrator
Cindy Moehling, Assistant Administrator
Jennifer Jackson, Administrative Assistant
Timothy Fenner, Axley Brynelson
Thomas Johnson, Collection System Service Manager
Steve Scheff, Maintenance Manager
Ron Altmann, Operations Manager
James DeLuca, DLSD

VISITOR COMMENTS/PUBLIC COMMUNICATIONS/OTHER BUSINESS

None

APPROVAL OF MINUTES OF February 11, 2014

Commissioner Shortenhaus made a motion to approve the minutes of the regular Commission meeting of February 11, 2014 as presented. Commissioner Hensch seconded and the motion unanimously passed.

ADMINISTRATOR'S MONTHLY REPORT

Administrator Huza reviewed and summarized the Administrator's Monthly Report for March, 2014

PERMIT COMPLIANCE UPDATE

The wastewater facility met all Permit requirements for the month of February, 2014.

UPCOMING TRAINING

Ron Altmann will be attending the "Spring Biosolids Symposium" in Stevens Point and a biosolids certification meeting in Madison.

BUDGET AND FINANCE

The first two months of the fiscal year indicated that the revenues are as projected. Expenditures are within the budgetary expectations.

PROJECT UPDATE

The request for proposals for the communication system upgrade project has been developed and has been distributed to the vendors. Staff has conducted two tours of the existing facilities. A tour is also scheduled for March 13th. Proposals are due in on March 20, 2014. This project should be on the agenda for Commission consideration at the April meeting. This is a budgeted project.

The bid documents for the sewer televising has been developed and distributed to the contractors. The bids are due in on March 20, 2014. The project should be on the agenda for Commission consideration at the April meeting. This is a budgeted project.

RECEIPTS AND DISBURSEMENT REPORT

Commissioner Shortenhaus made a motion to accept the Receipts and Disbursements Report for the month of February, 2014 as presented. Commissioner Hensch seconded and the motion unanimously passed.

ACCOUNTS PAYABLE LISTING

After review, Commissioner Hensch made a motion to approve the Accounts Payable listing for March 11, 2014 in the amount of \$84,402.00. Commissioner Shortenhaus seconded and the motion unanimously passed.

OLD BUSINESS

Commissioner Logterman stated that there were no Old Business items on the agenda.

NEW BUSINESS

- a) **Commissioner Hensch** – Commissioner Logterman acknowledged Commissioner Hensch's resignation and read Resolution 2014-04 recognizing Commissioner Hensch for his service. Commissioner Shortenhaus made a motion to approve Resolutions 2014-04. Commissioner Eck seconded and the motion unanimously passed.
- b) **Main Electrical Equipment Testing and Maintenance 2014** – After discussion Commissioner Hensch made a motion to approve a contract with Electrical Energy Experts to complete the Main Electrical Equipment Testing and Maintenance 2014 for a cost of not to exceed \$18,269.00. Commissioner Shortenhaus seconded and the motion unanimously passed.
- c) **Motor Control Center Testing and Evaluation 2014** – After discussion Commissioner Hensch made a motion to approve a contract with Electrical Energy Experts to complete the Motor Control Center Testing and Evaluation 2014 for a cost of not to exceed \$7,869.00. Commissioner Shortenhaus seconded and the motion passed unanimously.
- d) **Sampling Validation Results** – Administrator Huza explained when he conducted the one on one meeting with the entities there was concern from the entities about the sampling being changed from daily to one week a month. WalCoMet staff internally decided to conduct a month long sampling of all entities during January 2014 to be used to compare to the weekly sampling for validation. It was noted that there should be some variance based on the type of test example ammonia, BOD, suspended solids. When reviewing the sampling data for the month it was noticed with the BOD's that there was a spike on a constant basis largely from the City of Delavan. WalCoMet met with the City of Delavan to go over these findings. Administrator Huza supplied the City of Delavan with supporting documentation and gave recommendations on what they can do and

WalcoMet can do. The City of Delavan is aware of the issue. The City of Delavan and WalCoMet will collaborate on finding what is causing the issue.

ADJOURNMENT TO CLOSED SESSION

Motion for consideration of a closed session pursuant to the provisions of section 19.85 (1) (c) Wis. Stats., “for the purpose of considering employment, compensation and performance evaluation data relating to WalCoMet staff.”

Commissioner Shortenhaus made a motion to convene into a closed session, seconded by Commissioner Hensch and roll call as follows:

Commissioner Hensch	Yes
Commissioner Henriott	Yes
Commissioner Logterman	Yes
Commissioner Shortenhaus	Yes
Commissioner Eck	Yes

The closed session convened at 2:13 p.m.

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

Commissioner Shortenhaus made a motion to reconvene into Open Session at 3:25 p.m., seconded by Commissioner Hensch and roll call as follows:

Commissioner Hensch	Not present
Commissioner Henriott	Yes
Commissioner Logterman	Yes
Commissioner Shortenhaus	Yes
Commissioner Eck	Yes

Commissioner Shortenhaus made a motion to adopt the Fiscal YR 2014 for Hourly Compensation Matrix retro back to January 1, 2014. Commissioner Eck seconded and the motion unanimously passed.

Commissioner Shortenhaus made a motion to approve a salary increase of 1.5% retro back to January 1, 2014 for exempt Administrative staff with the exclusion of the Administrator. The Administrator’s salary increase is effective as of June 1, 2014. Commissioner Eck seconded and the motion unanimously passed.

ADJOURN: Commissioner Eck made a motion to adjourn, seconded by Commissioner Shortenhaus and the motion unanimously carried. The Regular meeting adjourned at 3:30 pm.

Thomas Eck
Secretary

APPROVED: April 8, 2014

PUBLISHED:

Transportation Coordinating Committee
MINUTES

March 3, 2013 Meeting – 1:00 p.m.

Walworth County Board Room
Government Center – Elkhorn, Wisconsin

The meeting was called to order by Chair Russell at 1:01 p.m.

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

Others present – Juliet Young, Health and Human Services; David Bretl, County Administrator; Kevin Muhs, Senior Transportation Engineer with SEWRPC; Christopher Hiebert, Chief Transportation Engineer with SEWRPC

Public in attendance – There were 2 members of the public in attendance.

There were no agenda withdrawals. It was suggested to have the public comment period after new business. **Motion and second made by Supervisor Grant /Citizen Representative Davis to approve the agenda as amended. Motion carried 8–0.**

There were no changes to the minutes. **Motion and second made by Supervisor Grant/Citizen Representative Hallatt to approve the minutes from the February 3, 2014 meeting. Motion carried 8–0.**

Public Comment –

Sarah Nichols from Open Arms Free Clinic spoke on the need for transportation for her consumers to come to the clinic for assessments and treatment.

Unfinished business – There were no items of unfinished business.

New Business

Southeastern Wisconsin Regional Planning Commission (SEWRPC) Presentation – Christopher Hieber, Chief Transportation Engineer and Kevin Muhs, Senior Transportation Engineer reviewed a handout distributed at this meeting.

Citizen Representative Kerwin asked if Burlington was using BASS. Ms. Muzatko stated that they were using the same shuttle service but it is a different name.

Supervisor Grant asked if the department still qualified for grant assistance if the program was contracted out. Mr. Muhs stated that the department is able for grant assistance and that other counties that have contracted out the service receive grant funding.

Supervisor Grant asked about new regulations coming out. Mr. Muhs stated that there are no new state regulations and that the federal government has different requirements.

Supervisor Russell asked if state and federal funding allowed for volunteer drivers. Mr. Muhs did not think it was prohibited and stated it was more of a liability concern.

Supervisor Russell asked if the shared ride taxi service was taxi cabs or shuttle buses. Mr. Muhs stated that they use cars, vans and buses.

Citizen Representative Kerwin asked about Washington County's transportation program. Mr. Muhs explained that the Highway department employs one person on their transit staff and the rest is contracted out.

Supervisor Russell asked if their service was a route or door-to-door service. Mr. Muhs stated it was direct, curb-to-curb service for those without a disability and door-to-door for those with a disability. He further stated that Washington County transportation was open to all resident and does not have limited nutrition and shopping trips.

Supervisor Russell asked about the fees charged for Washington County's service. Mr. Muhs stated it was metered.

Ms. Seemeyer asked if the grant funding was steady. Mr. Muhs stated that it was and that it matches with inflation. Supervisor Grant asked if the grants are competitive. Mr. Muhs explained that it was a single pool based on needs and it is open to the public.

Supervisor Grant asked about Medicare transports. Mr. Muhs stated that Medicaid transports were being done by Logisticare and now MTM.

Ms. Muzatko asked about the demographics in Washington County. Mr. Muhs explained that he has demographics but did not have the information with him. He estimated that 2/3 of the riders were seniors and people with disabilities.

Citizen Representative Kerwin discussed Washington County drawing funds for several federal and state grants. He asked if matching funds were required for these grants and Mr. Muhs stated that matching funds are required.

Supervisor Russell asked what SEWRPC's next steps are with this committee. Mr. Hiebert explained that feedback received from this committee would guide future planning. Supervisor Russell asked about costs for this second stage and Mr. Hiebert stated it would depend on what services this committee requires. Supervisor Russell asked for assistance on letting this committee know when it can apply for state and federal funding. She also wanted to examine Washington and Ozaukee Counties for comparisons in population and needs.

Ms. Muzatko stated that funding sources have been around for years and that this committee will be looking at other counties as models. Supervisor Russell concurred

stated that this will be a learning year. She added that as the aging population increases she wants to make sure seniors are able to stay in their homes.

VIP Volunteer Driver Discussion – Supervisor Grant stated that he is concerned that VIP chose not to use volunteer drivers with the transportation program. Citizen Representative Simonsen stated that the main reason her agency decided against having volunteer drivers was for liability insurance concerns. Also, to ensure everyone's safety, she wants VIP vehicles to be used for transports rather than volunteers' personal vehicles.

Supervisor Grant asked Citizen Representative Simonsen if she was aware of the suggestion of using volunteer drivers in the request for proposal. Citizen Representative Simonsen stated that she gave careful consideration for using volunteer drivers but decided that for practicality and liability issues her agency chose not to use volunteer drivers.

Supervisor Grant asked Ms. Muzatko about liability concerns with the County regarding volunteer drivers. Ms. Muzatko stated that the County asked for proof of insurance from volunteer drivers. She also added that all volunteer drivers were invited to apply for part time positions with VIP, Inc.

Supervisor Grant stated he felt using volunteer drivers was a way to keep costs down. Citizen Representative Simonsen stated that it is a financially neutral issue when you compare wages with reimbursement.

Supervisor Russell asked for clarification on employment opportunities for current volunteer drivers. Citizen Representative Simonsen stated that all the volunteers who attended the meetings on this subject were offered employment applications.

Supervisor Russell asked if the offer is still open for drivers. Citizen Representative Simonsen stated that she has hired some drivers and feels she has enough current staff to meet transportation needs. She added that she can always use drivers and encouraged those interested in applying. Ms. Muzatko stated that there are still non-transportation volunteer opportunities with both the County and VIP, Inc.

Supervisor Grant stated that he personally would not feel comfortable driving the VIP, Inc. ADA assessable vehicles. Citizen Representative Hallatt asked how many drivers attended the meetings. Ms. Muzatko stated approximately 75% of the current volunteer drivers attended the meetings.

Citizen Representative Kerwin stated that in the future Walworth County will need to have a volunteer driver program. He stated he understands Citizen Representative Simonsen's position and stated there could be other opportunities.

Citizen Representative Davis raised a concern over sheltered workshops being phased out and VIP, Inc. losing federal funding. Citizen Representative Simonsen stated that sheltered workshops is a complicated issue and that there are many funding streams.

Supervisor Grant suggested this topic be discussed at the next meeting. After some discussion by the committee it was decided to not have this on the next meeting agenda.

Reports –

Update on Mobility Manager Conference (Kerwin/Davis) – Citizen Representatives Kerwin and Davis spoke about this recent conference. He stated there were approximately 35 people at the conference and he was able to meet with several other counties and TCC group representatives. He said the conference gave the merits of establishing a commission. He recommended that Dave Lowe come to speak to this committee. This committee asked Citizen Representative Davis to contact Mr. Lowe. Citizen Representative Davis stated the afternoon session was about brainstorming for ideas.

Supervisor Russell asked if there were any transit commission representatives from other counties. Citizen Representative Kerwin stated there were some and that regional issues were emphasized since it is not just a county issue.

Ms. Seemeyer asked if it was a taxing authority. Citizen Representative Kerwin stated he was not sure but that Rusk County has one.

Correspondence – There were no correspondence.

Announcements –

Supervisor Grant asked if the information about this meeting could be included in the monthly ADRC newsletter. Ms. Muzatko stated that it would be included in future editions.

Next Meeting Date – The next regular meeting will be April 7, 2014 at 1:00 p.m. in this room.

Adjournment – On motion and second by Supervisor Grant/Citizen Representative Leffelman. Chair Russell adjourned the Transportation Coordinating Committee meeting at approximately 2:24. Motion carried 9-0.

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

DRAFT 3/9/14

PLEASANT LAKE PROTECTION AND REHABILITATION DISTRICT
BOARD MEETING
SATURDAY, FEBRUARY 22, 2014, 9:15 AM
LAGRANGE TOWN HALL
MINUTES

Present: Dave Stamm (chair, 2015), Ted Slupik (treas, 2015) by phone, Marcia Sahag (sec, 2016), Pat Kachur (2014) by phone, Bob Arnold (County), Don Sukala (Town), Peter Schuler (2016)

Absent: Doug Behrens (2016) (until resignation accepted)

Public Attendance: Rick Callaway, Peter Schuler (until appointment approved), Bernie Slupik

1. Approval of Agenda (Dave): Motion to remove item 2, the letter from Doug Behrens, from the agenda. Motion by Pat because it is addressed to all District board members, was received in an email, read by all board members and is not part of or anything that should be addressed in matters pertaining the meeting. Ted commented it is a personal thing and there are things in the letter he doesn't agree with and with Doug's situation he doesn't want to discuss it. Dave commented that given who Doug is and the dedication he has had to the lake his entire life, it should be read in out of respect to Doug. The motion needed a second. Bob seconded the motion. Ted commented it is not District business. The initial vote was a tie, three to three. Dave stated that he would like to change his vote, that out of respect to Doug he doesn't think the letter should be read in under these circumstances. Motion carried with 4 yes votes by Pat, Ted, Bob and Dave, and 2 no votes by Marcia and Don.
2. Commissioner resignation and appointment of Peter Schuler to fill the vacancy (Dave): Dave read Doug Behrens letter of resignation.

January 27, 2014
Dave Stamm Chairman
PLPRD Board of Commissioners
W5036 Robinson Drive
Elkhorn, WI 53121

Dear Dave,

Because of illness on my part, I feel it is my duty to resign as a District Commissioner. At this time, my duties cannot be fulfilled in the manner that they should be.

I have been honored to work with all of you and represent our Lake District as a "custodian" of Pleasant Lake. We have been able to solve many problems together but there are many challenges ahead. My faith and trust in the efforts of all of those who give their time and dedication to supporting our lake and this special community will be with you always.

My resignation will be effective upon the approval of my replacement.

Best Always,

Doug Behrens

Commissioner

Pleasant Lake Protection & Rehabilitation District

Motion to accept the resignation (Ted/Bob). Carried unanimously. Motion to approve the appointment of Peter Schuler to fill the Board Commissioner position of Doug Behrens, position expiring 2016 (Bob/Pat). Carried unanimously.

3. Approval of Board Minutes of 11/2/13 and 1/18/14 (Marcia): Motion to approve the Minutes of 11/2/13 (Dave/Bob). Discussion followed of Ted and Pat's concerns about the

amount of time that transpires between the meeting and getting the minutes. The minutes have traditionally be sent to board members with the agenda of the following meeting which can be 3 months apart. The time lapse makes it difficult to remember what happened. The meetings are recorded. Ted and Pat’s suggestions were they be sent out within a week or two after the meeting or as early as possible. Marcia will send them out twice, once when they are completed and also with the following agenda. For convenient reference to past board actions, binders of all board minutes (and annual meeting minutes) from 6/23/10 to the present will be available at board meetings. A binder of copies from those minutes but of only the minutes pertaining to the drain is also available. The minutes are also posted on the website. The drain committee met once as a committee so there are only the draft minutes of that meeting. There was the question regarding what board member communications can be made, outside the public meeting, in keeping with the open meetings law especially using email. If once the minutes have been sent out and a board member immediately notices a question, can board members respond directly, to just one or to all, and have corrections noted? Don pointed out that discrepancies to the Town board minutes have to go to the next Town board meeting where the minutes are discussed and approved. Pat pointed out that if no choices are made and no decisions are made it is in keeping with the open meetings law. Communications via email and otherwise without violating the open meetings law need to be checked out. Ted suggested making notes regarding the minutes and bringing them to the following board meeting. The vote was taken on the motion to approve the minutes of 11/2/13 and carried unanimously. Motion to approve the minutes of 1/18/14 with the correction on page 3 changing the date from 2012 to 2014 (Don/Dave). Carried unanimously.

4. Treasurers Report (Ted): As of 1/31/14, the balances in the People’s Bank accounts are:

Checking	\$41,149.40
Money Market (reserves acct)	\$39,737.66
Grant Fund	\$18,513.53
Total	\$99,400.59

There are no fees being charged for the accounts.

Motion to approve the Treasurers Report (Marcia/Pat). Carried unanimously.

5. POA Report (Peter): Since most board members heard the report at the POA board meeting earlier it wasn’t repeated. (Refer to the POA board minutes of 2/22/14.) A 42inch, 25 pound northern was caught in Pleasant Lake.
6. Audit committee members approval (Ted): After discussion of appointing an additional person as an alternate to the 3 audit committee members, and the timing of appointments in order to do the audit in May, it was decided to approve the appointments of the 3 members now and find and appoint the alternate at the next (May) board meeting. Ted will contact Petra to serve as alternate. Motion to approve the Audit Committee appointments of Phil Holland, Rick Callaway and Kevin Smith as recommended by the Finance Committee (Marcia/Dave). Carried unanimously.
7. Invoice Policy & Procedures revisions (Marcia): At the November board meeting when item #4 was changed from 110% to 115% “with a limit of \$500” was inadvertently left in. Motion to revise item #4 of the PLPRD “Policy & Procedures to Approve Invoice Payments” to read “

Invoices for more than 115% of the Budget line item must go to the Board for approval"

(Marcia/Dave). Carried unanimously.

8. Revision regarding small scale grant change to large scale grant (Dave/Marcia): After the last board meeting the small scale grant application was submitted. The DNR reviewed it and recommended we submit a large scale grant to qualify for more DNR grant money. We sent in the large scale grant application. Instead of requesting for \$3000 from the DNR the amount requested was increased to \$8549. This reduced the Pleasant Lake District share to \$4211. This engineering study may not be needed. The change was done based on the DNR recommendation. Pat was concerned that the email caused some confusion in stating that Dave made the decision to change to a large scale grant as recommended by the DNR. It should have been more detailed and specifically explained that there were no other changes. Not saying that left uncertainty that something else changed. It should have said that the grant qualified for a large scale grant and was changed to a large scale grant because of the dollar value. Another concern was that the DNR mistakenly said to do a small scale grant because they only go up to \$3000. Marcia reviewed the chronology: when the small scale grant was recommended the DNR did not have the costs from RA Smith because RA Smith had to determine what was involved in order to develop their costs; the small scale grant application was recommended by the DNR; the small scale grant application was prepared; RA Smith sent the costs; the costs were entered into the application; the small scale grant application was submitted to the DNR; the DNR reviewed the application and recommended it be changed to a large scale grant application to qualify for more grant money; the large scale grant application was submitted to the DNR. Pat pointed out that the amount qualified for a large scale grant, we knew the numbers right from the start, we approved it, it could not be applied as a small scale grant. Ted commented that the right thing was done it just wasn't communicated and taking a poll of the board members would have been appreciated. It was brought up that this was not able to be done because of the open meetings law. Marcia was asked to read the email: "The DNR reviewed the small scale grant application and recommended we make the application for a large scale grant instead. This would qualify for a DNR share of \$8000 instead of \$3000, which is in our favor. Because the application has to be in by this Friday, Dave made the decision to move forward with revising to a large scale grant. Needed Board actions will be addressed at the February 22 Board meeting." Ted would like to be able to do more communicating about an issue. Dave explained that we are trying to do this as best we can in keeping the board informed while not making mistakes regarding the open meetings law. Motion to support Dave's action with the DNR in making changes to the grant application and resolution from small scale to large scale (Ted/Peter). Carried unanimously.
9. Aquatic Plant Management/Weed Control (Dave/Marcia): On Friday, 2/21/14, a copy of the DNR permit and permit application was received. Proper notification will be sent to all property owners. The permit application deadline is February 1. Lake and Pond Solutions applies for a 2 acre permit, the minimum acres, to begin with. The process is applying for a permit, the receipt of the permit, the pre-treatment survey, and if there are changes found during the survey then an amendment to the permit is requested designating the different areas. Ted had concerns over the increasing treatment costs over the last few years and if another applicator should be contacted. Pat explained the law requires getting 3 bids and

quoted from People of the Lakes A Guide for Wisconsin Lake Organizations, Chapt. 5 Operating a Lake District: "Whenever a lake district enters into a contract for the performance of any work ... that exceeds \$2,500, contracts for the work must be let through a public bidding process." Discussion followed about having a provider who works well with the DNR. Jeff Thornton, formerly of SEWRPC, currently a consultant, knowledgeable on the topic has given different opinions of considering it professional services or work. It was suggested we get our attorney's opinion first on the distinction between professional services and work. If we do need to get bids, we'll do it for next year (2015) in order not to miss treatment this year. Peter pointed out it is good to follow criteria, but we still may want to pay attention to DNR opinion. Pat has brochures and information regarding providers and could contact other lakes.

10. Drain Report (Dave/Marcia): The status is the same since the 1/18/14 meeting. We are working on getting a site visit for RA Smith, Kessel, and the DNR for an elevation study on the east side of Pleasant Lake Road that is the amendment to the current grant for the west side of Pleasant Lake Road. RA Smith is coordinating the date. Since Pat knows Peter Kessel Dave asked her to approach him and ask him to contact Tim Barbeau at RA Smith. Pat stated that previous comments were never intended to indicate mistrust in or that she thinks she (Marcia) is hiding something. Pat prepared a letter to everyone expressing her concerns and distributed it. After the communications following the last board meeting, she feels inhibited to ask questions. By law information that is requested must be immediately provided. It is important to understand information before making decisions. Pat continued that after reviewing all the information provided, she finds that RA Smith has provided no paperwork to document their recommendation after expenses of over \$7000. There should be written documentation of their recommendations and activities. There has been discussion between a 10 inch and 24 inch size drain which is a 240% increase in size. That increased amount of water onto the Kessel property would be detrimental. There is no report why they recommended it or why the DNR recommended it. The recommendation should be to put in a larger pipe. Ted commented that the RA Smith proposal contains a timeline for doing the tasks and reporting on it. Six of the seven timelines have passed and nothing has been received. Pat commented that 2-1/2 years has passed since the original agreement was signed and 14 months involved in waiting for the grants to go through with another 2 to 3 months to go through. The grant deadline in June 30, (2015). Seven thousand dollars has been spent. We should have something in writing from them stating what has been done. Dave addressed the 10 inch and 24 inch pipe sizes. Considering different pipe sizes is done because you don't know until you ask. Dave had asked RA Smith what other lakes did. Pipe sizes and their drawdown times needed to be figured out. From the reports, Dave's opinion is a 24 inch pipe is too much and the DNR would probably not approve it. Pat commented that having no recommendations, no minutes, no documents, no paperwork from drain meetings with RA Smith and the DNR is highly unusual. Pat is concerned that because Dave's property houses the drain, it is a conflict of interest for him to be involved in the process according to Wisconsin State Statutes 19.59. Pat read from her letter. "There is an issue regarding Ethics for local government officials. As a governing body we are all subject to statutory responsibilities of Ethics. Under Wis. Stat 19.59, Lake District commissioners are subject to ethical standards relating to conflicts of interest. As a

government official Lake District commissioners are prohibited by Wisconsin law from taking any action on which they or immediate family have a substantial financial interest. In order to protect him from conflict of interest Dave Stamm should recuse himself from further involvement described in Wisconsin Statute #19.59." Supporting information was attached to Pat's letter. Pat stated that means Dave cannot ask advice nor make a vote because of his property being a financial interest. Pat stated that it is important that the outcome not be influenced from anyone in the District. Pat discussed the RA Smith proposal from 1988 that's recommendations were the same as now: a concrete drop box leading into the pond with an outlet at Pleasant Lake Road. The related costs at the time were \$15,000. It wasn't done then. This was in their first current proposal in the recommendation of experience. Nothing was done then because the District didn't do anything. RA Smith could have said the recommendation now was the same as 25 years ago. It was questioned that if the recommendations are the same, why we are spending money to re do what was done. It was requested that RA Smith meet with the Board and provide written documents of what they feel is the best solution. Pat explained the issue in the Bay that occurs when the water level is so low there is muck and the issue when the water level is high and can reach the point of over flowing Pleasant Lake Road. The water levels are cyclical. The concern is bringing the water level to the low point and harming the Bay. When the water level is so low it is difficult especially for Bay property owners. Care should be taken not to have the lake drain too fast. The Kessels should be kept informed. We need to be good neighbors. Dave commented that the reason for the elevation study is to determine what is feasible for anything larger than a 10 inch pipe. The effects of larger size pipes on the Kessel property is what is being evaluated to see what the DNR will allow. It cannot adversely affect that property, and we agree. It would not be his intent as long as he is chairman of this board to ruin a neighbor's property for the sake of our lake. Everybody's in consideration here, the whole board and everyone around the lake and our neighbors. Ted commented that in the original RA Smith proposal the cheapest, easiest way to reduce the lake level is to widen the mouth to the Bay. Why not consider that. Peter commented that since he's been on the lake since 1964 and has wonderful feeling about the Bay, there is a balance on the lake. When the lake is high it tears out shorelines costing \$20,000 to \$40,000 for people to fix. The problem in the Bay is when there are too low water levels, not controlled by the drain or control mechanisms, it harms the Bay and effects peoples' abilities to get around in there and enjoy it and feel that their property is not adversely affected. Neither situation is good. Low water levels affect the mouth of the Bay and make entry difficult. His interests are as much in protecting the Bay as in making sure the high costs in breakwater repairs are not incurred. We need to be on the same side doing the same thing whatever the solution is with the pipe. Peter suggested a control mechanism on the drain to enable keeping the water level from reducing if we see a drought situation coming. A balance is needed. High waters lasting 116 days with a 10 inch pipe is about 4 months and is unacceptable and that's if there is not another rain event. Dave commented that when those high water conditions exist for an entire summer it's a problem. Pat commented that the drop box would be beneficial and increase the flow 40 to 60% and be a simple thing that doesn't need major maintenance and be a big improvement. Dave commented it is time to have RA Smith attend the next board meeting to let the whole board hear what their conclusions are, if

any, at that point. Dave commented on his involvement with the drain. His property is on that side of the lake. The drain is sitting on an easement inside his property that is held by the Town of LaGrange. He has as much to gain or not as anybody. It sits in the middle of his property, so if there is any work done his property will be a disaster for a long time. Currently, he does most of the maintenance on the drain which at times is daily. Dave addressed that Pat noted that he shouldn't be involved in the drain. Pat stated the he can be at all the meetings, he can hear what is going on, he cannot recommend, suggest, ask for things to be done or vote on what is. Dave stated he will read Pat's letter. Dave stated that he does not take offense at Pat's comments. He does not want to get in trouble. Peter commented that where the issue involves the inlet of the drain into Dave's property or transversing across his lands, he understands that as an issue. However, he has property along the way that is being flooded also just as we are and from that point of view, that may be a more expensive fix. So, that may not be a conflict of interest. He himself may have a conflict of interest because of not wanting the lake that high and incurring \$40,000 costs. That may be no different a conflict except for Dave's drain access area. He should have the right to speak to the fact for his other property. Pat commented that the conflict has to do with the drain being on his property. Peter commented that we could be losing a very valuable person who has worked very hard regarding the drain situation. Peter's concern is that having him neutralized to the point where he can't vote on something that may be within the parameters of just being somebody who's along the shore rather than the quash that may involve just his property is kind of drawing the line in the sand neutralizes the fact that he is the leader and can vote. If we were to have a drought situation, the people in the Bay would have a conflict of interest because they'd want to have something done. Peter commented that we all have a conflict of interest. We all have property value, value of the lake and value of recreation. Dave commented he will take this under consideration and study it. Bob commented that there should be some mechanism on the drain so the lake district could control how fast the water would drain. Ted commented that the DNR has lake level readings online with the descriptions normal, normal low, low and normal, normal high and high. It should be between normal and normal high. We should ask RA Smith about this. Don pointed out that the dam at Lauderdale Lake is not regulated by the District but by the DNR. How quickly water goes down is a matter of hydraulics. Marcia commented that RA Smith is researching options. At the meeting with the DNR the DNR needed more information on elevations. Whatever options RA Smith proposes must be approved by the DNR. In all the grants one of the options is "or do nothing". They are still researching. Dave commented that we'll have RA Smith at the next board meeting.

11. Goose Control Report (Dave): We have obtained the permit for the round up. We will notify property owners whose properties would be affected to get permission to access their property. They require \$5000 be in the budget. The permit for nest disturbance and egg oiling is in process. Dave and Peter will work on getting volunteers agile enough to do the needed work.
12. 2015 Budget Discussion (Ted): Because there is time before the August annual meeting and because figures may change in the near future, Ted suggested not discussing it at this time but waiting until after the Finance Committee reviews it at their next meeting and presents it to the District at the June meeting.

13. Operating reserves use for unplanned budget item overages (Ted): Marcia reviewed that this was sent to the Finance Committee on 11/2/13. It was not covered at the Finance Committee meeting. At the September 2013 board meeting there was a motion to do this for the weed control and at that time Ted had suggested considering it. Ted suggested sending it back to the Finance Committee for their next meeting and putting it on the agenda for the June District board meeting.
14. Schedule meeting dates for 2014 (Dave): The schedule had been sent to board members. The annual meeting is scheduled for Saturday, August 23, 2014, at Pottawatomie Hills at the Wendat Building. The next meeting is scheduled for Saturday, May 3, 2014 at 9:00 AM. The POA meeting will be at 8:00 AM.
15. Motion to Adjourn at 11:14 AM (Don/Dave). Carried unanimously.

Respectfully submitted,

Marcia M Sahag, Secretary
PLPRD



**Walworth County Board Finance Committee
MEETING MINUTES
Thursday, February 20, 2014**

DRAFT

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

The meeting was called to order by Chair Russell at 9:32 a.m.

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

Others in attendance included:

- County Staff: David Bretl-County Administration/Corporation Counsel; Nicki Andersen, Todd Paprocki-Finance; Linda Seemeyer-Health & Human Services; John Orr-Information Technology; Kevin Brunner-Public Works; Dan Nelson, Amanda Lagle-Sheriff's Office.
- Members of the public: Attorney John Maier, Elkhorn, WI.

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

Approval of minutes of last meeting(s) — January 23, 2014 — **Supervisors Schaefer and Grant moved to approve the meeting minutes; carried 4-0.**

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

Unfinished business — There was no unfinished business.

Consent items — Russell requested that agenda item 8B1 regarding the Sheriff's Office request to donate a surplus golf cart be discussed separately. Grant asked that agenda items 8A3b and 8A3c, budget amendments HS003 and HS004, respectively, also be discussed separately. **Supervisors Schaefer and Grant moved to approve the remainder of the consent items; carried 4-0.**

Budget amendments

2013:

Public Works

- PW006 — Offset vehicle parts, diesel fuel and sodium chloride budget shortfall with additional revenue from general transportation aid
- PW008 — Reallocate 2013 payroll budget

Sheriff's Office

- SH009 — Reconcile year-end compensatory and holiday bank payout accounts for patrol division

2014:

Health & Human Services

- HS002 — Reflect award of additional Children's First Program grant funds
- HS003 — Transfer funds for temporary IT liaison for HHS to assist with current HHS information technology issues and with Echo upgrades and new service implementation — Grant asked if this is a new hire. Seemeyer responded that the IT liaison will be a contracted position. **Supervisors Schaefer and Grant moved to approve budget amendment HS003; carried 4-0.**
- HS004 — Reflect decrease in grant funding for the Basic Community Allocation Youth Aids Contract — Supervisor Grant asked how our services will be affected by the decrease in funding. Seemeyer hopes there will be little effect. **Supervisors Grant and Schaefer moved to approve budget amendment HS004; carried 4-0.**

Surplus Property

- Recommendation to declare a golf cart from Sheriff's Office as surplus and to donate said item to Operation Click It — Russell inquired if the county would have any liability if we donate this item. Bretl asked Deputy Dan Nelson to explain the program. The sheriff's office works with high schools to focus on teen safety and create good driving habits, according to Nelson. Students sign a contract to wear their seat belts, not drink and drive, not ride with someone who was drinking and not be convicted of traffic violations. The C.A.R.T.S. program allows teens to drive specially equipped golf carts on a closed course. Special goggles are worn to simulate the impact of impaired driving. The program currently works with 49 schools but has only 2 golf carts. If the committee approves the donation, Bretl recommended that the motion indicate the item is being donated without any warranties as to fitness and that the county is not responsible for any mechanical defect. **Supervisor Schaefer moved to approve donating the Sheriff's Office surplus golf cart to Operation Click It with the stipulations recommended by County Administrator Bretl. Supervisor Grant seconded the motion, which carried 4-0.**

Reports

- Update on Tax Incremental Financing (TIF) districts
- Report regarding sales and employment tax audits — Andersen said staff are still pulling information together. There is nothing further to report at this time.
- Quarterly Investment Report – 4th Quarter 2014
- Out-of-state Travel
 - Sheriff's Office
 - Jonathan Albrecht, WI Dept. of Justice Statewide Law Enforcement Computer System Research, Salt Lake City, UT
 - Jonathan Albrecht, WI Dept. of Justice Statewide Law Enforcement Computer System Research, Philadelphia, PA

New business

Discussion and possible action regarding financing of Geneva Ridge Senior Housing – 2014 Project — Bretl said the financing proposal was discussed at length months ago. Attorney John Maier explained that a different organization had to be established for the financing. The county's biggest concern last time was whether we would have any exposure guaranteeing the bonds or carrying them on our books, according to Bretl. Those questions were answered to our satisfaction by the project's bond counsel, Quarles & Brady, in the last go-around. A public hearing has to take place in the town, then County Board action will be required in March if we are in agreement with the new financing proposal. Kilkenny said that since a different entity will be the borrower, he would like an opinion from their current bond counsel backing up what we were told earlier. Maier said the borrower last time was Geneva Ridge Senior Housing Foundation, LLC, a 501c3 organization. The borrower will now be Geneva Ridge Senior Housing, a limited partnership. The amount of the bonds went from no more than \$43 million to \$40 million but this is the same project. The County Zoning Agency approved the final site plan at their December 2013 meeting. Maier added that, at this point, the new borrower needs to be run through the process for financing approval with the intent of issuing bonds in mid-April. The county doesn't have any responsibility to repay the bonds and they won't count against the county's debt rating. Chapman and Butler is their bond counsel this time. Kilkenny asked about obtaining a written legal opinion. Bretl agreed that a formal opinion isn't a bad idea but wondered if Geneva Ridge would pay the associated costs. Maier said he would contact Chapman. The county is required to report this transaction with our outstanding balance each year, according to Andersen. We would need confirmation that we can obtain that information from project staff. Russell recommended a memo providing us with contact information for that purpose.

Supervisor Grant moved to approve the financing project on behalf of Geneva Ridge Senior Housing, LP, with the understanding that the project's bond counsel will provide a written memo assuring Walworth County that the County is not liable to repay the bonds and that approval of the project will not have a negative effect on the County's bond rating; further, that failure for said memo to be produced satisfactorily will halt the Board's approval of the financing. Supervisor Schaefer seconded the motion. Russell recommended including language to specify that the County be notified of the project's financials each year to meet the County's reporting requirement for its own annual financial statements. **Supervisors Grant and Schaefer amended the motion pursuant to Supervisor Russell's recommendation. The motion carried 4-0 as amended.**

Ordinance **-03/14 Amending Section 30-286 of the Walworth County Code of Ordinances Relative to Lakeland Health Care Center and Public Works Fees — Andersen said the general rule is that sales tax is in addition to the fee unless you specifically state that the fee is inclusive of the tax. For ease of recordkeeping, public works staff would like rental fees to be a round number so they recommend that fees be inclusive of sales tax. With regard to the Lakeland Health Care Center fee changes, the intermediate and intensive skilled categories are no longer recognized as separate billable units. **Supervisor Schaefer moved to approve the ordinance. Supervisor Kilkenny seconded the motion; carried 4-0.**

Ordinance **-03/14 Amending Sections 30-172 and 30-173 of the Walworth County Code of Ordinances Relating to the Establishment of a Sheriff Restricted Program Special Revenue Fund — Andersen explained that the sheriff has a number of restricted funds intermingled amongst their other accounts which creates extra paperwork throughout the year. Staff recommend establishing a separate restricted fund account for the funds to eliminate a significant amount of paperwork at the sheriff's office. Additionally, a budget will be required to be established for each of these funds. Staff at the sheriff's office are in agreement. **Supervisors Schaefer and Kilkenny moved to approve the ordinance; carried 4-0.**

Discussion and possible action regarding request by Health and Human Services to apply for Perfect Depression Care Learning Community Grant — **Supervisors Kilkenny and Schaefer moved to authorize staff to apply for the grant; carried 4-0.**

Ordinance **-03/14 Amending Section 30-262(f) of the Walworth County Code of Ordinances Relating to Donations of Surplus Property — Andersen explained that this is a clean-up item. The amount for which the Finance Committee was authorized to declare as surplus was previously increased to \$20,000. This portion of the ordinance was inadvertently missed at that time. **Supervisor Schaefer moved to approve the ordinance.** Andersen said donations to outside entities have historically required the committee's approval. Bretl added that departments can declare property valued up to \$2,000 as surplus but we have rules governing how the property is disposed of. **Supervisor Kilkenny seconded the motion; carried 4-0.**

Discussion and possible action regarding Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for Comprehensive Annual Financial Report for Fiscal Year Ended December 31, 2012 — Russell congratulated the finance department. Andersen said this achievement is due to all the work the county departments do. Their cooperation provides finance with information necessary for the annual financial reports. **Supervisors Schaefer and Grant moved to recommend a formal presentation at future County Board meeting. The motion carried 4-0.**

Correspondence — There was no correspondence presented.

Confirmation of next Finance Committee meeting:

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

Adjournment of Finance Committee

Upon motion and second by Supervisors Schaefer and Kilkenny, Chair Russell adjourned the meeting at approximately 9:59 a.m.; carried 4-0.

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

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

Walworth County Health and Human Services Committee
MINUTES

February 19, 2014 Meeting – 1:15 p.m.

Walworth County Board Room
Government Center – Elkhorn, Wisconsin

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

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

Others present – Linda Seemeyer, Director of Health and Human Services; Elizabeth Aldred, Deputy Director of Health and Human Services; Juliet Young, Health and Human Services; David Bretl, County Administrator; Nancy Russell, County Board Chair; Janis Ellefsen, Health and Human Services Manager; Elizabeth Walsh, Health and Human Services Supervisor; Carlo Nevicosi, Health and Human Services Manager

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

There were no agenda withdrawals. **Motion and second by Supervisor Schaefer/ Citizen Representative Wagie-Troemel to approve the agenda. Motion carried 6-0**

The Health and Human Services minutes from the January 22, 2014 meeting were approved. **Motion and second made by Supervisor Schaefer/ Citizen Representative Wagie-Troemel to approve the minutes. Motion carried 6-0.**

Public Comment – There was no public comment.

Unfinished business – There were no items of unfinished business.

New Business –

Pious Resolution – Ms. Seemeyer stated that in a resolution has been drafted to honor Citizen Representative Pious for her years of service to the Health and Human Services Board.

Supervisor Grant asked when did Citizen Representative Pious officially retire. Mr. Bretl stated he would get a copy of her resignation letter to Supervisor Grant. Supervisor Russell made one correction to the resolution.

Motion and second by Supervisors Monroe and Schaefer to recommend this resolution to the County Board. Motion carried 6-0.

New Position Request – Drug Court Clinician – Ms. Seemeyer introduced Carlo Nevicosi, Behavioral Health Manager for Health and Human Services. Mr. Nevicosi gave a brief

background on the Drug Court initiative and stated persons with heroin addiction were not currently being served by the Department.

Supervisor Grant asked about the terms of the grant and what will be done if grant funding ceases. Mr. Nevicosi stated it the grant is currently open ended. He stated that data would be collected to show that this is a successful program. Mr. Nevicosi stated he was also researching additional funding sources.

Citizen Representative Wagie-Troemel asked if the program was going to be strictly for consumers with heroin addiction. Mr. Nevicosi stated that on the onset that the program would be limited to consumers with felony heroin convictions. He stated that there is a potential for the program to expand in the future to help other consumers. Heroin addicts, per Mr. Nevicosi, are a difficult population to treat and this program has both court and medication components.

Citizen Representative Seegers asked about office space for this new position. Mr. Nevicosi stated that current solution is having staff share offices.

Motion and second by Citizen Representative Wagie-Troemel/Supervisor Schaefer to recommend this position request to the Human Resources committee. Motion carried 6-0.

Perfect Depression Care Learning Community Grant – Mr. Nevicosi explained that this grant is to fund expenses for two staff persons to attend training in Michigan. The training will help Department staff deal with consumers who may be suicidal. Mr. Nevicosi explained that the grant does not require any financial commitment from Department but would expect that data be collected.

Citizen Representative Wagie-Troemel asked if the two staff who attending this training would train other Department staff. Mr. Nevicosi stated that they would be asked to conduct a training for staff.

Supervisor Russell stated she supports this item but had a question about costs not covered by this grant. Mr. Nevicosi stated that there is budget available to cover travel costs not included in this grant.

Supervisor Grant asked if there was a current prevention program in place. Mr. Nevicosi stated that the current program is not widespread and this would expand more into the community.

Supervisor Grant asked about following up on suicides. Mr. Nevicosi stated that if there is a suicide on a Department's consumer that interviews are conducted and the consumer's chart is examined. Ms. Aldred added that the Department will talk with schools and other providers to gather information. Mr. Nevicosi stated that the Department offers outreach services to those that who want services them after a suicide.

Citizen Representative Wagie-Troemel asked if the child death review investigates if a minor commits suicide. Ms. Aldred stated that they do investigate.

Motion and second by Citizen Representative Wagie-Troemel/Supervisor Monroe to approve acceptance of this grant. Motion carried 6-0.

Center for Disease Control, Public Health Associate Program – Elizabeth Walsh of the Public Health Department explained this program opportunity and is asking this committee's approval for applying. Ms. Walsh stated this is a great opportunity for the Department, students and the Center for Disease Control (CDC).

Supervisor Grant asked what health issues students would work on. Ms. Walsh stated that they would work on emergency preparedness and coalitions in the first year of the program. In the second year they would work on the injury prevention program.

Supervisor Grant asked about happens with these programs when the internship has ended. Ms. Walsh stated that interns would get the programs up and running and then current staff would maintain the programs.

Supervisor Grant asked if the Department worked with the Sheriff's Department on the emergency operations planning. Ms. Walsh stated that the Department has worked for many years with John Ennis and the Sheriff's Department.

Citizen Representative Seegers asked for clarification on the internship. Ms. Walsh stated that Public Health would mentor the intern and be the onsite supervisor. There would also be a supervisor at the CDC.

Supervisor Grant asked if there were any costs involved. Ms. Walsh stated that the CDC would pay for interns' salary. Supervisor Grant asked about housing costs for interns. Ms. Walsh stated it would be up to the intern to pay for their housing.

Citizen Representative Wagie-Troemel gave her support of this program. Ms. Seemeyer added that it will be a benefit for the federal and state to learn about local programs. Citizen Representative Seegers added that it would be a good recruitment tool and look good on the Department's resume.

Motion and second by Citizen Representatives Wagie-Troemel/Seegers to approve applying for the CDC's Public Health Associate Program. Motion carried 6-0.

Reports –

Income Maintenance Update – Ms. Seemeyer stated enrollment for the Affordable Health Care Act will ending shortly. She stated that 56,446 were enrolled as of the first of February and this was ahead of the goal for this time. Ms. Seemeyer stated she has not received information on how many of these enrollees have paid the premium. She stated that there are approximately 7,000 consumers in Walworth County that will lose their Medical Assistance. About 1,500 have applied through the Marketplace and were told to

get Medical Assistance/BadgerCare. At this time the Department has not seen a lot of foot traffic due to the Marketplace.

The Department is working on a list of current consumers who will be losing their Medical Assistance. Ms. Seemeyer stated that the Department is working with the State to see if the Department can call these consumers and suggest they sign up.

Supervisor Grant stated that having the Department pay the premium for consumers would be a slippery slope.

Citizen Representative Wagie-Troemel stated the Department should call and also provide transportation to the Marketplace health fairs. Ms. Seemeyer stated that there are also issues with consumers who do not have email addresses and is working with IT to come up with a solution.

Correspondence –

Referral and possible action on correspondence received by the County Board from the following: Correspondence from Jeffrey Karbash in regard to his opposition of Walworth County taking over health inspections from the State of Wisconsin; Correspondence from Supervisor Joe Schaefer in regard to his opposition of Walworth County taking over health inspections from the State of Wisconsin; Correspondence from Supervisor Jerry Grant in regard to health inspections; Correspondence from Dave Hills in regard to his opposition of Walworth County taking over health inspections from the State of Wisconsin; Correspondence from Ronnie and Stephanie Mikrut in regard to their opposition of Walworth County taking over health inspections from the State of Wisconsin

Ms. Seemeyer stated all of these correspondences were in regards to public hearing that will be held at next month's meeting. She added that there were some inaccurate facts in some of the correspondence.

Supervisor Russell stated that she forwarded an email she received on this topic to Ms. Seemeyer. Ms. Seemeyer stated that it would be included in next month's packet.

Supervisor Schaefer asked if this committee will respond to comments from the public at the hearing. Supervisor Grant stated that the person will testify and that the committee members can ask questions but not provide comment.

Announcements –

Citizen Representative Wagie-Troemel announced that the Children's Advocacy Center (CAC) opened a medical program in January and that they now offer trauma therapy.

Supervisor Grant asked if everything was going well at the CAC. Citizen Representative Wagie-Troemel stated that everything was fine.

Next Meeting Date – The next meeting is scheduled for March 19, 2014 at tentatively 1:15 p.m. following the Lakeland Health Care Board of Trustees meeting.

Adjournment – On motion and second by Citizen Representative Wagie-Troemel/Supervisor Monroe Chair Grant adjourned the Health and Human Services meeting at approximately 1:54. Motion carried 6-0.

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

Walworth County Human Resources Committee

MINUTES

February 19, 2014 – 3:00 p.m.

County Board Room 114 – Government Center
Elkhorn, Wisconsin

The meeting was called to order at 3:00 p.m.

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

Others present – Supervisor Nancy Russell; David Bretl, County Administrator; Nicki Andersen, Deputy County Administrator – Finance; Dale Wilson, Payroll/Benefits Manager, Linda Seemeyer, HHS Director; Elizabeth Aldred, Deputy Director, HHS; Carlo Nevicosi, HS Manager – Behavior Health Services; Sheila Reiff, Clerk of Circuit Court/Register in Probate; Kimberly Bushey, County Clerk; John Orr, Director of Information Technology; David Graves, Sheriff; Tom Miller, Chief Deputy Coroner.

Agenda withdrawals, if any – none

Agenda approval **Motion by Grant/Monroe to approve agenda. Motion carried 5-0.**

Approval of minutes of January 22, 2014 **on Grant/Monroe motion. Motion carried 5-0.**

Public Comment period – none.

Unfinished Business

Discussion and possible action regarding an amendment to Chapter 15, section 15-802 of the County Code relating to ethical standards for employees. Bretl reviewed history of amendment and said he did not receive feedback from department heads either way. Bretl affirmed the language is from the state statues and does not believe this has been a problem in the County. Brandl recognized Russell who asked that under part II, item b the word substantial be removed. Her position is that no one should receive anything of any value. If the Committee wishes to leave it in she would like substantial defined in the ordinance. **Motion by Grant/Monroe to approve amendment with substantial to be removed under part II, item b. Motion carried 5-0.**

Discussion and possible action regarding Resolution Setting Salaries for the Clerk of Courts, Sheriff and Coroner for 2015-2018. Bretl informed the committee of the Executive committee's recommendation to remove the position of coroner and replace with a medical examiner. Bretl recommends taking one position at a time. Bretl reminded the committee not to consider the person who is in the position, but the job duties. Brandl asked Reiff to address the committee. Reiff stated she has taken on extra duties and so the comparison to other counties may not be accurate. Reiff mentioned in other counties judges are very involved in the budget process. The Committee discussed various percentages for each year and the wages paid in other counties. Brandl recognized Russell. Russell spoke on the importance of this position as it provides support for the judges and enables the courts to run as they should. Russell feels the economy will heat up in the next four

years and she would support a 2 percent increase per year. **Motion by Grant/Monroe to set the salary for the Clerk of Courts for 2015 at a 2% increase (\$76,369.00), 2016 at a 2% increase (\$77,896.00), 2017 at a 2% increase (\$79,454.00) and for 2018 a 2% increase (\$81,043.00). Increases will become effective the first Monday of January each year. Motion carried 3-2. Supervisors Brandl and Redenius opposed.**

Bretl said any discussion regarding salary for the Sheriff is complicated by the Undersheriff's pay range. Wilson distributed a memo from Bretl regarding Sheriff Compensation. In the memo Bretl's conclusions were that the Sheriff's office doesn't fit the mold of the pay plan. Also paying the Sheriff \$107,000 per year, given the responsibilities of the office, is not unreasonable and the Undersheriff position may merit scrutiny in the future. Sheriff Graves was recognized by Chair Brandl. Graves is not complaining in regard to salary but the buck does stop with the Sheriff. Graves said the time is now to address this issue otherwise it will be another 4 years. Brandl asked if Rock and Walworth counties were organized similarly. Graves said most counties are pretty much the same, but some positions have different names. Graves explained the undersheriff has additional benefits including uniform allowance, ability to earn over time, educational allowance and a county-purchased tactical vest. Bretl reminded the committee that anyone can run for the office of Sheriff if they are over 18 and not a felon. Graves mentioned past practice in Walworth County has been that the undersheriff runs for Sheriff if the job is open. The position of undersheriff is appointed by the Sheriff within ten days of taking office with the thought process being that the undersheriff would succeed if something would happen to Sheriff. Grant questioned if there was a way to structure so the Sheriff is qualified. Graves answered that a recent court decision ruled that only wages can be set. Graves said at the time he interviewed for undersheriff he interviewed 8 or 9 people. The qualifications he was looking for was budget and public safety knowledge along with ability and education. Brandl recognized Russell. Russell said she can't see anyone running for office and taking a cut in pay. Her hope is the current undersheriff would seek election. Russell is happy with the cooperation received from the Sheriff, Undersheriff, and the whole department and says Walworth County is a model for other counties. **Motion by Grant/Brellenthin to set the salary for the Sheriff at \$107,000.00 for 2015, a 1% increase in 2016(\$108,070.00), a 1% increase in 2017(\$109,151.00), and a 1% increase in 2018(\$110,242.00). Increases will become effective the first Monday of January each year. Motion carried 5-0.**

Bretl directed the committee's attention to the data included in the packet and that it indicates a mixed practice in regard to coroner vs medical examiner. In regard to leasing a vehicle for the coroner, Bretl had no recommendation. Bretl would not recommend a full time position, he would like to see it a 3/4 position. Miller was recognized and spoke regarding other county practices, he informed the committee Jefferson County gets paid per call. Brandl asked if position could be 2/3 at \$55,000.00 and then a raise each year. Bretl reminded the committee that the Executive Committee is considering eliminating the position of coroner and establishing a position of medical examiner. **Motion by Monroe/Grant to set the Coroner salary at \$55,000.00 with a 2% increase for each year of the term. Coroner to be considered 2/3 position. Motion carried 5-0.**

New Business

Discussion and possible action regarding amendment to Section 15-17 of the Walworth County Code of Ordinances to Create a Drug Court Clinician in the Health and Human Services Department. Bretl introduced Carlo Nevicosi, Manager for Behavior Health Services at HHS. Nevicosi informed the committee that this position request was approved at the Health and Human Services Committee meeting earlier this afternoon. Carlo believes this position has the promise to reduce repeat offenders and will be targeting heroin problems. Bretl mentioned that evidence shows that in house treatment leads to better results, but if the grant goes away he would like to revisit the position. Brandl said he is in agreement with Bretl regarding grant

funding. **Motion by Grant/Brellenthin to approve position, contingent upon in the event grant funding for this position ends, the Health and Human Services Director will notify the County Board to evaluate continuing or terminating the position. Motion passed 5-0.**

Discussion and possible action regarding amending section 15-572 of the Walworth County Code of Ordinances Relating to Supplemental Pay for Worker's Compensation. Bretl explained that with the approval of the Sheriff Deputy Contract the change will align the ordinance with the Sheriff's Deputy Contract language. Wilson said that when employees are off due to a work injury they are "made whole" while on Workman's Compensation by the County paying any difference between the regular pay and the amount Workman's Compensation pays. This amendment will limit the supplemental pay to one year. **Motion by Grant/Brellenthin to approve. Motion carried 5-0.**

Discussion and possible action regarding amending section 15-333 of the Walworth County Code of Ordinances Relating to Lateral Transfers. Wilson said this amendment will clean up language to be consistent with current practice. **Motion by Brellenthin/Redenius to approve amendment. Motion carried 5-0.**

Discussion and possible action regarding correspondence from WCA Services Inc. in regard to an exclusive member discount for long-term care insurance. Bretl would like to place this item on file to allow time for Dale Wilson to settle in at Human Resources and then to investigate this offer. **Motion by Monroe/Grant to place on file. Motion carried 5-0.**

Discussion and possible action regarding a reorganization of IT Department. Bretl explained that John Orr, Information Technology Director, would like to make some adjustments in his department and is available for any questions. Bretl said he is supportive of the plan. Orr's department has downsized but has found out extra support is needed with the increasing software needs of county departments. The department also has one employee out for an extended medical leave and another employee left Walworth County employment. Orr explained the reorganization. Orr would like to reclassify one of the two Senior IT Support Specialists to a Desktop Lead/Server Specialist and he would like to promote from within the department and this would have a fiscal impact of \$5,054.00 in 2014. The second move is the vacant position of Network Engineer to be reclassified to a third Desktop Lead/Server Specialist. The reclassification would give the department the ability to cross-train personnel in the critical components of computer infrastructure. This would result in a savings of \$51,505.00 in 2014. The vacant position of Computer Operator would be reclassified to an Account Clerk IV, with a fiscal savings of \$21,928 in 2014. The last restructured position would be a new position of Senior IT Architect; in addition to the responsibility of infrastructure support this position would become supervisory. Orr is requesting to move the position to pay grade HH. Orr believes the higher pay range is necessary to recruit highly technical individuals with both the necessary skill sets and supervisory experience. At the current time Orr is the only supervisor in the department. The Senior IT Architect would result in a savings of \$16,654.00. Total cost savings for the reorganization are estimated to be \$85,033.00 for 2014 as a result of the vacancies in the Network Engineer and Computer Operator positions from January through March. Orr is also requesting approval to begin recruitment for the positions while waiting for final County Board approval of the ordinance changes. **Motion by Grant/Redenius to approve amendment and for approval to begin recruitment. Positions cannot be hired until County Board approval is received. Motion carried 5-0. Amendment to motion by Grant/Redenius that the 2015 savings be included on the fiscal note. Motion carried 5-0.**

The committee convened in closed session pursuant to the exemption contained in Section 19.85(1)(g) of the Wisconsin Statutes, for the purpose of conferring with legal counsel for the government 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 likely to become involved. In closed session, the committee will discuss the following item: Discussion concerning potential severance agreements with two former county employees.

Department Chair Brandl read the closed session language. Grant/Brellenthin moved and seconded going into closed session. All members voted "aye" to convene in closed session at 4:35 p.m. to discuss the following topic(s) pursuant to the exemption contained in Section 19.85(1)(g) of the Wisconsin Statutes, for the purpose of conferring with legal counsel for the government 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 likely to become involved.

At 5:16 p.m. on motion by Monroe/Brellenthin, the committee reconvened in open session. Motion carried 5-0. Motion by Grant/Monroe to proceed as discussed in the closed session. Motion carried 5-0.

Reports/announcements by Chairperson - none

The next regular meeting of the Human Resources Committee was confirmed for March 19, 2014 at 3:00 p.m.

Adjournment. On motion and second by Grant/Redenius meeting was adjourned at 5:18 p.m.

Submitted by Vicki L. Price. Meeting minutes are not considered final until approved by the committee at the next regularly scheduled meeting.

Walworth County Lakeland Health Care Center
Board of Trustees
MINUTES
February 19, 2014 meeting 1:00 PM

Walworth County Meeting Room 111
Government Center – Elkhorn, Wisconsin

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

Roll Call - Committee member present included Chair Jerry Grant, Vice Chair Tim Brellenthin, Ken Monroe and Joe Schaefer.

County staff present – Bernadette Janiszewski, Nursing Home Administrator; David Bretl, County Administrator, Juliet Young, Health and Human Services; Sandy Wagie-Troemel, Health and Human Citizen Representative; James Seegers, Health and Human Services Representative.

County Board present - Nancy Russell, County Board Chair.

Public in attendance - none

There were no agenda withdrawals. **Supervisors Brellenthin and Monroe moved approval of the agenda. The motion carried 4-0.**

The Lakeland Health Care Center Board of Trustees **minutes of January 22, 2014 were approved on motion and second by Schaefer and Brellenthin. The motion carried 4-0.**

Public Comment – None

New Business

- a) 2013 4th Quarter Resident Satisfaction Survey Results – Janiszewski stated the 2013 financial report is not completed at this time, but should be ready by next meeting. Janiszewski reviewed the 4th Quarter Resident Survey with the committee. 117 surveys were sent out with 20 returned. One of the stronger complaints was regarding meal variety. Janiszewski checked and every day there are two main choices, with 17 a la carte items. Janiszewski stated the results of the survey are shared with staff. Another complaint was regarding transportation, Janiszewski said she felt this complaint was in regard to dialysis transportation. She believes with the new contract with VIP services that includes Saturday this complaint will be addressed. Regarding call light response times, staff is working on improvements and has reduced time by 30 seconds; current response time is 4 minutes. The State goal is 3 minutes or less. Staff adjustments will be made with heavier need individuals receiving additional staff. Brellenthin asked how call time is calculated; Janiszewski stated the pager system is tied into the computer system. The concern regarding WIFI, Janiszewski is working with IT to solve issues of conductivity.

Grant inquired if the resident with food concerns had been contacted, Janiszewski confirmed. Grant inquired about the complaint of lost slacks, Janiszewski stated for efficiency in the laundry they try to have large loads and to keep the laundry sorted by units. In the past, items are usually found later having been misplaced.

b) Reports

- a) Administrator's Report and Financial Update – Janiszewski noted the Medicaid census seems low, 8 people are private paid and this will be changing soon.

Announcements

- a) Upcoming Events – The golf outing will be moving from October to August 9, the hope is for great weather. This is a substantial fund raiser for the center and the Golf Outing Committee is thinking of adding a band to attract additional participation. Grant asked the Committee to consider attendance even if they are bad golfers.
- b) Computer Conversation – The computer conversion began in October, the conversion is free, and there are costs involved in training on the system. The update will save time and should help staff as they become familiar with it. Between the State survey team arriving last week and the conversion, staff has been a little stressed. The State survey team finished this morning.

The Lakeland Health Care Center committee meeting date was confirmed for March 19, 2014 at 1:00 p.m.

Adjournment – On motion and second by Supervisors Monroe/Brellenthin, Chairman Grant adjourned the meeting at 1:11 p.m.

Submitted by Vicki L. Price. Meeting minutes are not considered final until approved by the committee at the next regularly scheduled meeting

County Board Executive Committee
Monday, February 17, 2014 - 10:00 AM
County Board Room 114 - Walworth County Government Center
100 W. Walworth St., Elkhorn, Wisconsin

Chairman Weber called the meeting to order at 10 AM. A quorum of members was in attendance, including Chairman Weber, Vice Chairman Kilkenny and Supervisors Brandl and Russell. Others in attendance included Supervisor Brellenthin; County Administrator Bretl; Sheriff Graves; Chief Deputy Coroner Tom Miller; Jail Administrator John Delaney; Deputy County Administrator of Finance Nicole Andersen; County Clerk Bushey; and, William Schmidt, citizen and claimant.

Agenda approval was moved and seconded by Brandl and Russell and carried 4- 0. The January 20, 2014 executive committee minutes were approved 4 - 0 on motion and second by Brandl and Russell.

There was no comment made during the public comment period.

Ongoing/unfinished business.

Discussion regarding the positions of coroner and medical examiner (M.E.). An M.E. is appointed; a coroner is elected. Once the election process begins and papers are filed to run for coroner, the board can't change the position. Walworth County utilizes the services of a pathologist for autopsies. Current law doesn't specify any particular requirements an individual must fulfill to hold the office of coroner or to be appointed as medical examiner. Bretl said he was contacted by Waukesha County, which is interested in some type of collaboration concerning medical examiner services. Dr. Molot has worked with Walworth County for many years. He was John Griebel's friend and has demonstrated commitment to the job. Supervisor Russell stated she thinks an M.E. would be in the county's best interest, and suggested the committee recommend that option. Weber said he needed to better understand what would be involved in transitioning the office from an elected coroner to an appointed M.E. The current coroner term ends January 2015. If some type of cooperative agreement with Waukesha County included more than medical examiner services, it might scale down the scope of what Walworth County needed. Advantages of establishing a medical examiner position include ability of the board to establish qualifications and select the employee. Chief Deputy Coroner Tom Miller said coroners and M.E.s have the same duties, and indicated Waukesha autopsies are \$400 to \$500 more than those performed at Aurora Lakeland Medical Center in Elkhorn. There were 1,343 coroner cases in 2013; thus far in 2014, there have been 167. Brandl asked if the county established a medical examiner position what the office/space requirements would be. Bretl said with either position costs will likely increase. Griebel's position was half-time, but he handled a lot of work from home that was not charged to the county. Partnering with a larger county might result in a different level of service than what some are accustomed to. Kilkenny agreed the county would have greater control concerning qualifications with an M.E. position. Removal of a medical examiner, if problems occur, is easier than recalling an elected coroner. Miller said the state is proposing to revise qualifications for coroners with respect to continuing education (AB 530). Graves said Miller and the two deputies working with him are skilled death investigators. He also stated his preference for keeping the elected position. Knowing the scope of Waukesha's interest in collaboration will help, said Bretl. The first step, in March, would be for the board to abolish the coroner position and establish the position of medical examiner, he said. Within a couple of months, we'd need to get a response from

Waukesha about its proposal. By mid-summer, July at latest, a job description should be written and ready to go in January with posting the ME position and interviewing candidates. Bretl said Dr. Molot's future should also be considered; he's had a long period of service with the county and has been a valuable asset. Miller said he thought Molot intended to work through the end of 2014. Bretl stated he doubted we'll be fortunate to find another doctor like Molot, willing to perform autopsies in Elkhorn, versus Waukesha or Milwaukee. Kilkenny stated his preference for an appointed ME position. With four-year terms, the pay scale must be recommended for four years, another reason Russell said she strongly favors an ME position. Walworth County has been fortunate to have quality elected officials, said Bretl, and whatever we do, it is going to cost more than in years past. The goal, no matter what position, is getting a quality person that has the county's best interest in mind. Brandl expressed concern as to whether the timeframe was too tight and status quo should remain for one more four-year term. Weber said it seemed that with examples of other communities' success stories and our staff, converting to a medical examiner position, while fast and challenging, was doable. The next elected coroner might decide to change how the office operates; there's no guarantee of someone doing a certain percentage of the work, as in the past. Kilkenny said he didn't really understand the political nature of why the public should elect a county coroner. He felt it should be someone with certain, specific qualifications established by the board. **Russell moved to recommend creating the position of appointed medical examiner (to begin when the current coroner term ends) and Bretl preparing the appropriate amendments for consideration by the county board in March. Kilkenny seconded the motion, including Bretl drafting the ordinance relating to transitioning from a coroner to a medical examiner. The motion carried 4 - 0.**

Appointments. Kim Savage and Andrew Dammeir were nominated by Mr. Bretl for appointment to the Walworth County Workforce Development Board. Chairman Weber said Savage resides in Mequon. The Southeastern WDB (formerly tri-county WDB) makes decisions concerning funding and services involving Gateway Technical College, WCEDA and the Job Service. Supervisor Russell said Ms. Savage, as an out-of-county resident, would not vote on issues relating to Walworth County. **Brandl/Russell moved recommending both appointments; motion carried 4 - 0.**

Consent items. County Board Chair Russell's expense claim in the amount of \$63.84 was approved 3 - 0 on motion and second by Kilkenny and Brandl (Russell abstained). Supervisor Stacey's claim in the amount of \$19.04 was approved 4 - 0 on motion and second by Kilkenny and Russell.

New business

Department of Corrections 2013 report of Walworth County Jail Inspection. In the past, there were issues with the communications system (digital radio); this was addressed. Mental health staffing was increased. Victim notification was put in place. A privacy partition was installed in the male cell block. The building is physically sound. Staff is currently working through issues with the camera system; some cameras are 17-18 years old. Inmates who work in the jail are permitted to use knives; knives are now tethered to the food preparation table. Laptops are now used to review inmate medical records; this is more efficient, especially when transferring inmates to other facilities because of the volume of medical records. Overall, the inspection

result was positive. Suggestions on pages 6-7 will be followed through (Russell asked about "hot lockers" and having reports signed off). Jail Administrator Delaney said the hot locker issue had been addressed.

Brown County Resolution In Support of Changes to the State Statutes Regarding Protective Occupation Participant Status of County Correction Officers. Graves said approximately three years ago, the county board voted not to afford protective status to correctional officers. Protected status provides greater wages/benefits and the ability to retire younger. It is also an additional county expense. He believes correctional officers *deserve* to be in protected services status; however, he opposes any change because it would be too costly. State law now allows counties to afford protected status to correctional officers. Walworth County jail capacity is 512 inmates and we currently have 272 inmates. Alternative programs are helping to keep people out of the jail. There are currently 69 on electronic monitoring; last year around this time there were 100. Population trends affect this, with an influx of inmates in February each year. It seems to be seasonally cyclical, said Delaney. Jail population fluctuates in other counties, as well, said Graves. Violations of e-monitoring range from 3% to 5%. Kilkenny commented on the importance of evidence-based results guiding the sheriff's jail policies and practices. E-monitoring has been a real asset in the Huber program, keeping people out of the jail facility and resulting in less over-crowding and reduced cost to taxpayers. **Kilkenny and Brandl moved and seconded accepting the 2013 DOC jail inspection report and placing on file the Brown County resolution; motion carried 4 - 0.**

Resolution Recognizing UW-Whitewater Warhawks Football Team on the Occasion of Their Fifth Division III National Championship. Brandl and Kilkenny moved support; the motion carried 4 - 0. As in past, the Whitewater coach and team will be asked their preference in regard to attending a board meeting or having Supervisor Jerry Grant presenting the resolution to them in Whitewater.

2014-2016 County Board & committee meeting times. Bretl said a time and day for LHCC Board meetings needs to be established; fifteen minutes has been inadequate. Secondly, Bretl asked whether supervisors wanted to consider daytime county board meetings in winter. At least twice annually, there is discussion and consideration of postponing a meeting because of weather concerns. Originally, the argument was that night meetings are more convenient for the public. All meetings are now live-streamed on the web. Some may have a preference for driving to meetings during the day versus at night. Kilkenny stated that 6 PM allows supervisors who work to attend without having to make special arrangements. Either way, it doesn't affect him, personally, he said. Weber said availability of candidates who can fit meeting times into their work schedule can be an issue; he thinks the current schedule is working well. Bretl said staff support can be provided no matter when meetings are held. Russell and Weber suggested the possibility of 11 AM on Wednesday for the LHCC Board meeting. Kim Bushey and Supervisor Brellenthin were asked for their input. Brellenthin suggested daytime board meetings might restrict the number of potential county board supervisor candidates. Bushey didn't think either evening or morning would affect the clerk's duties as long as sensitivity to elections and board of canvass needs continued. Brandl said candidates who want to serve will make the schedule work, no matter what time meetings are held; he stated he doesn't have a personal preference. Committee meetings are currently held primarily during the day. Russell thinks November is

safe as far as snow events; she suggested considering daytime board meetings from December through March on a trial basis. In past years, the next year calendar has been approved at the March or April board meeting. Bretl said Finance staff needed to review the budget calendar. December through March daytime board meetings could be considered for a recommendation at both March executive and finance committee meetings, and then voted on in April by the board. Russell thought 2 PM might work for board meetings during the months of shortest daylight hours, when it gets dark as early as 4 PM. Stacking meetings can place a burden on supervisors and staff who are waiting for the next meeting. Bretl suggested 1 PM for LHCC, and later times for HR and CDEB, as well. Russell said Tracy Moate hopes to keep CDEB at 5 PM. A possible 11:30 AM or 12 noon LHCC Board meeting was discussed; however, some thought early morning could be counter-productive considering the time it takes to clear roads following storms. Various possibilities and potential conflicts were discussed that would accommodate most and minimize schedule disruptions. Wednesday afternoons have been the only problem time during committee meetings. Work load has caused HR meetings to be lengthy. Brellenthin suggested 1 PM for LHCC, 1:45 or 2 PM for HHS, moving HR to 3:30 PM, and keeping CDEB at 5 PM. An hour and a half for HR committee seemed ambitious, but CDEB agendas have few items and meetings are typically short. Russell thought setting each meeting closer than two hours apart would make the schedule too tight. Members agreed on 1 PM for the LHCC Board, 2 PM for the HHS Board, 3:30 PM for the HR committee and 5:30 PM for CDEB. Recommending a revised meeting schedule by April would be helpful so that those elected have a reasonable expectation of time commitment. Bretl said a new schedule could be tried as a pilot and changed if it doesn't work. **Russell and Brandl moved and seconded Bretl drafting an ordinance amendment with the proposed revised meeting times for consideration at the March 11 board meeting; motion carried 4 - 0.**

Ordinance amending Chapter 2 of the Walworth County Code of Ordinances relating to standing committees of the county board. With adoption of the 2014 county budget, the nursing home now operates independently of the Health and Human Services department. Bretl explained that separating the HHS Board and Lakeland Health Care Center Board and their duties is consistent with that change. Members of the two committees would be the same, as they have been. **Kilkenny moved and Brandl seconded amending Chapter 2 consistent with the change; motion carried 4 - 0.**

Ordinance amending Chapter 2 of the Walworth County Code of Ordinances relating to Ag-Extension Education committee appointment terms. Bretl explained that terms were not specified when individuals were appointed to serve as citizen members of the Ag-Extension Education committee following dissolution of the Community Partner Advisory Group (CPAG). **On motion and second by Kilkenny and Russell, the committee voted 4 - 0 to recommend two-year terms and forward an ordinance amendment to the board for consideration on March 11.**

Chairman Weber did not have any announcements or reports. The next executive committee meeting date was confirmed for March 17, 2014 at 10 AM.

Claims and litigation. William Schmidt was in attendance. Mr. Bretl invited him to offer any remarks as part of public comment (agenda item no. 6). **Kilkenny moved to re-open public**

comment. Motion was seconded by Brandl and carried 4 - 0. Schmidt stated he purchased the property nine years ago and subsequently learned it was owned by the State of Wisconsin. The state feels the county is responsible for selling (quit claim deed) a property it didn't own. Highway work at Schmidt's property stopped in November 2013. On motion and second by Kilkenny and Brandl and a roll call vote, all members voted "aye" to convene in closed session pursuant to the exemption contained in Section 19.85 (1) (g) of the Wisconsin Statutes, "conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved," relative to the items listed below. Mr. Schmidt left the room.

- a) Summons and Complaint – McHenry Savings Bank, Plaintiff, vs. Patrick D. Arnold, Hollis A. Arnold, Wisconsin Department of Workforce Development, Wisconsin Department of Revenue, Timber Ridge Lodge Condominium Association, Inc., United States of America Department of Internal Revenue Service, United States of America Eastern District of Wisconsin, Michael D. Blair, X-Pert Drywall, LLC, County of Walworth, and Stafford Rosenbaum LLP, Defendants (14CV00027)
- b) Summons and Complaint – McHenry Savings Bank, Plaintiff, vs. Patrick D. Arnold, Hollis A. Arnold, Wisconsin Department of Workforce Development, Wisconsin Department of Revenue, Cove Condominium Association, Inc., a/k/a The Cove of Lake Geneva Condominium Owners Association, United States of America Department of Internal Revenue Service, United States of America Eastern District of Wisconsin, Michael D. Blair, X-Pert Drywall, LLC, County of Walworth, and Stafford Rosenbaum LLP, Defendants (14CV00028)
- c) Notice of Appearance and Claim for Surplus received from Cove Condominium Association, Inc. a/k/a The Cove of Lake Geneva Condominium Owners Association in regard to McHenry Savings Bank, Plaintiff, v. Patrick D. Arnold, et al., Defendants
- d) Claim received from Mr. William Schmidt in regard to Lot 1 Block 17 Sunset Hills
- e) Claim of Steven Spangler

Brandl and Kilkenny moved and seconded reconvening in open session. Brandl and Russell moved and seconded holding items a, b and c; holding item 'd' and agendaizing for a recommendation at March 11 executive committee meeting and county board meeting; staff to follow through on item 'e' as discussed in closed session. Motion carried 4 – 0.

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

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



WHITEWATER-RICE LAKES MANAGEMENT DISTRICT

P.O. Box 301
Whitewater, WI 53190



MINUTES

February 13th, 2014

The February 13th, 2014 Whitewater/Rice Lakes Management District board meeting was called to order by Chairman Rich Charts at 6:01PM. Board members present were Ernie Roy, Chuck Chamberlain, Larry Brady, Jerry Grant Walworth County Representative, and Norm Prusener Town of Whitewater Representative.

Absent: Brad Corson

Standing Teams Absent: Tom Potrykus, Dave Clevon

Guest Present: None

Clerk Present: Susie Speerbrecher

ADMINISTRATIVE

The agenda was accepted as presented by a motion from Jerry and seconded by Larry. Motion Carried. The equipment resolution will be addressed under the equipment report.

The January 9th, 2014 minutes were accepted as presented by a motion from Ernie and seconded by Jerry. Motion Carried.

PUBLIC INPUT – None

COMMISSIONER REPORTS

Secretary – No Correspondence

Finance – In Brad's absence Rich reported there were no January expenses. February expenses were checks to Southern Lakes Newspapers, Confertel and Susie. No handout was available at the time of the meeting.

Weed – Larry reported his weed harvesting report had been completed and a revision of the total loads removed from the lakes was sent to Andrew Notbohm of the DNR. He also reported that Brad will discuss the labor rate in question with Jeff over the next coming weekend.

Chemical – Ernie reported that the date RFP's for chemical spraying needed to be received was published wrong in the paper. Ernie and Rich will go to the post office the morning of February 15th, 2014 to pick up any RFP's that were submitted. Jerry motioned if there no replies were submitted a phone call would have to be made asking for a RFP. If two or more bids were received they will be reviewed by three board members and the accepted bid will not exceed the approved budget.

Motion seconded by Ernie. Motion Carried. Ernie also reported the Minneiska Ski Team will again take on the project of posting the chemical signs on the property of lake owners.

Bog – No report

Equipment - Chuck reported he is working on the applying for an Equipment Grant which needs to be submitted by June 1st, 2014. A number of documents will need to be submitted with the application including an equipment resolution and a copy of the weed harvesting plan. The resolution will be discussed further under New Business on the March 13th, 2014 agenda. He also will be contacting the Town of Richmond, Town of Whitewater, and Walworth County when applying for this grant.

REPORTS OF STANDING TEAMS

Fish – Rich reported he forwarded a note from Lion Eydie Strand regarding fisherman's comments from then Fish-er-ree to Tom Potyrkus.

Wildlife Management – No report

Audit – No report

Safety – Larry has set up a boater's safety class for May 17th and 18th, 2014 to be held at the Town Hall.

Water Quality – No formal report.

OLD BUSINESS

Discussion of Chemical Bids covered under the chemical report. No review of the 2014 contracts was conducted.

NEW BUSINESS

Rich announced the annual Wisconsin Lakes conference in Green Bay will be April 24th – 26th and encouraged board members to attend.

The spring newsletter will be addressed at the March meeting.

Ernie motioned to adjourn the meeting. Seconded by Larry. Motion Carried. Meeting adjourned at 6:56 PM.

Next meeting March 13, 2014 at 6 PM.

Respectfully submitted

Susie Speerbrecher, Clerk

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

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

February 11, 2014

1:30 p.m.

CALL TO ORDER

The Regular meeting was called to order at 1:33 p.m. by Commissioner Logterman.

ROLL CALL

Commissioner Hensch, yes; Commissioner Henriott, was not in attendance; Commissioner Logterman, yes; Commissioner Shortenhaus, yes; Commissioner Eck, yes by conference call.

Others present:

Brad Huza, Administrator
Cindy Moehling, Assistant Administrator
Jennifer Jackson, Administrative Assistant
Timothy Fenner, Axley Brynelson
Thomas Johnson, Collection System Service Manager
Steve Scheff, Maintenance Manager
Ron Altmann, Operations Manager
Ray Seitz, DLSD
James DeLuca, DLSD
Jim Smith, Applied Technologies

VISITOR COMMENTS/PUBLIC COMMUNICATIONS/OTHER BUSINESS

None

APPROVAL OF MINUTES OF January 14, 2014

Commissioner Shortenhaus made a motion to approve the minutes of the regular Commission meeting of January 14, 2014 as presented. Commissioner Hensch seconded and the motion unanimously passed.

ADMINISTRATOR'S MONTHLY REPORT

Administrator Huza reviewed and summarized the Administrator's Monthly Report for February, 2014

PERMIT COMPLIANCE UPDATE

The wastewater facility met all Permit requirements for the month of January, 2014.

UPCOMING TRAINING

Staff will complete its CPR/First Aid certification in February. Paul Wilson will be attending the Southeast Region of WWOA in Milwaukee on February 20th.

BUDGET AND FINANCE

No final numbers for December 2013 or January 2014 are available at this time.

VALIDATION TESTING

As discussed last month, Staff has been in the process of testing the communities for a 30 day period and comparing those test results with the test results obtained for the scheduled seven day test as a means of validating the present day testing procedure. The validation testing has been completed and a portion of the data has been analyzed. The data indicates that the use of a seven day test is representative of a 30 day analysis. Staff will be preparing a complete report on the results of the testing.

RECEIPTS AND DISBURSEMENT REPORT

Commissioner Eck made a motion to accept the Receipts and Disbursements Report for the month of January, 2014 as presented. Commissioner Shortenhaus seconded and the motion unanimously passed.

ACCOUNTS PAYABLE LISTING

After review, Commissioner Hensch made a motion to approve the Accounts Payable listing for February 11, 2014 in the amount of \$108,341.06. Commissioner Shortenhaus seconded and the motion unanimously passed.

OLD BUSINESS

Commissioner Logterman stated that there were no Old Business items on the agenda.

NEW BUSINESS

- a) **DLSD Flow Measurement Agreement** – After discussion Commissioner Logterman asked Administrator Huza and Mr. Fenner to finalize the draft of the DLSD Flow Measurement Agreement and submit to DLSD for review. Once the agreement is acceptable to all parties involved then it should be presented to the commission at the next available meeting.
- b) **Status Update – Local 2171 – Wisconsin Council 40 AFSCME** – Administrator Huza explained that the bargaining union at WalCoMet choose not to vote which resulted in decertification of the bargaining union. Administrator Huza further explained the wage grades at WalCoMet were part of the bargaining union contract. Administrator Huza suggested adopting wage grades similar to what were in the bargaining union contract for this year. Administrator Huza also suggested forming two committees one consisting of himself, HR and a commissioner and the other consisting of 3 – 5 hourly employees to discuss hourly wage increase and other benefit related items. Commissioner Logterman will be part of the committee.

ADJOURN: Commissioner Eck made a motion to adjourn, seconded by Commissioner Hensch and the motion unanimously carried. The Regular meeting adjourned at 2:00 pm.

Thomas Eck
Secretary

APPROVED: March 11, 2014

PUBLISHED:

WISCONSIN RIVER RAIL TRANSIT COMMISSION

EXECUTIVE COMMITTEE MEETING - FRIDAY, FEBRUARY 7, 2014 @ 10AM
 DANE COUNTY HWY GARAGE, 2302 FISH HATCHERY RD, MADISON, WI

1. 10: 05 AM **Call to Order** – *Alan Sweeney, 1st Vice Chair*
2. Roll Call. **Establishment of Quorum** – *Mary Penn*

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

Executive Committee met quorum.

Others present for all or some of the meeting:

<ul style="list-style-type: none"> • Mary Penn, WRRTC Administrator • Jim Matzinger, Dane County • Forrest Van Schwartz, pro bono consultant 	<ul style="list-style-type: none"> • Alan Anderson, Pink Lady RTC • Ken Lucht, WSOR • Kim Tollers, Roger Larson, WDOT
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3. Action Item. **Certification of Meeting’s Public Notice** – *Noticed by Penn*
 - *Motion to approve public notice of meeting – Polivka/Thomas, Passed Unanimously*
4. Action Item. **Approval of Agenda** – *Prepared by Penn*
 - *Motion to approve agenda with corrections – Gustina/Nilson, Passed Unanimously*

Prior to the motion, Penn reported that agenda item 13 needed to be amended to read “Re-approval of approved 2013 December Meeting Minutes” as the December minutes had been approved at the January 2014 meeting and were therefor not “draft”.

5. Action Item. **Approval of draft January Meeting Minutes**– *Prepared by Penn*
 - *Motion to approve draft January Meeting Minutes with corrections – Polivka/James, Passed Unanimously*
6. Updates. **Public Comment** – *Time for public comment may be limited by the Chair*
 No public comments.

WRRTC EXECUTIVE COMMITTEE APPROVED FEBRUARY 2014 MEETING MINUTES

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

Penn distributed an article submitted by Forrest Van Schwartz, reported on the correspondence she had had in the past month, and Van Schwartz notified the Committee of the his part of an article on railroading in the latest issue of Governing magazine.

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

Chris James extended his thanks to WSOR for their response to a situation on the Nine Springs Creek Bridge. He said WSOR had been very helpful and timely. Karl Nilson announced that the Madison Toy Train event would be next week: the 15th and 16th.

REPORTS & COMMISSION BUSINESS

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

- Treasurer's Report for January and Payment of Bills

Jim Matzinger gave his report, saying nothing much had changed other than a payment due to Dane County for his accounting services. Dennis Polivka asked Matzinger about expenses, wanting to know more about the bad debt. Matzinger explained the bad debt. Matzinger said that all the accounts were billed for construction funds and since Crawford County had not paid for a few years he did not want a big negative on the books in one year; if the Commission did not collect, it would not hit them badly; if Crawford paid it would be a bonus. Robert Scallon commented that they had paid.

Bill to be paid: Dane County for Accounting Services, \$322.92

- *Motion to approve the Treasurer's Report – Gray/Gustina, Passed Unanimously*
- *Motion to pay bills – Nilson/Scallon, Passed Unanimously*

10. **Wisconsin & Southern Railroad's Report on Operations**

Ken Lucht reported that the cold weather had made it a slow time for maintenance work but noted there had been only a few rail breaks from the cold.

He announced that the next round of FRPP grants were due and that WSOR had submitted two, one for \$14 M for bridge replacements system wide. He said that 14 bridges were currently identified which were now in critical (priority 2) condition. He said that \$13 M is for a single bridge, the Spring Green Bridge. Lucht said WSOR would talk with WDOT about the funding for this project. He said \$13 M was a lot of money for one bridge but it cannot be taken out of service. He suggested phased in component replacement could happen. Piers are settling but the pile caps are crushing under the loads

The other application is for a major rehabilitation between Avoca and Crawford on the Prairie Sub which will require 36,000 ties. This work is to prepare the corridor for continued welded rail (CWR). He said this was a 2 year phased project, acknowledging that he knew the UP acquisition required WDOT to withhold money for grants.

In current projects, Lucht reported that the Milton 8500' sidetrack in Janesville had a signed grant agreement with the State. He said work between Janesville and Avalon was finishing up and that there is a grant agreement for that work.

For the Evansville line, Lucht reported that WSOR had run into some issues with the project. He said there were a lot of moving parts and one of those was common carrier rights (CCR) as provided by the Surface Transportation Board (STB). Right now Oregon and Fitchburg had the common carrier rights which they were not aware of until 2 months ago. For WSOR to operate on the line they need those rights. Lucht said two weeks ago WSOR was informed that Oregon may be ready to grant CCR but Fitchburg was "waffling". There were some upcoming meetings between the municipalities to address the issue. He noted that these communities were part of the WRRTC grant agreements. Apparently the municipalities were still looking for a formal proposal from WRRTC and WSOR. He said the communities did not know if they wanted to continue to own the track and said at some point next month he believed there would have to be action on Oregon /Fitchburg to handle ownership of the corridor and the CCR. The communities were ignorant of this process or how to provide service to Oregon for this construction season. Lucht said the letter requesting rail service from the WRRTC was received in December but WSOR could not submit their intent to provide service to the Commission because of this situation. He said that Eileen Brownlee had talked to the community's corporation counsel yesterday. He said that the grant to rehabilitate the line was granted and that the bids had gone out and were much too high so WSOR had decided to do the work themselves. In the last couple of days, Lucht said WSOR was scrambling to put together a license agreement which would allow WSOR access to the corridor to do this rehab work. In the meantime, the Lyon facility in Oregon needed the rail as the facility was completed, producing, and needing rail service. Lucht said WSOR would continue to work with the communities. He said there are differences between Fitchburg and Oregon, with Fitchburg thinking more of passenger rail and trails. Lucht said he did know there were some recreation groups putting pressure on community leadership and acknowledged that local control is an issue. He said the letter of intent would be received by the Commission when WSOR got confirmation of the CCR from Oregon and Fitchburg. He said

WRRTC EXECUTIVE COMMITTEE APPROVED FEBRUARY 2014 MEETING MINUTES

WSOR would not spend one dollar until they had reassurance from Oregon and Fitchburg and noted that there might need to be an action item on this issue of CCR next month on the agenda.

Nilson asked about the obligations of freight and the responsibility of the communities to provide service. Lucht said that the communities were putting themselves at risk, there were issues of benefits, safety, and training and said that Oregon and Fitchburg should talk to a railroad attorney to get some unbiased advice. Gene Gray asked about the ballpark assessment for the work necessary to get the line working. Lucht said that it was a \$2.8 M project to get it to Class II status. Van Schwartz said he thought the agreements with the towns reverted the operation of the track to the Commission with operating rights assumed to be taken by WSOR. Van Schwartz said the towns could contract out to WSOR for service but Lucht said WSOR was not interested in that.

Lucht next reported that In McFarland WSOR had come to terms on the Milwaukee Street safety issue as it impacted access to a school. He said without any viable options WSOR would have had to close the crossing but the Village came back with some good ideas. He said all south bound lanes were going to be shut down, and gates and lights would be installed. Lucht said this had been a very good partnership and compromise and the hope was to start work this year to make this crossing safer.

Lucht reported there was an expanded customer in Avalon, Gavalon Grain. He said the business had expanded significantly on the Fox Lake sub and that there was a grain unit train loading facility with 15 new jobs now. He said since October they had hauled four unit trains of corn, with some heading into Janesville. Lucht said he would like to bring WSOR's marketing director to the Commission's March meeting to discuss their efforts.

Lastly, Lucht reported on the upcoming financial report, as the Commission and WDOT must get a financial report. He said the last time it was done, the CFO and Tim Karp presented to WDOT and some Commissioners. He said that WSOR was planning a time to host this again at WDOT and he anticipated it would be early March. Lucht said in the agreement it required an opportunity to see the report. He advised that they keep their attendance small so there would be no quorum issue. He suggested the chair, co-chairs, perhaps Jim Matzinger, and perhaps Gene Gray (Treasurer) as attendees. Lucht said he would follow up with Penn and the co-chairs to appoint. Alan Sweeney said he, Gray, and Jim Matzinger would attend. Van Schwartz suggested he go too. Gary Ranum asked if there was a possibility after the fact that there could be a closed session of the information presented. Sweeney said Brownlee would have to be asked about that but that probably the operator would not be comfortable doing that. Lucht said the biggest reason is Brownlee would need a reason for a closed session, adding that this had been tried before and it did not work but Alan repeated that Brownlee could be asked.

Nilson asked Lucht about one of the projects and whether there were slow orders today. Lucht said they were in place and it slowed service. He reiterated the speed limits and the repercussions of temperature extremes on the rail.

Lucht said that the last thing was that new Gavalon Grain operation had purchased a new engine as there was enough track for an engine to run around the facility.

11. WDOT Report—Kim Tollers, WDOT

Kim Tollers reported that Frank Huntington was still gone on vacation and noted the Reedsburg line had an accepted offer with the agreement language being hashed out and moving along. She said she was not at liberty to say the price but said the attorneys had been talking with Huntington and trying to keep this acquisition moving along. She said she did not know when it would happen but was confident that Huntington could update them soon.

Tollers said there had been an abandonment filed with the STB on the Waxdale spur. She said the WDNR was interested in interim trail use but said that WDOT had been contacted by Frontier Rail, a shortline operator in Chicago. She said the WDNR would go forward expressing their interest to the STB but there was this potential buyer and being so close to Racine, Tollers commented there would probably be customers. She added that the bulk of the line was in trail right now. She said WDOT would have to stay tuned. Tollers said the potential buyer was considering an offer for financial assistance and "if he's viable it will happen and if not, it won't".

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

Penn reported that she had a contract for joinder for Jefferson County Board to join, as well as the formal Resolution for Jefferson County to join the WRRTC approved by the Commission in January for the Chair to sign. She noted that she had been working with a contact for agenda item 15 and would more fully explain the project's progress at that part of the meeting.

WRRTC EXECUTIVE COMMITTEE APPROVED FEBRUARY 2014 MEETING MINUTES

13. Re-approval of draft December Meeting Minutes– Mary Penn, WRRTC Admin.

Penn explained that Dick Mace had found some errors on item 18 of the December approved WRRTC minutes after they had been approved in January. The discussion of item 18 had been complex and there had been multiple votes involved. Mace and Penn had worked to resolve the correct order of actions. Penn said she had sent the corrected language to the Commission.

- *Motion to re-approve the December 2013 minutes – Scallon/Gustina, Passed Unanimously*

14. Discussion and Possible Approval of WRRTC's co-sponsorship of the application for the TIGER VI Funding Cycle. – Ken Lucht, WSOR

Lucht explained the history of the past two attempts to get a TIGER grant (IV and V) from the federal government. He asked if the Commission would, for the 3rd year in a row, support the project. He said last year they had followed up with the Department of Transportation and said their application was the only one of five that made it to the Executive level that was not approved. Lucht was hoping that the third time was the charm. He said the scope of the project would remain as it had been in the last attempt and the total project costs, \$30 M, would remain the same. He said this was strictly a partnership between federal government, WATCO and the State of WI so there was no financial commitment on the part of the Commission or Iowa County (the co-applicants). Sweeney asked if the Spring Green Bridge could be part of the project. Lucht said in order to make this an attractive application, they did not want to ask for too much as it could lower their chances as there was only so much money available. He noted that WSOR needed to make sure that any new cost in the application be balanced by benefits

- *Motion to co-sponsor an application for the TIGER VI grant – Polivka/Ranum, Passed Unanimously*

Alan Anderson advised that they need to show it all wrapped together, showing their commitment. Gray asked about the bridge speed and Lucht reminded the Committee that there had been a derailment in 2012 related to the bridge. Van Schwartz said the bridge was 2200' long, 76 spans.

15. Discussion and Possible Approval of Comcast Aerial Utility Installation at M.P. 52.56, Fox Lake Sub, Burton Township, Village of Spring Green, McHenry County, Illinois – Della Timmerman, Jorge Samano, ESPO Corp.

Penn distributed the handout and explained the background of the item, saying it was really more of an issue of procedure. She noted that the representatives of the company could not attend which was why she was addressing the Committee. Basically, Comcast had requested putting a cable over the track. Penn then explained what she had learned about utility permits in Illinois, noting that by Illinois law, a property owner could not deny access. She also said the WRRTC fee schedule did not stipulate a fee for this work, suggesting to her that each permit would be a fee based on a project. Since Illinois law says the Commission could only receive \$1500.00 as fee, it might be a higher amount than could be negotiated. She said the permit application fee of \$300 had been paid but noted the permit was not explicit for Illinois and that she was grateful for the help she had gotten from Roger Larson and Eileen Brownlee. Sweeney asked Lucht for his input. Tollers said the issue about permitting is that it documents what is there and what you are able to tell a purchaser. She emphasized that the permit needs to cover you and said you could just accept plans and put them on file but it was better to protect the whole process and document it. Lucht agreed and said in retrospect overhead cable is a lot less intrusive and as long as they met local and state statutes it should not be an issue. He said once the permit was in place, WSOR would need to be notified by the contractor as to the flagger times/costs for the project. He said there are daily trains in this area. Sweeney said the application could take care of the cost of filing and Lucht said the applicant would take care of the flagging costs. Roger Larson suggested that Comcast or their contractor notify ICC as to this project and permit. He also pointed out that the aerial cables would be built to national standards. Sweeney said they should approve the application and let the process go on. Larson said for the utilities in Illinois, you simply filled out a form of what you proposed to do. Polivka and Gray both asked Penn who got the crossing fee and she clarified that the WRRTC was paid the fee as they are the landowner of the track in Illinois.

- *Motion to approve the Comcast Aerial Utility permit pursuant to payment of crossing fee – Thomas/Ranum, Passed Unanimously*

16. Action Item. Adjournment

- *Motion to adjourn at 11:13 AM – Gustina/Thomas, Passed Unanimously*

Walworth County Agriculture and Extension Education Committee

MEETING MINUTES

Monday, January 20, 2014 – 1:00 PM

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

The meeting was called to order by Chairman Kilkenny at 1:03 p.m.

Roll Call - Committee members present included Chairman Daniel Kilkenny, Supervisor Nancy Russell, FSA/Ag Representative Sue Bellman, Michael Krejci, Mary Kaye Merwin, and Kathy Baumeister. A quorum was declared. School Representative Kelly Pickel and Kathy Papcke were absent.

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

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

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

There were no additions or corrections to the minutes from the September 30, 2013 meeting. **Merwin and Supervisor Russell moved and seconded approval of the minutes. The motion carried 6-0.**

Public Comments – There were no public comments.

Unfinished Business – There was no unfinished business.

New Business

Introduction of School Representative Kelly Pickel, Term began on 1-14-14 – Wehmeier stated that Pam Knorr had finished her term, and Pickel accepted the opportunity to apply. Pickel is the principal at Turtle Creek Elementary School in Delavan, which UW-Extension works with often due to their large amount of free and reduced lunch students and Spanish speaking students. She was approved as School Representative by the County Board last week.

Election of Vice Chair – Kilkenny stated that the position of Vice Chair needs to be held by a county supervisor. Russell was nominated for the position of Vice Chair. No other nominations were made. **Krejci moved to appoint Supervisor Russell as Vice Chair of the AEE Committee, which was seconded by Merwin. The motion carried 5-0.**

Introduction of New 4-H/ Youth Development Coordinator, Chelsea Dertz – Wehmeier introduced Dertz. Dertz was an intern with Wehmeier in 2012. Dertz continued as an interim 4-H Youth Development Instructional Specialist through October 15, when she began her current position as 4-H Youth Development Coordinator. Dertz added that her specialty is health and wellness, and she is excited to implement that in 4-H.

Wisconsin Nutrition Education Program Coordinator Position Reposting Timeline Update, UW-Extension Southwest Regional Director Matt Hanson – Hanson stated that about a month ago, final

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interviews were hosted. The current employee, Karie Lutz, was selected for the position. Lutz declined the position. Until the federal budget is finalized, the WNEP contracts are currently in place through end of March. His hope is that the budget will be resolved soon so contracts can continue through September. The state office plans on continuing the search next week Friday. All funds for this position come from federal government, in kind and office support through county.

Second Agriculture Position Update, UW-Extension Southwest Regional Director Matt Hanson – Hanson stated that the state office is moving forward with this position. He met with Reedy and others from the Agriculture program area late November regarding the position description and how it should be structured. They are looking for the candidate to take some of the Farm Technology Days (FTD) workload and other activities off of Reedy's plate so she can more effectively attend to her FTD duties. The position would require a bachelor's degree with master's preferred. Depending on the candidate's qualifications, the salary would be adjusted. Primarily, the person would be doing programming based on needs of the county. Reedy suspects that some activities will be overlapping, such as farm succession, budgeting, agronomic production, and animal science. They are looking for a generalist, and they want the person's qualifications to include a pertinent degree. She would like to have master's preferred, but keep in mind a large pool of candidates. Reedy will be using a needs assessment to guide the programming. The committee agreed that they would like to see copies of previous needs assessments and results of the upcoming needs assessment. Reedy added that the position will be advertised before doing the needs assessment, but the assessment will guide the hired person in his or her programming. Hanson continued that the contract is limited term. They use annual contracts, and if a person's performance declines, the position can be eliminated. If they hire someone with a master's, it makes sense for that person to continue into Reedy's position after she retires, if that person is eligible. If that person has a bachelor's, he or she does not meet minimum requirements of that position, so he or she wouldn't be eligible unless a master's degree is achieved.

Discussion and Possible Action regarding Terms of Citizen Members to the Agriculture and Extension Education Committee – Wehmeier stated that a letter was sent out to the committee earlier in January outlining this proposal. It was sparked by the process of searching for a school representative. She thought two-year terms would be appropriate, as outlined in the memo. All positions are subject to reappointment, but she understands there are other committees that members would like to be on. Chairman Kilkenny agreed to the idea, so people don't feel like they can never get out. Bretl added that in virtually all other cases with citizen members in committees, they have terms, but they are able to reappoint. People want to know what they're getting into, and people don't like to quit, so they like to see an end to an appointment. **After a random drawing of dates, the following appointments were established: Bellman, Handel, Krejci, and Merwin will continue their appointments through December 31, 2014, and Baumeister, Papcke, and Pickel will continue their appointments through December 31, 2015. Krejci and Merwin moved and seconded a motion to create an ordinance creating 2-year terms for citizen members of the Agriculture and Extension Education Committee. The motion carried 6-0.**

Discussion and Possible Action regarding Approval of Schedule for 2014 Program Area Reports – Wehmeier stated that she sent a memo outlining a rotation for UW-Extension program area reports during AEE meetings. The enclosure outlines the rotation. **The committee approved the rotation and decided to leave any changes up for interpretation.**

Reports

Volunteer Coordinator, Colleen Lesniak – Lesniak reported that her position originated at Lakeland Health Care Center. She spent 18 years in that position. In 2009, Bretl brought her position into administration to begin coordinating all volunteers in the county under one department, Volunteer Services. She was with Administration for one year. During that time, policies and procedures were set for volunteers, including background checks and procedures for interns, and they mainstreamed everything so the county would know who is volunteering and doing internships and where. Together, Bretl and Lesniak figured out and got word out about the department. They decided that the department

Walworth County Agriculture and Extension Education Committee

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needed more support, so it was moved to UW-Extension. Lesniak feels it is a good match because many of the program areas work with volunteers. From there, Volunteer Services and UW-Extension began cooperating their services together. Lesniak handed out a spreadsheet of the total volunteer hours in the county for 2012 and 2013 by department. There was discussion on which departments and programs Volunteer Services covers. Lesniak explained that she works with just county departments. Volunteer Connections is a nonprofit in the same office as Lesniak that connects people to other volunteer opportunities in the county. The office has an inventory of known places in the county that have a history of needing volunteers. They have brochures on the opportunities, and they can direct people to the appropriate one. As far as the return on investment, the value of a volunteer is estimated at \$22.14 per hour by independent sector. For Volunteer Services, that means the return on investment was close to \$800,000 for 2013. Bretl stated the department is a good return on investment, and it also allows people to test out the different county departments and get something on their resume before applying for jobs.

2016 Farm Technology Days Update – Peg Reedy, Executive Secretary – Reedy stated that there are 16 working committees whose main responsibility currently is finding chairs and assigning liaisons. She attended the all-county FTD meeting. There were many in attendance from previous years' shows. She heard a lot of ups and downs, pros and cons, and recommendations. She also received copies of various committee reports. Two contracts need to be signed with the state and host farm. The host farm contract is being reworked between the farm and FTD attorneys. It should be signed within the next week. She is also looking at the county permitting. The primary duty right now is finding chairs and liaisons for the committees before getting volunteers. The location has not been publicized as the contract needs to be signed first.

4-H Centennial Update – Mary Kaye Merwin, 4-H Centennial Co-Chair – Ginny Hall, 4-H Centennial Co-Chair, stated that there was a 16-page spread on the Wisconsin 4-H centennial in the *Wisconsin Counties* magazine. They met with the Walworth County Fair board last week to receive their approval for activities to be held during the fair. Wisconsin fairs are to promote the 4-H centennial throughout state. Walworth County has planned a special day on Wednesday, the opening day of the fair, inviting in current and past 4-H leaders, 4-H county staff, and elected officials. Hall went over some of the details of what they are planning during the fair. They received names of over 400 alumni last year at the fair. They want 4-H to be promoted throughout the fairgrounds, not just in one area. They thought about creating passports so visitors could go around to the different displays at the fair, get a stamp for each one visited, and receive a prize if they visit them all. Merwin continued with statewide activities. March 19 is "4-H at the Capitol," where they have been permitted to sing in the rotunda. The month of April is 4-H service month. There is a special emphasis at Youth Conference in June. There is a special designated day at the Wisconsin State Fair on August 5, where the main tent will have 4-H displays. In November at the Fall Leaders Forum, a statewide 4-H Hall of Fame will be inaugurated and will induct 100 people this year. The Wisconsin Museum of Quilts and Fiber Arts will have a special 4-H display April 9-June 22. The fair is supporting the activities and has provided \$2,000 to help with expenses. The Linn 4-H club, the first 4-H club in Wisconsin, is raising money to do special projects, including revamping and landscaping by the 4-H historical marker.

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

Chairperson's Report – Chairman Kilkenny had no report.

Announcements

Wisconsin Association of County Extension Committees (WACEC) State Meeting, June 24-25, 2014, Eau Claire, Wisconsin .

Farm Technology Days, Portage County, August 12-14, 2014.

Walworth County Agriculture and Extension Education Committee
Monday, January 20, 2014

The Monday, March 17, 2014 committee meeting at 1:00 p.m. in Room 114 at the Government Center was confirmed.

Adjournment – On motion and second by Merwin and Krejci, Chairman Kilkenny adjourned the meeting at 2:23 p.m.

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