



**Walworth County Board Finance Committee
MEETING MINUTES
Thursday, June 19, 2014**

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

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

Roll call — Finance Committee members present included Supervisors Kathy Ingersoll, Daniel Kilkenny, Nancy Russell and Paul Yvarra. Supervisor Joe Schaefer will arrive shortly. A quorum was declared.

Others in attendance included:

- County Staff: David Bretl-County Administration/Corporation Counsel; Nicki Andersen, Jessica Conley-Finance; Linda Seemeyer-Health & Human Services; Kevin Brunner-Public Works; Amanda Lagle-Sheriff's Office.
- Members of the public: Steve Ohs, Lakeshores Library System; Carla Gogin, Baker, Tilly Virchow Krause, LLP.

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

Approval of minutes of last meeting(s) — June 10, 2014 — **Supervisors Ingersoll and Yvarra 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 asked that budget amendment HS008 be considered separately. **Supervisors Ingersoll and Yvarra moved to approve the remaining consent items; carried 4-0.**

Budget amendments

Health & Human Services

- HS008 — Transfer payroll from Transportation to Administration-Medical Records due to increased caseloads — Russell asked if the funding for the position being transferred to medical records comes out of the transportation budget. Seemeyer affirmed. This employee was a clerk in transportation who managed the department after the transportation supervisor retired. This budget amendment will cover the salary and benefits through the end of the year. HHS's 2015 budget will include a reclassification to move the position to another area. Supervisor Schaefer arrived at 9:39 a.m. Russell said her concern is that she would like to have expanded the

transportation service and would not want to take money out of that budget. Bretl replied that he has no problem finishing out the year and looking at this position in the 2015 budget to see what we need most. Russell agreed. **Supervisors Yvarra and Kilkenny moved to approve budget amendment HS008; carried 5-0.**

- HS009 — Redistribute budget to reflect outsourcing of transportation services

Bids/contracts

- Food service management for Lakeland School — By motion approving the consent items, the award was made to Henrici's Management Corporation.

Reports

- Quarterly sales tax report – 1st Quarter 2014
- Update on tax incremental financing (TIF) districts
- Out-of-state travel

Finance

- Andy Lamping, Tyler Connect Annual Conference, San Antonio, TX
- Trina Adams, American Payroll Association 32nd Annual Congress, Minneapolis, MN
- Nicki Andersen, Stacie Johnson, Mary Hinske; Government Finance Officers Association Annual Conference; Minneapolis, MN

Sheriff's Office

- Scott McClory, Rich Lagle, Daniel McKinney; Midwest Gang Investigators Association Annual Conference; Bloomington, MN
- Mark Roum & Craig Konopski, 2014 Michigan Association of Traffic Accident Investigators Spring Conference, Grandville, MI

New business

Presentation by Baker Tilly Virchow Krause, LLP related to financial audit for fiscal year ended December 31, 2013 — Russell noted that the Comprehensive Annual Financial Report (CAFR) was distributed under separate cover. She introduced Carla Gogin, from Baker Tilly Virchow Krause, LLP, the county's audit firm. Gogin thanked the county staff. They were very capable and prepared when the auditors came in. The auditors made some recommendations regarding past adjustments but nothing of material significance. They issue a number of deliverables, one being an opinion on the Comprehensive Annual Financial Report (CAFR). The financial statements are prepared by county staff which is another indicator of their quality and competency.. She noted that for the majority of their clients, Baker Tilly staff actually prepare the financial statements. The auditors will be issuing a procedural letter with some recommendations and there will be a required communication to the Board. The other significant deliverable is the Single audit, the compliance audit related to federal and state grants. The report will be issued by the end of July. Gogin said she doesn't anticipate any significant matters with regard to the single audit.

Gogin referred to the independent auditors report on page 29 of the CAFR. The county has received a clean, unmodified opinion which is the highest level of assurance. There are no material statements in the financial statements. She encouraged the committee to review the Management Discussion and Analysis section of the CAFR. This section is unaudited but they do ensure the information ties back to the financial statements themselves and follows standards of what must be included in an MD&A. The section is a good, overall explanation reflecting the county's positive financial health. The auditors look at 3 things, the condition of capital assets, the reserves/fund balance, and the debt position. The increase from 2012 to 2013 in total investment capital assets is a positive indicator that we are staying on top of our capital assets with the associated debt decreasing. These are tough times in Wisconsin with levy limits and restraints. In some governments, you may see that number decreasing rather than increasing. Gogin commended the county on its policy regarding fund balance. Looking at the expenditures for the general fund, the HHS fund, the CDEB and Lakeland Health Care Center enterprise funds compared to how much is in the unrestricted fund balance, the county has about 41% of reserves or 5 months funding on hand. That is a very healthy fund balance that allows flexibility. For example, the county has paid down debt when callable. Overall, the county is in very healthy financial shape, managing well even in these tough times. Kilkenny asked what position the county might be in with regard to flexibility if constituents ask for tax relief. Gogin replied that the county's policy defines minimum fund balances of 15-20%. There could be money available to some other use but it depends on the size of the government. Smaller governments don't have the tax base so they may need higher reserves. This is a key metric that bond rating agencies review. Bretl added that we haven't had to talk to Moody's for a few years because we haven't issued any debt but his experience is that they keep close tabs on our reserves. He understands Kilkenny's point that we could be perceived as sitting on a lot of money. There could be consequences to dipping into those funds to fund current operations. This might be a topic to drill down into at a future meeting. Russell's feeling is that we should have funds available for the unexpected. An even more salient point is that if we use that money to give the taxpayers a break on their property taxes, it would be a one-time thing. She remembers when the State did that. They ran into trouble later because the economy went south and they weren't getting as much income tax revenue. Also, the amount available to us to reduce taxes would be miniscule when divided by all of the people who have property taxes. Andersen explained that the CAFR reflects the county's balance as of the end of the year. We automatically start bringing the reserves down into compliance with the 15-20% for the upcoming budget year, prepay debt, and so forth, which are things that won't artificially affect the levy. In recent years, our "big ticket" items have been funded with excess fund balance. Gogin said the other metric they look at is keeping the minimum reserves and using the funds in excess of the minimum. They consider 2 months worth as the minimum. Less than that is cause for concern. Russell commented that we have to keep in mind we have had two major, one-time advantages. Starting the year before last, the county no longer had to pay the employee's portion of the pensions. In 2013, we changed our insurance program which saved over \$1 million. Those are things we can't depend on happening every year. In the meantime, inflation keeps going up. Gogin agreed it is important to look at the reasons behind increases. Oftentimes, they can be one-time events that are not necessarily sustainable year after year. Russell thanked Gogin for her presentation.

Resolution **-07/14 Adopting the Walworth County Plan of Library Service-Spring 2014 for Plan Year 2014 — Andersen introduced Steve Ohs, who has been appointed as the new Lakeshores Library System (LLS) director. Russell asked Ohs to indicate the measurements LLS looks at and which libraries are not in compliance. Ohs said the Plan was created to solidify the county funding component of a greater funding mechanism to fund public libraries in the State. The county Plan utilizes 3 different standards that are part of the standards recommended by the State, i.e., the number of public use Internet computers per 1,000 service population, the number of hours libraries are open to the public, and the materials expenditures per capita. All county libraries are in compliance with the Plan this year. Typically, the Walworth County Library Planning Committee reviews the plan with regard to compliance and develops a remediation plan to bring libraries into compliance, if needed. LLS makes one reimbursement request to the county on behalf of member libraries and disburses those funds to the libraries. They also work with libraries in any way they can to best utilize state, county and local funding to provide services. Ohs added that the Walworth County Library Plan incorporates 3 of the State standards as grounds for libraries to receive funding. Libraries in compliance with those 3 standards receive funding at the 100% level from the county. If they are not in compliance, their funding drops to 70% so that is a huge incentive for them. When making future reimbursement requests, Ohs said he would keep the county apprised of how member libraries are doing and what services and programs they offer. **Supervisor Schaefer moved to approve the resolution. The motion was seconded by Supervisor Kilkenny and carried 5-0.**

Resolution **-07/14 Authorizing a Donation of Flu Vaccines Not to Exceed \$5,000 to the Open Arms Free Clinic — Seemeyer said the clinic has been in business for about 20 months. They have approximately 700 patients and over 200 volunteers. Most of their clients would not be able to afford flu vaccines. It would be good for the community to establish a partnership with the clinic and provide vaccinations to the citizens. HHS did not budget for this but they do have money in their budget to provide about 600 vaccines. **Supervisor Schaefer moved to approve the resolution. The motion was seconded by Supervisor Kilkenny.** Russell asked for confirmation that we are not violating any laws by donating to the clinic. Seemeyer doesn't believe we would be but said she can check. She noted that the clinic is non-profit. Ingersoll asked if senior citizens can obtain free immunizations from HHS. Russell asked what the criteria is. Seemeyer said she needed to get more information on that. Under Obamacare, if someone has insurance, we're supposed to send them to their doctor. **Motion carried 5-0.**

Discussion and possible action regarding approval of 25% of fair market value as appraised value for County tax deeded lands — Brunner reported that there are approximately 120 parcels but the list is not yet final. Some of them might be redeemed. The appraiser we used in the past is no longer available and we are finding it difficult to hire a replacement. Staff recommended assigning an appraised value as a percentage of fair market value. We used 25% as the minimum threshold in the past. That amount would be stated in the notification and be the "floor" for these properties with the understanding that the amount be no less than the taxes due plus interest, penalties and fees. Brunner added that in analyzing last year's foreclosures, there were 3 properties which had taxes, interest, penalties and fees that exceeded 25% of the fair market value. In those cases, the minimum bid would be the total of those fees. Kilkenny asked what process

would be used if a property might be exceed 25%. Brunner said we would retain the right to appraise certain properties. After the second go-around when we advertise foreclosed properties on the online auction, a minimum bid must be established with the understanding that the property will be sold at that bid. Bretl added that Statutes stipulate that we cannot accept a bid less than the appraised value in the first go-around, with that appraised value being designated by the county Board or certified appraiser. After the first go-around, we have the ability to reject bids. You can ask purchasing to identify properties that need more scrutiny or an appraisal. Russell feels the committee knows about properties in the county and what the value may be in those areas. Setting a minimum bid at 25% of fair market value would be fine for most properties but purchasing should bring forward those they feel are unique. Brunner said he would work with the treasurer to identify those properties and obtain an additional appraisal on them. Kilkenny asked if a percentage could be set for the first round and another on the second round of sales. Brunner said the percentage could be changed if the committee wishes. Bretl feels staff can draft an administrative procedure establishing a percentage but with some flexibility to obtain an appraisal at the discretion of the director of central services. Supervisor Ingersoll was excused at 10:48 a.m. Based on the list of potential foreclosures, Brunner thinks there are a handful that may need additional scrutiny. Russell suggested using 50% of fair market value for the first go-around but setting a lower percentage for unbuildable lots. Ingersoll returned at 10:50 a.m. **Bretl recommended directing staff to assign a minimum bid of 25% of fair market value for unbuildable properties or those valued under \$10,000, with the minimum bid for all other properties being 50% of the fair market value unless an appraisal has been requested or obtained by the director of central services. Supervisors Schaefer and Kilkenny moved to direct staff to proceed as recommended by County Administrator Bretl; carried 5-0.**

Discussion and possible action regarding Wisconsin Department of Revenue sales tax audit — Bretl said that, in general, we have done a good job collecting sales tax where we should but there are a few that we hadn't known about. Most notable was electronic monitoring. The inmate utilizing electronic monitoring has to pay a fee to use the equipment. We were supposed to be collecting sales tax on that. This issue was not entirely clear in the Statutes but the State has since come out with a publication on it. We need to be meticulous about following our fee schedule and scrutinize the issue of taxability. Supervisor Kilkenny was excused at 10:58 a.m. Andersen explained that we were aware of the sales tax audit before we closed fiscal 2013 in February. We had the sheriff's office accrue an estimated sales tax liability of \$33,000 so the funds will come out of the 2013 budget but we may have to amend of our monthly sales tax reports. Finance staff will work with the treasurer's office to file the reports. Supervisor Kilkenny returned at 11:00 a.m. Bretl said this item is informational to keep the committee informed.

On a motion by Supervisor Kilkenny, seconded by Supervisor Ingersoll the committee convened in closed session pursuant to the exemption contained in Section 19.85(1)(g) of the Wisconsin Statutes, "conferring with legal counsel for the governmental 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 item listed below:

Discussion and possible action regarding Internal Revenue Service audit —

The motion to convene in closed session carried by roll call vote 5-0. The committee convened in closed session at 11:05 a.m.

Supervisors Kilkenny and Ingersoll moved to reconvene in open session; carried 5-0. Supervisor Kilkenny moved to proceed as discussed in closed session. Supervisor Ingersoll seconded the motion; carried 5-0.

Correspondence — No correspondence was presented.

Confirmation of next Finance Committee meeting:

- The next Finance Committee meeting was confirmed for Thursday, July 17, 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 Kilkenny and Schaefer, Chair Russell adjourned the meeting at approximately 12:15 p.m.; carried 5-0.

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

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

County Zoning Agency

MINUTES

June 19, 2014 – 4:30 p.m.
100 West Walworth Street
Elkhorn, Wisconsin

***** DRAFT *****

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

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

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

Present for a portion of the meeting / hearing was Fay Amerson, Urban Conservation Specialist, Maegan Sankey, Conservation Tech/Code Enforcer.

County Board Chair Nancy Russell, Supervisor Dan Kilkenny, Supervisor Kathy Ingersoll, Supervisor Charlene Staples.

A “sign-in” sheet listing attendees on June 19, 2014, is kept on file as a matter of record.

Details of the June 19, 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 move item no. 8.f.5.) Teronomy Ventures, LLC and 8.f.6.) EJB Real Estate LLC to be heard after item 8.f.1. Seconded by Dave Weber. Motion carried. 7-favor 0-oppose

Rich Brandl motioned to approve the May 15, 2014, Minutes. Seconded by Dave Weber. Motion carried. 7-favor 0-oppose

Zoning / Sanitation / Land Conservation Enforcement – Michael Cotter

Request by Richard Kuhnke, Sr. regarding the timeframe of one year for George Paziotopolous to remove sheds under the conditional use on the property. Report to follow at July CZA meeting.

Disc Count #4:33:32 – 4:35:07

Subdivision Items – Old Business – None

Subdivision Items – New Business – None

Old Business - Ordinance Amendments – None

Old Business – Discussion Items

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

Dave Weber motioned to withdraw the Order for Revocation. Seconded by Jim Van Dreser. Motion carried. 7-favor 0-oppose

Disc Count #4:35:22 – 4:36:27

2. Discussion/Possible action re: Town Troy response to County Zoning Agency request for additional information regarding the “conceptual view” of Mark Mckibben/Uriel Pharmacy conditional use for a visitor’s center, facility tours, child care/daycare center, a one doctor clinic including dispersion bath therapy, and a retail store on lands zoned B-4 Highway Business District. Part of Tax Parcel #LA275300001. – Matt Weidensee

General Conditions:

1. Approved per plans submitted for a visitor’s center/retail sales/day care center/ clinic with dispersion bath therapy in support of a products pharmacy in the B-4 zone district and a natural herb pharmaceutical productions facility in the A-4 zone district with all additional conditions.
2. The site shall meet all applicable federal, state, county and local regulations.
3. Use of the daycare facility shall be limited to a maximum of seven children consistent with the state license and according to the operations plan submitted.
4. Outdoor lighting shall be shielded and directed on site.
5. The applicant/owner shall obtain and maintain adequate liability insurance.
6. The owner/applicant must obtain access approval from the Town of Troy Highway Department.
7. No outside display area shall be allowed on site.
8. No food and or beverage shall be sold on site.
9. All storage areas, materials and equipment shall be located as defined on the plan of operations.
10. The applicant must obtain a Walworth County Land Disturbance, Erosion Control & Stormwater approval from the Walworth County Land Conservation Office prior to construction if required by Section 26 of the Walworth County Code of Ordinances. The construction activities of this development must comply with the Walworth County Land Disturbance, Erosion Control and Stormwater Management Standards contained in Section 26 of the Walworth County Code of Ordinances. An operation and maintenance plan for each stormwater best management practice must be prepared. The plat prepared for this property must show the location and label each stormwater best management practice planned to serve the development. All grading must be conducted consistent with the approved Walworth County Land Disturbance Erosion Control and Stormwater Management Plan. All topsoil generated from the site must be evenly distributed back onto the site on the areas from which it was removed or in areas in need of the topsoil. No materials may be removed from the site without county approval.
11. No fill, debris, branches or leaves may be brought back and disposed of on site. No burning of waste materials shall occur on site.
12. The owner shall notify the County if any changes are made regarding operation of this site including size, location, type of materials and services to be on site or sold on site.
13. All cars shall be parked in the marked spaces as identified on the approved plan of operations. Use capacity of the site shall be restricted by the cars capable of being parked in the marked spaces as identified on the plan. Parking must meet with requirements of the county zoning ordinance. The off street parking area shall be graded and surfaced so as to be dust free and properly drained. All parking areas shall be

clearly marked. All parking must be in compliance with county requirements within 60 days of zoning permit approval.

14. The applicant must obtain all required zoning permit approvals including a sign permit.
15. The project site must be kept neat, clean, and mowed.
16. Any changes to the character, intensity or use of this site not capable of being discerned by the Walworth County Land Use and Resource Management Department as consistent with this approval must be brought before the Walworth County Zoning Agency for additional conditional use review.
17. Failure to actively exercise this conditional use within two years of the approval date shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original two year period. Any extension requested during the two year active exercise period greater than one year beyond the original two year period shall require additional Town and County conditional use approval.

Specific Conditions:

18. Retail sales shall only be allowed in the area specified on the approved plan.
19. All waste and medical disposal must meet with local, state and federal regulations.
20. Hours of operation for oil dispersion bath therapy and use of the clinic and visitor's center shall be from 8:00 a.m. to 5:00 p.m. Monday – Saturday with special hours of operation from 5:00 p.m. to 10:00 p.m., 12 days per year, including tours of the production facility during the special hours. The owner shall keep record of all classes/meetings held during the special hours and make the record available to the Town and/or County upon request. Hours for the child daycare shall be from 7:00 a.m. to 6:00 p.m. Monday to Friday.
21. Use of the visitor's center shall be limited to a maximum capacity of 50 people.
22. All events/meetings shall be scheduled and shall be by reservation only.
23. There will be no adult entertainment allowed on site.
24. Dispersion bath therapy shall be by appointment only and strictly for medicinal proposes.
25. The oil dispersion bath therapy shall be conducted in the area shown on the plan in the pharmacy building on a temporary two year basis. The oil dispersion bath therapy shall move from the pharmacy building to the clinic portion of visitor's center building once constructed.
26. The oil dispersion bath therapy use is subject to any licensing requirements of the State of Wisconsin.
27. Use of the clinic shall be limited to a maximum of one full time, doctor, one receptionist/office manager, one technician or physician's assistant and occasional guest health practitioners who will share the clinic space with the full time staff.
28. A log of the times and dates that guest health practitioners are present on site shall kept by the property owner and made available to the Town and or County upon request. Guest health practitioners shall not make use of the facility as a location for permanent or semi-permanent work.
29. The original March 2008 floor plan submittal of the visitor's center, child daycare center, clinic building is adopted by this approval.

30. The clinic space shall not expand into the visitor's center/multipurpose rooms, storage, child daycare center and kitchen area **or other portion of the building** without additional Town and County conditional use review and approval.
31. The clinic shall be limited to practice of natural herbal medicine and therapies in support of onsite products production and the Uriel Pharmacy.
32. The Visitor's Center including the clinic with oil dispersion therapy and child daycare are approved in support of the products pharmacy in the B-4 zone district and a natural herb pharmaceutical productions facility in the A-4 zone district. Should the pharmacy and or production facility terminate then the supporting Visitor's Center shall be required to cease.

Jim Van Dreser motioned to approve. Seconded by Dave Weber. Motion carried.
7-favor 0-oppose
Disc Count #4:36:27 – 4:38:09

3. **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.

General Conditions:

1. Approved as per plan submitted for a limestone quarry with all additional conditions as stated.
2. Time limit for completion of the project shall be set at 15 years from the date of this approval subject to the time of phasing provided and all conditions as stated.
3. Implementation of dust and noise control measures shall occur at all times on site.
4. The applicant must obtain a Land Disturbance, Erosion Control and Stormwater permit from The Land Conservation Department. The applicant must follow phases of excavation and restoration as part of the approval under the County's Land Disturbance Erosion Control and Stormwater Management Ordinance and mining reclamation standards. The applicant must submit a project-sequencing schedule as part of the restoration plan for each phase leading to completion prior to approval. The applicant will be responsible for paying all County fees associated with the reclamation plan review, approval and monitoring for compliance with this approval.
5. The operator of the nonmetallic mining sites must have a Nonmetallic Mining Reclamation Permit and Plan approved by the Walworth County Land Conservation Division, prior to undertaking any mining on the parcel. The operator of the mining site shall obtain financial assurance covering the costs to the County to complete the reclamation plan, prior to undertaking any mining on the parcel. Financial assurance covering the implementation of the Reclamation Plan must comply with the requirements specified in the Walworth County Nonmetallic Mining Reclamation Ordinance.
6. This conditional use shall not be valid without a current post mining land use rezone application being on file with Walworth County. The property owner shall submit an application, fee and a post mining reclamation plan to Walworth County allowing for rezone of the property back to the post mining land use /zone district as specified above. The post mining land use rezone application shall be required to be kept current by the property owner during excavation and reclamation of the site. Should ownership of the site transfer prior to receiving Certification of Completion of Reclamation from the County (Sec. 26-293 (a.7)), the new property owner must re-sign the post mining land use rezone application and pay a new post mining land use rezone application fee at the current rezone rate in order to keep this conditional use valid.
7. Hours and days of operation shall be set at 6:00 a.m. to 6:00 p.m. Monday through Friday and 6:00 a.m. to

- noon on Saturday. No work shall be conducted on Sundays or holidays.
8. Road access and maintenance agreements shall be filed with the City, Township and County prior to hauling materials off site as part of the restoration plan.
 9. The County will not be liable for any damage to neighboring wells due to the operation of the project.
 10. Any additional Office/trailer or structures shall obtain approved zoning and sanitary permits.
 11. Approval of the project shall be subject to all applicable gravel pit policies.
 12. The project shall meet all applicable Federal, State and local regulations.
 13. All material storage locations must be in an approved zoning district.
 14. No materials shall be brought in from off-site other than those materials specified in the approved restoration plan. There shall be no excavation beyond the extent of the excavation contours identified on the approved excavation plan. No over excavation and then backfilling with off-site materials to reclaim the site to the approved excavation contours shall be allowed without specific approval and/or amendment of the conditional use and excavation plan including identification of the type, quantity and quality of off-site materials to be used as backfill.
 15. All topsoil generated from the site must remain on site for use in restoration as indicated in and regulated by the restoration plan. All topsoil will be regraded evenly on the disturbed area.
 16. All site dewatering shall be conducted so as to prevent sedimentation outside of the project area in accordance with the Erosion Control and Stormwater Management permit. The site may not be dewatered until all sediment has settled in the open water area of the pit.
 17. The applicant shall certify that the project plans and the conditions of this approval shall be provided and discussed with the property owner prior to excavation on site and must provide a copy of the certification signed by the owner.
 18. Following restoration, the landowner shall petition to rezone the property back to the committee recommended zoning district. The owner of property approved for non-metallic mining shall be required to submit an up-front fee for rezoning the property back to the pre-existing zone district. Upon completion of restoration the County shall hold a public hearing for rezoning of the property back to the original zone district. The County shall not release the required performance bond or surety until the property of concern has been restored.
 19. The applicant must obtain a sign permit from the County Zoning Office prior to construction of any signs on site. No off premise signs or billboards will be allowed to be located in an M-3 district even under a State Hwy permit because the M-3 use is temporary and the signs must be consistent with the required zoning upon restoration.
 20. No storage of chemicals and petroleum products shall occur on site unless stored in a containment facility meeting state requirements.
 21. The applicant must stipulate that adequate liability insurance will be held at all times during excavation and restoration to cover any damages resulting from the project. The applicant has agreed to provide a copy of the liability insurance coverage document for the file.
 22. The applicant will be held solely responsible for maintaining support rights of neighboring property owners. Adequate setbacks from the proposed excavation to neighboring properties shall be provided to prevent damages resulting from potential cave in of the excavation walls.
 23. The County will not be responsible for loss of agricultural productivity of the property as a result of this

project.

24. 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:

25. The property owner and/or operator shall meet all State of Wisconsin requirements regarding blasting during quarry operations.

Discussion by Dave Weber regarding alternatives to blasting, more user friendly means of excavation. No landowner present to respond. Discussion by Michael Cotter regarding well testing and bonding issues.

Jim Van Dreser motioned to approve adding a condition to have the operator return to the CZA for review in 18 months regarding operations. Seconded by Dave Weber. Motion carried. 7-favor 0-oppose

Disc Count #4:38:09 – 4:56:50

New Business - Ordinance Amendments -

1. Amendment to Section(s) 74-53 and 74-62(7) of the Zoning Ordinance and Section(s) 74-180 and 74-189(7) of the Shoreland Zoning Ordinance, Walworth County Code of Ordinances relative to permitting Planned Campgrounds as a conditional use in P-1 Recreational Park District and P-2 Institutional Park District. The format of the text of this amendment does not allow publishing in this legal notice. A copy of the amendment is available for review at the Land Use and Resource Management Department or the County Clerk's Office at 100 West Walworth Street, Elkhorn, WI Monday through Friday during normal business hours.) – Deb Grube

Rich Brandl motioned to approve this item. Seconded by Tim Brellenthin. Motion carried. 7-favor 0-oppose

This item will be forwarded to the July 8, 2014 County Board meeting for discussion/possible action.

Disc Count #4:56:50 – 4:58:05

New Business – Discussion Items

1. Discussion / Possible action: Amendment to application fees for conditional use permits / rezones – Michael Cotter
Discussion regarding fees on multiple rezones and conditional uses on one application.
Jim Van Dreser motioned to forward to the Finance Committee with the blessing of the CZA. Seconded by Richard Kuhnke, Sr. Motion carried. 7-favor 0-oppose
Disc Count #4:58:05 – 5:02:21

2. Discussion / Possible action: Staff approved modification of conditional use for Lakeland Animal Shelter regarding reduction in size of building and plan – Matt Weidensee

Tim Brellenthin motioned to approve this item. Seconded by Rich Brandl. Motion carried. 7-favor 0-oppose

Disc Count #5:02:21 – 5:03:50

Public Hearing: 5:37 p.m.

Ordinance Amendments –

Amendment to Section(s) 74-131 of the Zoning Ordinance and Section(s) 74-166, 74-174, 74-187, 74-218, 74-222, 74-248, 74-250, 74-259, 74-263 and 74-264 of the Shoreland Zoning Ordinance, Walworth County Code of Ordinances relative to Floodplain Regulations. The Ordinance addresses floodplain mapping in areas by the Lower Rock River Watershed restudy area that are affected by the new Flood Insurance Study (FIS) and Flood Insurance Rate Maps. (FIRMS) and ordinance amendments to comply with DNR and FEMA requirements. The format of the text of this amendment does not allow publishing in this legal notice. A copy of the amendment is available for review at the Land Use and Resource Management Department or at the County Clerk's Office at 100 West Walworth Street, Elkhorn, WI Monday through Friday during normal business hours. Ordinance changes may also be viewed on the Walworth County web page at (www.co.walworth.wi.us) – Michael Cotter

This item will be placed on the 4:30 P.M. agenda of the July 17, 2014 Walworth County Zoning Agency for a vote.

Disc Count #5:47:47 – 5:56:25

Rezones with Conditional Uses – None

Rezones – None

Conditional Uses

1. **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. No landowner or public comments made. No Committee comments.
Disc Count #5:56:25 – 6:00:13
- 5 **Teronomy Ventures LLC**, Section 1, Lafayette Township. The owner is requesting conditional use approval to expand an outside contractor storage area by greater than 25% of the original conditional use approval and to obtain modification approval for a sign larger than allowed by the sign code on lands zoned B-4 Highway Business District.

The property of concern is located on the east side of Bowers Road approximately 1100 feet north of the Bowers Road over cross of Interstate 43 and is identified as part of Tax Parcel K LF-1-3.

General: 6/16/14

1. Approved as per plan submitted as a Planned Unit Development (PUD) for contractor storage and a modified larger business sign with all additional conditions.
2. Storage limited to material and goods directly associated with businesses. Outside storage shall be limited and located as identified on the plan of operations. No outside storage areas including displays of goods shall be allowed in the required setback areas.
3. On site hours of operation shall be from 6:00 a.m. to 6:00 p.m. Monday through Saturday with hours after 6:00 p.m. for off premise work and returning of equipment to the premises seven days a week.
4. Must meet all applicable federal, state, county and local regulations.
5. Outside lighting shall be shielded and directed on site.
6. The applicant must obtain all required zoning permit approvals including a sign permit.
7. No burning of waste materials shall occur on site.
8. The applicant must obtain a Walworth County Land Disturbance, Erosion Control and Stormwater Management Permit from the County Conservation Office. The applicant must submit and obtain approval of a landscaping plan from the Walworth County Conservation Office.
9. All parking and access to the site shall meet county requirements. All parking shall be installed according to county requirements within 60 days of this approval.
10. The project site must be kept neat, clean, and mowed.
11. Any changes to the character, intensity or use of this site not capable of being discerned by the Walworth County Land Use and Resource Management Department as consistent with this approval must be brought before the Walworth County Zoning Agency for additional conditional use review.

Specific conditions:

12. No general public sales other than real estate shall be allowed on premises.
13. No business activities other than specified in the plan of operations may be conducted from out of the contractor storage facilities.
14. The owner/applicant must obtain Walworth County Land Conservation Office approval of a spill prevention plan (SPP) and a stormwater pollution prevention plan for this site if required by ordinance.
15. There will be no adult entertainment on the site as per voluntary deed restriction filed by the owner.
16. **Approval of this conditional use includes a modification of the onsite business sign (modified to a maximum of 10 feet by 20 feet or 200 sq. ft.). The sign shall not be used for off-site advertisement of any type and lighting for the sign shall be shielded and directed down on the sign as per the Town.**

Terry Larson appears for landowner. Statement by Nancy Russell with concerns regarding signage. Requested clarification by Jim Van Dreser regarding the sign.

Tim Brellenthin motioned to approve the expansion of the storage area. Seconded by Dave Weber. Motion carried. 7-favor 0-oppose

Jim Van Dreser motioned to follow the ordinance concerning the size of signage at 100 sq. feet. Seconded by Dave Weber. Motion carried. 7-favor 0-oppose

Disc Count #6:00:13 – 6:11:43

- 6 EJB Real Estate LLC**, c/o John L. Maier (Attorney), Skipper Real Estate Holdings, Inc. – Applicant, Section 17, Walworth Township. The applicant is requesting conditional use approval for retail sales, service and storage of boats and other ancillary marine products, materials and supplies from and existing building on a 7.3 acre parcel zoned M-1 Industrial District. The property of concern is located off the west side of a private road on the south side of Brick Church Road approximately 3900 feet west of the intersection of Brick Church Road and Hwy 14 - (Six Corners intersection) and is identified as Tax Parcel E W-17-9C.

General: 6/10/14

1. Approved as per plan submitted for retail sales, service and storage of boats and other ancillary marine products, materials and supplies 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.
7. The applicant must submit a road access and maintenance agreements with the Town prior to hauling materials off 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. The County will not be liable for any damage to neighboring wells due to the operation of the project.
12. Any additional Office/trailer or structures shall obtain approved zoning and sanitary permits.
13. On site hours of operation shall be from 8:00 a.m. to 5:00 p.m. Monday through Saturday, 12:00 p.m. to 4:00 p.m on Sundays and no Holidays.

14. No business activities other than specified in the plan of operations may be conducted from out of the facilities.
15. 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.
16. No storage of chemicals, petroleum products and flammable materials shall occur on site unless stored in a containment facility meeting State requirements.
17. Staff may conduct inspections necessary to ensure site is operated and maintained according to applicable regulations.
18. 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.
19. Failure to actively exercise this conditional use within three years of the approval date shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original three year period. Any extension requested during the three year active exercise period greater than one year beyond the original three year period shall require additional Town and County committee approvals.

Specific conditions:

20. Any painting and finishing area of the industrial building must have proper ventilation meeting the requirements of the State and Federal codes. Exhaust system shall meet all requirements of the code including hours of operation and noise.
21. No outside storage of chemicals shall occur on site.
22. All waste materials shall be stored in a non-flammable, enclosed container and be gated in a non-combustible fence.
23. No dumping of chemical waste shall be conducted outside of the building. No discharge of chemical waste to the septic system shall be allowed.
24. The property owner shall make application with the DNR for approval of a holding tank for the commercial boat washing area within 60 days of this approval. A copy of the application shall be provided for the conditional use file.

Atty John Maier appears for the applicant to summarize request. Todd Sucomel appears for Skipper Buds.

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

Disc Count #6:11:43 – 6:19:13

- 2 J12:24 Seeds of Hope Inc.** / c/o Jamie Stilling Stepp – Owner, AGAPE House – Applicant, Section 19, Lafayette Township. The Applicant is requesting conditional use approval for a boarding house and School for special needs children with a maximum of eight boarders and 20 students on land zoned A-5 Agricultural-Rural Residential District. The property of concern is located on the north side of Potter Road

approximately 900 feet east of the intersection of Potter Road and Hwy 12 and is identified as Tax Parcel K LF-19-2B.

General: 6/18/14

1. The Conditional Use for a boarding school and school is approved as per the plan submitted with all additional conditions.
2. Use of the grounds shall be limited a boarding school and school limited to the uses as stated in the plan of operations.
3. All housing for the boarding school shall occur in the existing residential buildings identified on the plan.
4. The project must meet with all State, Federal and local approvals.
5. The applicant must obtain all required County Zoning permit.
6. Hours of operation shall be 24 hours per day for the boarding school and 7:00 a.m. to 4:00 p.m. for school activities.
7. Sufficient adult supervision must be present at all times when the boarding school and school are used by children.
8. The total capacity of the boarding school and school shall be a total of fourteen students of which eight may be boarded overnight as identified in the plan of operations.
9. The applicant must obtain an approved Land Disturbance, Erosion Control and Stormwater permit from Land Conservation if required by Ordinance.
10. The project site must meet with all County sanitary requirements.
11. All perimeter fencing shall be maintained as identified on the project plan.
12. The applicant obtaining adequate liability insurance and keep the insurance current during the life of this conditional use.
13. All lighting must be shielded and directed on to the property.
14. Parking must meet with requirements of the county zoning ordinance. All parking across from residential zoning must be setback 25 feet from the roadway. All parking must be in compliance with County requirements within 60 days of this approval.
15. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.
16. Failure to actively exercise this conditional use within three years of the approval date shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original three year period. Any extension requested during the three year active exercise period greater than one year beyond the original three year period shall require additional Town and County committee approvals.

Specific:

17. The sheds identified on the site plan may not be used as shop area for school purposes and may only be used as residential accessory structures for residential storage.
18. A State licensed life guard shall be on duty any time the swimming pool or pond is used for swimming purposes and users of the pond for canoeing or boating shall follow life jacket requirements.

Statement by Pam Patterson/Agape House regarding proposed use of property. Multiple citizens speak regarding this item.

Dave Weber and Jim VanDreser speak in support. Tim Brellenthin and Paul Yvarra speak concerning location.

Jim Van Dreser motioned to approve; amendment to motion for an 18 month review. Seconded by Dave Weber. Motion fails 3-favor 4-oppose. Roll Call Vote: Rick Stacey, Dave Weber, Jim Van Dreser in favor; Rich Brandl, Richard Kuhnke Sr., Tim Brellenthin and Paul Yvarra opposed.

Tim Brellenthin motioned to deny. Seconded by Rich Brandl. Motion carries 5-favor 2-oppose. Roll Call Vote: Rick Stacey, Rich Brandl, Richard Kuhnke, Sr., Tim Brellenthin and Paul Ybarra in favor; Dave Weber, Jim Van Dreser opposed.
Disc Count #6:19:13 – 7:24:08

Committee takes a break. 7:34 p.m. meeting called back in session.

- 3 Forseti Consulting, LLC** C/O Ronald Carlson – Owner, Reliable Materials Corporation of Illinois C/O Jacob Mrugacz and Southwind RAS, LLC – Applicant/Operator. The Operator is requesting approval for expansion of the sand and gravel quarry operation and to expand operations of an existing asphalt shingle recycling (RAS) conditional use. The change in use would include off-site transfer of RAS materials rather than incorporation of RAS in an on-site asphalt plant, storage of RAS materials onsite for 18 months rather than the approved six months and an increase of the total potential RAS materials stockpiled and processed per year. Extraction of sand and recycling of asphalt shingles would occur on-site for a 15 year period. The property of concern is located on the north side of Potter Road approximately one mile east of the intersection of Potter Road and Cobb Road and is identified as part of Tax Parcel K LF-20-2.

General: for mineral extraction and shingle recycling with 19 specific conditions: 6/16/14

1. This facility is approved per plan submitted as a recycle asphalt shingle (RAS) facility in conjunction with extraction of gravel materials to be incorporated into the RAS product for use off site.
2. Use of the site shall be strictly limited to a recycling of materials specified in the plan of operations.
3. The hours of operation shall be set from 6:00 a.m. to 6:00 p.m. weekdays and from 6:00 a.m. to noon on Saturday.
4. The owner/operator must comply with all federal, state, county and local regulations.
5. All signage must conform to county ordinance standards and shall require sign permit approval.
6. The owner shall notify the county if any changes are made regarding operation of this site including size, location and type of materials recycled.

7. No yard waste, domestic waste, oil and gas, anti-freeze, hazardous waste, batteries, non-empty fuel tanks, auto salvaging, air conditioning fluids or gases or other similar materials shall be allowed on site.
8. Building construction demolition materials may not be brought on site without first meeting all requirements of state local and federal regulations.
9. The materials in the outside storage area must be moved off the property and recycled at least every **eighteen** months.
10. 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.
11. If problems should develop, Walworth County may require a clean-up schedule, modification of the process operation or termination of the operation and this conditional use permit.
12. Staff may conduct inspections necessary to ensure site is operated and maintained according to applicable regulations.
13. The owner must obtain a Walworth County Land Disturbance, Erosion Control and Stormwater Permit from Walworth County Land Conservation Office. This permit shall require the installation of a stormwater basin for drainage from off the loading area and storage areas.
14. All parking must be as designated on the approved plan. The parking must be in compliance with the approved plan within in 60 days of this approval.
15. If the Walworth County Land Use and Resource 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 Walworth County Zoning Agency for approval.

Specific Conditions:

16. The recycled asphalt shingle operation is approved for five years from the date of this approval. During the five year approved period the recycled asphalt shingle operator may apply to the Town for review and County for renewal of this approval for additional successive five year approvals up to a total maximum potential of 15 years of operations on site.
17. This conditional use is temporary and shall not be valid upon restoration of the gravel pit to post mining conditions. The property owner shall be responsible for reclamation of the gravel pit including the recycled asphalt shingle operations area. All shingles, RAS product, equipment and waste materials shall be removed from the site prior to reclamation of the shingle recycling area. The recycled asphalt shingle operations area shall be reclaimed within two year of the removal of the recycling operations from the site.
18. **The owner must contact the Walworth County Conservation Office and obtain approval of a revised reclamation plan for the gravel pit. The new extraction area shall have a reclamation plan and be covered by a reclamation bond consistent with Walworth County non-metallic mining reclamation requirements. The revised reclamation plan and bond shall be approved prior to any operations being conducted on site.**
19. The on-site recycle shingle piles shall not exceed 25,000 tons of materials after two years from start of shingle recycling operations as per the Town.
20. If the total weight of on-site recycle shingle piles continue to exceed 25,000 tons after two years, an injunction shall be imposed on the import of new materials until such time as the total weight of on-site piles is brought into compliance with the 25,000 tons material requirement.

21. The total weight of all on-site shingles and RAS product materials shall be maintained at or below 25,000 tons once the maximum weight capacity is reduced to the 25,000 tons weight requirement.
22. The property owner/operator shall provide the Walworth County Land Use and Resource Management Department with a monthly report by the 15th of each month specifying the total tonnage of shingles and RAS product stored on site.
23. **Compliant monthly reports shall show a continued progress of reduction of materials towards the 25,000 ton maximum weight requirement. If a noncompliant monthly report indicates an increase in on site materials rather than a progressive reduction towards the 25,000 ton requirement, an injunction shall be imposed on the import of new materials. An injunction shall be enforced until such time as a new complaint report is provided by the operator showing continued weight reduction towards the 25,000 tons capacity maximum. A compliant report with progressive reduction must specify equal to or less onsite tonnage than the previous compliant report.**
24. **No new shingles shall be accepted during the final year of operation of any approved operation period. If a renewal period approval is granted the final year of operations shall be the last year of the renewal period.**
25. The owner/operator shall remove and properly dispose of any contaminants that may be present in the recycle shingle material before the material is shredded or processed in any way.
26. The owner must construct a 4-foot high woven wire fence around the recycling area to insure that materials are not transported to other areas of the gravel pit.
27. All building construction demolition materials sorted from the asphalt shingles must be stored in dumpsters on site and must be immediately transported from the site and properly dispose of once the dumpsters are full.
28. If required by the Department of Natural Resources, annual submittal of the Material Recovery Facility Self Certification form shall be submitted to D.N.R. under NR 544.16 Wisconsin Administrative Code. The owner/operator shall provide a copy of any reports to and from D.N.R. for the conditional use file.
29. Proper access must be granted by the Lafayette Town Highway Department prior to operations. The owner must maintain the road maintenance agreement with the town while using the site for the recycling of shingles as per the Town.
30. The owner must provide a copy of the Tier I & II Industrial Stormwater Permits from the Wisconsin DNR and keep the permits current in the conditional use file prior to and during use of the site.
31. Tier I Industrial Stormwater testing shall be conducted annually with a copy of the results provided to the Town as per the Town.
32. The site plan shall be revised and resubmitted with the notes “former (removed)” and “existing (By Others)” asphalt plants removed from the face of the plan as per the Town.
33. The applicant shall submit a performance bond exercisable by Walworth County equal to the cost of grinding the on-site asphalt shingle stockpiles into RAS product plus twenty percent of the grinding cost to cover the binning process for a new operator and mobilization of equipment. The performance bond must be submitted prior to conducting operations on site. The performance bond shall be kept current at all times when the site is used for shingle recycling.
34. **The decision to approve this conditional use replaces all other previously approved conditional uses on the affected property.**

Jim Van Dreser motioned to table to next month to compare existing conditional use permit to the request, and to video current state of the site. Seconded by Dave Weber. Paul Yvarra asked for information concerning groundwater, traffic, use of roads, air concerns. Statements by Dave Weber regarding possible placement of monitoring wells. Motion carried. 7-favor 0-oppose.

Disc Count #7:34:20 – 9:31:51

- 4 Southwind RAS, LLC, Section 17 and 20, Lafayette 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 # K LF17-5 and K LF20-2. 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.**

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

Disc Count #9:31:51

Adjournment

Rich Brandl motioned to adjourn. Seconded by Tim Brellenthin. Motion carried. 7-favor 0-oppose

The meeting was adjourned at 9:32 p.m.

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

HONEY LAKE PROTECTION AND REHABILITATION DISTRICT

BOARD OF COMMISSIONERS

JOHN LUTZ: CHAIRMAN; (re-elected for 3-year term, 8/25/13)
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 THRU 5/1/16.

JUNE 17, 2014 MONTHLY MEETING

Present: Lutz, McIndoe, Weinkauff, Kolosso, Correl, Trimberger
Also present was Cindy Milam; Racine County Deputy Sheriff

Meeting was called to order at 7:05 p.m by Chairman Lutz.

Secretary Correl read the minutes of the May 20, 2014, monthly meeting which were subsequently approved. Treasurer Kolosso read the May, 2014 Treasurer's Report which was subsequently approved. (Copies of minutes and Treasurer's report attached.)

Old Business:

Deputy Milam reported that there has been no repeated dumping in the "infamous triangle" area as previously reported. She reported that Kempken may not have his dump truck parked on his property but that he may have 2 "pick ups", with business advertising, on the property' two hours at a time. Run down house on Rcine Ave., as previously reported has been a 2-week extension to fix things up. They already have been cited for 2 unresolved issues with new appearance schedule for 7/11/14.

(From May report) Comm. Trimberger reported that Spring Prairie had approved HLPRD Resolution #2014-1 which established a "walkway" between Honey Lake and West Lakeshore Drive (Ref: April 2014 report). Chairman Lutz to contact Nick Sigmund of Walworth County Zoning to be certain that there are no problems. (Formal copy of this "Resolution" was to be included with this report, but due to Chairman Lutz's illness absence, it will be included with the June rept. (Chairman Lutz contacted Nick Sigmund who gave his approval; formal copy of the resolution is attached.)

Chairman Lutz reported that the grooved area on the dike has been filled in and seeded by HLPRD personnel, and that Rochester will not have to take care of it as previously agreed to and reported.

New Business:

Chairman Lutz reported that someone had cut 3 barbed wire strands around the dam area. He will have them replaced.

Chairman Lutz reported that newly assigned maintenance worker, Jake Topping (aged 16) had been told that he needed to get a work permit (under 18 needed to operate equipment, and

that his parental permission needed to be given. Nothing has been received to date. Chairman Lutz advised him that he would not receive his pay for back work until these are received. His mother contacted Chairman Lutz and told him "You won't pay him, he quits!. So he is no longer a maintenance worker. Until labor day, he is now replaced by Treasurer Kolosso's 21 year old daughter, Emile. Chairman Lutz reported that Jake Topping's mother has had past "issues" with her pit bulls and is no longer allowed in the neighborhood bar.

Chairman Lutz gave an update on rebuilding County Line Blvd, as reported in the previous reports....copies attached:

Custom Grading, Inc. = \$2,920.00 (alternate charges in sub base is not suitable. \$14,260.00)
(This is not anticipated; If it comes to be, Chairman Lutz has been given permission to approve, with a special meeting then to be called to approve where dollars will come from.)

Asphalt Contractors, Inc. =\$18,697.00 (Extending from south line of CTY "DD" south 300 ft.)

Cutting Edge Landscaping. - \$2,900.00

Subtotal;.....\$24,517.00 (worst scenario = \$38,777.00)

(Neighbor on the west side of County Line Blvd. (Dupless) frequently has vehicles parked on the driveway and lawn,. Although there suitable space in the back. Chairman Lutz indicated that they will be responsible for any damage after completion of the work.)

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 8:05 p.m.

Respectfully submitted,



Robert E. McIndoe 6/18/14

P.S.: Many thanks, Louise and Nancy, for extending my County representation on the HLPRD Board until May 1, 2016. Greatly appreciated, as I enjoy it.

MAC

Walworth County Executive Committee Minutes
June 16, 2014 – 10 AM
County Board Room 114 - Walworth County Government Center
100 Walworth St., Elkhorn, Wisconsin

Chairman Weber called the meeting to order. A quorum of members was in attendance, including Chairman Weber, Vice Chairman Kilkenny and Supervisors Brandl, Russell and Staples. Others in attendance included County Clerk Kim Bushey; Deputy County Clerk Nicole Hill; Supervisors Brellenthin and Ingersoll; Michelle Blanchard, Walworth County Job Center Manager; Dale Wilson, Human Resources Director; and, Dave Bretl, County Administrator.

Brandl and Staples moved and seconded agenda approval; the motion carried 5 – 0.

The May 13, 2014 and May 19, 2014 executive committee minutes were approved 5 – 0 on motion and second by Russell and Brandl.

There was no comment during the public comment period.

Ongoing/unfinished business. *Plan for implementation of state law expanding the role of the county clerk.* Bretl said the human resources committee would be discussing the proposed staffing plan at its June 18 meeting. Pursuant to the 2014 budget, two staff positions were to move from Public Works to the County Administrator. One staff moved to Bretl's office in January. Pending completion of remodeling for the Human Resources department, the other move has been on hold. Given the state law requiring minute-taking by the clerk, Bretl and Bushey proposed one position remain in his office, and the other go to the clerk's office to provide clerical support to implement the change. Bretl indicated it no longer made sense for both positions to be in his office given the additional support the clerk will need. Staff remaining in his office would provide back-up support to the clerk. Kilkenny said the statute seemed to provide flexibility, and he asked if there was any prohibition on the clerk appointing or deputizing departmental employees to provide support versus her staff doing all minutes. Bretl stated he had originally suggested consolidating committee support, in 2013, because the system of having ten or more staff taking minutes is not very efficient. In addition, eight department heads supervising staff taking minutes pursuant to the clerk's statutory duty does not make sense. He said the clerk may not be able to take on the duty all at once; Bushey agreed. Kilkenny said Robert's Rules indicate that minutes can be limited to motions, seconds and the substance of the motion and the vote, and he wondered if it might be necessary to go to that format. Bretl said not all committee minutes have been available to supervisors prior to board meetings because minutes are not the primary duty of most committee support staff. Russell said the clerk does a great job with county board minutes, and even greater efficiency might be achieved if the clerk takes all minutes. Committee support done by each department typically means at least two staff must be trained to ensure there is coverage when one is absent. Russell said she liked the consistency and standardization been achieved in minutes from department to department. She'd still like to see more detail in the CZA minutes. She feels strongly that transition to minute-taking by the clerk's office should proceed. The clerk has flexibility under the law to achieve the mandate in the manner deemed most appropriate. Kilkenny said he thought a "time stamp" indication in the minutes indicating the beginning and end of discussion on specific agenda matters would be helpful. Bretl said that was a good point, noting it can be somewhat cumbersome to search through the audio-video recording to find discussion on a particular matter. We've just begun to scratch the surface of the capabilities available through audio-video technology. There are additional ways, besides minutes, to help supervisors fully prepare for meetings. Chairman Weber thought the committee should recommend pursuing

transition of minute taking. Bushey had put together a proposal that is not quite finalized. She asked if supervisors were looking for detail in minutes similar to that contained in county board minutes. To ensure a seamless transition, her staff has begun shadowing current minute takers during meetings, with the goal of achieving full coverage of standing committees by January 2015. She stated she didn't want to supersede any human pending resources committee actions with respect to staffing recommendations. Details will be discussed at the committee's June 18 meeting, with anticipated recommended course of action. **Support of moving forward with transition of minute taking by the clerk, with additional staff support as recommended by the HR committee, was moved by Weber and seconded by Staples; motion carried 5 – 0.** (10:16 AM)

Possible committee meeting at Whitewater Innovation Center. The center extended an invitation to hold a committee meeting there. In addition, Bretl recently met with Brad Huza, Director of the Walworth County Metropolitan Sewerage District (WalCoMet), who invited the committee to tour the WalCoMet plant on October 20, a usual committee meeting day. Considering the executive committee's oversight role and recommendations of WalCoMet commissioners, Bretl said he thought it was advisable supervisors take an active interest in WalCoMet plant operations. The tour could take the place of a regular meeting and be in lieu of holding a meeting at the Innovation Center. If the committee had business requiring action, a special meeting could be held preceding county board. No committee meetings are scheduled in August, and all supervisors are invited to attend the September 10 SEWRPC meeting at the Innovation Center at 3 PM; a tour of the center will follow the meeting. SEWRPC will do a presentation on one of the major projects they're working on for the county. Russell suggested supervisors not postpone visiting the Innovation Center and take advantage of the invitation. **Chairman Weber and Supervisor Russell moved and seconded support of touring the WalCoMet plant on October 20, 2014; motion carried 5 – 0.** Russell encouraged supervisors to attend the September 10 SEWRPC meeting in Whitewater. (10:22 AM)

Appointments. The committee reviewed the County Administrator's nominations. Bretl stated that appointment of the county engineer was recommended favorably by the LIAC. An ordinance amendment was included in the agenda packet to include the county engineer as a member of LIAC; therefore, the nomination of Joe Kroll could be included along with the recommendation for other appointments. Staples requested item 'e' be dealt with separately. **Kilkenny moved recommending all nominees, with the exception of the person named in item 'e'; Russell seconded the motion, which carried 5-0.**

- a) 911 Governing Board – reappointment of Kevin Williams, Bruce VanderVeen and David Fladten
- b) Aging and Disability Resource Center Board (ADRC) – appointment of Penny Scheuerman to a three-year term
- c) Walworth County Housing Authority Board – reappointment of Jon Kachel
- d) Land Information Advisory Council (LIAC) – appointment of Joe Kroll
- e) Walworth County Workforce Development Board – appointment of Theresa Carroll.

Staples noted it appeared that Ms. Carroll is not a Walworth County resident. Michelle Blanchard, Job Center Manager, introduced herself. She indicated this question has come up in the past and said the Workforce Development Board (WDB) policy does not require board members to reside in the county. Carroll is a regional manager who hires people in the three-county region. The job she performs is substantively performed in Walworth County. Bretl said it was a good question to ask because the statutes do require county residency for service on some committees. For example, WalCoMet commissioners must reside in a WalCoMet service area. Ms. Blanchard indicated that the WDB requires a

majority of its board members be employers in the region. Other members represent community-based organizations, vocational rehabilitation staff, etc. Staples said she found the explanation satisfactory. **Russell and Staples moved and seconded recommending appointment of Carroll; motion carried 5 – 0.**

- f) Wisconsin River Rail Transit Commission – reappointment of Rich Kuhnke for additional three-year term. (10:27 AM)

Consent items. The following reimbursement claims were considered. Kilkenny moved approval of the claims of Staples and Stacey; Russell seconded the motion, which carried 4 – 0 (Staples abstained).

- a) Charlene Staples in the amount of \$74.48
- b) Rick Stacey in the amount of \$19.04
- c) Nancy Russell in the amount of \$74.14. Kilkenny and Brandl moved and seconded approval; motion carried 4 – 0 (Russell abstained).

New business

Walworth County Job Center activities and funding update – Michelle Blanchard, Job Center Manager, said many events have taken place since the last time she attended and executive committee meeting. In October 2013, the Job Center partnered with WCEDA and Gateway to offer tours of manufacturing businesses in the county to students from Delavan, Darien and Badger school districts; thirty-three students per community toured ten companies. A career counselor spoke with each of the students, helped with resumes, and provided other assistance. The October 2014 tour is being planned. The Job Center is again partnering with WCEDA and will be working with the new director. Each school district will tour on a different day. The tour dates will be October 9, 16 and 23. The Job Fair will be held at Lake Lawn Lodge and open to youth doing tours as well as job-seeking adults in the community. This year's spring job fair was more successful than the previous year's. Michelle is currently conducting follow-up with the job seekers to track their efforts in securing employment and will have more information to report in the future. Currently there are students enrolled in technical training programs at Gateway Technical College, Blackhawk Technical College and Madison Area Technical College. The Job Center has been helping seekers select manufacturing careers that will provide a sustainable wage. The Racine County iMet Center (Integrated Manufacturing and Engineering Technology) has provided assistance in getting to and from these job training sites. Greater than ninety-five percent of those enrolled in these programs have graduated and are finding employment. Blanchard is optimistic about being able to serve even more people in the coming year with increased WIA funding for the Job Center. She reviewed the Job Center's quarterly customer satisfaction survey with the committee. The majority of responses were rated in the high 4-5 category. All written *comments* were very positive, even those from one survey with low numeric ratings. The survey included sample comments. Chairman Weber said it was encouraging to see the responses and hear about the Job Center's outreach efforts. Local employers appreciate the efforts to engage high school students and provide training for manufacturing jobs. Russell asked if all people who had come to the center had been surveyed. Blanchard indicated that twenty-five were surveyed each quarter, and the center tried to survey different users each quarter. There was no action. (10:40 AM)

Resolution Recognizing the UW-Whitewater Warhawks Baseball Team on the Occasion of Their Second Division III National Championship. Former supervisors Jerry Grant and Art Lein have continued to promote board recognition of the Warhawks for their championships. Bretl said arrangements would again be made to present the recognition in Whitewater at a mutually

agreeable time. Kilkenny moved and Brandl seconded county board adoption of the resolution; the motion carried 5 – 0. (10:41 AM)

Eau Claire County Resolution Opposing Actions by the Wisconsin State Legislature which Abrogate or Significantly Modify or Decrease Local Authority and Control by Counties, Towns and Municipalities in Matters Related to the Health, Safety and Well-being of Residents. Bretl said the list of areas in which local control was diminished may represent a fraction of what was enacted by the legislature. Counties are an agent of the state. Municipalities stand on a different footing. The trend has been for the state to limit local options. Local government, however, remains responsible for taxing residents in order to provide services. The legislature is adjourned and won't be addressing the issues outlined in the Eau Claire County resolution any time soon. **Staples wanted to support the resolution and moved to recommend adoption. Russell seconded the motion, which carried 5–0.** (10:44 AM)

Ordinance amending Section 2-200 of the Walworth County Code of Ordinances relating to membership of the Land Information Advisory Council and Section 2-144 relating to committee procedures and meeting times. This ordinance revises section 2-200 of the code to include the county engineer as a member of the Land Information Advisory County (LIAC). It also amends section 2-144 to provide for flexibility in the CDEB meeting time. **Kilkenny and Russell moved and seconded recommending board adoption; motion carried 5 – 0.** (10:45 AM)

Invitation from Walworth County Metropolitan Sewerage District (WalCoMet) to tour the WalCoMet treatment facilities. The executive committee and board have maintained regular contact with WalCoMet in recent years. WalCoMet extended an invitation to tour its facility on October 20 and provide lunch for the committee. Bretl suggested take the tour and then breaking for lunch. Supervisors will need to return to the Government Center for afternoon meetings on that date. Bretl indicated the tour would comprise the meeting without other agenda items, and anything urgent could be addressed at an executive meeting prior to county board. Weber said he visited WalCoMet in the past when there was concern about leadership there. He reported there have been positive changes. While visiting a sewer operation may not hold great appeal, given that 40-50% of the county population is served by WalCoMet, supervisor interest in plant operations is important. **Brandl moved to accept the invitation to tour. Staples seconded the motion, which carried 5–0.** (10:49 AM)

Chairman Weber had no reports or announcements. The next executive committee meeting was confirmed for July 14, 2014 at 10 AM.

Claims and litigation. On motion and second by Kilkenny and Brandl, the committee convened in closed session at 10:50 AM pursuant to the exemption contained in Section 19.85 (1) (g) of the Wisconsin Statutes, “conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved,” relative to the items listed below. All members voted “aye.” Supervisors Brellenthin and Ingersoll remained as well as Dave Bretl and Dale Wilson.

- a) Claim of Connie Rudolph
- b) Claim of Robert D. Sharp
- c) James Joseph Grimes Summons and Complaint, Small Claims 14SC00759

The committee reconvened in open session at 11:16 AM on motion and second by Brandl and Kilkenny and took the following action: Kilkenny and Brandl moved and seconded authorizing the Corporation Counsel to proceed as discussed in closed session with respect to the Rudolph claim; recommending county board denial of the Sharp claim; and, proceeding as discussed in closed session regarding the Grimes claim, i.e., holding the matter in committee. The motion carried 5 – 0.

Chairman Weber adjourned the meeting at 11:19 AM on motion and second by Kilkenny and Brandl.

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

Walworth County Land Conservation Committee

MINUTES

June 16, 2014 – 2:00 p.m.

County Board Room 114 – Government Center

Elkhorn, Wisconsin

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

The meeting was called to order at approximately 2:15 p.m. by Chairperson Russell.

Roll call – In attendance were Chairperson Nancy Russell, Vice Chairperson Charlene Staples, Supervisor Daniel Kilkenny, and Citizen Member Rosemary Badame. USDA Representative William Leedle was absent. A quorum was declared.

Others present – David Bretl, County Administrator; Michael Cotter, Deputy Corporation Counsel/LURM Director; Louise Olson, Deputy LURM Director; Fay Amerson, Urban Conservation Specialist; Maegan Sankey, Conservation Tech/Code Enforcer; Brian Smetana, Sr. Rural Technician, citizen Merilee Holst, Tim Brellenthin and Kathy Ingersoll.

Approval of the agenda was moved and seconded by Badame and Staples, with no withdrawals, and carried 4 – 0.

Approval of the April 21, 2014 Land Conservation Committee meeting minutes were moved and seconded by Staples and Badame, with no withdrawals, and carried 4 – 0.

Public comment: None.

Discussion / Possible Action – SE Area Land & Water Conservation Association (LWCA) Meeting, June 4th update – Lou Olson. Review by Lou Olson regarding the meeting held on June 4, 2014 and their process of appointments and future meetings. Olson and Badame attended LWCA Meeting. LWCA Handbook received at the meeting was distributed. Olson indicates there will be notification of future Tours. Chair Russell states the tours are very interesting and comprehensive.

Discussion/Possible Action – SE Area LWCA Appointments/ Staff and LCC Representative – Lou Olson Discussion by the Committee regarding the local representative on the SE LWCA Committee. Rosemary Badame has been the Walworth County Representative in the past. Chair Russell inquires of County Board Committee Members their interest to serve on this Committee. Rosemary Badame indicates willingness to serve. Appointing Rosemary Badame as the LWCA representative was moved and seconded by Staples and Kilkenny, and carried 4 – 0.

Discussion/Possible Action – Farmland Preservation Non Compliance Recipients (Keizer Brothers/Albert Keizer, Henry D. Keizer, David W/Carol Unger-Keizer, Beth Keizer, David Keizer & Jack Keizer, Jacob Keizer Trust, Jacob Keizer Life Estate, Jack E. Keizer, Jeanne A. Loback, William C. Johnson Trust, Eugene J./Donna M. Frodl, Gilbert/Mary Mawhinney, Rick J./Mary L. Bergendal, Alvin Susina, Marilyn L. Susina Trust, Kenneth Stoppie, Robert Reese, Barbara Jean Schinke Trust/Dorothy M. Papenfus) – Brian Smetana. Discussion by Brian Smetana regarding property owners of A1 land being voluntarily

removed from Farmland Preservation tax credit program. Lou Olson indicates the Certificate of Non-compliance is signed by the property owners and then countersigned by the Department and mailed to the Department of Ag/Department of Revenue regarding the claiming of the farmland tax credit. Acceptance of the voluntary removal certificate and submission by the Land Conservation Committee was moved and seconded by Kilkenny and Badame, and carried 4-0.

Discussion/Possible Action – Correspondence from the State of Wisconsin Department of Natural Resources regarding the proposed state purchase of 17.04 acres of land for the Stream Bank Protection Fee Program in the Town of East Troy - Michael Cotter. Motion was made and seconded to put the matter on file by Kilkenny and and Badame, and carried 4-0.

Discussion/Possible Action – Nonmetallic Mining Reclamation Ordinance – Chapter 26, Article VI – Review of Determination per Statute §68.11 – Fay Amerson. Discussion of ordinance amendments concerning the review of a determination. Discussion by Fay Amerson regarding amendments to the non-metallic mining ordinance to provide for a review of a determination by the LCC Committee. Statements by Kilkenny regarding further clarification regarding the role of the LCC and their options under the review of a determination. Discussion by Bretl and Cotter regarding the purpose of the amendment and purpose of the review. Chair Russell recommends Bretl and Cotter to review. Motion was made and seconded to hold this matter until the next meeting by Kilkenny and Badame, and carried 4 – 0.

Discussion/Possible Action – Review status of the B.R. Amon and Sons Gravel Pits – Fay Amerson. Review by Fay Amerson of the status of the numerous Amon sites in the county and new owners/operators of the sites in receivership. Statements by Cotter regarding the Potter Road pit and shingle operation.

Chairperson Russell did not have any announcements.

The next regular meeting of the land conservation committee was confirmed for Monday, July 14, 2014, 2:00 p.m.

Adjournment. On motion and second by Kilkenny and Badame, Chairperson Russell adjourned the meeting at approximately 2:54 p.m.

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

DRAFT

**Walworth County Board of Supervisors
Public Works Committee
MEETING MINUTES
Monday, June 16, 2014
Walworth County Health and Human Services
Conference Room E
W4051 County Road NN, Elkhorn, Wisconsin**

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

Roll call was conducted. A quorum of members was present: Vice Chair Nancy Russell; Supervisors Joe Schaefer and Paul Yvarra. Chair Rick Stacey and Supervisor Ken Monroe were absent with excuse.

Others present: County Board Supervisors: Tim Brellenthin and Kathy Ingersoll
County Staff: Public Works: Director of Central Services Kevin Brunner; Facilities Manager John Miller; County Engineer Joe Kroll; Business Services Manager Peggy Watson. Capt. Kevin Williams, Sheriff's Office; County Administrator David Bretl; Deputy County Administrator-Finance Nicki Andersen; Deputy Director of Health and Human Services Liz Aldred. Members of the Public: Mike Bahr, Plunkett Raysich Architects

Agenda withdrawals/approval

Schaefer and Yvarra moved to approve the agenda, subject to moving item 5 a) to precede item 5 g) on the agenda. Motion carried 3-0.

Schaefer and Yvarra moved to approve the May 19, 2014 meeting minutes as prepared. The motion carried 3-0.

Public comment period. No one from the public was in attendance.

Regular Business

Approval of Tower Agreement with Whitewater Unified School District to place antennas, cabling and ancillary equipment on the Sheriff's Office Tower. Capt. Williams said he would be happy to answer any specific questions on his memo or the proposed agreement with the Whitewater Unified School District that were included in the packet. **Schaefer and Yvarra moved to approve the Tower Agreement. The motion carried 3-0.**

Presentation on Public Works strategic technology project. Brunner said the county's consultant on the project, Marc Rausch, was unable to attend the meeting. Public Works is working with the Information Technology Department (IT) to define all the processing of information within the department and develop a proposal for a more efficient, integrated software management system. A Request for Information was issued and 4 vendors have responded. Brunner said there is \$400,000 in the 2015 CIP, which is the high end of the preliminary estimates. Proposals will be solicited and should be brought to committee in March or April of 2015. Engineer Joe Kroll said there are several divisions within Public Works, all with separate technology needs. In addition, Public Works does business with the State Department of Transportation and county municipalities, and we have internal software (Kronos, Munis, CHEMS and the Facilities work order system) that need to be included. The goal is to consolidate all of our efforts into one comprehensive software system. Bretl added that we also

now have GPS devices on all of the vehicles and some equipment, and it will help enhance the time that is charged out to other entities and capture more revenue. Bretl said he would support this in the 2015 CIP. **No action required.**

Request for change in project scope – shingle roof replacement project at Public Works. County Engineer Joe Kroll said the budget documentation didn't identify the solid waste garage in the project, and as it will need replacing within the next couple of years, staff recommends it be replaced as part of this project. He said the garage roof could be added as an alternate bid and if the pricing is unfavorable, the alternate would not have to be included in the project bid award. There is \$32,000 in the budget for repairs. **Schaefer/Yvarra moved approval of the change in project scope to add the solid waste garage roof. The motion carried 3-0.**

Approval of specifications for shingle roof replacements at Public Works. The summary specifications include the alternate for the solid waste garage. Brunner said the bid award would be presented at the July 28 special committee meeting. **Schaefer and Yvarra moved to approve. The motion carried 3-0.**

Update on USH 12/CTH NN project. Brunner reported that the State of Wisconsin DOT project to replace the NN bridges over 12 has been delayed, due to state budget constraints and will be pushed out to 2016. Public Works had planned on coordinating the County's project on NN from Bray Road to Elkhorn High School with the bridge project. Despite the State's delay, Brunner recommended keeping the project in next year's CIP and moving forward to do the section from Bray Road to east of Lakeland School. The multi-use trail will be developed (federal funding was received for this project), but won't be connected with the City of Elkhorn right away because of the State's schedule. Brunner said he has sent letters to the DOT urging them not to delay the bridge projects, but their priorities have changed. Supervisor Schaefer expressed his concern for motorist safety because the bridges are in such bad shape, and asked if there are any other officials in the SE region or elsewhere who can be contacted concerning the safety of the bridges.

Committee tour of Health and Human Services facility. Liz Aldred, Deputy Director of Health and Human Services, said she was excited to take the committee on a brief tour, which will focus on the reallocation of space, "doubling up," and lack of privacy for clients. The committee took a tour of a portion of the building with Aldred and Mike Bahr, Plunkett Raysich Architects at 3:48 p.m.

Presentation/review of Health and Human Services (HHS) space needs study. Mike Bahr said Plunkett Raysich Architects (PRA) have been working at Health and Human Services for several years on various projects. Staff requested a projected space needs study for the building. Some of the highlights of the 10,000 square feet of the building (total of 75,000 square feet) tour illustrated the lack of space, improper use of existing space and security issues within the facility. PRA interviewed staff at HHS to identify problems within the existing facility and performed a spatial analysis. Renovation strategies were considered to develop a master plan to the year 2030. The original building was constructed in 1972, and originally housed an inpatient psychiatric facility. Renovations/additions were done in 1984-1985 and again in 2001-2002, which included erection of a second story. The HVAC and mechanical systems have been slowly upgraded throughout the years. The outside walls and roof need work, and sprinkling for the entire building needs to be installed. Bahr identified the primary issues in the building: lack of separation between private and public areas; populations receiving services in the building

that shouldn't be mixed; and lack of privacy protection. In addition, the corridors are "single loaded," with rooms on only one side of the corridors. In order to meet space needs to 2030, PRA feels an additional 14,000 square feet of space is needed. Bahr identified the best option from PRA's standpoint, which includes a two story addition, with a small addition at the courtyard, which will enable separation of Crisis Intervention; a new reception area and billing and records offices in the front of the building; and space for additional conference or treatment rooms right off the lobby. Each department would have waiting and conference space. Administration and Economic Support services could be moved further into the building. The Children's area would remain where it is. In 2014 dollars, the estimated cost of that option is \$3.123 million, which would include only architect and contractor fees. Other work needed could be done in phases, for an estimated total cost in 2014 dollars of approximately \$8.5 million. Part of this figure is general building maintenance costs of \$1 million, including chiller and roof replacement and building envelope improvements. Russell thanked Bahr for his presentation. She said the county already has a number of CIP projects scheduled, including the \$7.74 million for the Public Works shop, the Sheriff's Range and roadwork projects. She commented that she wasn't aware that space needs at HHS were so crucial and that a study had been authorized. She said the County's debt has been paid down over the last few years, and the Board has a commitment to the taxpayers to reduce borrowing. She suggested putting this project on hold and investigating whether some departments within HHS could be moved into facilities in other areas in the community to alleviate some space constraints. Bretl said he shares Russell's concerns, adding that the highway shop renovation is a high priority – the facility was built in the early 1970s. Due to the increased fleet and equipment size, there are major space and functionality needs as well as safety concerns. The shop is in the CIP for planning in 2015 and build-out in 2016-17. Deputy County Administrator-Finance Nicki Andersen was asked when the HHS project could be considered, and she thought that within 5 or 6 years it may be economically feasible to add the HHS project without bonding. Bretl added that staff at HHS has been versatile in reacting to changed programming and space needs. Supervisor Ingersoll agreed, stating staff has been innovative in using every inch of space. She thinks it important to make the renovations a priority in the future, adding that the quantity and quality of services provided by staff is phenomenal. Aldred confirmed that there are currently 176 FTEs in the Health and Human Services Department. Aldred said she appreciates everyone's consideration and said staff has explored the possibility of offsite locations for some functions. There is some space available space within the building that formerly housed the Alliance for Children. Brunner commended HHS staff for being proactive in identifying their long-term needs and said his department would work with them to help develop options and resolve any immediate issues. Facilities Manager John Miller said a lot of work has been done internally between the departments, and when 4-5 competing interests were identified, management asked for a study to be performed. Andersen commended staff for being proactive and asked them to put any funding requests in the CIP.

Next regularly scheduled Public Works Committee meeting date and time: Monday, July 14, 2014 at 3:30 p.m.

Supervisors Yvarra and Schaefer moved to adjourn. The motion carried 3-0 and the meeting concluded at 5:07 p.m.

Minutes recorded by Becky Bechtel, Public Works Department

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

DRAFT 6/14/14

PLEASANT LAKE PROTECTION AND REHABILITATION DISTRICT
BOARD MEETING
SATURDAY, JUNE 14, 2014, 9:05 AM
LAGRANGE TOWN HALL
MINUTES

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

Absent:

Public Attendance: Ryan Mertes PL115, Peter Kessel Town of Troy, Rick Callaway PL76, Jim Allen PL48, Bernie Slupik PL32

1. Approval of Agenda: Motion to approve the Agenda (Pat/Don). Carried unanimously.
2. Approval of Board Minutes of 4/26/14: Motion to approve the Board Minutes of 4/26/14 (Bob/Pat). Carried unanimously.

3. Treasurers Report: As of 5/31/14, the balances in the People's Bank accounts are:

Checking	\$46,395.50
Money Market	\$39,744.13
Grant Fund	\$16,558.96
Total	\$102,698.59

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

4. Discussion of the Drain Engineering Study and RA Smith National report "Summary of Options for the Pleasant Lake Drawdown Improvements" and recommendations: Motion to recommend to the District electors R A Smith's option #3 as stated in their summary for estimated cost of \$36,000 (Don/Bob). Carried unanimously. The drain on the west side of Pleasant Lake Road and on the east side Kessel property are separate issues.
5. Discussion of RA Smith Memo regarding Gauge installation: Motion to recommend to District electors option #1 for one water level gauge using the proposed inlet structure as the permanent structure on which to attach one water level gauge or measurement device (Marcia/(Don)). Carried unanimously. Motion to recommend to District electors option #2 for installation of the other water level gauge(s) at the desired location in the Bay and another location yet to be determined (Marcia/Don). Carried unanimously.
6. Drain update and discussion of drain on Kessel property on east side of Pleasant Lake Road: The drain was cleaned out on May 28, 2014, by D&K Services of Lyons from the lake to the road. The City of Elkhorn is not able to assist us anymore and neither can the County. It took 1 ½ hours and cost \$350.00. On May 9, 2014, a drain site visit was conducted on the Kessel property with Travis Schroeder, the DNR Water Management Specialist, Peter Kessel, property owner, and Peter Schuler, Pat Kachur, Bob Arnold, Don Sukala, Dave Stamm and Marcia Sahag. Everyone walked to the break in the drain and to the end of the pipe. Travis suggested a dye test to check the water flow. Travis said to proceed with the drain project on the west side of Pleasant Lake Road. The drain on the east side on the Kessel property is a separate issue. That water is flowing to the break

and exiting there was confirmed by Peter Kessel. Peter Kessel discussed the circumstances and condition of the drain on his property and the repairs he would like to have made. He doesn't want anything "open" such as a ditch. Peter is willing to allow flexible timing for access to this property for the District research of the situation with notification by phone or email. Attorney Devitt and RA Smith will be contacted.

7. Discussion of 2014 Budget item "Legal Fees": Motion to transfer the 2014 allocated amount of \$5000.00 for Goose Control, adding \$2500.00 to Drain Maintenance and adding \$2500.00 potentially to Legal Fees (Ted/Bob). Carried unanimously.
8. POA Report: No report.
9. Conference phone recommendation: Motion to approve the purchase of a conference phone as recommended by the POA for a cost not to exceed \$400.00 (Marcia/Pat). Carried unanimously.
10. Aquatic Plant Management/Weed Control Report: The scheduled dates for milfoil treatment are June 23, 24, & 25. Appropriate notification will be sent out at the beginning of the week of June 16.
11. Goose Control Report: The goose population is under the limit for round-up.
12. Discussion of Walworth County Clean Sweep Program: Forward to the POA. Have information and contribution forms available at the annual meeting.
13. Discussion of Budget recommendations for 2015: Motion to recommend to the District membership the proposed budget for 2015 as submitted by the Finance Committee and approved by the District Board (Bob/Pat). Carried unanimously.
14. Approval of appointment of Election Committee members: Motion to approve the appointment of Tom Short, Phil Holland, Rick Callaway and Ray Hughes to the Election Committee for 2014 (Marcia/Ted). Carried unanimously.
15. Discussion of election of commissioners at annual meeting: Pat's term expires and she is willing to serve another term.
16. Registration for annual meeting: Rick Callaway and Pat Kachur will register District electors.
17. Schedule of meeting dates: The next meeting is the Annual Meeting. Dave and Peter have agreed to schedule the District meeting prior to the POA meeting. Registration will begin at 8:30 AM with the District meeting schedule to begin at 9:00 AM and the POA meeting at 10:00 AM.
18. Motion to adjourn at 10:55 AM (Ted/Pat). Carried unanimously.

Respectfully submitted,

Marcia M Sahag, secretary
PLPRD

Walworth County Board of Adjustment

MINUTES

June 11, 2014 - Hearing – 8:30 AM

June 12, 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 June 11 & 12, 2014, in the County Board Room of the Government Center in Elkhorn, Wisconsin. Those present on June 11, 2014, were Chair John Roth, Vice-Chair Gregory E. Guidry and Secretary Ann Seaver. Deb Grube, Senior Zoning Officer, Maegan Sankey, Conservation & Code Enforcement Officer and Wendy Boettcher, recording secretary of the Land Use & Resource Management Department were in attendance. Those present on June 12, 2014, were Chair John Roth, Vice-Chair Gregory E. Guidry and Secretary Ann Seaver. Michael Cotter, Director, Deb Grube, Senior Zoning Officer, Maegan Sankey, Conservation & Code Enforcement Officer, Franklin B. Jones, 2nd Alternate and Wendy Boettcher, recording secretary of the Land Use & Resource Management Department were in attendance. “Sign-in” sheets listing attendees on June 11, 2014, and June 12, 2014, are kept on file as a matter of record.

The June 11, 2014, hearing was called to order by Chair John Roth at 8:30 A.M. Wendy Boettcher conducted roll call and verified that there was a quorum. Those present were same as listed above. **Ann Seaver motioned to approve the agenda as amended to remove the Lyn Madigan Sills Trust hearing. Seconded by Gregory E. Guidry. Motion carried. 3-favor, 0-oppose. Ann Seaver motioned to approve the May 14 & 15, 2014, Minutes and dispense with the reading. Seconded by John Roth. Motion carried. 2-favor, 0-oppose.** Gregory E. Guidry abstained as he was absent, excused, from the May 14 & 15, 2014, Board of Adjustment. **After testimony of all cases, Gregory E. Guidry motioned to recess until 8:30 A.M. on Thursday, June 12, 2014. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose.** The June 11, 2014, hearing went into recess at approximately 10:47 A.M.

On June 12, 2014, at 8:30 A.M., Chair John Roth called the decision meeting to order. Wendy Boettcher conducted roll call and verified that there was a quorum. Those present were same as listed above. **Ann Seaver motioned to approve the agenda as amended to remove the Lyn Madigan Sill Trust hearing. Seconded by Gregory E. Guidry. Motion carried. 3-favor, 0-oppose. After the decisions were completed, Gregory E. Guidry motioned to adjourn until the July 9, 2014, hearing at 8:30 A.M. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose.** The June 12, 2014, decision meeting adjourned at approximately 9:43 A.M.

Nine variance hearings were scheduled and details of the June 11, 2014, hearings and the June 12, 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 #N/A / Decision – Count #N/A

The First Hearing was Lyn Madigan Sills Trust, owner / Marc Lifshin, applicant – Section(s) 8 – Linn Township

Applicants are requesting temporary use approval per Section(s) 74-163(8) and 74-240(8) of Walworth County's Code of Ordinances – Shoreland Zoning for temporary use approval for material and equipment storage shelter (existing garage) and a variance for a street yard setback.

REQUIRED BY ORDINANCE: The Ordinance requires Board of Adjustment review and approval of temporary use requests and a 10' street yard setback.

VARIANCE REQUEST: The applicants are requesting temporary use approval for an existing garage to remain for up to 12 months to complete a Certified Survey Map and an approximate 6' street yard setback. The request is a variance from Section(s) 74-163(8) / 74-240(8) of Walworth County's Code of Ordinances – Shoreland Zoning for temporary use approval for material and equipment storage shelter (existing garage) and a variance for a street yard setback.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of June 11 & 12, 2014, did not vote on the petition of Lyn Madigan Sills Trust, owner / Marc Lifshin, applicant.

BOARD OF ADJUSTMENT FINDINGS: This petition has been **CANCELLED** at the applicant's request.

Hearing – Count #8:32:42 – 8:38:36 / Decision – Count #8:32:40 – 8:35:12

The Second Hearing was Snudden Farms LLC, owner / Steve Snudden, applicant – Section(s) 27– Linn Township

Applicants are requesting a variance from Section(s) 74-44 / 74-51 of Walworth County's Code of Ordinances – Zoning to construct an addition to a livestock facility structure for fewer than 1000 animal units.

REQUIRED BY ORDINANCE: The Ordinance requires a 100' setback from lot lines.

VARIANCE REQUEST: The applicants are requesting a 69.9' setback from County Highway B. The request is a variance from Section(s) 74-44 / 74-51 of Walworth County's Code of Ordinances – Zoning to construct an addition to a livestock facility structure for fewer than 1000 animal units.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of June 11 & 12, 2014, for the petition of Snudden Farms LLC, owner / Steve Snudden, applicant, voted to **APPROVE** the request for a 69.9' setback from County Highway B.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found the owner had limited options for placement of the milk trailer. The Board found to approve the variance request would improve safety for employees during the nighttime work hours. The Board found to approve the variance request would cause no harm to public interests. There was one letter of support from the Town of Linn. There was no opposition.

Hearing – Count #8:38:37 – 8:51:17 / Decision – Count #8:35:13 – 8:37:47

The Third Hearing was E J B Real Estate LLC, owner / Attorney John L. Maier, Jr., Sweet & Maier, S.C., applicant – Section(s) 17 – Walworth Township

Applicants are requesting a variance from Section(s) 74-56 of Walworth County's Code of Ordinances – Zoning to permit the location of an industrial building.

REQUIRED BY ORDINANCE: The Ordinance requires a 30' side yard setback.

VARIANCE REQUEST: The applicants are requesting a 28.2' side yard setback. The request is a variance from Section(s) 74-56 of Walworth County's Code of Ordinances – Zoning to permit the location of an industrial building.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of June 11 & 12, 2014, for the petition of E J B Real Estate LLC, owner / Attorney John L. Maier, Jr., Sweet & Maier, S.C., applicant, voted to **APPROVE** the request for a 28.2' side yard setback.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found the building existed since the 1970's. The Board found the owner attempted to make the structure more code compliant by obtaining an 18' easement from the neighboring property owner. The Board found to approve the variance request would cause no harm to public interests as the structure has existed for some time. The Board found to deny the variance request would require the owner to compromise the integrity of the structure for a small increment of relief. There was one letter of support from the Town of Walworth. There was no opposition.

Hearing – Count #8:51:18 – 9:05:39 / Decision – Count #8:37:48 – 8:41:34

The Fourth Hearing was Gary S. & Gisela N. Witt Trust, owner – Section(s) 25 – Whitewater Township

Applicant is requesting a variance from Section(s) 74-167 / 74-181 / 74-232 of Walworth County's Code of Ordinances – Shoreland Zoning to construct an addition (deck) to a single-family residence.

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

VARIANCE REQUEST: The applicant is requesting a 73.14' shore yard setback. The request is a variance from Section(s) 74-167 / 74-181 / 74-232 of Walworth County's Code of Ordinances – Shoreland Zoning to construct an addition (deck) to a single-family residence.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of June 11 & 12, 2014, for the petition of Gary S. & Gisela N. Witt Trust, owner, voted to **DENY** the request for a 73.14' shore yard setback.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found no unique property limitations not found on neighboring properties rather than considerations personal to the property owner. The Board found no unnecessary hardship as the owner has the option to construct the proposed addition in a code compliant manner. The Board found compliance with the strict requirements of the zoning ordinance would not unreasonably prevent the owner from using the property for a permitted purpose. The Board found the variance request does not meet the criteria necessary for variance approval. A neighboring property owner spoke in support. There was a letter of opposition from the Wisconsin Department of Natural Resources.

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

Hearing – Count #9:05:40 – 9:29:52 / Decision – Count #8:41:35 – 8:48:21

The Fifth Hearing was Christopher J. Varco & Nancy D. Mersch, owners / V-3 Builders, applicant – Section(s) 26 – La Grange Township

Applicants are requesting a variance from Section(s) 74-163 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to reconstruct an accessory structure on a vacant parcel.

REQUIRED BY ORDINANCE: The Ordinance requires a principal structure to be present or under construction prior to an accessory structure, a 25' street yard, a 25' rear yard and a 9.28' side yard setback and permits a total of 263 square feet of accessory structure on a 2630 square foot lot.

VARIANCE REQUEST: The applicants are requesting an accessory structure on a vacant parcel with a 3.5' side yard setback, a 16.35' street yard setback and a 3.5' rear yard setback for a 500 square foot structure. The request is a variance from Section(s) 74-163 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to reconstruct an accessory structure on a vacant parcel.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of June 11 & 12, 2014, for the petition of Christopher J. Varco & Nancy D. Mersch, owners / V-3 Builders, applicant, voted to **APPROVE with condition** the request for an accessory structure on a vacant parcel with a 3.5' side yard setback, a 16.35' street yard setback and a 3.5' rear yard setback for a 500 square foot structure.

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

An amended motion was made by Ann Seaver to include that there will be no living space in the building. Gregory E. Guidry amended his second. Motion carried. 3-favor 0-oppose

BOARD OF ADJUSTMENT FINDINGS: The Board found to approve the variance request with the condition the structure will never contain or be used as habitable living space. The Board found to approve the variance request would cause no harm to public interests as the accessory structure will be reconstructed in a more code compliant location further away from the neighbor. The Board found the prior structure had existed for some time without harm to the public. There was one letter of support from the Town of La Grange. There was no opposition.

Hearing – Count #9:29:59 – 9:38:59 / Decision – Count #8:48:22 – 8:51:20

The Sixth Hearing was Michael R. Bettinger, owner – Section(s) 15 – La Grange Township

Applicant is requesting a variance from Section(s) 74-55 of Walworth County's Code of Ordinances – Zoning to construct a detached commercial building (storage).

REQUIRED BY ORDINANCE: The Ordinance requires an 85' street yard setback from a state highway and a 65' street yard setback from a county highway.

VARIANCE REQUEST: The applicant is requesting a 45.9' street yard setback from a state highway and a 64.1' street yard setback from a county highway. The request is a variance from Section(s) 74-55 of Walworth County's Code of Ordinances – Zoning to construct a detached commercial building (storage).

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of June 11 & 12, 2014, for the petition of Michael R. Bettinger, owner, voted to **APPROVE** the request for a 45.9' street yard setback from a state highway and a 64.1' street yard setback from a county highway.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found the owner did prove unique circumstances to the property by being located at the intersection of a state highway and a county highway. The Board found the proposed accessory structure will be more code compliant than the existing commercial building. The Board found to approve the variance request will eliminate the danger of employees crossing the highways to get to existing storage structures. The Board found the owner will remove the smaller existing storage structures to build the new structure. The Board found to approve the variance request would cause no harm to public interests. There was one letter of support from the Town of La Grange. There was no opposition.

Hearing – Count #9:39:00 – 9:51:59 / Decision – Count #8:51:21 – 8:56:49

The Seventh Hearing was Okoboji LLC, owner / Joe Dahir, applicant – Section(s) 25 – La Grange 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 screen room addition.

REQUIRED BY ORDINANCE: The Ordinance requires a 71.8' shore yard setback (average) and a 15' side yard setback.

VARIANCE REQUEST: The applicants are requesting a 47.3' shore yard setback and a 13.5' side 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 screen room addition.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of June 11 & 12, 2014, for the petition of Okoboji LLC, owner / Joe Dahir, applicant, voted to **APPROVE** the request for a 47.3' shore yard setback and a 13.5' side yard setback.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found the existing residence was constructed prior to the adoption of the shoreland zoning ordinance. The Board found to approve the variance request will follow the existing line of the residence. The Board found the proposed addition will not be taller than the existing residence. The Board found the proposed addition will square off the proposed porch. The Board found to deny the variance request and require the owner to modify a small area would cause unnecessary hardship. The Board found the variance request to be a small increment of relief. The Board found to approve the variance request would cause no harm to public interests as the residence is sheltered from view. There was a petition of support from neighboring property owners. There was a letter of opposition from the Wisconsin Department of Natural Resources.

Hearing – Count #9:52:00 – 10:07:21 / Decision – Count #8:56:50 – 9:00:32

The Eighth Hearing was Thomas & Barbara Girman, owners – Section(s) 24 – La Grange Township

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

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

VARIANCE REQUEST: The applicants are requesting a 44.1' 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 an addition (garage) to a single-family residence.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of June 11 & 12, 2014, for the petition of Thomas & Barbara Girman, owners, voted to **APPROVE** the request for a 44.1' shore yard setback.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found the property to be a very narrow lot. The Board found the existing residence to be closer to the lake than the addition and the proposed addition will not be on the lake side of the residence. The Board found to deny the variance request could jeopardize the septic system and cause unnecessary hardship. The Board

found to approve the variance request would cause no harm to public interests as the views of the neighbors will not be blocked and the addition will not be visible from the lake. There was one letter of support from the Town of La Grange. There was a letter of opposition from the Wisconsin Department of Natural Resources.

Hearing – Count #10:07:30 – 10:46:35 / Decision – Count #9:00:33 – 9:13:42

The Ninth Hearing was Scott E. Robison, owner / Owen Lavin, applicant – Section(s) 10 – 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 an addition (roof alteration), an 8' x 13' patio and proposed grade changes in the shore yard with a retaining wall.

REQUIRED BY ORDINANCE: The Ordinance requires a 59.98' shore yard setback (average) of structures and prohibits grade changes within 75' of the ordinary high-water mark (OHWM).

VARIANCE REQUEST: The applicants are requesting a 13.4' shore yard setback at the closest point for an addition (roof alteration), deck and patio and to make grade changes in the shore yard with a retaining wall approximately 27.9' from the OHWM. The request is a variance from Section(s) 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to construct an addition (roof alteration), an 8' x 13' patio and proposed grade changes in the shore yard with a retaining wall.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of June 11 & 12, 2014, for the petition of Scott E. Robison, owner / Owen Lavin, applicant, voted to **APPROVE** the request for a 20.34' shore yard setback at the closest point for an addition (roof alteration), and voted to **POSTPONE** the decision on the request for a 13.4' shore yard setback at the closest point for a deck and patio and to make grade changes in the shore yard with a retaining wall approximately 27.9' from the OHWM.

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

Gregory E. Guidry rescinded his motion. Ann Seaver rescinded her second. Motion to rescind carried. 3-favor 0-oppose

Gregory E. Guidry made a motion to approve the roof change from a shed roof to a hip roof on the northwest corner of the cottage. Seconded by Ann Seaver. Motion carried. 3-favor 0-oppose

Gregory E. Guidry made a motion to approve the shoreland disturbance with modification. Motion died for lack of a second.

Gregory E. Guidry moved the proposed retaining wall be moved west over to within 5 feet of the forty-five degree angle of the northwest corner of the house. Motion died for lack of a second.

Ann Seaver made a motion to postpone the decision on all the other requests pending additional information from the Land Conservation Division. Seconded by John Roth. Motion carried. 3-favor 0-oppose

BOARD OF ADJUSTMENT FINDINGS:

APPROVAL OF ADDITION (roof alteration): The Board found the structure to be located close to the lake. The Board found the proposed roof alteration would not encroach any further into the shore yard than what is existing. The Board found the roof is leaking and in need of repair. The Board found to approve the variance request would cause no harm to public interests. The Board found to deny the variance request and not allow repair of the roof would cause unnecessary hardship.

The Board found to POSTPONE their decision until July 10, 2014 for the request for a 13.4' shore yard setback at the closest point for a deck and patio and to make grade changes in the shore yard with a retaining wall approximately 27.90' from the OHWM so the owner / applicant may meet with the Walworth County Land Use & Resource Management Conservation Specialist to obtain additional information and recommendations.

There was one letter of support from the Town of East Troy. There were letters of opposition from the Walworth County Land Conservation Division and from the Wisconsin Department of Natural Resources.

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

Other

A. Discussion / possible action on Township correspondence – none

B. Oath of Office

1. Ann Seaver

2. Franklin B. Jones

Ann Seaver and Franklin B. Jones took the oath of office. The three-year terms will expire June 30, 2017, or until a successor is named.

Staff Reports

A. Court cases update

1. Litowitz / Bear Cave / Winston – Delavan Township

2. Growth Management Corporation – Delavan Township

3. Vista Pointe LLC – Delavan Township

Status on the above-mentioned appeals was given by Michael Cotter.

B. Distribution of reports, handouts and correspondence - none

Proposed discussion for next agenda

The following items were requested to be put on the July 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.



**Walworth County Board Finance Committee
SPECIAL MEETING MINUTES
Thursday, June 10, 2014**

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

The meeting was called to order by Chair Russell at 5:40 p.m.

Roll call — Finance Committee members present included Supervisors Kathy Ingersoll, Nancy Russell, Joseph Schaefer, and Paul Yvarra. Supervisor Dan Kilkenny was absent and excused. A quorum was declared.

Others in attendance included:

- Board members: Rich Brandl, Tim Brellenthin, Ken Monroe, Charlene Staples, Rick Stacey, David Weber.
- County Staff: David Bretl-County Administration/Corporation Counsel; Nicki Andersen-Finance; Kim Bushey, Nicole Hill-County Clerk; Donna McIntyre-Human Resources; Tracy Moate-Lakeland School; Michael Cotter-Land Use & Resource Management; Kevin Brunner-Public Works

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

Approval of minutes of last meeting(s) — May 22, 2014 — Russell requested an amendment to the Discussion and Possible Action Regarding Possible Foreclosure Sale of Elkhorn Road Venture Property, as follows: “The City is looking at a very large bill to from the county, which includes penalty and interest.” **Supervisor Ingersoll moved to approve the minutes with the specified amendment. Supervisor Yvarra seconded the motion which carried 4-0.**

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

Unfinished business — No unfinished business was presented.

Consent items — There were no consent items.

New business

Discussion and possible action regarding Friemoth gravel pit, Richmond gravel pit, and Potter gravel pit reclamation bonds — Cotter noted that the Committee discussed the Williams Bay gravel pit at their May 22, 2014 meeting. The Friemoth, Richmond and Potter gravel pits were not agendized at that time. The county has negotiated an agreement for the Williams Bay gravel pit that staff would like to mirror for the other pits. He requested that staff be authorized to take the reclamation bond amounts for the Friemoth, Richmond and Potter gravel pits, pass through to the receiver, and pass the funds through when certain benchmarks have been

reached. Cotter noted that the reclamation bond amounts are the maximum they might be. **Supervisor Schaefer moved approval as requested by Cotter with bonds not to exceed the reclamation bond amounts. Supervisor Yvarra seconded the motion.** Andersen asked that the motion also include the approval of Budget Amendment LU002. **Supervisors Schaefer and Yvarra agreed.** Cotter clarified that no action will be taken until we are paid by the bonding company. **The motion passed 4-0.**

Correspondence — No correspondence was presented.

Confirmation of next Finance Committee meeting:

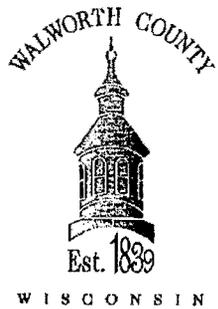
- The next Finance Committee meeting was confirmed for Thursday, June 19, 2014 at 9:30 a.m. in County Board Room 114 at the Government Center

Adjournment of Finance Committee

Upon motion and second by Supervisors Schaefer and Ingersoll, Chair Russell adjourned the meeting at approximately 5:45 p.m.; carried 4-0.

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

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



DRAFT

Walworth County Children with Disabilities Education Board

MINUTES

May 21, 2014 5:30 pm

County Board Room 114 – Government Center

Elkhorn, Wisconsin

The meeting was called to order at 5:30 pm. by Chair Weber.

Children with Disabilities
Education Board

Roll call – In attendance were, Supervisor Ingersoll, Supervisor Staples, Secretary Monroe and Chair Weber. Supervisor Schaefer was excused. A quorum was declared.

County Staff Present – CDEB Director Tracy Moate, County Administrator Dave Bretl, and Human Resource Director Dale Wilson.

Agenda Approval - **Approval of the agenda, as presented, was moved and seconded by Supervisors Ingersoll and Staples with no withdrawals. Motion carried 4-0.**

Minutes Approval – **Minutes from the April 23, 2014 CDEB meeting were approved on a motion from Supervisor Ingersoll and seconded by Supervisor Monroe. Motion carried 4-0.**

Public comment period

New Business – Staff retirement resolution. Tracy Moate presented resolutions for the six retiring teachers in Walworth County. Two are from Lakeland School and the remaining four are out in district. They will be recognized at Lakeland School graduation, Monday June 9th. **A motion and second were made by Supervisors Ingersoll and Staples to approve the resolutions and recognition of the six teachers. Motion carried 4-0.**

Amending sections of Chapter 15-1000 – Tracy Moate presented the changes to Chapter 15. The Lakeland Education Association did not recertify their union status, therefore areas in the Chapter needed to be changed and/or cleaned up. The proposed changes were discussed and **a motion to approve was made by Supervisor Monroe, seconded by Supervisor Ingersoll. Motion carried 4-0.**

Reports and Correspondence.

CDEB Chair had nothing to report on.

CDEB Director – Tracy Moate updated the Board on recent and upcoming events. We are still waiting for the final report to come out, but it looks like we grossed approximately \$45, 000. The Senior Banquet, honoring the students that are graduating, will be held at Evergreen Golf Club May 28th. Graduation at



Children with Disabilities
Education Board

DRAFT

Lakeland School will be Monday June 9th @ 7:00 pm. Summer School will be from July 8th through the 25th. Finally, the LEO golf outing will be Monday July 28th at Geneva National.

Set time and date of next meeting. June 18, 2014 @ 5:30 pm.

Motion to adjourn was made by Supervisor Staples, seconded by Supervisor Monroe, Meeting adjourned at 5:45 pm.

Minutes recorded by Kathy Kramer, CDEB

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

Lakeland School
W3905 County Rd. NN
Elkhorn, WI 53121
262.741.4118 tel
262.741.4135 fax

Walworth County Health and Human Services Committee
MINUTES

May 21, 2014 Meeting – 2:00 p.m.

Walworth County Board Room
Government Center – Elkhorn, Wisconsin

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

Roll call – Committee members present included Supervisors Staples, Ingersoll, Schaefer, Brellenthin, Monroe and Citizen Representatives Wucherer and Wagie-Troemel. A quorum was declared. Citizen Representative Seegers 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; Janis Ellefsen, Health and Human Services Manager; Erica Bergstrom, Health and Human Services; Nancy Russell, County Board Chair; Kim Bushey, County Clerk

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

There were no agenda withdrawals. **Motion and second by Citizen Representative Wagie-Troemel/Supervisor Schaefer to approve the agenda. Motion carried 9–0**

The Health and Human Services minutes from the April 23, 2014 meeting were approved. **Motion and second made by Supervisor Schaefer/Citizen Representative Wagie-Troemel to approve the minutes. Motion carried 9-0.**

Public Comment – There was no public comment.

Unfinished business –

Juvenile Justice Grant – Ms. Seemeyer stated the Department was awarded a \$25,000 grant.

Elderly Nutrition Program Revitalization Pilot Project Funding Grant – Ms. Seemeyer announced that Walworth County was not selected for this grant this year.

New Business –

Public Health Annual Report – Ms. Seemeyer introduced Ms. Janis Ellefsen, Public Health Officer to the committee. Ms. Ellefsen stated that this annual report is a requirement by state statute. She stated that this year they decided to expand the report and give more details and highlighted areas of the report.

Ms. Ellefsen stated that currently Public Health has approximately half the staff per state recommendations. She stated that if she had more staff they would participate in more prevention and education activities.

Ms. Ellefsen then reviewed a handout regarding the health rankings. She stated that these health rankings are still a relatively new tool and that the Department is still on a learning curve to understand all the information in the rankings.

Supervisor Staples asked why the Turtle Creek area has such a low income. Ms. Ellefsen stated that there are many factors including language barriers and a high transient population.

Citizen Representative Wucherer stated he enjoyed reading the report and applauds Ms. Ellefsen's leadership skills. He stated he had a question regarding the morality rates on page 7, mostly regarding the accidents statistics. Ms. Ellefsen stated that review committees review safety and prevention to help prevent these accidents. She also stated that Public Health is working with the Behavioral unit on suicide prevention. Public Health is collaborating with the Children's Advocacy Center on a county-wide safety fair that will be held in September. She added that they are working with the Aging & Disability Resource Center (ADRC) on fall prevention with a "Stepping On" class for seniors.

Supervisor Staples asked if schools will be part of the safety fair. Ms. Ellefsen stated that Public Health just started working with schools on this fair.

Citizen Representative Wucherer asked about other initiatives similar to the Open Arms Free Clinic and the Inspiration Ministries Dental Clinic. Ms. Ellefsen stated that the Department is conducting tours at grocery stores to help Women, Infants and Children (WIC) consumers learn how to shop with their checks. They also conduct food demonstrations and teach how to buy vegetables at the Farmers Market.

Citizen Representative Solis asked if the safety fair was going to be an annual or one-time event. Ms. Ellefsen stated it is the first time they are doing this event. If it is successful she would like to see it become an annual event. Ms. Solis suggested contacting churches to help advertise for this event. Citizen Representative Wagie-Troemel offered her contacts to help with this event.

Citizen Representative Wucherer asked about the how Public Health has dealt with the state changes in vaccines. Ms. Ellefsen stated there is a higher percentage of children not getting vaccines on time but the children usually have vaccines up to date by the age of three. They will continue to education consumers on getting vaccines.

Citizen Representative Wucherer offered his congratulations to Ms. Ellefsen and her staff on the great job they did on their recent presentation at the Tuberculosis Summit. Ms. Ellefsen thanked him for his comments.

Ms. Ellefsen handed out a draft brochure and a magnet regarding the water testing available at Walworth County Public Health. She stated that they have already provided

thirty-five kits to private residents and that sixty-five more have volunteered to be in a summer testing project. The program has collected \$3,872 in fees so far this year.

Request to Double Fill Economic Support Position – Ms. Seemeyer stated that Carol Wicklund, Economic Support Supervisor is retiring this fall. She is requesting, per the ordinances, to double fill the position for up to forty-five days to have a more seamless transition. Ms. Seemeyer stated there is budget available for this request.

Supervisor Ingersoll asked for clarification on the salary information. Ms. Seemeyer stated the dollar amount listed in the enclosure is salary plus full benefits.

Motion and seconded by Supervisor Staples and Citizen Representative Wagie-Troemel to approve the request to double fill the Economic Support Supervisor position per the ordinances. Motion carried 9-0.

Report and Possible Action Regarding Income Maintenance Patient Protection and Affordable Care Act (PPACA) Positions – Ms. Seemeyer stated the Department wants to make this a top priority. She reviewed the enclosure and stated she is looking for the support of this committee to lobby for this request.

Supervisor Staples agreed with Ms. Seemeyer and stated that the state needs to help with more funding.

Citizen Representative Wucherer asked about the background on the consortium model. Ms. Seemeyer stated consortiums were decided on by the counties.

Mr. Bretl suggested a resolution that could be bundled with other counties to send to the state.

Motion and seconded by Supervisor Staples and Citizen Representative Wagie-Troemel to recommend writing a resolution that Walworth County supports asking the state to keep the funds going and send it to the Wisconsin Counties Association. Motion carried 9-0.

Reports – There were no reports.

Correspondence – There were no correspondences.

Announcements –

Ms. Seemeyer invited this committee to attend the annual golf outing to raise funds for the Holiday Care program. This is the major fundraiser done for this program.

Citizen Representative Wagie-Troemel invited everyone to attend the protocol signing at Hawk's View next Thursday. Ms. Wagie-Troemel stated the collaboration among agencies continues to amaze her.

Next Meeting Date – The next meeting is scheduled for June 18, 2014 at 2:00 p.m.

Adjournment – **On motion and second by Supervisor Brellenthin/Citizen Representative Wagie-Troemel, Chair Monroe adjourned the Health and Human Services meeting at approximately 2:45 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.

Walworth County Human Resources Committee

MINUTES

May 21, 2014 – 3:30 p.m.

County Board Room 114 – Government Center
Elkhorn, Wisconsin

The meeting was called to order at 3:30 p.m.

Roll call – In attendance were Supervisors Rich Brandl, Tim Brellenthin, Kathy Ingersoll, Ken Monroe and Rick Stacey. A quorum was declared.

Others present – Supervisors Nancy Russell and Charlene Staples; Dale Wilson, Human Resources Director; David Bretl, County Administrator; Linda Seemeyer, Director Health and Human Services; Elizabeth Aldred, Deputy Director of Health and Human Services; Kimberly Bushey, County Clerk; Tracy Moate, Director-Special Education of Lakeland School; Nancy Haak of Lakeland School; Lisa Henke, Risk/Benefits Manager, Human Resources; and Kevin Brunner, Director of Central Services.

Agenda withdrawals, if any – none

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

Approval of minutes of April 23, 2014 on Stacey/Ingersoll motion. Motion carried 5-0.

Public Comment period – No members of the public were in attendance.

Unfinished Business

Discussion and possible action regarding Amending Section 15-187 of the Walworth County Code Relating to Residency Requirements for Deputies. Wilson stated the Deputies still have not approved the agreement and asked if the committee wished to table this item until approval of the agreement has taken place. **Motion by Ingersoll/Stacey to remove item from agenda until Deputies have approved agreement. Motion carried 5-0.**

New Business

Correspondence from Nicki Andersen, Deputy County Administrator – Finance, regarding the 2015 budget calendar. This information was provided by Nicki to help the committee with calendar deadlines for evaluating position changes for the 2015 budget year. Bretl remarked that no action was required. The information was distributed to all committees but listed dates are to be placed on your calendar. The Human Resources committee will hear personnel appeals on Wednesday, September 17, 2014. **Motion by Stacey/Monroe to place on file. Motion carried 5-0.**

Discussion and possible action on non-represented pay plans. Wilson summarized his 5-step plan for non-represented employee pay plans. First, Human Resources staff will review and update all job descriptions. Second, he would like to implement a cost of living increase to non-represented staff effective 1/1/15. The Lakeland Education Association increase would need to be effective the first day of the 2014/15 school year. Third, conduct a Request for Proposal (RFP) in late 2014 for an external market study. Fourth, after the study is completed, he will bring results and recommendations of the study to the Committee for their approval/recommendations. Finally, Wilson recommends an external study be completed every 3 years. He would also request interim increases to avoid pay plans falling behind the market. Wilson stressed he was not looking for the committee to take action today, but to discuss and ask questions with possible action in June. Brandl inquired as to the cost for an external study. Wilson would estimate \$50,000.00. Waukesha County recently completed a study and he thought its costs were approximately \$57,000.00. Brandl questioned if he could justify to tax payers spending this amount of money every 3 years. Wilson stated he is trying to remain competitive and not allow pay to get too far behind or ahead, however he is agreeable to a longer period between studies. Wilson believes an external study will provide an unbiased benchmark of pay plans and the total compensation (benefits) of comparing public and private. Wilson would like to see Walworth County remain competitive to retain good employees and to attract skilled new employees.

Bretl asked the committee to look at this in small bites. First, whenever dealing with employee's salaries it is taken personally, and most will feel any study could be biased. Bretl stated that any study will need to be revisited and an interval between studies will need to be decided. Second, we need to consider if the study should be completed internally or contract with a consultant. At this time Bretl does not feel we have the in-house staff expertise or time to conduct a study but we could possibly acquire it if the committee wishes. Finally, what positions to study becomes critical. Both private and government jobs should be included and benefits should be part of the study. Also, how to structure the study; do you want to freeze pay between studies and how to handle glitches such as red circled employees and merit pay?

Wilson would like direction as to the committee's wishes to be able to make updates to the ordinance. Brandl inquired if all positions would be included in the study. Wilson said all non-represented, the HHS Professionals and Deputies would be exempted.

Brellenthin stated his view that the previous Hagstrom study was recent and a new study should be postponed for at least a year or two. He also stated that any study may have flaws, whether by a consultant or in house.

Brandl recognized Nancy Russell. First, she has been made aware that two of the largest department heads are not happy with the results of the Hagstrom study and would feel comfortable with an outside study. In her experience staff would survey and benchmark common jobs and other jobs are placed by the Department Head and Human Relations Director. Russell also believes the job descriptions should be updated for accuracy in 2015. Wilson said in his opinion job descriptions should be updated regardless if a study is conducted.

Bretl reminded the committee that with the 2015 budget fast approaching, the department needs to accurately reflect costs and asked the committee to provide direction. **Monroe made a motion for staff to research and to provide additional detailed information regarding studies of non-represented pay plans.** Wilson asked what items the committee wanted more detail on. Monroe

stated he would like Wilson to approach other counties for copies of studies or RFP's. **Motion seconded by Ingersoll.** Stacey expressed his opinion of the importance to consider an outside study but he would like to see longer than a three year interval and asked Wilson to find out the interval for Waukesha County's study. Brandl called for the vote. **Motion carried 5-0.**

Discussion and possible action regarding amending various sections of Chapter 15 of the Code relating to decertification of Lakeland Education Association Wilson reviewed the background regarding the decertification of the Lakeland Education Association, which will now be designated CDEB Professional Employees. Wilson asserted the changes reflected in the draft ordinance are to mirror the work rules. Wilson mentioned this item is on the CDEB meeting agenda after this meeting. Brandl inquired if Tracy Moate approved the changes. Moate confirmed she was in favor of the changes and the goal was to provide consistency as to work rules and expectations. Tracey stated a letter had been sent to affected staff and she was not aware of any objections. **Motion by Ingersoll/Stacey to approve amending Chapter 15 of the Code relating to decertification of Lakeland Education Association. Motion carried 5-0.**

Discussion and possible action regarding the overfilling of the HHS – Supervisor-Economic Support Wilson reviewed material included in the packet and asked Seemeyer to answer any questions. Seemeyer received notification from Carol Wicklund that she will be retiring on September 5, 2014. Currently, there are two Economic Support Supervisors and Seemeyer stated the substantial workload would make it impossible for the remaining Supervisor to keep up with the workload and to provide training. Seemeyer added that this position will be a tough one to recruit. Brandl questioned if \$19,445 would cover the cost of double filling the position. Seemeyer confirmed funds were available in FoodShare Bonus money and the double fill cost is an allowable cost for this funding. Ingersoll mentioned the HHS Committee approved the overfilling of the position 9-0. Seemeyer stated the current employees are averaging 48 to 50 hours per week. Bretl interjected that he usually doesn't support these requests but this one he does. **Motion by Stacey/Monroe to approve overfilling of the HHS – Supervisor –Economic Support per County Code of Ordinance section 15-18 not to exceed 45 days. Motion carried 5-0.**

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

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

- Health and Human Services Professional Bargaining

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

Chair Brandl read the closed session language. **Brellenthin/Stacey moved and seconded to go into closed session.** Roll Call was taken with Brandl, Brellenthin, Ingersoll, Monroe, Stacey present. All members voted "aye" to convene in closed session at 4:19 p.m. to discuss the following topic pursuant to the exemption contained in Section 19.85 (1)(e) of the Wisconsin

Statutes, for the purpose of negotiating or conducting other specified public business whenever competitive or bargaining reasons require a closed session - Health and Human Services Professional Bargaining

At 4:27 p.m. on motion by Monroe/Stacey the committee reconvened in open session. Motion carried 5-0. Motion by Monroe/Stacey to proceed with negotiations as discussed in closed session. Motion carried 5-0.

Reports/announcements by Chairperson – None.

The next regular meeting of the Human Resources Committee was confirmed for Wednesday, June 18, 2014 at 3:30 p.m.

Adjournment. On motion and second by Stacey/Ingersoll meeting was adjourned at 4:30 p.m. **Motion carried 5-0.**

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
May 21, 2014 meeting 1:00 PM

Walworth County Meeting Room 111
Government Center – Elkhorn, Wisconsin

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

Roll Call - Committee members present included Chair Ken Monroe, Vice Chair Tim Brellenthin, Kathy Ingersoll, Joe Schaefer and Charlene Staples.

County staff present – Bernadette Janiszewski, Nursing Home Administrator; David Bretl, County Administrator, Anne Simpson, Director of Nursing Lakeland Health Care Center, Alicia Van Dyke, Senior Accountant Finance.

County Board present - Nancy Russell, County Board Chair.

Public in attendance – No members of the public were in attendance.

There were no agenda withdrawals. **Supervisors Brellenthin and Schaefer moved approval of the agenda. The motion carried 5-0.**

The Lakeland Health Care Center Board of Trustees **minutes of April 23, 2014 were approved on motion and second by Ingersoll and Brellenthin. The motion carried 5-0.**

Public Comment – None

New Business

Scholarship Request – A Certified Nursing Assistant, with 19 years of service to the LHCC, has requested a scholarship to assist her in pursuing a licensed nursing degree with the desire to eventually obtain a registered nurse degree. Janiszewski is recommending awarding \$1,000 from the G. Charter Harrison Scholarship Fund. In the past the Board awarded scholarships in the amounts of \$500 or \$1,000. The purpose of this fund is to assist employees that wish to pursue an education as a registered or practical nurse. Ingersoll commented she would like to see the scholarship amount raised and feels the money should be used, not just sit in a fund. Janiszewski reminded the committee that increasing the scholarship amount may set a precedent. Janiszewski stated that there were no scholarship requests received in 2013. There was one donation of \$500.00 in 2013. Schaefer asked if Janiszewski could advertise the scholarship for donations and he would like to encourage employees to apply. Janiszewski agreed to do so. Janiszewski said that she would like the Board to consider changing the restrictions on this fund so that all Lakeland Health Care Center employees are eligible for a scholarship if the educational program benefits the residents. All long term care employees are considered resident service workers. **Motion by Ingersoll/Staples to increase scholarship award to \$2000.00 and**

for staff to draft a plan for increasing employee eligibility for use of this fund. Motion carried 5-0. Staples commented she has worked with the scholarship recipient and the recipient will make a fine nurse.

Presentation by staff concerning preparation of LHCC budget – the impact and importance of cultural change - Janiszewski reviewed the power point presentation concerning the impact and importance of cultural change and the LHCC budget preparation. Janiszewski informed the committee that Section 3022 of the Affordable Care Act addresses shared savings programs as well as bundled payment models for Medicare reimbursement. In the future the facility will receive Medicare payments by partnering, with an Accountable Care Organization (ACO). Janiszewski stated one of the challenges in planning the 2015 budget is making sure we can admit residents 24 hours per day, 7 days per week. Janiszewski told the Committee that in the 2015 budget staff is addressing enhancing the Certified Medication Assistants program; specialized teams and programs; new scheduling practices; implications of the new ICD-10 diagnosis and procedural coding system and the state and federal Dementia Care System Redesign plans. Janiszewski will present more information at the June and July meetings. Employees understand that we are all resident services workers. They understand that the five star rating program is a benchmark used by Medicare to view the quality of the service we provide. Ingersoll asked if the ACO's are in place at this time, Janiszewski said they are just beginning to consider nursing homes in post hospital care. Monroe confirmed with Janiszewski that more information will be forthcoming.

Administrator's Report - Janiszewski directed the committee's attention to the workers' compensation claims which include Russell's requested additional information and Staples' request for overtime information. Janiszewski has confidence that overtime will start to be reduced in June when recent hires complete training. She has worked with Dale Wilson, Human Resources Director, to streamline posting of positions and the hiring process. Russell requested Medicaid census information at area facilities be added to the report on a quarterly basis. Janiszewski stated she contacted Golden Years of Walworth and confirmed they do not admit Medicaid residents.

Correspondence – None

Announcements - None

Upcoming Events – Janiszewski commented the celebration of Nursing Home week was a good time for both residents and staff. Janiszewski will look into Ingersoll's inquiry regarding the golf outing and report back to her.

Set/confirm next meeting date and time – June 18, 2014 at 1:00 p.m.

Adjournment on motion by Brellenthin/Ingersoll at 1:45 p.m. Motion carried 5-0.

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, May 19, 2014 - 10:00 AM
County Board Room 114 - Walworth County Government Center
100 W. Walworth St., Elkhorn, Wisconsin
Minutes

Chairman Weber called the meeting to order at 10 AM. A quorum of members was in attendance, including Weber and Supervisors Brandl, Russell and Staples. Vice Chairman Kilkenny was absent, excused. Others in attendance included County Clerk Kim Bushey; Supervisor Kathy Ingersoll; Human Resources Director Dale Wilson; Mike Van Den Bosch, Director of the Walworth County Economic Development Alliance; and, Dave Bretl, County Administrator.

The agenda was approved 4 – 0 on motion and second by Brandl and Staples, with no changes or withdrawals.

The April 21, 2014 executive committee minutes were approved 4 – 0 on motion and second by Brandl and Russell.

There was no comment during the public comment period.

Appointments. Mr. Bretl summarized what was included in his memo to the committee regarding each nomination.

- a) 911 Governing Board – County Board Chair Nancy Russell. The seat representing the county board was held for a few years by former supervisor Jerry Grant.
- b) Civil Service Board – Gene Krauklis. This board is responsible for selecting deputies for the Sheriff's Office.
- c) Land Conservation Committee – Rosemary Badame is interested in continuing to serve as a citizen representative.
- d) Park Committee – Mike Hurlburt and Mariette Nowak wish to continue serving as citizen representatives.

Supervisors Brandl and Staples moved and seconded recommending all above-listed nominees for appointment by the county board. The motion carried 4 – 0.

Approval of consent items.

The expense/mileage claim of County Board Chair Nancy Russell was approved in the amount of \$82.54 on motion and second by Brandl and Staples; motion carried 3-0 (Russell abstained). The expense claim of Richard Kuhnke, county representative on the Wisconsin River Rail Transit Commission, was approved 4-0 in the amount of \$122.80 on motion and second by Brandl and Russell.

New business

Update regarding economic development and activities in Walworth County and workforce development contract. Mike Van Den Bosch, Executive Director of Walworth County Economic Development Alliance, Inc. (WCEDA) was in attendance. Mr. Bretl said Mike was in his last five days of employment in the county and then is moving on to a new position in Colorado. Recruitment for his replacement is going on. Mike has been involved with the county's Workforce Development Board contract, previously carried out entirely by Kaiser. This is the

second year the retention and business component of the contract has been under WCEDA's oversight. Van Den Bosch provided a summary report of 2013-2014 WCEDA activities, which included ongoing business expansion and retention efforts. Older loans made by WCEDA are maturing and returning capital to the economic development program. A workshop recently presented on the fundamentals of supervision and business procurement was well attended. Lack of available sites and buildings for ED projects is typically the biggest obstacle when a business that fits the county's vision wants to locate here. Van Den Bosch explained a "brownfield" as a property that is known or perceived to be contaminated or is underutilized. An ad hoc committee was formed to update the city of Elkhorn's comprehensive plan and will evaluate the needs of the city from a community development perspective, economic development being a sub-set of community development. WCEDA presented some recommendations last week to the city. WCEDA has assisted the Lake Geneva Development Corporation, which employs a part-time director. More than 200 job seekers attended the annual job fair, which utilized a new ticket program that WCEDA instituted requiring pre-registration. On-site registration was permitted later, and WCEDA assisted thirty-five area businesses to find qualified employees. The new ticket program ensured that those attending came better prepared than in past years, were generally well dressed, and had resumes prepared. Although the number of hires resulting from the job fair isn't known, local employers said they found viable candidates. The next job fair is scheduled for October 30, 2014. Gateway Technical College will be coordinating a youth apprenticeship program. The next tours of manufacturing employers in the county are scheduled for October 9, 16 and 23. Dave Weber has been active in this program. The selection process to fill the WCEDA Executive Director position began, with interviews already scheduled. The board hopes to narrow the pool of candidates and hire someone by the end of June. Bretl said Van Den Bosch brought a lot of skills to the job. His biggest asset is the ability to speak plainly. Economic development "lingo" is not widely understood. Mike is gifted at conveying, explaining and summarizing information in a way that's understandable. There was no action by the committee on the report and update. WCEDA's report is posted on the web at: <http://www.co.walworth.wi.us/committees/CommAttach.aspx?CID=1176&MID=2920>.

Wisconsin Counties Association (WCA) consideration of Walworth County advisory resolutions. Bretl said our county does a good job of tracking the advisory resolutions we receive from other counties. Russell suggested forwarding to WCA our advisory resolutions that failed to pass in state legislature without referencing Assembly or Senate bill numbers. Supervisors agreed Resolution no. 69-01/11 Supporting Changes to Section 74.29 of the Wisconsin Statutes Relative to Special Assessments and Special Charges should be sent again for consideration of inclusion in WCA's platform. Russell moved and Staples seconded sending the resolutions to the WCA, leaving out references to Assembly or Senate bills that failed. The motion carried 4 – 0.

Possible executive committee meeting at the Whitewater Innovation Center. We received an invitation to meet at the Innovation Center, an important hub of technology, which is an entrepreneurial connection with the students at UW-Whitewater. It was suggested supervisors could tour the facility and then hold a regular meeting at the Government Center. Russell said SEWRPC's quarterly meeting will be held on Sept. 10 at 3 PM at the Innovation Center and include a tour. She suggested inviting all county board supervisors to that rather than holding an executive committee meeting there. Brandl expressed concern about staff having to drive to Whitewater for a meeting. July was also suggested as a possibility. Staples liked the idea of

holding a committee meeting at the center and the opportunity for supervisors to get out in the community. It was agreed a meeting there might be difficult for the public to attend. Bretl said we still need to explore options for video-recording county meetings at off-site locations. Russell suggested September or October might be best and felt it would be important to invite all supervisors to the September SEWRPC meeting. A date other than a regular committee meeting date was agreed on as well as the possibility of October or the September SEWRPC meeting, since supervisors wouldn't have one additional meeting. He will explore possibilities to discuss in June. There was no action.

Correspondence from the Coulee Region Prayer Consortium in regard to prayer at public meetings. Bretl said a recent Supreme Court decision affirmed a town board practice of public prayer at town meetings. He said the current practice of board members providing the invocation has worked well. Supervisor Ingersoll is putting together next year's county board invocation schedule. Bretl recommended placing the Coulee Region correspondence on file. Staples asked if we would allow a minister to offer a prayer if it were offered. Bretl indicated the board had established the practice, several years ago, of supervisors providing the invocation at meetings. It can be time consuming to establish a program that "casts a wide net" and attempts to get all of the different faiths involved versus having supervisors do it. Brandl and Russell moved and seconded placing the correspondence on file; motion carried 4-0.

Implementation of recent changes to state law (2013 Wisconsin Act 373) expanding the role of the county clerk. Bretl said some years ago, committee minutes looked like they were produced by about fourteen different organizations. Procedures were developed with the goal of producing a more uniform format. There has been a lot of time invested in developing procedures and providing staff training to standardize the minutes. Taking good meeting minutes that accurately reflect discussion and actions is an art, said Bretl. There is also a need to better utilize the audio-video technology in the board room. Bretl said his idea of consolidating committee support began with moving two positions to his office. One option would be for Kim to appoint the two new staff to provide committee and board support. It would be a creative way to implement the law, but not the route he'd recommend because having the responsibility of the staff but not supervising them would not be ideal. Another option would be to move the staff into Kim's office. Kim is certain her office can't meet the mandate with her current staff. Bretl said there was no question the clerk will need at least one additional staff to accomplish the mandate. Bretl believes the state mandate includes standing as well as other committees, for example, the Transportation Coordinating Committee and Land Information Advisory Committee. Russell thought uniformity could be achieved with one person doing all minute taking. Ingersoll expressed concern about one person doing all minutes, saying staff understands departmental issues that are brought before the committee they support. Bretl said historically, one of a clerk's roles was to provide support for most committee meetings. Many years ago, some of those duties were taken over by staff in Walworth County. Bretl stated that minutes are not as important as in years past because a committee's tangible work product is recommendations for ordinances and resolutions. In the past, far fewer ordinances and resolutions were adopted. Land Conservation and County Zoning Agency committee minutes were pared down some years ago following staff reductions in the LURM office. LURM Director Cotter determined how committee support would then be accomplished. Kim said she hesitated sending her staff to meetings until the board establishes how they want to implement the mandate. Brandl stated concern about increasing

FTEs. Bretl said additional disruption in employees' job duties would not be good and any transition should be done without the addition of FTEs or additional disruption. Russell thought transition should occur by January 2015. Bretl recommended beginning transition now, clerk's staff shadowing minute-takers at meetings, with a goal of completing the transition by January 2015. **It was moved and seconded for staff to bring a proposed implementation plan to the committee in June.** Kim said she could do so but wanted to know if supervisors favored one or more staff providing support. She thinks there is an art to synthesizing and summarizing a long discussion that accurately reflects intentions and actions. Bretl is confident staff can present a plan to supervisors in June. Ingersoll said she depends on accurate minutes to help her recall discussion and recommendations. Brandl asked how disruptive it would be to Kim's office and staff to begin shadowing immediately. She thought the transition needed to begin. Bretl said minute taking and agenda packet preparation require high level administrative skill. He indicated the next discussion of this transition would logically be the human resources committee. Brandl stated support of beginning implementation with a goal of fully accomplishing it by January 1, 2015. Russell said she depends on the minutes to recall discussion, and has been adamant, since implementation of abbreviated land conservation and CZA minutes, that more detail be included. In support of Cotter's decision, Bretl said every time there was a vacancy in the LURM office and a position was eliminated, it resulted in additional work for remaining staff; the director had to reallocate and streamline the committee support workload. While not always convenient, the audio-video technology in the board room permits reviewing meetings. Weber said he struggled with this issue. He read and paid particular attention to Section 7 of Wisconsin Act 373. Zoning staff do a good job preparing before the CZA meetings so there hasn't been as much discussion at meetings as there was in years past, he said. Weber said he struggled to understand how all minutes could be taken by one person. The work needs to spread among more staff, he said. He asked if we were rushing to a conclusion to develop a transition plan by June and expressed concern about creating a bureaucracy of minute-taking. His understanding of the mandate was that there is a window of opportunity, and perhaps January would be soon enough and would take some pressure off of the clerk's office. Bretl stated that Weber's point about transition time was well taken and that we need to do a thorough job of evaluating how the state mandate will be accomplished. His idea in bringing committee support into his office was to do a better job at meetings by consolidating committee support functions in his office. Bretl said county board and standing committee minutes were probably a good starting point to transition minute taking to the clerk. If it then seems that additional staff is needed to take minutes for the Transportation Coordinating Committee, Land Information Advisory Council, 911 Board and other committees of the board, for example, that could be reviewed in the future. There are a lot of committees, not all being equal in the amount of support they require. Weber said he honestly did not read all minutes and added that if the county had really been criticized, internally or by the public or media, for not having a level of sophistication and specificity in the minutes, he could support drastic change; he said he didn't think the current operation was broken, however. Kim said she would bring an implementation plan next month, with the understanding it will be a staged plan, beginning with the standing committees and adding tougher ones later. She expressed concern that this change might prove to be way bigger than it may initially seem, and said she counted 23 different sets of minutes, which might not include everything. She wants her staff to shadow and attend all meetings in order to provide continuity and the level of support expected. Supervisor Staples requested Bretl's clarification, indicating that it seemed the statute authorizes the clerk to authorize or deputize staff to take minutes. Kim stated she was in favor of consolidating

committee support, even before the state mandated that minute taking be done by the clerk. Bretl stated it would not be the best arrangement for staff that are supervised and evaluated by one department head to be taking direction from another department head where it concerns minute taking. Russell told Kim when there are items going to the board for action, the minutes need to be done and included in the county board packet. Chairman Weber called for the discussion to end. **The motion to bring a proposed implementation plan in June carried 4-0.**

Chairman Weber had no announcements or reports. The next executive committee meeting was confirmed for June 16, 2014 at 10 AM.

Claims and litigation. The committee convened in closed session at approximately 11:40 AM, on motion and second by Supervisors Brandl and Staples, pursuant to the exemption contained in Section 19.85 (1) (g) of the Wisconsin Statutes, “conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved,” relative to the items listed below. All supervisors voted “aye.”

- a) Pounder Bros., Inc. v. Walworth County – Circuit Court Case No. 14CV292
- b) Notice of Circumstances Giving Rise to Claim Pursuant to Wis. Stat. Sec. 893.80 – Thomas F. Regan, Claimant. Likely Regan will sue the county.
- c) Claim of Myron Paddock
- d) Notice of Circumstances Giving Rise to Claim and claim Pursuant to Wis. Stat. Sec. 893.80 – Robert D. Sharp, Claimant
- e) Notice of Auction and Auction Terms and Bid Procedures – B.R. Amon & sons, Inc., Amon & Sons, Inc., Amon Land Company, LLC, and Lake Mills Blacktop, Inc.

The committee reconvened in open session and took the following action on the above-referenced agenda items: Brandl moved and Staples seconded holding items a, b, c and d and taking no action on item e. The motion carried 4 – 0.

Chairman Weber adjourned the meeting at 12:10 PM on motion and second by Brandl and Russell.

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

County Board Executive Committee
Tuesday - May 13, 2014
5:30 PM
County Board Room 114
Walworth County Government Center
100 W. Walworth St., Elkhorn, Wisconsin

Chairman Weber called the meeting to order at 5:35 PM. A quorum of members was in attendance, including Chairman Weber and Supervisors Russell and Staples. Supervisor Brandl was absent, excused. Vice Chairman Kilkenny arrived late. Others in attendance included Supervisors Ingersoll, Schaefer, Monroe, Yvarra, Stacey and Brellenthin. Staff included Nicole Andersen, Deputy County Administrator–Finance and Dave Bretl, County Administrator.

The agenda was approved 3 – 0, with no withdrawals or changes, on motion by Supervisors Staples and Russell.

There was no comment during the public comment period.

Chairman Weber had no reports or announcements.

The next executive committee meeting was confirmed for May 19, 2014 at 10 AM.

Claims and litigation. Staples and Russell moved and seconded to convene in closed session at 5:40 PM 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 item listed below. All committee members voted “aye.” Vice Chair Kilkenny arrived at that time. Supervisors remaining during closed session included Ingersoll, Schaefer, Monroe, Yvarra, Stacey and Brellenthin. Staff remaining during the closed session included Bretl and Andersen.

a) Claim of William Schmidt in regard to Lot 1 Block 17 Sunset Hills

The committee reconvened in open session on motion by Kilkenny, seconded by Russell, and took the following action on the above-referenced item: Russell moved and Kilkenny seconded settlement in an amount not to exceed \$13,971.00, inclusive of specific amounts discussed in closed session for back taxes, mowing, trees and grass seed, and purchase price plus appreciation, contingent upon execution of a property deed and release. Motion carried 4-0.

The committee reconvened in open session on motion and second by Kilkenny and Russell just before 6 PM.

Chairman Weber adjourned the meeting on motion by Kilkenny seconded by Staples.

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

Walworth County Board of Supervisors
Walworth County Park Committee
MEETING MINUTES
April 21, 2014
Walworth County Government Center, County Board Room 114
100 W. Walworth Street, Elkhorn Wisconsin

Brunner called the meeting to order at 1:01 p.m. Roll call was conducted with all members present: Michael Hurlburt, Dan Kilkenny, Mariette Nowak, Nancy Russell and Charlene Staples.

County Staff: Kevin Brunner, Director of Central Services; and David Bretl, County Administrator.

Members of Public: Charles Colman, Chairman, Merilee Holst, Advocacy Committee Chairperson and Lynn Ketterhagen, Manager of Land Protection & Operations Outreach for Geneva Lake Conservancy. Gerald T Peterson, President of Kettle Moraine Land Trust.

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

Approval of February 17, 2014 minutes by Russell/Nowak. Motion carried 5-0.

Nominations and election of committee chair of Park Committee Brunner called for nominations for chair of the Park Committee. **Russell/Nowak nominated Kilkenny. Russell/Nowak motion to close nominations for chair and cast a unanimous vote. Motion carried 5-0.**

Nominations and election of committee vice chair of Park Committee Kilkenny asked for nominations for vice chair. **Nowak/Hurlburt nominated Russell for Vice Chair. Motion carried 5-0. Motion to close nominations and to cast a unanimous vote by Staples/Hurlburt. Motion carried 5-0.**

Role of the Park Committee Bretl welcomed Charlene Staples to the committee. Bretl explained the Park Committee makes recommendations to the County Board and serves as a policy-making body, determining broad outlines and principles concerning parks and recreation issues. Bretl stated that the Park Committee has become quite active in recent years, especially with the purchase of a third park.

UNFINISHED BUSINESS

Discussion concerning draft brochure for marketing parkland acquisition fund from February 17, 2014 meeting Nowak commented regarding the excellent work on the brochure. Brunner stated this was a draft and that Becky Bechtel of Public Works put the brochure together with his assistance and thanked her. Brunner mentioned he has had inquiries regarding donations for park improvements and inquired if the committee's wishes were to have separate

brochures for acquisition and development or try to combine into one. Russell would like to see both versions. Kilkenny inquired as to the status of funds in the lockbox account. Bretl suggested Brunner investigate the account and report back at the next meeting. Russell would like the brochure to state 3 major parks. Coleman questioned if donations are tax deductible and if so, this should be clearly stated on the brochure. Bretl said staff will investigate, suggested wording to consult with your tax advisor. Russell suggested wording to clearly state that donated money would be used for capital improvements and the county would not reduce the parks' annual budget by using donated funds. Brunner will have revised versions of the brochure available at the next meeting.

Report on proposals from Geneva Lake Conservancy and Kettle Moraine Land Trust.

Brunner mentioned that representatives from both groups were present. Russell and Brunner met with both groups in late January and discussed plans for the White River County Park and the other two major parks. Brunner felt both groups had a sincere interest in forming a partnership with the County to plan and develop the parks. A written proposal was requested and was included in the packet. Brunner is requesting both groups address the committee and then he is looking for direction from the committee regarding moving forward to work with both organizations.

Jerry Peterson, president of Kettle Moraine Land Trust (KMLT) spoke first. Peterson said the trust is very pleased with the county's progress on the third county park. After meeting with Brunner, Peterson's executive committee decided to support involvement at Natureland and Price Parks. The KMLT program manager, Maggie Zoellner, worked for parks in Illinois so they feel very qualified to assist the county. They propose for the next three years to

- 1) Create a 3 year conceptual development plan for each of the parks.
- 2) Hold discussions with the county over elements of the conceptual plans and consider the development of a comprehensive development plan.
- 3) Within the first year host at least one activity at each of the parks to increase community involvement. A hike has been already scheduled for July 2 at Natureland.

Kilkenny inquired if a memo of understanding between the County and KMLT should be drawn up, Brunner will write up an acceptable memo. Russell requested recognition of the group's work be acknowledged at each park. Kilkenny mentioned each park has a kiosk that could be used. **Motion by Russell/Nowak to direct staff to prepare a memo regarding partnership of the Kettle Moraine Land Trust with the County for improvements in both Natureland and Price parks. Motion carried 5-0.**

Brunner invited Lynn Ketterhagen, Manager of Land Protection & Operations Outreach for the Geneva Lake Conservancy to address the committee. The Conservancy wishes to assist Walworth County with the development and management of the White River County Park property. The Conservancy supports the development of a land management plan and proposes to help set up a Friends group for the White River County Park. They would also make recommendations regarding fundraising and promoting of the park system that would be of assistance to all county parks. The conservancy will provide a Land Management plan for the

Walworth County Park Committee

April 21, 2014

Page 2 of 4

woods, streams, and prairies on the White River County Park property to guide the restoration of the park to its natural state and make the park more educational and desirable for the public. The Conservancy does not propose to run the friends group, but act as a liaison to introduce county personnel to friend's group structures to understand how they work and issues related to each. The Conservancy would also reach out to kayaking companies, tourism members, naturalists and contractors to connect with those interested in the park. The Conservancy would not be involved in fundraising for the Friends group, but would work with them to develop ideas and approaches. They would also support any County efforts to obtain grants for land improvement projects. **Motion by Russell/Staple to direct staff to prepare a memo regarding partnership of the Geneva Lake Conservancy with the County for development and management of the White River County Park. Motion carried 5-0.**

NEW BUSINESS

Review White River Park Property Encroachments. Brunner stated that since the last Park Committee meeting the park property has been acquired and Mr. Clark is leasing the house and barn. Mr. Clark is planning on having an estate sale in May. Brunner has talked with the surrounding property owners. On the east side (Downey property) the Downey's fence is encroaching park property by 5 or 6 feet. Downey's would like to correct the encroachment sometime in the future when the fence would need replacing.

On the west side of the Lois property the fence is 6-15 feet on their property. This property is a very low, wetland type and the only access is through the Lois property. Lois's would like to purchase the park property from the county. The issue is if the county sells property purchased by a stewardship grant, the DNR does not usually approve such a sale and repayment must be made to the DNR. Russell stated she is not in favor of selling any property. Kilkenny asked if the County could move the fence to correct the property line when the fence needs replacing. Brunner thought that would be the case. Brunner told the committee he is looking the Committee's approval to enter into agreements for the encroachments on both Downey and Lois properties. **Motion by Russell/Hurlburt to approve Brunner to enter into agreement for encroachments on both Downey and Lois landowners. Motion carried 5-0.**

Volunteer Work Day at White River County Park – May 10 Brunner distributed a copy of the draft volunteer work day announcement prepared by Colleen Lesniak of the Walworth County Volunteer Services office. Russell suggested changing the location to the address of 6513 Sheridan Springs Road.

Schedule Grand Opening/Dedication of White River County Park Brunner would like to schedule a date for the opening. Brunner anticipates work will be completed at the park by the beginning of July and suggested a day the week of July 7th in the late afternoon. Russell suggested July 10 at 6:00 p.m. Brunner asked for volunteers to serve on a committee to plan a program. Russell and Staples graciously volunteered. Nowak suggested having guided walks as was the case at the Price Park opening.

Correspondence from Department of Natural Resources (DNR) regarding proposed sale of 70 acres located in the Town of Troy. This item was referred from the April 17, County Board meeting. Brunner stated he has been made aware the DNR board is in the process of selling 10,000 acres of property. Part of the process is to first request the county review the parcel and comment on the proposed sale. As a unit of government the County would be given priority for the purchase of the property, but Knowles Nelson Stewardship Grant funds are not available. The property is located in the Town of Troy, Section 28, parcel number LT2800004A. Nowak stated the property could be very valuable as a wildlife area. Nowak requested Brunner discuss the property with DNR real estate specialist Jim Jackley and report back to the committee. Brunner reminded the Committee that the County park funds have been used for the White River County Park. Nowak stated the DNR might be willing to either sell at a very low price or give the property to the County. Kilkenny asked Brunner check with Jackley regarding the sale of the property and talk to Chief Land Use Planner, David Schilling of the Southeastern Wisconsin Regional Planning Commission to check if the property is located on the Park and Open Space Plan. Brunner will compile additional information regarding the property and if necessary call a special meeting in order to meet the DNR deadline of May 20, 2014.

Confirm next meeting date and time: Monday, June 16 at 1:00 p.m.

Motion by Nowak/Hurlburt to adjourn. Motion carried 5-0 and the meeting concluded at 1:52 p.m.

Minutes recorded by Vicki L. Price, County Administrator's Office.

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

BOOTH LAKE MANAGEMENT DISTRICT
P.O. BOX 778
EAST TROY, WISCONSIN 53120-0778
REGULAR MEETING OF THE BLMD COMMISSIONERS
April 5, 2014

Present:

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

1. Meeting called to order at 9:05 am,

2. APPROVAL OF MINUTES
December 14, 2013 Meeting

John Kendall noted the Park Board is considering options for improving the launch and not the Town of Troy. Motion for approval of the minutes of the December 14, 2013 meeting, as amended, by Stan Muzatko. 2nd by Greg McElwee. Motion approved.

3. TREASURER'S REPORT

Barry Loveland reviewed the Treasurer's Report (attached). The Commissioners discussed the reserved fund for legal expenses and generally felt monies should continue to be earmarked for the fund next budget year. Motion for approval of the Treasurer's Report by Gary Hegeman. 2nd by Stan Muzatko. Motion approved.

4. CHAIRPERSON'S REPORT

Hank Hubbell reported the analysis of the fall water sample indicated the water quality is good. Hank hopes to get a general overall water quality report based on several samples taken over the past few years.

5. OLD BUSINESS

a. Water Way Markers: John Kendall reported the Town of Troy has passed a new ordinance (Ordinance No. 2014-3) concerning the placement of water way markers on Booth Lake (copy attached). The ordinance calls for the GPS placement of 23 water way markers. It is anticipated markers will be placed in the lake the first or second week of May and taken out the first week of October. This work will be completed by a contractor. John indicated the Town Board is looking for feedback from the Board of Commissioners on how well the 23 markers work this summer and stated if there are documented problems the ordinance could be amended. The Commissioners noted potential problems areas and felt it would be important to closely monitor the effectiveness of the markers during the summer. The placement of water way markers and new ordinance will also be an agenda item at the Annual BLMD Meeting.

b. Water Quality Class/Presentation: Kathy Tober was unable to attend the meeting and Greg McElwee indicated he will no longer be able to work on this issue due to other personal commitments and time constraints. This item will be carried over to the next Board meeting.

c. Lake Habitat: Hank Hubbell reported the DNR will work up a bid to do a lake habitat study/review for us as a first step in considering the possibility of stocking the lake. Hank will work with the DNR to obtain the bid.

6. NEW BUSINESS

It was decided to hold the BLMD Annual Meeting on Sunday, July 20, 2014, at the Alice Chester Center Pavilion, beginning at 11:00 am.

7. PUBLIC/COMMISSIONER'S COMMENTS

John Kendall reported on the proposal and possible Town ordinance to restrict Lulu Lake to electric motors only. John indicated he hopes to be able to appoint a committee to study this issue and make recommendations to the Town Board with a decision in October 2014.

8. Motion to adjourn the meeting by Gary Hegeman. 2nd by Stan Muzatko. Meeting adjourned at 10:09 am.

Respectfully submitted by
Gary Hegeman – BLMD Secretary

BOOTH LAKE MANAGEMENT DISTRICT
BUDGET SUMMARY FISCAL 2014

<u>EXPENDITURES</u>		<u>SOURCES OF FUNDING</u>	
ADMINISTRATIVE EXPENSE	\$500	INTEREST INCOME	\$100
EDUCATION	\$100	TOWN OF TROY	\$500
INSURANCE	\$2,700	PROPERTY TAX LEVY	\$12,600
LAKE MANAGEMENT	\$5,000		
LAKE HABITAT FUND	\$100	2013 BUDGET SURPLUS	\$3,000
LEGAL & PROFESSIONAL	\$2,000		
MAINTENANCE AND REPAIR	\$500		
SEPTIC SYSTEM ORDINANCE	\$4,800		
WATER QUALITY STUDY	\$500		
TOTAL EXPENDITURES	\$16,200	TOTAL FUNDING	\$16,200

APPROVED PROPERTY TAX LEVY: \$140