

County Zoning Agency

MINUTES

February 18, 2016 – 4:30 p.m.

100 West Walworth Street

Elkhorn, Wisconsin

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

Chair Rich Brandl called the meeting to order at 4:30 p.m.

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

County Staff present – Land Use and Resource Management Department Director Michael P. Cotter, Deputy Director Shannon Haydin, and Site Planner/Hearing Facilitator Matt Weidensee. Present for a portion of the meeting / hearing was Debora Grube/Senior Zoning Officer and Neal Frauenfelder/Senior Planner.

A “sign-in” sheet listing attendees on February 18, 2016, is kept on file as a matter of record.

Details of the February 18, 2016 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

Dave Weber motioned to approve the agenda as amended to table items 8.f.2.) Corporate Contractors, Inc. Seconded by Tim Brellenthin. Motion carried. 5-favor 0-oppose

Dave Weber motioned to approve the January 21, 2016 Minutes. Seconded by Tim Brellenthin. Motion carried. 5-favor 0-oppose

Zoning / Sanitation / Land Conservation Enforcement – Michael Cotter
Disc Count #4:34:03 – 4:34:11

Subdivision Items – Old Business - none

Subdivision Items – New Business –

1. **Riek Rd., LLC** Proposed 1-lot, 1-outlot Certified Survey Map, Section 35, Town 4 North, Range 15 East, Town of Whitewater Parcel # D W 3500034. The proposed CSM contains 1.657 acres of land and is zoned R-1 Single Family Residence District. This CSM requires CZA review and approval due to the creation of an outlot.

Neal Frauenfelder discusses the certified survey map proposal.

Dave Weber motions to approve with the following conditions:

1. Approval is subject to amending and recording the Kettle Moraine Club Articles of Incorporation and Protective Covenants to make it clear that no other lots than those identified on the face of the CSM as appurtenant to outlot 1 can be granted any rights to use this outlot.
2. Approval is subject to meeting all requirements of state statutes and county ordinances.

Seconded by Jim VanDreser. Motion to approve carried. 5-favor 0-oppose.

Disc Count #4:34:15 – 4:50:18

Old Business - Ordinance Amendments – none

Old Business – Discussion Items – none

New Business - Ordinance Amendments -

1. Amendment to Section(s) 74-62(7) of the Zoning Ordinance and Section(s) 74-189(7) of the Shoreland Zoning Ordinance regarding Planned Campground Developments and tent gazebos, storage sheds, structures and fencing.

Jim VanDreser motions to send to County Board for approval, with a fee amendment to \$35.00. Seconded by Dave Weber. Motion to approve failed. 2-favor 3-oppose (Rich Brandl, Tim Brellenthin and Paul Yvarra voting in opposition).

Tim Brellenthin motions to reconsider. Seconded by Jim VanDreser.

Jim VanDreser motions to send to County Board for approval amending proposal to keep the storage shed area at 100 sq. ft. as it is currently, with a fee amendment to \$35.00. Seconded by Dave Weber. Motion to approve carried. 5-favor 0-oppose.

This item will be forwarded to the March 14, 2016 County Board meeting for discussion/possible action.

Disc Count #4:50:27 - 5:02:20

New Business - Discussion Items -

1. Discussion / Possible Action - **Beber Camp Property, Inc. - Owner, B'Nai B'Rith Beber Camp - Applicant.** Amendment of existing conditional use for construction of yurt buildings for seasonal use with sleeping quarters, and separate shower, restroom and recreation area building. Tax Parcel P ET 500003, 6C, 10, 11, East Troy Township.

2-18-16 - Amended re seasonal yurt platform complex and associated restroom, shower and recreational building, conditions #1, 17.

4-16-09 - Amended re addition of health center, conditions #1, 15, & 16.

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

TOWN: EAST TROY

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

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

Has been APPROVED subject to the following conditions:

1. The Conditional Use for the recreational youth camp and conference center **with a new health center and amended 2-18-2016 for a seasonal yurt platform complex and associated restroom, shower and recreational building** is approved as per the plan submitted **with all additional conditions.**
2. Use of the grounds shall be limited to normal recreation youth camp and conference center use as stated in the plan of operations.
3. All housing for the youth camp and conference center users shall occur in the buildings identified on the plan.
4. The project must meet with all State, Federal and local approvals.
5. The applicant must obtain the required County Zoning permits.
6. Hours of operation shall be as stated in the plan of operations.

7. Sufficient adult supervision must be present at all times when the camp or center is used by children.
8. The total capacity of the camp and conference center shall be as identified in the plan of operations.
9. The applicant must obtain an approved Land Disturbance, Erosion Control and Stormwater permit from Land Conservation if required by Ordinance.
10. The project site must meet with all County sanitary requirements.
11. All perimeter fencing shall be maintained as identified on the project plan.
12. The applicant obtaining adequate liability insurance and keep the insurance current during the life of this conditional use.
13. All lighting must be shielded and directed on to the property.
14. Parking must meet with requirements of the county zoning ordinance. All parking across from residential zoning must be setback 25 feet from the roadway. All parking must be in compliance with County requirements within 60 days of this approval.
15. **If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.**

Specific Conditions:

16. **The existing health center must be removed from the site by September 15, 2009.**
17. **There shall be a noise curfew enforced at 10:00 P.M. for the benefit of the surrounding neighbors as per the Town.**

Dated this 21st day of August, 2008.

COUNTY ZONING AGENCY
RICK STACEY, CHAIRMAN

**Dave Weber motions to approve. Seconded by Tim Brellenthin. Motion to approve carried. 5-favor 0-oppose.
Disc Count #5:02:21 – 5:04:56**

Public Hearing: 5:30 p.m.

Ordinance Amendments –

1. Amendment to Sections 74-55, 74-62, and 74-131 of the Zoning Ordinance and Section(s) 74-182, 74-189, and 74-263 of the Shoreland Zoning Ordinance regarding Special Event Campgrounds in the B-5 zoning district in conjunction with a previously approved conditional use permit for special events held under the approval of the following uses: drive-in movies; dude ranches; fairgrounds; race tracks; golf courses and country clubs; amphitheatres; theatres; music entertainment facilities; arenas; field houses; gymnasiums; natatoriums; auditoriums; exhibition halls; music halls; stadiums; airports; schools; and churches.

Jim VanDreser requests input regarding policing issues. Sheriff Kurt Picknell addresses the committee regarding discussions with Live Nation regarding the same.

This item will be placed on the 4:30 P.M. agenda of the March 17, 2016 Walworth County Zoning Agency for a vote.
Disc Count #5:36:33 – 5:43:47

Rezones with Conditional Uses –

1. **Harvey R. & Gladys M. Gudeyon Trust – Owner, Joseph & Wendy Staller – Applicant,** Sections 16 & 17, Richmond Township. Rezone of approximately .4 acres of land from A-1 Prime Agricultural Zone District to A-4 Agricultural Related Manufacturing, Warehousing and Marketing District to be attached to the neighboring A-4 property and incorporated into the conditional use for the Staller Winery. Staller Winery is requesting conditional use approval to construct a new warehouse, expand parking and increase occupancy and needs more area for the building, setbacks and a proposed future access. Part of Tax Parcel CA3794-2 for the rezone and Tax Parcel CA3794-3 for the conditional use winery.

Amended 2/18/2016 for spirits, mixed use building, increased use capacity, parking expansion and future access see #1, #16, #18.
*Amended 12/19/2013 see condition # 17

NAME: JOE AND WENDY STALLER

TOWN: RICHMOND

A conditional use permit for outdoor food and beverage as part of the approved retail sales at an existing winery as specified in Chapter 74, Division 4, Walworth County Code of Ordinances, Walworth County, Wisconsin, on lands zoned A-4 Agricultural Related Manufacturing, Warehousing and Marketing District, and described as follows:

Part of Tax Parcel #CA379400003

Has been APPROVED subject to the following conditions:

1. The Conditional Use for seasonal outdoor food and beverage consumption as part of the approved detailed retail sale plan of operation is approved as per the plan submitted and amended 12/19/2013 and 2/18/2016 for a mixed use building to contain 3000 sq. ft. of additional retail and 1520 2050 sq. ft. of production space, an increase of total capacity allowed on site for wine and spirit tasting events to 325 people along with the required parking expansion and a future access and allowing the manufacturing, rectification and bottling of spirits with the following conditions.
2. Use of the grounds shall be limited to the uses as stated in the plan of operations.
3. The project must meet with all State, Federal and local approvals.
4. The applicant must obtain all required County Zoning permit including a sign permit for any proposed signage.
5. Sufficient adult supervision must be present at all times when facilities are in use.
6. The applicant must obtain an approved Land Disturbance, Erosion Control and Stormwater permit from Land Conservation if required by Ordinance.
7. The applicant is responsible for obtaining adequate liability insurance and keeping the insurance current during the life of this conditional use.
8. All lighting must be shielded and directed on to the property.
9. All parking must occur in the areas identified on the approved plan. Parking must meet with requirements of the county zoning ordinance. All parking must be graded and surfaced so as to be dust free. All parking for business on site must be in compliance with County requirements within 60 days of this approval.
10. The property owner must obtain the required County sanitary permit approval for facilities to be located on site.

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

Specific:

13. Hours of operation for outdoor activities shall be 10:00 a.m. to 9:00 p.m. as per the Town.
14. All outdoor seating and all outdoor food and beverage consumption must be within the A-4 zoned area.
15. The patio and gazebo must meet with the commercial building code including all proposed lighting. There shall be three sodium high vapor lights hung from the roof of the patio area as per the Town. Open flame tiki torches may not be used as lighting.
16. This approval allows for a maximum of four wine festivals with no more than 85 ~~85~~ **325** people in attendance and outdoor wine picnics for small groups up to five people with no more than 10 groups as a time.
17. **Barley wine, craft beer and specialty craft coffee, etc., shall be allowed to be served during wine and food pairing at Staller Estate Winery.**
18. **The property owner shall be required to widen the proposed future access to 24 feet prior to connection of the access to the parking area or use of the access for commercial purpose. The new access shall be required to meet all setback requirements.**

Dave Weber motioned to approve. Seconded by Jim VanDreser. Motion carried. 5-favor 0-oppose.

Disc Count #5:43:48 – 5:54:21

The rezone petition will move forward to the March 8, 2016, Walworth County Board for possible action.

Rezones –

1. **Charles and Jennifer Kaska – owners, Section 9, East Troy Township. Rezone approximately .06 acers of C-4 Lowland Resource Conservation District (shoreland wetland) property to R-1 Single Family Residential District in order to correct the wetland boundary to Southeastern Wisconsin Regional Plan Commission (SEWRPC) delineated field conditions. Part of Tax Parcel PBM-5.**

Tim Brellenthin motioned to approve. Seconded by Dave Weber. Motion carried. 5-favor 0-oppose.

Disc Count #5:54:50 – 5:57:58

The rezone petition will move forward to the March 8, 2016, Walworth County Board for possible action.

Conditional Uses -

1. **R. J. Amann Properties LLC – Owner, Ron Amann – Applicant, Section 19, Lyons Township.** Conditional use approval for a supply and products show room as a commercial services facility in conjunction with an existing contractor storage facility and office for a home building business. Tax Parcel NIP-2.

General:

1. Approved per plans submitted as contractor storage and offices with a home builder's show room as a Commercial Services Facility (no retail sales) with all additional conditions as stated.
2. All storage areas, materials and equipment shall be located as defined on the plan of operations.
3. Must meet all applicable Federal, State, County and local regulations.
4. The applicant must obtain a Land Disturbance, Erosion Control and Stormwater Permit from Land Conservation if required by Ordinance.
5. The owner must provide a waste disposal plan stating where all trash is disposed.
6. The owner/applicant must obtain County Land Conservation Office approval of a spill prevention plan (SPP) and a stormwater pollution prevention plan for this site if require by ordinance.
7. No general public sales allowed from the storage facility. No business activities other than specified in the plan of operations may be conducted from out of the facilities.
8. On site hours of operation shall be from 6:00 a.m. to 6:00 p.m. seven days a week with hours until 9:00 p.m. for return of equipment from off-site contractor work.
9. Outside lighting shall be shielded and directed on site.
10. The applicant must obtain all required zoning permit approvals including a sign permit for the on-site business sign if required by ordinance.
11. No burning of waste materials shall occur on site.
12. The applicant must obtain the required Town, County and/or State Highway approval for the access.
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 this approval.
14. The project site must be kept neat, clean, and mowed in all areas.
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 March 15th, 2012 approved conditional use for a PUD providing for on-site automobile repair is dismissed without prejudice by approval of this conditional use for contractor storage and office with a home builder's show room as a Commercial Services Facility (no retail sales).

Tim Brellenthin motions to approve. Seconded by Dave Weber. Motion to approve carried. 5-favor 0-oppose.

Disc Count #5:58:03 – 6:02:40

THIS MATTER NOT HEARD DUE TO NO TOWN DECISION

- ~~2. **Corporate Contractors Inc. Owner, Brad Austin Applicant, Section 36, Delavan Township. Conditional use approval to add a wash plant, well and gravel washing operations to an existing gravel pit (William Bay Pit) in order to produce washed stone. Tax Parcel F D-36-107.**~~

Reclamation Plan and Permit Modification-

~~**Corporate Contractors, Inc., Mining Site Operator. The operator of an existing mining site located, on Tax Parcel F D 36-107, is requesting approval of a modification to the current reclamation plan and permit to include reclamation associated with the decommissioning of the planned wash plant and ponds.**~~

3. **Jerry C. and Donna L. Kollwelter – Owners, Section 1, Whitewater Township. Conditional use approval to expand dairy farm from 489 to 910 animal units as a livestock siting facility. Tax Parcel D W-1-8.**

General: For a dairy operation with greater than 500 animal units.

1. Approved as per plan submitted as a dairy feedlot with a limit of 910 animal units subject to all additional conditions.
2. Hours shall be 24 hours per day. No transport of animal waste on the roadways shall occur between 6:00 p.m. and 6:00 a.m.
3. The site must meet all applicable Federal, State, County and local regulations including any State well or water supply requirements.
4. The applicant must obtain the required zoning permit prior to construction.
5. Applicant must obtain approval of a nutrient management plan from the County Land Conservation Office. The plan must meet with all requirements of the County and the Wisconsin Dept. of Natural Resources. The applicant must comply with all recommendations of the approved nutrient management plan.
6. The applicant must install and maintain safety fencing around the manure storage facility if required by the manure storage ordinance.
7. The applicant must provide adequate manure storage. Storage shall be available for at least 4 months on site in order to allow storage during the winter months when manure will not be able to be incorporated to reduce odor. All manure spreading, except for manure dewatering, from County approved storage facilities must be incorporated in the ground within 24 hours of spreading in order to limit odor from the farm operations. Exception for incorporation shall be allowed for spreading on hay ground. The storage facilities must be emptied within two weeks of any time that spreading begins. The applicant shall keep a record of the date that spreading begins and the date on which the storage facility has been emptied. If the applicant cannot empty the manure storage facility in the required time frame using existing equipment and farmland then the applicant may need to make arrangements with a commercial manure disposal company.
8. All structures shown on the approved conditional use plan shall fit within the footprint shown or a separate required zoning permit review fees shall be charged prior to zoning permit review.
9. Failure to begin construction on structures shown on the approved conditional use plan within two years of the conditional use approval shall result in the need for a separate zoning permit, fee and permit review.
10. All development on site shall be conducted in compliance with State Statute Chapter 51 and appendix A application and worksheets.
11. All outside lighting must be shielded and directed on site.
12. The applicant will be responsible for cleaning tracked soil or manure resulting from the farm operations off the Township or County Roadways on a daily basis.

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

Specific:

15. An animal waste storage permit must be applied for and the manure structure must be designed and approved by a licensed engineer according to NRCS Technical standard 313.

Dave Weber motions to approve. Seconded by Paul Yvarra. Motion to approve carried. 5-favor 0-oppose.

Disc Count #6:02:42 – 6:06:45

Adjournment

Dave Weber motioned to adjourn. Seconded by Tim Brellenthin. Motion carried. 5-favor 0-oppose

The meeting was adjourned at 6:07 p.m.

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

DRAFT

**Walworth County Board of Supervisors
February 18, 2016 Finance Committee Meeting Minutes
Walworth County Government Center, County Board Room 114
100 W. Walworth Street, Elkhorn, Wisconsin**

The meeting was called to order by Vice Chair Kilkenny at 9:34 a.m.

Roll call was conducted. Members present included Vice Chair Dan Kilkenny, and Supervisors Joe Schaefer and Paul Yvarra. Chair Russell and Supervisor Kathy Ingersoll were excused. A quorum was declared.

Others in Attendance

County staff: County Administrator David Bretl; Deputy County Administrator-Finance Nicki Andersen; County Treasurer Valerie Etzel; Comptroller Jessica Conley; Lakeland Health Care Center (LHCC) Administrator Bernadette Janiszewski; Sheriff's Office Business Manager Amanda Lagle; Director of Health and Human Services Elizabeth Aldred; Director of IT John Orr; Manager of IT Operations Jackie Giller; Director of Human Resources Dale Wilson

Supervisor Schaefer made a motion, seconded by Supervisor Yvarra, to remove item 8.A. 4.c., Sheriff's Office 2015 Budget Amendment SH011, from the agenda. The motion carried 3-0. Supervisor Schaefer made a motion, seconded by Supervisor Yvarra, to approve the agenda as amended. The motion carried 3-0.

Supervisor Schaefer made a motion, seconded by Supervisor Yvarra, to approve the December 8, 2015, and the January 21, 2016 committee meeting minutes. The motion carried 3-0.

Public Comment – There was none.

Unfinished Business – There was none.

Consent Items

Vice Chair Kilkenny asked to consider item 8.A.2. (2016 Budget Amendments – LS001), items 8.B. 2. and 3., and item C.2. separately. **Supervisor Schaefer made a motion, seconded by Supervisor Yvarra, to approve the remainder of the consent items. The motion carried 3-0.**

8A, Budget Amendments

2015 Budget Amendments

- 1) Human Resources
 - a) HR002 – Adjust IBNR (incurred but not reported) Workers Compensation liability for 2015
- 2) Health and Human Services
 - a) HS019 – Reflect increase in supervised visitation and in-home therapy expenses
 - b) HS020 – Transfer funds for increase in Community Based Residential Facility placements
- 3) Public Works
 - a) PW015 – Reallocate accounts to reflect actual 2015 activity
 - b) PW016 – Increase vehicle parts expenses
 - c) PW017 – Reflect 2015 year-end inventory adjustment

- 4) Sheriff
 - a) SH009 – Increase compensatory bank payout accounts for Communications Division
 - b) SH010 – Offset increased overtime in Correctional Division
 - c) SH011 – Adjust Huber and Electronic Monitoring revenues to reflect actual charges –
Removed from the agenda.

2016 Budget Amendments

- 1) Lakeland School
 - a) LS001 – Transfer funds for Lakeland School facility study to occur in 2016
County Administrator Bretl said there was a question on the funding source for the amendment. The Children With Disabilities Education Board has spent time establishing enrollment limits and feels it is appropriate at this time to conduct a long-range study on space needs at the School. The study was originally budgeted for 2015. **Supervisor Schaefer made a motion, seconded by Supervisor Yvarra, to approve budget amendment LS001. The motion carried 3-0.**
- 2) Sheriff
 - a) SH001 – Repair cove base on jail flooring

8B, Bids/Contracts

- 1) Background screening services for Human Resources
- 2) Award sale(s) of tax foreclosure properties
Treasurer Valerie Etzel said Tax Parcel #JLCB 00026 in the Town of Geneva was offered to the adjacent property owner, who bid \$152.00, which is below the minimum bid of \$350. She requested the offer be accepted. The property has been offered for sale four other times, and the lot is unbuildable. Even though this is not a large sum of money, Vice Chair Kilkenny was concerned about setting a precedent. Discussion ensued. **Supervisor Schaefer made a motion, seconded by Supervisor Yvarra, to approve the bid of \$152.00 from the adjacent property owner, with the caveat that the findings on the property be specified (i.e., the lot is unbuildable, number of times offered for sale, etc.). The motion carried 3-0.**
- 3) Discussion and possible action regarding establishment of minimum bids for unsold tax foreclosure properties. **Vice Chair Kilkenny made a motion, seconded by Supervisor Yvarra, to approve the Treasurer's proposed minimum bids for unsold tax foreclosure properties. The motion carried 3-0.**

8C, Reports

- 1) Quarterly investment report – 4th quarter 2015
- 2) Update on Tax Incremental Financing Districts (TIDs)
Comptroller Jessica Conley reported that the TIF project plan amendment in Whitewater was approved. The State Senate passed the legislation requiring Joint Review Boards to meet annually, and fines will be imposed if the meetings are held later. She will provide a legislative update at next month's meeting. Vice Chair Kilkenny said the TIF Districts need to be made aware of the changes in financial reporting.

New Business

- Discussion and possible action regarding Health and Human Services collections and ability to pay
Director of Health and Human Services (HHS) Elizabeth Aldred gave background information concerning billing and collection policies. HHS has a sliding fee scale, based on DHS1-Uniform Fee System. In mid-2015, the Wisconsin Department of Health Services (DHS) published a memorandum to clarify and improve the fee collection process. Generally, a consumer must have an established ability to pay, based on an evaluation of the consumer's full financial information, before the County can bill or engage in

collection activities. HHS will no longer be able to charge a consumer a minimum monthly fee and send the fee to collections if it is determined that the consumer has no ability to pay. However, collection can be pursued for up to 10 years, if the consumer's ability to pay changes. Aldred gave specifics on the proposed revisions to their internal policies, which were presented to and approved by the Health and Human Services Board on February 17. She requested the Finance Committee authorize writing off old outpatient charges due to the previous policy of a \$10 minimum monthly fee if it is determined the consumer has no ability to pay, and if the balance owed is less than \$1,000. Aldred said currently there is \$26,000 worth of transactions to be written off, none of which is over \$1,000. **Supervisor Schaefer made a motion, seconded by Supervisor Yvarra, to approve the write-offs of outstanding outpatient charges as recommended by the HHS Director. The motion carried 3-0.**

- Discussion and possible action regarding proposed 2016 calendar for 2017 budget process
County Administrator Bretl said the draft budget calendar was included in the agenda packet. Deputy County Administrator-Finance Nicki Andersen met with Bretl and County Board Chair Russell to draft the proposed dates for the 2017 budget process, which include the budget workshop, budget appeals, public budget hearing and budget adoption. The calendar will also go to the Executive Committee for approval, then to the County Board on April 21, after the election. Andersen noted that the budget calendar times have not yet been established. Bretl asked consideration by the Committee to schedule two County Board meetings at 2:00 p.m.: November 7, 2016 and March 14, 2017. The November time would better accommodate the County Clerk because of the fall presidential election the following day, which generally runs very late and involves extended staff hours during the entire week. The early March 2017 meeting would allow for daytime travel in case of inclement weather. Supervisors Schaefer and Yvarra expressed their concern about holding Board meetings in the afternoon, stating the evening meetings allow greater opportunity for public attendance, and the Board should promote public participation. Bretl said he would pass their concerns onto the Executive Committee; however he commented that most of the 6:00 p.m. meetings have had sparse public attendance. Vice Chair Kilkenny added there aren't many public hearings held at the County Board level; most are conducted at committee meetings, as well as most of the discussion on issues. **Vice Chair Kilkenny made a motion to recommend adoption of the 2016 calendar dates for the 2017 budget process, with no times attached to the dates. The motion died for lack of second.** Bretl said the calendar would be sent to the Executive Committee for discussion/approval without a recommendation from the Finance Committee.

- Ordinance **-03/16 Amending Section 30-262 of the Walworth County Code of Ordinances Relating to Disposition of Surplus Property
Andersen said staff has been working on refining procedures for surplus property disposal and have made a great deal of progress over the last few years. She has worked with Public Works and IT in ensuring hard drives and computer equipment were disposed of properly. Timelines for disposal of surplus property have been established, and a secure area has been set up at the Public Works Department for items listed for sale on Government Surplus. If items are outdated or broken, they are disposed of. Recently, the County received an inquiry from a non-profit organization for donation of old storage boxes and binders, etc., that HHS was going to dispose of. The proposed additions to the ordinance address donations to other government agencies or nonprofit organizations for a public purpose. The ordinance sets limits on value and approval requirements. Andersen said excess vehicle parts would be excluded from the ordinance because Public Works offers them for sale on the Purchasing website. Andersen said some counties contract with an outside vendor who dismantles surplus workstations, etc., and handles the disposal/refurbishing and sale of the items. She said it might be advantageous to send this responsibility out for bid, given the extra administrative time and Public Works labor currently invested in those types

of disposals. **Supervisor Schaefer made a motion, seconded by Supervisor Yvarra, to recommend approval of the Ordinance amendment, with the inclusion of an item under subsection d) allowing a contracted vendor to dispose of surplus property. The motion carried 3-0.**

Correspondence – There was none.

Confirmation of next meeting: The next meeting was confirmed for Thursday, March 17, 2016 at 9:30 a.m., Government Center County Board Room 114.

Adjournment

On motion by Supervisors Schaefer and Yvarra, Vice Chair Kilkenny adjourned the meeting at 10:41 a.m.

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

DRAFT

**Walworth County Board of Supervisors
Health and Human Services Board Meeting Minutes
Wednesday, February 17, 2016
Walworth County Government Center
County Board Room 114
100 West Walworth Street, Elkhorn, WI 53121**

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

Roll call was conducted. Members present included Chair Ken Monroe, Vice Chair Tim Brellenthin, Supervisor Charlene Staples, Supervisor Joe Schaefer, Citizen Representatives Dr. James Seegers, Sandra Wagie-Troemel and William Wucherer. Supervisor Kathy Ingersoll was excused. Citizen Representative Bernice Solis was absent. A quorum was declared.

Others in Attendance:

County staff: David Bretl, County Administrator; Elizabeth Aldred, Director of Health and Human Services (HHS); Robert Williams, Deputy Director of Health and Human Services; Janis Ellefsen, Public Health Officer (HHS); Carlo Nevicosi, Behavioral Health/AODA Manager (HHS); Nicole Heinrich, Behavioral Health/AODA Supervisor (HHS); Teresa Rutkowski, Women, Infants and Children (WIC) Supervisor

On motion by Supervisor Schaefer, second by Citizen Representative Wagie-Troemel, the agenda was approved with no withdrawals.

On motion by Supervisor Staples, second by Supervisor Schaefer, the January 20, 2016 Health and Human Services Board meeting minutes were approved.

Public Comment – There was none.

Unfinished Business

- Collections and Ability to Pay Policy

Elizabeth Aldred, Director of Health and Human Services (HHS), gave a brief overview of the HHS Billing and Collection Policy. She clarified the guidance recommendations from the Wisconsin Department of Health Services (DHS) and the expectations around the implementation of DHS1. She referred to Enclosure 2 of the packet, Memorandum from Kristen Tranel, and requested the Board's direction in revising the policy. Aldred gave a brief overview of the different payment methods and services that individuals receive. She said HHS attempts to collect monthly from about 600 individuals on the unpaid \$27,000. Aldred stated the five recommendations will be used to devise both the follow-up and collection policies once an individual is no longer receiving care. She said the largest cost savings will be through employee hours, mailings, and follow-up phone calls. Citizen Representative Wucherer requested a review of the policy at the next scheduled meeting.

Citizen Representative Wagie-Troemel made a motion, second by Citizen Representative Seegers, to approve the five guideline recommendations with the Ability to Pay Policy from the Health and Human Services Department. Motion carried 7-0

Citizen Representative Wagie-Troemel made a motion, second by Supervisor Schaefer, to stop sending billing statements to approximately 600 individuals and to write off the unpaid \$27,000. Motion carried 7-0

New Business

- Request for Mental Health Nursing Position

Aldred stated there were a couple inaccuracies to Enclosure 3 of the packet and asked the Board to correct the 55% increase in the number of individuals receiving medication management services to 44% and to correct 2,000 individuals received psychiatric medications to 1,733.

Aldred gave a brief overview of the duties and services performed by the clinic. She expressed the need for an additional 1.0 FTE mental health RN to assist with the increase in medication services, prior authorizations for medications, and telephone calls. She referred to the Nursing Office Call Types 2015 report that was distributed at the meeting and gave a brief overview of the types of calls that were addressed by the two nurses during the year. Aldred reported that HHS has the budget to support this position in both 2016 and 2017.

Supervisor Staples made a motion, second by Citizen Representative Wagie-Troemel, to approve the Mental Health Nursing Position. Motion carried 7-0

- Request to Apply for Fit Families Center Grant

Teresa Rutkowski, Women, Infants and Children (WIC) Supervisor, gave a brief presentation regarding the Fit Families program. She stated the program is to help prevent child obesity by changing the behavior in families with pre-school aged children, program staff, and the community. Rutkowski said there will be incentives to encourage individuals to follow through with the program and that the program will be promoted by developing partnerships with organizations and businesses.

Citizen Representative Wagie-Troemel made a motion, second by Supervisor Staples, to approve HHS application for Fit Families Center Grant. Motion carried 7-0

Reports

- Zero Suicide Academy

Carlo Nevicosi, Behavioral Health/AODA Manager (HHS), gave a brief overview of the Wisconsin Zero Suicide Academy project sponsored by the Wisconsin Department of Health Services and Mental Health America of Wisconsin. He stated he would like to have a team of four individuals attend and participate in a two day training that will be held in Eau Claire.

Nicole Heinrich, Behavioral Health/AODA Supervisor (HHS), reported on the profile for suicide within Walworth County. She said statistics acquired from the Coroner between the years of 2005 and 2015 indicate that the suicide rate of 13-15 per year has been stable overall, range between the ages of 13 to 78, and include such methods as overdoses, gunshot wounds, and hangings.

- Update on Independent Living Grant

Aldred stated that HHS was informed by the Department of Children and Families that the Independent Living grant was extended until 2018 due to timing issues at the state level. She said the county has been receiving the grant for several years. Aldred said the grant was to end in 2017 and be awarded to another agency in collaboration with Walworth, Kenosha, and Racine counties. She said the funding will continue through the HHS department and it will not impact this year's budget.

Correspondence

- Referral Outagamie County Resolution No. 120-2015-16 – Opposing any legislation which would allow a dairy farmer to sell unpasteurized (raw) milk and raw milk products

Aldred stated the Outagamie County resolution was referred by the County Board. She said the Public Health department does support pasteurization and prevention of disease that could be transmitted from raw dairy products. Bretl referred to Assembly Bill 697 relating to the sale of unpasteurized milk and unpasteurized milk products and an exemption from requirements for certain dairy farms. He stated he was unaware of the status of the Bill. Supervisor Staples stated she believes the consumer should have the right to purchase raw milk products as long as they are aware of the safety ramifications of doing so.

Citizen Representative Wagie-Troemel made a motion, second by Citizen Representative Wucherer, to create a resolution in opposition to the sale of unpasteurized (raw) milk and raw milk products and for HHS to send a letter to the Legislature and the Governor prior to the County Board meeting. Motion carried 6-1, with Supervisor Staples voting "No".

Announcements – There were none.

Confirmation of Next Meeting – The next meeting was confirmed for March 16, 2016 at 2:00 p.m.

Adjournment

On motion by Supervisor Brellenthin seconded by Supervisor Staples, Chair Monroe adjourned the meeting at 2:55 p.m.

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

DRAFT

**Walworth County Board of Supervisors
Human Resources Committee Meeting Minutes
Wednesday, February 17, 2016
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

The meeting was called to order at 3:30 p.m. by Chair Rich Brandl.

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

Others in Attendance

County staff: County Administrator David Bretl; Human Resources Director Dale Wilson; Risk/Benefits Manager Lisa Henke; Deputy County Administrator-Finance Nicki Andersen; Director of Health and Human Services Elizabeth Aldred; Human Resources Analyst Hillary Mahoney

On motion by Vice Chair Brellenthin, second by Supervisor Monroe, the agenda was approved 3-0 with no withdrawals.

On motion by Supervisor Monroe, second by Vice Chair Brellenthin, the minutes of the January 12, 2016 joint meeting with the Lakeland Health Care Center Board and the January 20, 2016 regular meeting minutes were approved 3-0.

Public comment – There was none.

Old Business

- Discussion on timeline and possible priorities concerning options on the health insurance plan due to the Health Care Reform Act Excise Tax

Human Resources Director Dale Wilson said staff has been working on strategy to consider in order to avoid the Cadillac Excise Tax. As directed, Risk/Benefits Manager Lisa Henke worked with Ryan Barbieri of M3 to prioritize options. Henke said she took each item on the proposal list, put them in a schedule, and developed the timeline that was included with the agenda packet. Over the next several months, staff will prepare reports on the individual strategies and present them to the Committee for consideration. The reports will include definition of the strategy, opportunities, challenges, projected impact on the excise tax and potential positive and negative implications for employees. Vice Chair Brellenthin asked when the strategies would be implemented, and Wilson said the County has until 2020 to get under the threshold for the excise tax; however, some options could be implemented as early as 2017. County Administrator Bretl encouraged the Committee to be proactive in avoiding the excise tax. Staff and M3 Insurance, with approval by the Board, can develop a long-range plan to minimize expenses, which would also allow giving employees ample notice of impending changes. Wilson noted that the tax issue is still being debated and could change or even be eliminated, but the County needs to plan for contingencies. **Consensus was to discuss the Excise Tax Mitigation Initiatives over the next several months in the order set forth by staff on the proposed timeline.**

New Business

- Amending Section 15-17 of the Walworth County Code of Ordinances Relating to the Creation of an RN (Mental Health) Position at Health and Human Services

Wilson said the request for an additional RN for Mental Health were specified in HHS Director Elizabeth Aldred's memo in the packet. This request was endorsed by the Health and Human Services Board

earlier in the afternoon. Aldred noted that the percentage of individuals receiving medication management services has increased by 44%, not 55%, from 2011 and 2015. Also, the correct number of persons receiving psychiatric medications in 2015 is 1,733. With the increase in medication services, nursing services have increased, including injections, prior authorizations and processing of hard copy prescriptions. Nursing calls have increased to 300 - 400 per month. There is a sizeable waiting list of people seeking services. Aldred said the department has budget to support the position. Wilson said he would add the estimated annual position cost of \$94,399 to the Fiscal Note and Policy Impact Statement. **Vice Chair Brellenthin made a motion, seconded by Supervisor Monroe, to recommend approval of the ordinance to create an RN (Mental Health) position at Health and Human Services, with the inclusion of the annual ongoing cost of the position. The motion carried 3-0.**

- Amending Section 15-17 of the Walworth County Code of Ordinances to Reclassify a Senior Buyer Position to Buyer and Authorize Immediate Posting of the Same

Wilson distributed a copy of the proposed ordinance amendment to reclassify a Senior Buyer Position to Buyer, and the request memo from Central Services Director Eric Nitschke. Kris McGill, the current Senior Buyer, announced her retirement, and the other Senior Buyer has assumed the position of Acting Purchasing Manager. With the vacancies, Nitschke requested to post the Buyer position immediately and fill it when the County Board approves the amendment. The change in position will create a cost savings, but as the new Buyer becomes more proficient, Nitschke may request to restore the position to senior status. **Supervisor Monroe made a motion, seconded by Vice Chair Brellenthin, to recommend approval of the ordinance amendment. The motion carried 3-0.**

Reports/announcements by Chair – There were none.

Confirmation next meeting: The next meeting was confirmed for Wednesday, March 16, 2016 at 3:30 p.m.

Adjournment

On motion by Supervisor Monroe, second by Vice Chair Brellenthin, Chair Brandl adjourned the meeting at 3:55 p.m.

DRAFT

**Walworth County Board of Supervisors
Lakeland Health Care Center Board of Trustees Meeting Minutes
Wednesday, February 17, 2016
Walworth County Government Center
County Board Room 114
100 West Walworth Street, Elkhorn, WI 53121**

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

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

Others in Attendance

County staff: Lakeland Health Care Center Administrator (LHCC) Bernadette Janiszewski; LHCC Staff and Support Services Manager Seth Rehbaum; Human Resources Director Dale Wilson; County Administrator David Bretl

On motion by Supervisor Schaefer, second by Vice Chair Brellenthin, the agenda was approved 4-0 with no withdrawals.

On motion by Vice Chair Brellenthin, second by Supervisor Staples, the minutes of the January 12, 2016 joint meeting with the Human Resources Committee and the January 20, 2016 regular meeting minutes were approved 4-0.

Public Comment – There was none.

New Business

• **Employee Engagement Survey**

Lakeland Health Care Center (LHCC) Administrator Bernadette Janiszewski said computers have been set up for staff in the conference room to take job satisfaction/employee engagement surveys. From the surveys, summarized reports will be developed for evaluation. Human Resources Director Dale Wilson said the outside vendor, the Society for Human Resource Management (SHRM), will analyze the data and provide benchmarking. Janiszewski provided a summary of the survey questions, and noted there is a section at the end of the survey for individual comments. The survey has been customized to fit LHCC operations. In response to Supervisor Staple's concern about confidentiality, Wilson said staff will be provided confidential log-ins and passwords, and the user will be locked after completing the survey. County staff will not be privy to passwords or individual surveys. The SHRM will provide management with summaries of the responses. Supervisor Staples asked if employees could complete the surveys at home. Wilson said they could be given the opportunity to do so; however, the plan to have it done at LHCC was to allow people to take the survey during work time. County Administrator Bretl said employees should be informed how the survey results will be used, emphasizing that management won't be provided user names or individual surveys. Wilson said the surveys will be conducted over two weeks, beginning next week, and although a mailing was sent to employees earlier, he will prepare a flyer on the confidentiality of the survey and notify employees they can complete the surveys at home. Consensus was that a decision on goals, etc., would be reached after reviewing the aggregate report provided by SHRM. Wilson said if any of the Board members wanted to see the individual survey questions, he would provide them confidentially.

- Review of Chapter 51 of the Walworth County Code of Ordinances – Lakeland Health Care Center
Bretl said the Ordinance was originally developed to address a specific issue, and feels it is time to review the Ordinance for updates and establish policy for staff implementation. Janiszewski proposed a change to the Ordinance: replace the sentence concerning criminal background checks with language providing the specific checks conducted prior to admission. She also proposed adding a section on the Corporate Compliance program, which is required by new federal regulations. Bretl said the Board could consider additional topics to be added to the ordinance over the next several months, and by the end of summer the updates could be complete. **Vice Chair Brellenthin made a motion, seconded by Supervisor Staples, to incorporate the additions/changes to the ordinance requested by LHCC Administrator Janiszewski, and to place the review of Chapter 51 of the County Code of Ordinances on the agenda over the next several months. The motion carried 4-0.**

Administrator's Report

Janiszewski's January 2016 report was included in the agenda packet. She noted that time lost under worker's compensation includes time lost for previous injuries. Supervisor Staples expressed a concern about the overtime hours. **Staff was directed to provide statistics regarding overtime on the March Board meeting agenda.**

Announcements – None.

Upcoming Events

Janiszewski noted there is no golf outing scheduled this year. A week-long event schedule is being planned for the 10th anniversary of the facility.

Confirmation of next meeting: The next regular meeting was confirmed for March 16, 2016 at 1:00 p.m.

Adjournment

On motion by Vice Chair Brellenthin, second by Supervisor Staples, Chair Monroe adjourned the meeting at 1:30 p.m.

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

DRAFT

**Walworth County Board of Supervisors
Executive Committee Meeting Minutes
Monday, February 15, 2016
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

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

Roll call was conducted. Members present included Chair Dave Weber, Supervisors Rich Brandl, Nancy Russell and Charlene Staples. Vice Chair Kilkenny was excused. A quorum was declared.

Others in Attendance

County staff: County Administrator David Bretl; County Clerk Kim Bushey; Walworth County Sheriff Kurt Picknell; Health and Human Services (HHS) Director Elizabeth Aldred; Volunteer Coordinator Colleen Lesniak

On motion by Supervisor Brandl, second by Supervisor Staples, the agenda was approved 4-0.

On motion by Supervisors Brandl and Russell, the January 18, 2016 meeting minutes were approved 4-0.

Public Comment – There was none.

Consent Items – expense/mileage reimbursement claim submitted by Richard Brandl, County Board Vice Chair, in the amount of \$31.32

Supervisor Russell made a motion, seconded by Supervisor Staples, to approve the \$31.32 mileage reimbursement to County Board Vice Chair Brandl. The motion carried 3-0. Supervisor Brandl abstained.

Unfinished Business

- CGI Videos for County Website

County Administrator Bretl said he signed the agreement with CGI Videos, and Derek D’Auria of WCEDA will assist with the videos. Bretl said the current videos include: Welcome, Quality of Life, Real Estate and Relocation, Education, Business and Industry, Economic Development and Downtown. He asked if the Committee had any input on adding videos, eliminating videos, or updating current videos. He noted that the contract allows for developing another video in addition to the seven already posted. There are aspects of tourism included in all of the videos, so perhaps a separate video could be developed for tourism. Supervisor Russell suggested a separate video on tourism be developed to focus more on all areas of the county. She also thought volunteerism opportunities should be developed. Bretl said the segment on “Downtown” could be eliminated and included in “Quality of Life.” Supervisor Russell said videos on Agriculture, Manufacturing and Tourism should be included as our three biggest economic impacts. Discussion ensued and Chair Weber suggested incorporating a segment on where our food comes from – i.e., dairy operations, meat processing, and egg farms. Supervisor Brandl suggested including agriculture businesses such as grain elevators, etc. Supervisor Russell said health care facilities should also be highlighted. Bretl said he would forward the input to CGI and provide updates to the Committee before the videos are produced.

New business

- Discussion and action regarding County Administrator’s 2016 goals
Bretl gave an overview of his goals included with the agenda packet, and asked if the Committee wished to add to or modify his goals. **Supervisors Brandl and Staples moved to accept the County Administrator’s 2016 goals. The motion carried 4-0.**

- Resolution Proclaiming April 10-16, 2016 Volunteer Week in Walworth County and Recognizing Walworth County Volunteers

Volunteer Coordinator Colleen Lesniak said she would like to prepare a proclamation for Volunteer Week and present it at the March County Board meeting. She will invite nominated volunteers to the meeting to accept the proclamation. The Volunteer Recognition luncheon will be held April 13, 2016 at Evergreen Country Club. Lesniak will include a report on 2015 volunteer activities in the invitations to the luncheon. **Supervisor Russell made a motion, seconded by Supervisor Brandl, to recommend approval of the resolution proclaiming April 10-16, 2016 Volunteer Week in Walworth County. The motion carried 4-0.**

- Discussion/possible action regarding the revised Workforce Innovation and Opportunity Act (WIOA) Consortium Agreement

Bretl said some minor changes and updates to the Consortium Agreement with Racine and Kenosha Counties have been made, which require County Board ratification. Supervisor Russell, who is a Commissioner of the Consortium, distributed updated information from 2015 on youth, adult and dislocated worker percentages. She noted that unemployment in Walworth County has risen, and said the County hasn't recovered from the recession as well as others. Teen drop-out rates have dropped slightly. Supervisor Russell said nothing significant was changed in the Agreement; most changes were related to updating the statute references. **Supervisor Russell made a motion, seconded by Supervisor Staples, to recommend approval of the WIOA Act Consortium Agreement. The motion carried 4-0.**

- Outagamie County Resolution No. 117-2015-16 – Supporting proposed legislation to make the guidelines and fees for issuing a marriage license and a domestic partnership license the same and allows updates to information that is statutorily required to be distributed with any marriage license application as well as the way the information can be distributed

County Clerk Kim Bushey said she is in favor of the proposed legislation, and the County Clerk's Association supports it. The legislation standardizes the waiver fees for domestic partnership and marriage licenses. At the time the framework for domestic partnerships was established, the fees for marriage license waivers increased. In addition, a marriage license is only valid for 30 days after the date of issuance; however, domestic partnership licenses do not expire. The new legislation provides an expiration date for the use of a domestic partnership license. Bushey said the State requires counties to issue information concerning the dangers to a fetus of alcohol and drug abuse. Walworth County currently provides a pamphlet to marriage license applicants, which hasn't been updated in several years. This legislation will most likely allow her office to provide a website link to applicants for current information. **Supervisor Russell made a motion, seconded by Supervisor Staples, to develop a Walworth County resolution in support of the proposed legislation and to include language relevant to Walworth County. The motion carried 4-0.**

- Outagamie County Resolution No. 118-2015-2016 – Opposing proposed legislation relating to the referral of cases of suspected or threatened child abuse or neglect to the sheriff or police department, coordination of the investigation of those cases and referral of those cases to the district attorney for criminal prosecution

Sheriff Kurt Picknell and Director of Health and Human Services (HHS) Elizabeth Aldred recommended placing the resolution on file. Picknell said Walworth County already follows what is proposed, and Aldred said her department coordinates with law enforcement on screen ins and screen outs. As part of protocol, the Children's Advocacy Center (CAC) also receives the screen outs, and they in turn provide the information to law enforcement and HHS. **Supervisor Russell made a motion, seconded by**

Supervisor Staples, to place Outagamie County Resolution No. 118-2015-2016 on file. The motion carried 4-0.

Reports/announcements by Chairperson – Chair Weber had no reports or announcements.

Next meeting date and time – The next meeting was confirmed for Monday, March 14, 2016 at 10:00 a.m.

Claims and Litigation

The committee convened in closed session at 10:41a.m. 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. **A roll call vote was conducted and all members present voted “aye.”** Remaining in closed session were County Administrator David Bretl, Sheriff Picknell and Director of HHS Elizabeth Aldred.

- a. Kriss Dobrev vs. Walworth County Department of Health and Human Services, Thelma Kuntz, David Thompson, ETTY Wilberding
- b. Claim for Vehicle Damage – Kristi Herek
- c. Summons in a Civil Action – Consuelo V. Valdes, Individually and as Special Administrator for the Estate of Alfredo Emilio Villarreal, Deceased, Plaintiff; Wisconsin Department of Health Services, a division of the State of Wisconsin, and a Wisconsin group medical benefit program representative of the Estate of Alfredo Emilio Villarreal, Deceased, Involuntary Plaintiff, v. Kurt Picknell, Sheriff of Walworth County; Walworth County, Wisconsin; and Richard Lagle, in his individual capacity, Defendants
- d. Claim for Property Damage – Chuck Nass
- e. Central States’ Answer to the State of Wisconsin’s Cross Claim – In re: LSCG Fund 17, LLC vs. Mann Bros., Inc., et al.
- f. Central States’ Answer to Plaintiff’s Second Amended Complaint – In re: LSCG Fund 17, LLC, vs. Mann Bros., Inc., et al.

The committee reconvened in open session at approximately 11:20 a.m. on motion and second by Supervisors Brandl and Staples.

Supervisor Brandl made a motion, seconded by Supervisor Russell, to proceed as discussed in closed session on items a., b., c., e. and f., and to place item d. on file. The motion carried 4-0.

Adjournment

On motion by Supervisor Brandl, second by Supervisor Staples, Chair Weber adjourned the meeting at 11:23 a.m.

DRAFT

**Walworth County Board of Supervisors
Park Committee Meeting Minutes
Monday, February 15, 2016
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

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

Roll call was conducted with the following members present: Chair Dan Kilkenny, Vice Chair Nancy Russell, Supervisor Charlene Staples, and Citizen Members Merilee Holst and Mariette Nowak. A quorum was declared.

Others in Attendance:

County staff: Central Services Director Eric Nitschke; Head Groundskeeper Steve Messick; County Administrator David Bretl

On motion by Supervisor Staples, second by Vice Chair Russell, the agenda was approved 5-0 with no withdrawals.

Vice Chair Russell made a motion, seconded by Citizen Member Nowak, to approve the December 14, 2015 meeting minutes. The motion carried 5-0.

Public comment – There was none.

New Business

- Update on Park Projects – White River County Park Barn

Central Services Director Eric Nitschke reported the next step is to work with the Friends Group and the Scherrer Group to research architect services to develop a plan for the barn renovation. The architect will determine possible uses for the barn, which may include potential rental space and room for classrooms, a learning center, etc. Cost estimates need to be developed for the various options, along with costs for structural and internal improvements. The ultimate determination for use of the barn will be made by the Committee and the County Board. Citizen Member Merilee Holst asked about changing the date for the dedication of the new bridges at the Park because some key individuals conflict with the original date. Nitschke will confirm the rescheduled date with committee members.

- Whitewater Lake Walleye Habitat Project Request for Future County Conservation Aid Support
Nitschke contacted Jim Ritchie, Wisconsin Department of Natural Resources (WDNR) Grant Supervisor, about the potential impact the proposed Walleye habitat project would have on the County's conservation aids. If conservation funds were used for the Walleye habitat, there would be fewer funds for county projects. Mr. Ritchie is investigating alternative grant funds for the Walleye habitat project.

- 2015 White River State Trail Pass Summary

Nitschke referred to the summary of 2015 Trail passes. The County sold 685 annual passes and 1,515 daily trail passes. Nitschke will provide an update to the Committee on how the County's portion of revenue is spent on the Trail, and whether the County's percentage is more if the pass is sold within the county.

- 2015 Hunting and Trapping Statistics

Nitschke noted that in 2014 significantly more hunting permits were issued than in 2015. He said the number of permits issued in 2015 is average for the size of the hunting area at the White River Park.

- Discussion and possible action on a resolution approving submission of the annual grant application for Outdoor Recreation Aids

Vice Chair Russell made a motion to recommend approval of the resolution, seconded by Citizen Member Nowak. The motion carried 5-0.

Old Business – There was none.

Reports/Announcements by Chair - There were none.

Confirmation of next meeting: The next meeting is scheduled for Monday, April 25, 2016 at 1:00 p.m.

On motion by Supervisor Staples. Seconded by Citizen Member Nowak, Chair Kilkenny adjourned the meeting at 1:22 p.m.

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

DRAFT

**Walworth County Board of Supervisors
February 15, 2016 Public Works Committee Meeting Minutes
Walworth County Government Center, County Board Room 114
100 W. Walworth Street, Elkhorn, Wisconsin**

The meeting was called to order by Chair Nancy Russell at 3:33 p.m.

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

Others in Attendance

County staff: County Administrator David Bretl; Comptroller Jessica Conley; Director of Central Services Eric Nitschke; County Engineer Joe Kroll; Facilities Manager John Miller; Public Works Finance Manager Penny Bishop; Jail Administrator John Delaney; Captain Jamie Green-Sheriff's Office; Health and Human Services Director Elizabeth Aldred

Members of the public: Robert Arnold, George Potter and Ron Ernest - Elkhorn Pistol Club

On motion by Supervisor Schaefer, second by Vice Chair Monroe, the agenda was approved 4-0.

On motion by Vice Chair Monroe, second by Supervisor Schaefer, the January 18, 2016 meeting minutes were approved 4-0.

Public comment – There was none.

New Business

- Approval to create a new Capital Improvement Project (CIP) for the purchase of a washer and dryer unit for the Sheriff's Office Jail

Jail Administrator John Delaney said \$40,000 was specified in the contract with Aramark, the food and laundry vendor, to help replace kitchen and laundry equipment. The existing equipment is not capable of handling current demand, since the Jail does 8,500 loads of laundry a year, and the units are seven years old. **Vice Chair Monroe made a motion, seconded by Supervisor Schaefer, to approve the creation of the capital improvement project for the purchase of the washer and dryer. The motion carried 4-0.**

- Review and approval of Change Orders for the Sheriff's Indoor Range Project
Facilities Manager John Miller said during excavation of the site, unsuitable soils were uncovered. Central Services Director Eric Nitschke authorized the removal of the soils and replacement with appropriate fills to keep the project on schedule and take advantage of favorable weather conditions. Project contingency funds are available to cover the cost. **Vice Chair Monroe made a motion, seconded by Supervisor Yvarra, to approve Change Order 15-7 in the amount of \$9,969. The motion carried 4-0.**

- Review and approval of Change Order No. 1 to Project 15-045 (concrete floor polishing at the Sheriff's Office Jail)

Nitschke requested discussion/action on the Change Order be carried forward to the March meeting because of additional information received after the agenda mailing. **Supervisor Schaefer made a motion, seconded by Vice Chair Monroe, to table discussion/action on the change order to the March 14 committee meeting. The motion carried 4-0.**

- Review and approval of Change Orders No. 1 and 2 to Project 15-058 (Government Center basement renovation)

Nitschke said as the renovation project got underway, it was discovered that the masonry walls in the space do not line up across the room. Metal stud framing, drywall and additional demolition will have to be added to correct the problem. Additional ductwork, an additional electrical feed, outlets and associated wiring changes are also required. There are sufficient funds in the project budget to cover the cost of the changes. **Supervisor Yvarra made a motion, seconded by Vice Chair Monroe, to approve Change Orders 1 and 2 to the Government Center Basement Renovation project in the amounts of \$8,340.75 and \$9,084, respectively. The motion carried 4-0.**

- Review and approval of Change of project scope for Zero Turn Mower

Nitschke said the change in scope is to eliminate the cab for the mower which was erroneously included in the original specifications. The zero turn mower does not have an option for a cab. **Supervisor Schaefer made a motion, seconded by Vice Chair Monroe, to approve the change in project scope for the zero turn mower. The motion carried 4-0.**

- Approval of final payment to Terra Engineering on Project 13-098-1 (spillway replacement at Lake Beulah Dam)

Supervisor Schaefer made a motion, seconded by Supervisor Yvarra, to approve the final payment to Terra Engineering for the spillway replacement at Lake Beulah Dam. The motion carried 4-0.

Nitschke said there is \$37,676 remaining in the project fund. He complimented staff on their work on the project, and noted that some remaining ditching will be completed by Public Works crews this summer.

Old Business – There was none.

Reports

- Report on Current Public Works Projects
Update on HHS Facility and PRA Space Needs Study

Nitschke said he and HHS Director Elizabeth Aldred will meet with HHS program leaders to review the space study by Plunkett Raysich Architects (PRA). Once internal discussions are held with staff, they will work with Venture Architects to do a study on the facility and provide a more comprehensive package with options to review and discuss. Nitschke said the Venture Architect study and recommendations will be presented at the June 2016 Public Works Committee meeting.

Update on Peters Road Bridge

Nitschke said Representative Loudonbeck co-authored an Assembly Bill seeking \$885,000 toward the replacement of the Peters Road Bridge. The Bill had a public hearing before the State Transportation Committee on February 2. At the hearing, concern was raised regarding the lack of funding statewide to address failing bridges. At their February 5, 2016 meeting, the Wisconsin River Rail Transit Commission (WRRTC) requested more specific information on the Peters Road Bridge for later review.

Update on CTH H/Genoa City project

Nitschke reported that he wants to transfer Local Roads Improvement Program (LRIP) funds from the CTH NN project to the CTH H/Genoa City project, which was originally scheduled to commence in 2018. The CTH H/Genoa City roadwork would be moved up to 2017. The portion of the roadway in the worst condition will be rehabilitated first. He will report back when the LRIP funds are awarded this summer.

Update on age of existing Loader

Nitschke reported on the ages of the County loaders. Although the 2000 loader has more hours on it, it is newer and is in better condition because it hasn't been used to load salt. The 2000 loader will be moved to the Darien salt shed.

Update on DOT Hwy 12 Interchange work

The Department of Transportation (DOT) has been diligent in providing updates on project progress, including ramp and lane closures. Staff has been forwarding information to employees as it is received, and updates are posted on the Highway Division webpage. Vice Chair Monroe said Town of Geneva officials are concerned that they haven't been receiving information on the Hwy 12 Interchange and CTH NN projects. He asked Nitschke to contact Town of Geneva Supervisor Gene Decker.

Update on Ten Year Roadwork Plan

Nitschke distributed the updated 2016-2025 Major Highway/Bridge Improvement Plan, which was originally approved by the Committee at the August 15, 2015 meeting. He noted that the CTH H/Genoa City project has been moved up from 2018 to 2017. The replacement of the CTH DD bridge over Sugar Creek will most likely be moved up to 2018 instead of 2017, and the CTH DD bridge over Honey Creek moved to 2017 instead of 2018.

Report on Sheriff's Shooting Range project

The Shooting Range project is moving forward and hopefully weather conditions will improve to allow the roof installation so internal work can move forward. Substantial completion is projected for late June.

- Reports/Announcements by Chair. There were none.

Correspondence – There was none.

The next meeting was confirmed for Monday, March 14, 2016 at 3:30 p.m.

Adjournment

On motion by Supervisor Yvarra, second by Vice Chair Monroe, Chair Russell adjourned the meeting at 4:01p.m.

**Walworth County
February 15, 2016 Land Information Advisory Council Meeting Minutes
Walworth County Government Center, County Board Room 114
100 W. Walworth Street, Elkhorn, Wisconsin**

The meeting was called to order by Chair John Orr at 2:32 p.m.

Roll call was conducted. Members present included Chair John Orr-Director of IT, Vice Chair Jerry Kroupa, Register of Deeds Donna Pruess, Deputy Corporation Counsel/LURM Director Michael Cotter, Captain Jamie Green-Sheriff's Office, John Murphy-City of Elkhorn Utilities, Rob Merry-County Surveyor, Property Lister Sue Finster and County Engineer Joe Kroll. County Board Chair Russell, Treasurer Valerie Etzel and Land Information Officer Dale Drayna were excused. A quorum was declared.

Others in Attendance: County Administrator David Bretl

On motion by Michael Cotter, second by John Murphy, the agenda was approved with no withdrawals.

On motion by Michael Cotter, second by Donna Pruess, the December 8, 2015 meeting minutes were approved by voice vote.

Public Comment – There was none.

New Member Introduction

- Jamie Green – Sheriff's Office Representative. Orr said Nigbor retired, welcomed Jamie and Rob Merry
- Rob Merry – SEWRPC Surveyor

Chair Orr introduced Captain Jamie Green, who is replacing Captain Dana Nigbor as the Sheriff's Office Representative, and Rob Merry, SEWRPC's Surveyor, who is replacing Dr. Kurt Bauer.

Land Modernization Plan Final Approval

Chair Orr said the Plan was introduced at the December 2015 meeting. The submission of the Plan is required every three years (formerly five years), for participation in the Wisconsin Land Information Program (WLIP). Council approval is required before submission to the State of Wisconsin. Orr reported that a few minor changes were made, and asked for input and questions from the Council. Register of Deeds Donna Pruess noted that on Page 8 under Assessment/Tax Roll Data/Custodian that the Property Lister is responsible for creating the tax bills, not the Treasurer's Department. **John Murphy made a motion to approve the Land Modernization Plan with the change requested by the Register of Deeds. Donna Pruess seconded the motion and it carried 9-0.**

Reports/Announcements by Chair – Chair Orr had no reports or announcements.

Next meeting date and time: Tuesday, May 10, 2016 at 10:00 a.m.

Adjournment

On motion by Michael Cotter, second by Donna Pruess, Chair Orr adjourned the meeting at 2:36 p.m.

Walworth County Board of Adjustment
MINUTES

February 10, 2016 - Hearing – 9:00 AM

February 11, 2016 – Meeting – 9:00 AM

County Board Room

Government Center – Elkhorn, Wisconsin

A hearing and decision meeting of the Walworth County Board of Adjustment was held on February 10 & 11, 2016, in the County Board Room of the Government Center in Elkhorn, Wisconsin. Those present on February 10, 2016, were Vice-Chair Elizabeth Sukala, Secretary Ann Seaver and 1st Alternate Franklin B. Jones. Deb Grube, Senior Zoning Officer and Wendy Boettcher, recording secretary were in attendance. Those present on February 11, 2016, were Vice-Chair Elizabeth Sukala, Secretary Ann Seaver and 1st Alternate Franklin B. Jones. Deb Grube, Senior Zoning Officer and Wendy Boettcher, recording secretary were in attendance. “Sign-in” sheets listing attendees on February 10, 2016, and February 11, 2016, are kept on file as a matter of record.

The February 10, 2016, hearing was called to order by Acting Chair Elizabeth Sukala at 9:00 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 presented. Seconded by Franklin B. Jones. Motion carried. 3-favor, 0-oppose. Ann Seaver motioned to approve the January 13 & 14, 2016, Minutes and dispense with the reading. Seconded by Franklin B. Jones. Motion carried. 3-favor, 0-oppose. After testimony of all cases, Ann Seaver motioned to recess until 9:00 A.M. on Thursday, February 11, 2016. Seconded by Franklin B Jones. Motion carried. 3-favor, 0-oppose.** The February 10, 2016, hearing went into recess at approximately 9:58 A.M.

On February 11, 2016, at 9:00 A.M., Acting Chair Elizabeth Sukala 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 presented. Seconded by Franklin B. Jones. Motion carried. 3-favor, 0-oppose. After the decisions were completed, Ann Seaver motioned to adjourn until the March 9, 2016, hearing at 9:00 A.M. Seconded by Elizabeth Sukala. Motion carried. 3-favor, 0-oppose.** The February 11, 2016, decision meeting adjourned at approximately 9:28 A.M.

Three variance hearings were scheduled and details of the February 10, 2016, hearings and the February 11, 2016, decisions are digitally recorded and available to the public upon request / video to view on our website: www.co.walworth.wi.us.

Old Business - none

New Business – Variance Petitions

Hearing – Count #9:04:15 – 9:12:04 / Decision – Count #9:03:41 – 9:06:20

The First Hearing was Robert & Mary Pesche Trust, owner / Pesche’s Greenhouses, applicant –
Section(s) 33 – Geneva Township

Applicants are requesting a variance from Section(s) 74-55 of Walworth County's Code of Ordinances – Zoning to permit the location of a store entryway and the location of a greenhouse addition.

REQUIRED BY ORDINANCE: The Ordinance requires a 50' street yard setback.

VARIANCE REQUEST: The applicants are requesting a 49.4' street yard setback to a greenhouse and a 49.5' street yard setback to a store entryway. The request is a variance from Section(s) 74-55 of Walworth County's Code of Ordinances – Zoning to permit the location of a store entryway and the location of a greenhouse addition.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of February 10 & 11, 2016, for the petition of Robert & Mary Pesche Trust, owner / Pesche's Greenhouses, applicant, voted to **APPROVE** the request for a 49.4' street yard setback to a greenhouse and a 49.5' street yard setback to a store entryway.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found the structures had previously existed for some time before damage by fire. The Board found the structures had been rebuilt with a permit. The Board found the request to be a small increment of relief. The Board found the configuration of S. Como Road may have changed over the years due to road maintenance. The Board found it would cause unnecessary hardship to deny the request. The Board found to approve the request would cause no harm to public interests. The Board found the original structures were permitted through Walworth County Zoning review and approval. There was one letter of support from the Town of Geneva. There was no opposition.

Hearing – Count #9:12:05 – 9:42:27 / Decision – Count #9:06:21 – 9:12:15

The Second Hearing was Michael Dean & Tina Marie Chorneyko, owners – Section(s) 11 – Walworth 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 construct an accessory structure (garage).

REQUIRED BY ORDINANCE: The Ordinance requires an accessory structure on parcels less than one acre to be located in the side and rear yards, a 15' side yard setback, a 36.1' street yard setback and a maximum height of 17'.

VARIANCE REQUEST: The applicants are requesting to locate an accessory structure in the street yard with an approximate 27' street yard setback, a 5' side yard setback and a height of 22' **revised at the hearing to an accessory structure garage in the street yard with the size to be reduced to 16' x 22' with a 6' side yard and 30' street yard and 18' in height.** The request is a variance from Section(s) 74-163 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to construct an accessory structure (garage).

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of February 10 & 11, 2016, for the petition of Michael Dean & Tina Marie

Chorneyko, owners, voted to **APPROVE** the request to locate an accessory structure in the street yard 16' x 22' in size with an approximate 30' street yard setback, a 6' side yard setback and a height of 18'.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found the steep slope and irregular shape of the lot to be unique property limitations. The Board found to approve the variance request will allow vehicles and residential maintenance equipment to be stored under roof. The Board found the owner had reduced the garage size from a 2-car garage to a 1 ½ car garage which was more in compliance with the ordinance. The Board found to approve the revised variance request will provide a more safe vehicular ingress / egress onto the road at the top of a hill. The Board found to approve the variance request would cause no harm to public interests. The Board found the owner has Town approval. There was one e-mail of support from the Town of Walworth. A neighboring property owner spoke in opposition.

Hearing – Count #9:42:28 – 09:57:25 / Decision – Count #9:12:16 – 9:18:12

The Third Hearing was John & Jonnie Engelkens, owners – Section(s) 13 – Lyons Township

Applicants are requesting a variance from Section(s) 74-38 / 74-52 of Walworth County's Code of Ordinances – Zoning to permit the location of a 40' x 60' accessory structure (storage building).

REQUIRED BY ORDINANCE: The Ordinance requires a residence to be present or under construction before the location of an accessory structure, a 20' side yard and 50' rear yard setback and a maximum of 2150 square feet of accessory structure on this parcel size.

VARIANCE REQUEST: The applicants are requesting an accessory structure on a vacant parcel, an approximate 15' side yard and 10' rear yard setback and an accessory structure 2400 square feet in size **modified at the hearing to requesting an accessory structure with an approximate 15' side yard and 10' rear yard setback and an accessory structure 2400 square feet in size on a property zoned C-3.** The request is a variance from Section(s) 74-38 / 74-52 of Walworth County's Code of Ordinances – Zoning to permit the location of a 40' x 60' accessory structure (storage building).

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of February 10 & 11, 2016, for the petition of John & Jonnie Engelkens, owners, voted to **APPROVE** the request for an accessory structure with an approximate 15' side yard and 10' rear yard setback and 2400 square feet in size.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found the structure would have been compliant at the time of construction had permits been applied for. The Board found a unique property limitation in that the structure has existed since 1978. The Board found to approve the variance request will cause no harm to public interests as the structure is shielded from view by

vegetation. The Board found to deny the request and require the structure to be removed would cause unnecessary hardship. The Board found the structure exists in good condition. The Board found the property is not zoned for business use so use of the structure will be noncommercial. A neighboring property owner spoke in support. There was no opposition.

Other

- A. Discussion / possible action on Township correspondence – none
- B. Discussion / possible action on short term rental
Board members were advised that pending legislation will determine the direction the County will take in the future regarding short term rental

Staff Reports

- A. Court cases update - none
- B. Distribution of reports, handouts and correspondence

Proposed discussion for next agenda

The following items were requested to be put on the March 2016 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.

DRAFT

**Walworth County Aging & Disability Resource Center Governing Board
February 1, 2016 Meeting Minutes
Walworth County Health and Human Services Center
W4051 County Road NN, Elkhorn, WI 53121**

The meeting was called to order at 9:00 a.m. by Chair LaVerne Duncan.

Roll call was conducted. Members present included Chair LaVerne Duncan and Governing Board Members Judy Atkinson, Mary Polachowski and Penny Scheuerman. Vice Chair David Jordan and Governing Board Member Janet Kelly were excused. A quorum was declared.

Others in attendance: Lori Muzatko, Health and Human Services Division Manager; Deputy Director of Health and Human Services Robert Williams; Jennifer Selz, ADRC Director; Anne Prince, Director of Aging and Nutrition Program Supervisor; Becky Bechtel, Administrative Clerk

On motion by Board Members Atkinson and Scheuerman, the agenda was approved by voice vote.

On motion by Board Members Polachowski and Atkinson, the November 2, 2015 meeting minutes were approved by voice vote.

Public Comment – There were no members of the public present.

Unfinished Business

- Approval of 2016-2018 County Plan on Aging
Chair Duncan reported that the 2016-2018 County Plan on Aging was approved by the Greater Wisconsin Agency on Aging Resources (GWAAR).

New Business

- Share the Care Model and 2 Year Review

HHS Division Manager Lori Muzatko said the Share the Care model assists people who are in a caregiving capacity, or the person needing care, to utilize other individuals and organizations to help. For example, if a person has a support group of friends, church members, etc., providing care, the group may need assistance in coordinating schedules and identifying different levels of skills and resources needed to provide proper care. The Share the Care coordinator takes the burden from the patient and caregivers and training and support are free. Chair Duncan said the program was created in New York by a group of friends who were sharing caregiving tasks, and it has become a blueprint for people of any age who need assistance, short or long term. HHS Case Manager Mary Schroeder has been trained in the program, and staff advertised Share the Care through newsletters and other publications, did mailings, and gave presentations on the model. In the two and a half years since the initial promotion of the program, no one in the County has taken advantage of Share the Care. Muzatko requested input from the Board as to whether to continue investing in the program. Currently Mary Schroeder is dedicating five hours per month to Share the Care. Other agencies within the County would also continue to advertise. Board Member Atkinson said this would be a resource for single parents with developmentally disabled children who need respite. Board Member Scheuerman said the program is valuable, but in order to develop the program, a part-time person would be needed to devote time to promoting it, disseminating information and recruiting participants. **Board Member Scheuerman made a motion, seconded by Board Member Atkinson, to discontinue devoting funding and specific employee time to the Share the Care Program, but to keep materials updated and available to consumers. Further, the program will be re-evaluated in the future if interest increases. The motion carried 4-0.**

- 2015 ADRC Status Report

ADRC Director Jennifer Selz gave an overview of the 2015 ADRC Status Report, which includes enrollment into Family Care and IRIS, enrollment types, transfers, children's long term support waivers, nursing home relocations and program transfers. Total enrollment in 2015 was 186, compared to 162 in 2014. Selz reported they've had an issue during enrollment counseling, as many people mistakenly think the option "My Choice" from Milwaukee County is actually the specialist's choice! The Family Care and IRIS census was included, and there are 595 individuals enrolled in Community Care. Chair Duncan asked if the County has an opportunity to receive feedback on the Managed Care Organizations (MCO). Selz said usually the feedback is when a complaint is registered. Muzatko added the County isn't allowed to survey consumers; however, the MCOs are required to do so and report to the State. Board Member Atkinson asked if/where the 3,100 adults with disabilities fall into the statistics, and Selz said that not every adult with disabilities needs long term care, and the report covers long term care enrollees. Selz said in addition to Family Care and IRIS, there are many other programs and activities that the ADRC is involved with throughout the year. Muzatko said because of the various types of funding associated with the programs, staff reports their time in 15-minute increments, every day.

- ADRC Annual Update 2016

Selz said the ADRC Annual Update for 2016 was submitted to the state at the beginning of January. The report requirements include contact information, the organizational structure and Governing Board information, an annual budget update, and a staff list and how their positions are funded. Also submitted were two success stories from the previous year. Three of the ADRC policies were updated: short-term service coordination, complaints and appeals and quality assurance. The quality assurance program focused on in 2015 was youth in transition, with the goal of increasing referrals. The goal of 22 was met. At the end of the project, involved staff felt more could be done in helping families transition to adult services. The group put together a binder which includes basic material such as information on SSI, vocational opportunities, ADRC services, guardianship, etc. The binders have a pocket in each section in which to put information received. She thinks this will help families keep organized as they sort through all the information and programs they need to consider. Several years ago, Walworth County Transition Network was formed, and the group is doing well now. ADRC is a member, as well as someone from most of the school districts in the County, which makes it easier to find contacts at the schools and provide more information earlier to youths who will be impacted at age 18.

Muzatko reported that Jennifer Selz has been named as ADRC director. With the organizational changes at the State last year, separate Aging and ADRC directors have to be designated.

- Board Terms and Recruitment

Chair Duncan's term will expire at the end of June 2016, and the recruitment process needs to be underway so an appointment can be made before July 1. The applications are due at the end of February and Muzatko encouraged Board Members to contact anyone whom they feel would be interested and qualified. This Board position represents the older population.

Reports

- Transportation Coordinating Committee – Public Hearing Input – 12/8/2015

Board Member Atkinson attended the December Transportation Coordinating Committee (TCC) meeting in December. Subsequently, she met with County Administrator Bretl and Vice Chair Andrew Kerwin and expressed her concern that there isn't sufficient transportation time for young

adults with disabilities to attend social outings. The current schedule from 9:00 a.m. to 4:00 p.m. doesn't meet their needs. She also was disappointed to learn that the expansion of services only includes transportation to Milwaukee County for medical purposes. Muzatko replied that surveys conducted throughout the County have always identified transportation as one of the top three needs. Additional funding has been applied for, and hopefully services will be added in 2016. She encouraged members to attend future TCC meetings and provide input. At the TCC meeting later in the day, VIP Services will provide a report on riders who have utilized the expanded services.

- Greater Wisconsin Agency on Aging Resources (GWAAR) Board of Director Minutes – 10/9/2015
Chair Duncan said the State is pushing for counties to have Dementia Care Specialists and asked if Muzatko had any information. Muzatko said Dementia Care Specialists may eventually be mandated; however, although the Governor's original budget included funding for those positions, the funding was subsequently pulled.

Confirmation of next meeting date and time: The next meeting was confirmed for Monday, March 7, 2016 at 9:00 a.m.

Adjournment

On motion by Board Members Polachowski and Scheuerman, Chair Duncan adjourned the meeting at 9:52 a.m.

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

Walworth County Board of Supervisors
DRAFT February 1, 2016 Transportation Coordinating Committee Meeting Minutes
Walworth County Government Center, County Board Room 114
100 W. Walworth Street, Elkhorn, Wisconsin

The meeting was called to order by Chair Nancy Russell at 1:30 p.m.

Roll call was conducted. Members present included Chair Nancy Russell; Vice Chair Andrew Kerwin; Health and Human Services (HHS) Board Chair Ken Monroe; Lori Muzatko, Health and Human Services Division Manager-Aging/Long Term Care and Resource Support; Citizen Members James Davis, Jerry Grant, Jeni Hallatt, and Cynthia Simonsen. Citizen Member Susan Leffelman was excused. A quorum was declared.

Others in Attendance

County Staff: County Administrator David Bretl, Finance Accountant Todd Paprocki, and Transportation Consultant David Lowe

Members of the public: Eric Russow, 1527 Meadow Lane, Elkhorn, Wisconsin; Judith Atkinson, W2335 County Road D, Elkhorn, Wisconsin; Trish Gages, 198 Vernon Street, Williams Bay, Wisconsin.

On motion by Citizen Member Grant, second by Supervisor Monroe, the agenda was approved by voice vote.

On motion by HHS Division Manager Muzatko, second by Vice Chair Kerwin, the December 7, 2015 meeting minutes were approved by voice vote.

Public Comment

- Eric Russow gave an update on the progress in making Elkhorn a Dementia-Friendly Community. A location has been established for a monthly Memory Café to start in April. Training has been conducted with three companies, and Russow said he would be contacting VIP Services to conduct training, as well as City of Elkhorn employees, including the Police Department.
- Trish Gages proposed an Uber-type car/taxi service with county-approved drivers for alternate transportation for the elderly and disabled. An online reservation system could be utilized and fuel costs would be cheaper, as they would be based on pump prices. Not only would it be cost-effective, but would offer a part-time employment opportunity for County citizens. She also said the service would benefit part-time residents who own homes in the County and would boost tourism. Transportation needs are growing in Walworth County as the Baby Boomers reach retirement age.
- Judy Atkinson, who is a member of the Aging and Disability Resource Center (ADRC) Governing Board, met with County Administrator Bretl and Vice Chair Kerwin on December 8, 2015, and requested the County consider expanding services to include employment and social transportation for disabled young adults who don't drive. She understands the program could be further expanded in 2016 and asked the Committee to consider including this segment of the population.

New Business

- Report regarding impact of changes made to transportation policy
County Administrator Bretl said Cynthia Simonsen, Executive Director of VIP Services, prepared a report on the impact of the expansion of the transportation services in Walworth County from October through January. Simonsen gave an overview of the report. There were 82 transport days during the months, and approximately 2.3 trips per day for non-medical transports. She explained the trip categories on the report. She noted that although the number of trips were more than anticipated, VIP

Services has accommodated the growth.

Citizen Member Grant asked if the expanded services have been publicized. Transportation Consultant David Lowe said consensus was to wait to increase advertising until VIP Services had an opportunity to gauge demand for services.

- Update regarding grant applications

Lowe said the grant applications have been submitted, and over the next few months the State will review applications, review their budget and determine allocations for the counties. The funding should be announced in mid-April and contracts are anticipated to be issued in June. For the federal portion of the grants, quarterly reports need to be submitted for reimbursement.

- Correspondence received from interested citizens

Bretl said he included a letter he received on December 28, 2015 from Kathy Dahle in the agenda packet. Ms. Dahle requested transportation for social and recreational purposes for her brother, who is paraplegic. Bretl responded to her on December 29, providing her with the contact information for VIP Services and invited her to attend an upcoming TCC meeting to present her concerns and comments.

- Discussion and possible action regarding scheduling transportation listening sessions throughout the County

Vice Chair Kerwin said he and Chair Russell thought dining sites throughout the County would be good venues to hold listening sessions for feedback on transportation needs and promoting expanded services. Vice Chair Kerwin suggested the visits be made by a small number of the Committee members. Bretl concurred with keeping the format as a listening session and limiting Committee attendees to two or three members. People seem to talk more freely in a smaller group, and meeting notices, agendas and minutes would not have to be prepared. Lowe volunteered to attend the sessions. Muzatko suggested that the Aging and Disability Resource Center (ADRC) could host listening sessions, and recommended contacting Aging Director Anne Prince as a resource for target groups and assistance in coordinating dates, etc. Lowe volunteered to draft a template of questions and talking points for the group and send it to Bretl to distribute to committee members for review before the March 7 meeting. Consensus was for the Committee to forward suggestions on locations and dates for the sessions to be held in March. The template will be reviewed/approved and meeting dates will be established at the March 7 meeting.

Transportation financial summary

Senior Accountant Todd Paprocki said \$11,963 from the 85.21 grant is being transferred to the trust fund for 2016. Lowe asked why the percentage of transports for education dropped so significantly in the fourth quarter of 2015. Chair Russell noted the majority were all in the HHS category. Muzatko said she would check the rider request forms as to the number of people versus the number of rides for those categories.

Announcements

Bretl noted he would give a copy of his December 29 reply to Kathy Dahle to the Clerk for filing.

Confirmation of Next Meeting: The next committee meeting was scheduled for Monday, March 7, 2016 at 1:30 p.m.

Adjournment

On motion by Supervisor Monroe, second by Vice Chair Kerwin, Chair Russell adjourned the meeting at 2:24 p.m.

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

Walworth County Board of Adjustment
MINUTES

January 13, 2016 - Hearing – 9:00 AM

January 14, 2016 – Meeting – 9:00 AM

County Board Room

Government Center – Elkhorn, Wisconsin

A hearing and decision meeting of the Walworth County Board of Adjustment was held on January 13 & 14, 2016, in the County Board Room of the Government Center in Elkhorn, Wisconsin. Those present on January 13, 2016, were Vice-Chair Elizabeth Sukala, Secretary Ann Seaver, 1st Alternate Franklin B. Jones and 2nd Alternate Joseph J. Pappa. Deb Grube, Senior Zoning Officer and Wendy Boettcher, recording secretary were in attendance. Those present on January 14, 2016, were Vice-Chair Elizabeth Sukala, Secretary Ann Seaver, 1st Alternate Franklin B. Jones and 2nd Alternate Joseph J. Pappa. Deb Grube, Senior Zoning Officer and Wendy Boettcher, recording secretary were in attendance. “Sign-in” sheets listing attendees on January 13, 2016, and January 14, 2016, are kept on file as a matter of record.

The January 13, 2016, hearing was called to order by Acting Chair Elizabeth Sukala at 9:00 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 and postpone #4 Witkowski. Seconded by Joseph J. Pappa. Motion carried. 3-favor, 0-oppose. Ann Seaver motioned to approve the December 9 & 10, 2015, Minutes and dispense with the reading. Seconded by Joseph J. Pappa. Motion carried. 3-favor, 0-oppose.** Joseph J. Pappa sat for hearing #1) Jonathan Kurasch Living Trust, owner / Delavan Township and for hearing #2) James R. Hertel, owner / Delavan Township due to a potential conflict of interest. **After testimony of all cases, Ann Seaver motioned to recess until 9:00 A.M. on Thursday, January 14, 2016. Seconded by Franklin B. Jones. Motion carried. 3-favor, 0-oppose.** The January 13, 2016, hearing went into recess at approximately 10:56 A.M.

On January 14, 2016, at 9:00 A.M., Acting Chair Elizabeth Sukala 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 postpone #4 Witkowski to a future meeting. Seconded by Joseph J. Pappa. Motion carried. 3-favor, 0-oppose.** Joseph J. Pappa sat for hearing #1) Jonathan Kurasch Living Trust, owner / Delavan Township and for hearing #2) James R. Hertel, owner / Delavan Township due to a potential conflict of interest. **After the decisions were completed, Ann Seaver motioned to adjourn until the February 10, 2016, hearing at 9:00 A.M. Seconded by Franklin B. Jones. Motion carried. 3-favor, 0-oppose.** The January 14, 2016, decision meeting adjourned at approximately 9:50 A.M.

Five variance hearings were scheduled and details of the January 13, 2016, hearings and the January 14, 2016, decisions are digitally recorded and available to the public upon request / video to view on our website: www.co.walworth.wi.us.

Old Business - none

New Business – Variance Petitions

Hearing – Count #9:05:11 – 9:52:06 / Decision – Count #9:03:40 – 9:10:33

The First Hearing was Jonathan Kurasch Living Trust, owner / Peter Juergens, applicant – Section(s) 28 – Delavan 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 permit the location of a deck bench, stairs, patio and hot tub in the shore yard.

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

VARIANCE REQUEST: The applicants are requesting a 50' shore yard setback for a deck bench and stairs and an approximate 40' shore yard setback for a patio and hot tub. The request is a variance from Section(s) 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to permit the location of a deck bench, stairs, patio and hot tub in the shore yard.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of January 13 & 14, 2016, for the petition of Jonathan Kurasch Living Trust, owner / Peter Juergens, applicant, voted to **APPROVE** the request for a 50' shore yard setback for a deck bench, voted to **DENY** the request for a 50' shore yard setback for the location of stairs and voted to **DENY** the request for an approximate 40' shore yard setback for a patio and hot tub.

A motion was made by Ann Seaver to break the decisions out into separate requests. Seconded by Joseph J. Pappa. Motion carried. 3-favor 0-oppose

A motion was made by Ann Seaver to approve the deck bench request. Seconded by Joseph J. Pappa. Motion carried. 3-favor 0-oppose

A motion was made by Ann Seaver to deny the stairs request. Seconded by Joseph J. Pappa. Motion carried. 3-favor 0-oppose

A motion was made by Ann Seaver to deny the patio / hot tub request. Seconded by Elizabeth Sukala. Motion carried. 3-favor 0-oppose

BOARD OF ADJUSTMENT FINDINGS:

APPROVAL of the deck bench: The Board found the deck bench does serve as a railing around the deck. The Board found the deck bench lies within the confines of the existing structures. The Board found to deny the request for the deck bench would cause unnecessary hardship as it is a safety concern. The Board found to approve the deck bench would cause no harm to public interests. The Board found to approve the request would not harm the public's interest in navigable waters.

DENIAL of stairs: The Board found the hardship is self-created due to alterations made to the contour of the land without permit. The Board found the owner has other options for ingress / egress to the deck.

DENIAL of patio / hot tub: The Board found no unique property limitations rather considerations personal to the property owner. The Board determined the patio and hot tub are considered to be structures and are not permitted in the shore yard. The Board found the owner has options other than the shore yard of the property for placement of the patio / hot tub. The Board found the hardship was self-created as the patio and hot tub were located on the property without Walworth County zoning review and approval. The Board found to approve the request would adversely affect the property, the neighborhood, the entire community and the general public. The Board found to permit the impervious surface in the shore yard would not protect the public's interest in navigable waters.

There was one letter of support from the Delavan Lake Sanitary District. There were letters of comment from the Walworth County Land Conservation Division and the Wisconsin Department of Natural Resources. Three neighboring property owners spoke in opposition.

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

Hearing – Count #9:52:07 – 10:00:00 / Decision – Count #9:10:34 – 9:12:20

The Second Hearing was James R. Hertel, owner / James R. Hertel, Sr., applicant – Section(s) 6 – Delavan Township

Applicants are requesting a variance from Section(s) 74-38 / 74-52 / 74-131 of Walworth County's Code of Ordinances – Zoning to construct an accessory structure (storage building) 25' x 48'.

REQUIRED BY ORDINANCE: The Ordinance requires a 25' street yard setback from a right-of-way.

VARIANCE REQUEST: The applicants are requesting a 3.2' street yard setback. The request is a variance from Section(s) 74-38 / 74-52 / 74-131 of Walworth County's Code of Ordinances – Zoning to construct an accessory structure (storage building) 25' x 48'.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of January 13 & 14, 2016, for the petition of James R. Hertel, owner / James R. Hertel, Sr., applicant, voted to **APPROVE** the request for a 3.2' street yard setback.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found unique property limitations in the septic system being located on the only level spot on the property not occupied by other buildings. The Board found the owner will remove five existing accessory structures to enable storage under one roof. The Board found compliance with the ordinance was an unnecessary hardship. The Board found to approve the variance request would not affect the surrounding property owners. 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 Delavan. There was no opposition.

Hearing – Count #10:00:15 – 10:28:37 / Decision – Count #9:12:35 – 9:37:01

The Third Hearing was John J. & Jan Bachmeier, owners – Section(s) 35 – Whitewater Township

Applicants are requesting a variance from Section(s) 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to permit the location of a patio, deck and ramp in the shore yard and to permit the location of an addition to a single-family residence.

REQUIRED BY ORDINANCE: The Ordinance requires a 55.6' shore yard setback (average) and a 10.3' side yard setback (established).

VARIANCE REQUEST: The applicants are requesting an approximate 40' shore yard setback for a stone patio, an approximate 44' shore yard setback for a wood deck, an approximate 37.5' shore yard setback for ramp and a 7.7' side yard setback for a single-family residence addition. The request is a variance from Section(s) 74-167 / 181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to permit the location of a patio, deck and ramp in the shore yard and to permit the location of an addition to a single-family residence.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of January 13 & 14, 2016, for the petition of John J. & Jan Bachmeier, owners, voted to **APPROVE WITH CONDITION** the request for an approximate 40' shore yard setback for a stone patio, voted to **APPROVE** the request for an approximate 44' shore yard setback for a wood deck, voted to **APPROVE** the request for an approximate 37.5' shore yard setback for a ramp and voted to **APPROVE** the request for a 7.7' side yard setback for a single-family residence addition.

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

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

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

A motion was made by Ann Seaver to deny the variance request for the patio / firepit. Seconded by Franklin B. Jones for discussion.

Ann Seaver rescinded her motion to deny the variance request for the stone patio / firepit. Franklin B. Jones rescinded his second.

A motion was made by Franklin B. Jones to approve the variance request for the stone patio / firepit. Seconded by Ann Seaver.

An amended motion was made by Franklin B. Jones to approve the stone patio with the condition the mortar be removed from between the paving blocks. Seconded by Ann Seaver. Motion carried. 3-favor 0-oppose

BOARD OF ADJUSTMENT FINDINGS:

APPROVAL of patio WITH the CONDITION THAT MORTAR BETWEEN STONES BE REMOVED: The Board found to require removal of the mortar between the flagstones will allow seepage of water rather than the pooling of water or the flowing of water from an impervious surface. The Board found unique property limitations in the extreme rugged and steep slope of the property. The Board found to deny the request and require removal of the patio would cause more land disturbance than to allow the patio to remain. The Board found the benefit gained by eliminating some impervious surface (mortar) in the shore yard is offset by the fact the horizontal surface helps retard the downward flow of runoff to the lake. The Board found to deny the request would cause unnecessary hardship in reducing the use of the property. The Board found to approve the request would cause no harm to public interests. The Board found the owner did receive approval from the Township.

APPROVAL of deck: The Board found unique property limitations in the extremely steep slope of the property that runs from the road to the lake. The Board found to allow the deck to remain will help dissipate and disperse runoff and retard the flow of water to the lake. The Board found to deny the request and remove the deck would eliminate a horizontal area of the parcel and adversely affect water drainage on the property. The Board found to deny the request would restrict the owner's ability to utilize the property.

APPROVAL of ramp: The Board found the topography of the parcel dictated the need for the ramp. The Board found to approve the request would ease access to the storage shed and movement of maintenance equipment. The Board found the ramp to be existing and not constructed by the current owner. The Board found to approve the request would cause no harm to public interests. The Board found to approve the request would not harm the public's interest in navigable waters.

APPROVAL of addition: The Board found the owner did prove exceptional or unique circumstances to the property. The Board found to require removal of the addition would cause more harm than to allow the addition to remain. The Board found to approve the request would cause no harm to public interests. The Board found to approve the request would not harm the public's interest in navigable waters.

There was one letter of support from the Town of Whitewater. There were letters of comment from the Walworth County Land Conservation Division and 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 #N/A / Decision – Count #N/A

The Fourth Hearing was Joshua D. & Sally J. Witkowski, owners – Section(s) 33 – Geneva 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 repair and replace portion of upper and

lower decks in the shore yard.

REQUIRED BY ORDINANCE: The Ordinance requires a 35' shore yard setback (average).

VARIANCE REQUEST: The applicants are requesting an approximate 16' 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 repair and replace portion of upper and lower decks in the shore yard.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of January 13 & 14, 2016, did not vote on the petition of Joshua D. & Sally J. Witkowski, owners.

BOARD OF ADJUSTMENT FINDINGS: The variance request has been postponed at the applicant's request.

Hearing – Count #10:28:40 – 10:56:06 / Decision – Count #9:37:02 – 9:43:31

The Fifth Hearing was Lange Trust, owner / Tim Lange, applicant – Section(s) 9 – East Troy Township

Applicants are requesting a variance from Section(s) 74-163 / 74-181 of Walworth County's Code of Ordinances – Shoreland Zoning to permit the 37' height of an accessory structure (garage).

REQUIRED BY ORDINANCE: The Ordinance permits an accessory structure 2130 square feet in size to be 25' in height.

VARIANCE REQUEST: The applicants are requesting an accessory structure 37' in height. The request is a variance from Section(s) 74-163 / 74-181 of Walworth County's Code of Ordinances – Shoreland Zoning to permit the 37' height of an accessory structure (garage).

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of January 13 & 14, 2016, for the petition of Lange Trust, owner / Tim Lange, applicant, voted to **APPROVE** the request for an accessory structure 37' in height.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found unique property limitations in the odd-shaped lot. The Board found the parcel narrows from the waterfront to the road which limits the code compliant positioning of the accessory structure to be accessible to the driveway and the road. The Board found to deny the request would cause unnecessary hardship. The Board found the below grade entrance would allow the access needed for seasonal storage. The Board found to approve the variance request would cause no harm to public interests. The Board found the new structure is located further from the lot line than what was existing. The Board found the new structure allows for better drainage on the property and allows more storage to be put under roof. The Board found the driveway to the lower level entrance of the accessory structure will

remain a pervious surface. There were letters of support from the Town of East Troy and a neighboring property owner. There were four memos of support from neighboring property owners. There was no opposition.

Other

- A. Discussion / possible action regarding a Board of Adjustment Workshop in Germantown, Wisconsin
The Board members were informed of a BOA Zoning Workshop offered to provide information about the reasons behind zoning and legal standards applicable to zoning board decisions
- B. Discussion / possible action on Township correspondence – none

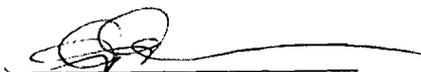
Staff Reports

- A. Court cases update - none
- B. Distribution of reports, handouts and correspondence
Board members received copies of the 2015 Board of Adjustment Annual Reports

Proposed discussion for next agenda

The following items were requested to be put on the February 2016 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.

WRRTC JANUARY 2016 APPROVED MEETING MINUTES

**WISCONSIN RIVER RAIL TRANSIT COMMISSION
COMMISSION MEETING - FRIDAY, JANUARY 8TH, 2016 @ 10AM
DANE COUNTY HWY GARAGE, 2302 FISH HATCHERY RD, MADISON, WI**

1. 10: 00 AM **Call to Order – Alan Sweeney, Chair**
2. Roll Call. **Establishment of Quorum – Mary Penn**

Crawford	Tom Cornford, <i>2nd Vice Chair</i>	x	Rock	Ben Coopman, <i>Alternate</i>	
	Rocky Rocksford	absent		Wayne Gustina	x
Dane	Gene Gray, <i>Treasurer</i>	x	Sauk	Alan Sweeney, <i>Chair</i>	x
	Jim Haefs-Fleming	excused		Terry Thomas	excused
	Chris James, <i>Vice Secretary</i>	x		Marty Krueger, <i>Alternate</i>	excused
Grant	Gary Ranum	x	Walworth	John Deitrich	absent
	Vern Lewison	x		Scott Alexander	x
	Robert Scallon, <i>1st Vice Chair</i>	x		Dave Riek, <i>3rd Vice Treasurer</i>	x
Iowa	Charles Anderson, <i>Secretary</i>	excused	Waukesha	Eric Nitschke	x
	William G Ladewig	x		Richard Kuhnke, <i>2nd Vice Treasurer</i>	absent
	Jack Demby	x		Allan Polyock	excused
Jefferson	John David	x	Waukesha	Karl Nilson, <i>4th Vice Chair</i>	x
	Laura Payne	x		Dick Mace	x
	Augie Tietz, <i>3rd Vice Chair</i>	x		Richard Morris	x

Commission met quorum.

Others present for all or some of the meeting:

- | |
|---|
| <ul style="list-style-type: none"> • Mary Penn, WRRTC Administrator • Roger Schaalma, WSOR • Jim Matzinger, WRRTC Acct. • Kim Tollers, Rich Kedzior, WisDOT • Forrest Van Schwartz |
|---|

3. Action Item. **Certification of Meeting’s Public Notice – Noticed by Penn**
 - *Motion to approve posting of meeting – Nilson/Gustina, Passed Unanimously*
4. Action Item. **Approval of Agenda – Prepared by Penn**
 - *Motion to approve agenda – Cornford/Scallon, Passed Unanimously*
5. Action Item. **Approval of draft December Meeting Minutes– Prepared by Penn**
 - *Motion to approve draft December meeting minutes with corrections – Nilson/Mace, Passed Unanimously*

6. Updates. **Public Comment – Time for public comment may be limited by the Chair**
 Dick Mace introduced Dick Morris of Waukesha County as the Commission’s newest member, replacing Carl Pettis. Mace said he would be a great asset to the group. Alan Sweeney introduced Eric Nitschke who replaced Kevin Brunner (Walworth County). Nitschke gave a brief background on himself and how he came to be appointed and the Commission welcomed him.

7. Updates. **Announcements by Commissioners – No Discussion Permitted**
 Karl Nilson announced that the annual Mad City Model Rail Show was coming up on February 20th and 21st from 9 to 5 each day.

8. Updates. **Correspondence & Communications – Discussion may be limited by the Chair**
 Sweeney said he had received a letter from Mary Brzica, property owner in McHenry County, Illinois, in regard to the issue of drainage along the Fox Lake sub in Illinois. He said Mary Penn would send a letter to Ms. Brzica with a copy of the December WRRTC minutes.

Nilson spoke about the articles as distributed and introduced Forrest Van Schwartz to the new Commissioners. Forrest Van Schwartz mentioned one article in particular distributed that day on the big drop in freight transportation, saying rail traffic was a good barometer for the economy and this indicated the overall economic situation did not look good. He said he would keep the commission abreast of this;

Penn listed the correspondence she had received since the past meeting.

In response to Van Schwartz’s comments on the freight rail slow down, Robert Scallon asked about WSOR’s rail service and if it was slowing. Sweeney said Schaalma could address that in his report.

WRRTC JANUARY 2016 APPROVED MEETING MINUTES

Gene Gray announced that Van Schwartz was being recognized for his service at the national level. Van Schwartz spoke about the Transportation Research Board and what they do. The Commission offered their congratulations.

REPORTS & COMMISSION BUSINESS

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

Jim Matzinger presented the Treasurers Report to the Commission, noting that sign leases were down but permit revenue was up. He said he was still waiting for the fourth quarter billing for management expenses as well as his own need to submit a fourth quarter billing for accounting services and the 2014 audit expense to close. He said the Commission was pretty much on budget. He noted there were two checks going out today (on for the audit, the other for accounting work in November, 2015). Sweeney asked if there would be anything more for the audit fee. Matzinger said there would be and noted it was a progress payment.

Dick Mace asked if anyone knew about Green County joining the WRRTC. Sweeney said that it was still in discussion.

- *Motion to approve the Treasurers Report and pay bills – Ladewig/Gray, Passed Unanimously*

10. **Wisconsin & Southern Railroad's Report on Operations** – *Roger Schaalma, WSOR*

Roger Schaalma reported that it had been very warm in December so WSOR had been able to complete all their 2015 capital plans. He listed the projects completed, including the tie project on the Prairie sub and the tie project on the Watertown sub. He said next year they would continue work on the Prairie sub tie project between Boscobel and Crawford and also get going on its Continuous Welded Rail (CWR). He said a full rehab from Madison to Marshall was also ongoing and in 2017 WSOR would complete CWR from Marshall to Watertown.

Schaalma said there had been a lot of bridge work in 2015. In 2016, WSOR would begin 16 new bridge projects on the Prairie sub alone. He also said there were two bridge projects on the Reedsburg sub and three completed on Waukesha sub.

He said there had been a lot of maintenance work due to all the freezing and thawing so far. He noted the downturn of freight rail was due to oil and coal and WSOR did not move those. He said WSOR was experiencing a slow down on frac sand but they were still moving it. He said the big highlight for this year (2015) was grain which had more than made up for the downturn of sand. He noted that there was a new shuttle train moving up to Prairie from Avalon, adding that most of WSOR's big commodities had not been affected by a freight slow down and said there was a new trans load facility in OshKosh. He added that WSOR was pretty diversified, adding that WSOR should be ok from what they saw right now and they would be "plenty busy".

Augie Tietz asked when the Watertown project would be finished. Schaalma said it would be done in 2017. It would be a Class 2 rail by the end of 2016, finished completely to Watertown by 2017.

Gary Ranum asked about the shuttle train to Prairie and how it hooked up to deliver to Texas. He asked what track WSOR moved south on. Schaalma said it would be on the Burlington Northern line and explained how the shuttle train process worked. Ranum asked about the bridges on the Prairie sub and what was the plan for that and how they would be finished. Schaalma said the smaller bridges projects would more than likely go out to bid in the next couple months. Hopefully those would be complete by the end of the summer, although the Spring Green Bridge would probably not be completed until 2017.

Chris James asked Schaalma about a lot of cars stored on the Mazomanie spur and what they were for. Schaalma said they were all sand cars, stored due to the frac sand slow down. He said they were northern division cars and he anticipated them getting back into service in the short term.

11. **WDOT Report**–*Kim Tollers, Rich Kedzior, WDOT*

Kim Tollers had nothing to update the Commission on and invited Rich Kedzior to give his report. Kedzior said Monday, January 4th the Governor's Office had released the FY 2016 Freight Rail Preservation Program (FRPP) awards which were included on the articles handed out for item 8. He explained how the press release related to the Commission, saying there were four awards impacting their rail. He said there would be multiphase projects to put in CWR on the Prairie sub as well as the Spring Green Bridge. He said the Waukesha/Milton Junction project had received funding.

James asked for the updates on the Great Sauk Trail. Tollers was not aware of anything yet. James asked about the extent of the trail. Bill Ladewig asked for confirmation that the FRPP were funded by bonds. Van Schwartz and Kedzior clarified how the bonds were paid for. Nilson asked if FRPP was a federal program. Kedzior confirmed FRPP was a state program. Nilson and Van Schwartz discussed its funding.

Tollers clarified that TIGER Grants, a program begun in 2008, was put in place as a stimulus fund. Van Schwartz said the TIGER Grant may not be around in the future but no one at the federal level would say when or if that would happen.

12. **WRRTC Correspondence/Communications and Administrator's Report** – *Mary Penn, WRRTC Admin.*

Penn reported on her administrative duties since the last meeting.

13. **Discussion and Possible Action on Attachment 9 to Agreement NO. 0490-40-48(d) (Operating Agreement) in regard to WSOR annual rent to WRRTC** – *Ken Lucht, WSOR*

Penn explained that Ken Lucht had asked her to bring Attachment 9 to the Commission and noted that this was a yearly action to approve the rent, noting there had been a discussion in relation to the item at the October 2015 meeting. Sweeney told the Commission it would be a roll call vote.

WRRTC JANUARY 2016 APPROVED MEETING MINUTES

At Sweeney's request, Penn called a roll call vote. The vote was unanimous in favor of the approval of the attachment.

Nilson said if the rent was too low it would add a burden to next year's budget and if it were too high, the excess rent would go to projects. Van Schwartz said historically the car charge put too many burdens on governmental bodies. He explained how car charges worked. Ranum said several months ago the original agreement had been reviewed and the Commission discussed the rental agreement in October. Van Schwartz said the per car basis makes the Commission's revenue stream very unpredictable. He said that was why it was not used anymore but noted that the language pertaining to it is still in the original agreement.

Bill Ladewig said the budget was set up based on what was necessary, therefore it made sense to cover costs by way of the rent. Sweeney said if there was a need to increase the rent, it should be introduced at budget time.

- *Motion to approve Attachment 9 to Agreement NO. 0490-40-48(d) (Operating Agreement) in regard to WSOR annual rent to WRRTC – Cornford/Mace, Passed Unanimously*

14. Discussion and Possible Action on McHenry County, IL Tax Billing Process – Mary Penn, WRRTC Admin.

Penn gave background on the issue, saying that after a discussion with Jim Matzinger, she realized that some of the WRRTC's tax bills were sent directly to WSOR. She said some of them came to her and she then forwarded them to Matzinger. She and Matzinger had agreed that it was awkward for some of the bills to come to her and others to WSOR. She said she did not have the parcel information for those going to WSOR so therefore had no idea what WSOR was paying. Van Schwartz suggested that all the tax bills should be going to WRRTC and then onward to WSOR. Sweeney said he recommended Penn work with Ken Lucht on this. Roger Schaalma said the WRRTC owned about 1000' in Lake County. Ladewig said he thought the tax bills should not be going to WSOR in order to avoid adverse possession. Sweeney said this would need to come back to the Commission via Penn and Lucht for the next meeting. There was no motion on the item.

15. Discussion and Possible Action on Ideas and Recommendations Submitted in Regard to Executive Committee and Full Commission – Mary Penn, WRRTC Admin.

Penn distributed a handout which had the comments submitted to her by Commissioners, including an addendum comment from Commissioner Dick Mace. Sweeney asked Mace to discuss his ideas on the topic as outlined in Mace's email. Mace said he did not see any real function for the executive committee. If the Commission wanted an executive committee the Commission could address that via the Charter. He also said section 5.06 of the Charter could be removed and he said he felt that the Chair, if he saw a need for a special committee, could form one. Mace said a special committee and executive committee could be combined. If the language needed to be changed that should be done. On bills, Mace said he did not see a need for the Commission to approve individual bills as they currently did. As long as the costs were in the budget, Penn, Matzinger, and Gray could pay those without delay. Generally, Mace said he did not believe there were any issues with this idea but if it got to the point where a meeting needed to be called, the Chair could call one. On weather issues, the Chair could call or cancel a meeting if necessary and if there were no pressing agenda item, the Chair could forward them to the next meeting.

Sweeney commented on the budget issue raised by Mace, saying it was in fact necessary for the executive committee or Commission to vote on them, possibly via encumbrances as was done in Rock County. Nilson commented that every County was different, adding that the Commission was not a legislative body, repeating that every county did everything differently. By paying bills by way of Commission action there was a record. Mace said that could be revised and Penn could report on that. Nilson asked why fix it if no one was complaining. He said in the past when he was Chair there were times you could not get a full quorum but now everyone was very interested and the railroad was "on a roll". If there were a small agenda, the Chair could move it to the next meeting. Sweeney said if a meeting happened on day with freezing rain he would call to cancel the meeting. Nilson said there were only about 5 or 6 responses which indicated to him that everyone was pretty happy.

Sweeney read out loud the other suggestions submitted to Penn. Van Schwartz suggested doing any necessary voting through a program such as Survey Monkey. Penn said that would violate open meeting law. Sweeney said anything to do with the Charter would have to go back to the counties. Gray said it was important to maintain transparency particularly in relation to finances. Also, there still needed to be 2 signatures on a check. Ranum agreed with Nilson, noting that over that past few years he had been on the Commission there had been very high attendance and saw no problem with that and said the meetings should continue as they are.

- *Motion to continue to operate as a full commission with monthly meeting – Nilson/Cornford, Passed Unanimously*

16. Discussion and Possible Action on WRRTC Fee Schedule – Mary Penn, WRRTC Admin.

Penn explained she had deleted the utility fee in Wisconsin on the fee schedule as approved at the December meeting. However, since the WRRTC owned property in Wisconsin, there needed to be a utility fee and she had put the fee back in, along with the locations (milepost to milepost) where the utility fee applied.

- *Motion to amend the 2016 fee schedule to reflect utility fees on WRRTC Wisconsin owned property changes as presented - Nilson/Alexander, Passed Unanimously*

17. Action Item. Adjournment

Motion to adjourn at 11:00 AM – Gustina/Scallon, Passed Unanimously

HONEY LAKE PROTECTION AND REHABILITATION DISTRICT

BOARD OF COMMISSIONERS

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

SHELLEY HILDEBRANDT: SECRETARY; (appointed 12/15/15 for the balance of
Judith Correll's term, expiring 8/17, after Ms. Correll resigned 12/15)

JOE KOLOSSO: TREASURER; (re-elected for 3-year term, 8/24/15)

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.

FEB. 16, 2016 MONTHLY MEETING

Present: Lutz, McIndoe, Kolosso, Hildebrandt, Weinkauf.

Absent: Trimberger

Also in attendance: Tim Leonard

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

Secretary Hildebrandt read the minutes of the Jan. 19, 2016 meeting which were subsequently approved. Treasurer Kolosso read the Jan. 2016 Treasurer's Report which was subsequently approved. (Copies of minutes and Treasurer's report attached.)

Old Business:

Chairman Lutz indicated that the Lake is in fine condition.

Snowplowing has been o.k. Rebidding for a future snowplowing contract to be done about August or September, with another three-year contract to be preferable.

In the January meeting, Chairman Lutz indicated that Travis Schroeder is now the DNR water specialist for Walworth County. McIndoe asked who the water specialist for Racine County is. (Since the HLPRD covers both counties) Chairman Lutz indicated that he did not know, but would find out.

An extended, and very beneficial and convivial conversation then began with Tim Leonard relative to the property purchased by his brother, Terry, with the intent to build a house in close proximity to a flood plane area. (reference. write up in the Jan, report) (map attached)

Chairman Lutz indicated that, with the proposed location of the house, there would be no negative impact upon the "dam failure analysis rating".

Mr. Leonard indicated that he would be willing to provide bond coverage for any damage incurred by heavy equipment during the construction of the house.

McIndoe synopsised some of the HLPRD concerns by reading excerpts from his report of the Jan. meeting. (as follows)

Among the Honey Lake concerns are:

***The potential increase in the "disaster rating " of the dam...which would cost \$\$\$\$.*

**** Can a holding tank and well all be positioned legally above the flood plane level and all be within legal limits of each other, the house, the flood plane area, the creek, roads, etc.?**

**** Currently, that portion of Del-Monte Drive leading to this territory is not "maintained" by Honey Lake. (i.e., it is not paved, plowed etc). Furthermore, although the survey platting may indicate that the road is "X" feet in width, it actually may be much less than that. Is it wide enough and in such condition as to permit access by emergency and trash collection vehicles etc. ?) What costs would be involved in maintaining this road to the status required?**

Mr. Leonard indicated that he appreciated the concerns of the placement of the well and holding tank, and he would explore further.

Discussion brought up the possibility that there may be some areas where Walworth County might be involved, since this flood plane area lies in both Racine and Walworth counties, and different "setbacks" may exist in both counties. Mr. Leonard was advised to contact the Walworth County Conservation Dept.

Mr. Leonard said that the house would NOT have a basement.

McIndoe brought up the potential problems with those portions of Del-Monte Drive leading up to the property. He suggested that a survey be made to determine the centerline of the road so that the exact width of the road could be determined. Any portion of the road which might lie within the flood plane cannot then be widened.

It was "guessed" that approximately 75 yards of the final portion of Del-Monte Drive approaching the property are not paved. The District would then have to rebuild that portion at District expense.

Mr. Leonard acknowledged that he now has a lot more work to do. There are two more Rochester Village Board meetings to be held before the March HLPRD meeting. He will attend one of those meetings and then come back to attend the March HLPRD meeting for further discussion.

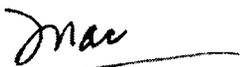
New Business:

None.

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

With no further items to address, a motion was made & seconded to adjourn at 8:00 p.m.

Respectfully submitted,



Robert E. McIndoe 2/17/16

2016 FEB 17 5

DELMONTE DRIVE

LOTS 1, 2 AND 3, BLOCK 20, HONEY LAKE SUBDIVISION, ACCORDING TO THE RECORDED PLAT THEREOF, SAID LAND BEING IN THE VILLAGE OF ROCHESTER, COUNTY OF RACINE AND STATE OF WISCONSIN.

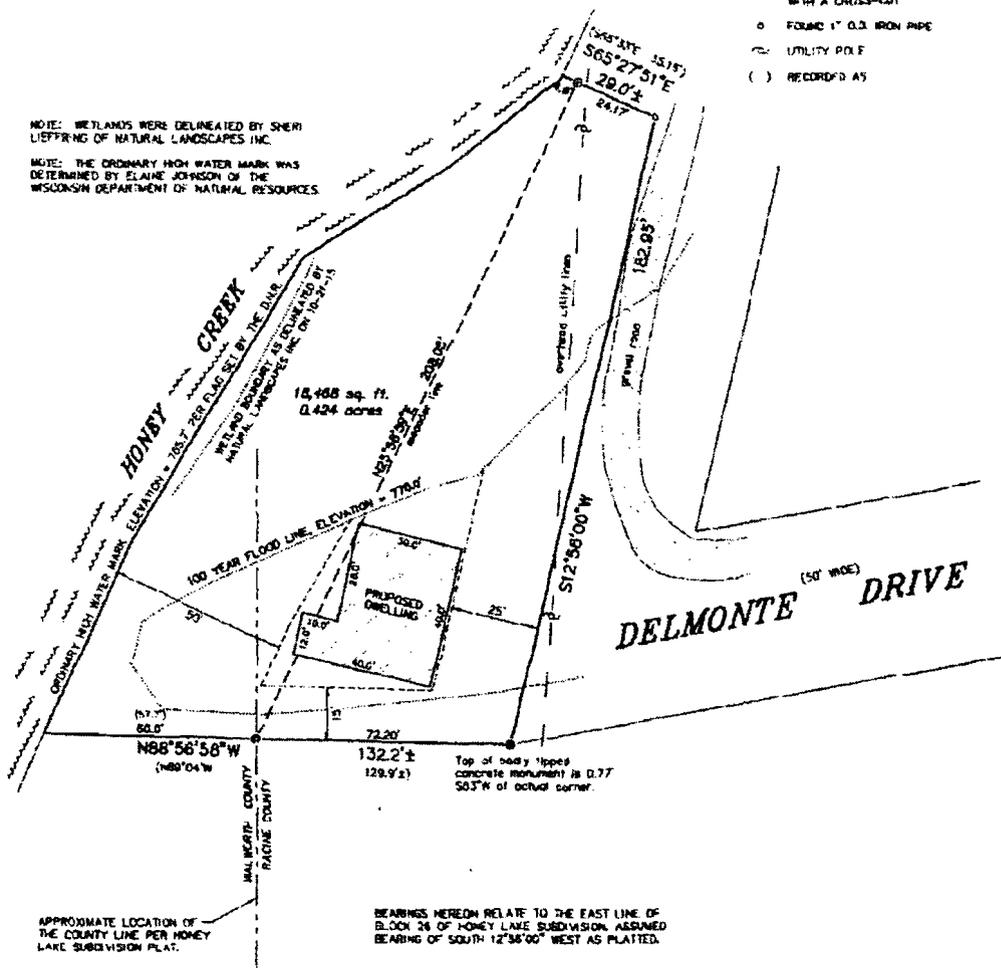
SURVEY FOR: TERRY LEONARD
SURVEY ADDRESS: 35904 DELMONTE DRIVE, BURLINGTON, WI 53105

NOTE: REFER TO A CURRENT TITLE REPORT FOR EASEMENTS, RESTRICTIONS OR COVENANTS WHICH MAY AFFECT THIS PROPERTY.

- LEGEND**
- FOUND CONCRETE MONUMENT WITH AN ANGLE
 - ⊗ FOUND CONCRETE MONUMENT WITH A CROSS-OUT
 - FOUND 1" O.D. IRON PIPE
 - ⊕ UTILITY POLE
 - () RECORDED AS

NOTE: WETLANDS WERE DELINEATED BY SHERI LIEFFRING OF NATURAL LANDSCAPES INC.

NOTE: THE ORDINARY HIGH WATER MARK WAS DETERMINED BY ELAINE JOHNSON OF THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES



APPROXIMATE LOCATION OF THE COUNTY LINE PER HONEY LAKE SUBDIVISION PLAT.



7-13-2015

I, HONEY CORSEY, THAT I HAVE SURVEYED THE ABOVE DESCRIBED PROPERTY AND THAT THE ABOVE MAP IS A CORRECT REPRESENTATION THEREOF AND SHOWS THE SIZE AND LOCATION OF THE PROPERTY, THE CORNER BOUNDARIES, THE LOCATION OF ALL VISIBLE STRUCTURES AND DIVISIONS OF ALL MINOR BUILDINGS THEREON, BOUNDARY FEENCES, APPARENT EASEMENTS, ROADWAYS AND ENCROACHMENTS, IF ANY.

THIS SURVEY IS MADE FOR THE USE OF THE PRESENT OWNERS OF THE PROPERTY, AND THESE WHO PURCHASE, MORTGAGE OR GUARANTEE THE TITLE THEREON WITHIN ONE YEAR FROM DATE HEREOF.

SATTER SURVEYING, LLC
LAND SURVEYS, MAPPING AND PLANNING
272 ORION STREET
BURLINGTON, WI 53105
262-661-4239



THIS IS NOT AN ORIGINAL PRINT UNLESS THIS SEAL IS RED.

THOMAS L. SATTER 5-2850

REVISED: 11/17/15
NOVEMBER 2, 2015
DATE

101901
JOB NUMBER

HONEY LAKE

P.O. Box 565

Protection and
Rehabilitation District

Burlington, WI 53105



COMMISSIONER'S MEETING
ROCHESTER VILLAGE HALL
300 W. SPRING ST.
February 16, 2016

AGENDA

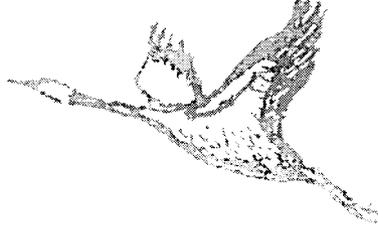
1. CALL MEETING TO ORDER
2. SECRETARY'S REPORT: January 19, 2015
3. TREASURER'S REPORT: January 2015
4. OLD BUSINESS
 - 4.1) Reports
 - 4.2) Lake Project
5. NEW BUSINESS
 - 5.1) Tim Leonard - Lots 1, 2, and 3, Block 26, Honey Lake Subdivision
 - 5.2) Monthly Bills (February)
6. ADJOURN

HONEY LAKE

Protection and
Rehabilitation District

P.O. Box 565

Burlington, WI 53105



Commissioner's Meeting January 19, 2015

Chairman Lutz called the meeting to order at 7 p.m. at the Rochester Village Hall. Commissioners present were John Lutz, Shelley Hildebrandt, Joseph Kolosso, Robert McIndoe, and Mike Weinkauff. The President of the Village Board of Rochester, Edward Chart, was also present.

The minutes of the December 15, 2015 meeting were read. One correction was noted: Robert McIndoe indicated that Delmonte (page 2), was spelled Del-Monte. A motion to approve the minutes with the correction was made by Mike Weinkauff, seconded by Robert McIndoe, and carried.

The treasurer's December 2015 report was read. A motion to approve the report was made by Robert McIndoe, seconded by Mike Weinkauff, and carried.

OLD BUSINESS

- A resident has volunteered to plow an area near the north beach for ice skating.
- Chairman Lutz indicated that he was informed by Travis Schroeder at the Walworth County Lakes meeting that the district must get a DNR permit to modify the dam or any related structure, including the drawdown device and coffer dam. This permit would be issued by Tonya Lorigan of the DNR Dam Safety Department.
- Chairman Lutz also indicated that Travis Schroeder is now the DNR water specialist for Walworth County, including the area of Honey Lake.
- Chairman Lutz welcomed Shelley Hildebrandt as the new secretary, following the resignation of Judith Corell.
- Chairman Lutz stated that he has reserved the Rochester Village Hall for the HLPRD annual meeting, to be held on August 21, 2016.

NEW BUSINESS

- Mr. Tim Leonard, who had requested to attend the January meeting of the District meeting, informed Chairman Lutz that he could not attend due to a scheduling conflict, and indicated that he would attend the February meeting. Mr. Leonard had wanted to discuss the recent purchase by his brother, Terry, of a property within the HLPRD and Village of Rochester, tax key 18-228-00.
- An informal discussion took place regarding the Leonard property with Mr. Chart and the HLPRD commissioners.
- January BILLS SUBMITTED AS FOLLOWS:

Commissioner compensation	John Lutz	\$200.00
Commissioner compensation	Shelley Hildebrandt	\$175.00
Commissioner compensation	Joseph Kolosso	\$175.00
Miscellaneous consulting	Judith Corell	\$175.00
Commissioner compensation	Donald Trimberger (absent)	---
Commissioner compensation	Mike Weinkauff	\$25.00
Insurance - annual liability/workers compensation premium	The Horton Group, Inc.	\$5,120.00

A motion to approve the bills was made by Mike Weinkauff, seconded by Robert McIndoe, and carried.

- A motion to adjourn, subject to recall, was made by Chairman Lutz, seconded by Robert McIndoe, and carried at 8:25 P.M.

Respectfully submitted,



Shelley Hildebrandt, Secretary
HLPRD

Honey Lake Protection & Rehabilitation District
Treasurers Report
January 2016

Joseph Kolosso

Treasurer

1/17/2016

Honey Lake Protection and Rehabilitation District
Regular Checking-January 2016-For Fiscal Year 2015-2016

<u>Date</u>	<u>Number</u>	<u>Transaction</u>	<u>Category</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
1/1/2016			Starting Balance			\$7,236.33
1/1/2016	4365	Snow Solutions LLC Snow Plowing Contract 15 of 18	Roads	\$3,200.00		\$4,036.33
1/16/2016	Deposit	Town of Spring Prairie	December Property Tax Settlement		\$12,117.32	\$16,153.65
1/16/2016	Deposit	Village of Rochester	December Property Tax Settlement		\$11,308.46	\$27,462.11
1/19/2016	4370	To Non-Sinking Fund	ReimburseforAdvance(Insurance)	\$5,000.00		\$22,462.11
1/19/2016	4366	John Lutz	Commissioners Compensation	\$200.00		\$22,262.11
1/19/2016	4367	Shelley Hildebrandt	Commissioners Compensation	\$175.00		\$22,087.11
1/19/2016	4368	Joseph Kolosso	Commissioners Compensation	\$175.00		\$21,912.11
1/19/2016	4369	Judith Correll	Miscellaneous	\$175.00		\$21,737.11
1/19/2016	4371	Mike Weinkauf	Commissioners Compensation	\$25.00		\$21,712.11
1/19/2016	4372	Shelley Hildebrandt Reimbursement	Office Supplies/Mailings Ink	\$58.77		\$21,653.34
1/31/2016	Deposit	Chase Bank-Interest	Interest		\$0.09	\$21,653.43
1/31/2016			Ending Balance			<u>\$21,653.43</u>

Honey Lake Protection and Rehabilitation District

Payroll Checking-January 2016-For Fiscal Year 2015-2016

<u>Date</u>	<u>Number</u>	<u>Transaction</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
1/1/2016		Starting Balance			\$6,815.37
1/3/2016	1294	United States Treasury 941	\$46.67		\$6,768.70
1/3/2016	1295	Wisconsin Dept of Revenue Annual WT-7	\$21.70		\$6,747.00
1/26/2016		New Checks	\$32.50		\$6,714.50
1/31/2016	Deposit	Chase Bank-Interest		\$0.05	\$6,714.55
1/31/2016		Ending Balance			<u>\$6,714.55</u>

Honey Lake Protection and Rehabilitation District

Non-Lapsing Fund-January 2016-For Fiscal Year 2015-2016

<u>Date</u>	<u>Number</u>	<u>Transaction</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
1/1/2016		Starting Balance			\$70,000.62
1/19/2016	Deposit	Refund of advance for Insurance		\$5,000.00	\$75,000.62
1/31/2016	Deposit	Chase Bank-Interest		\$0.56	\$75,001.18
1/31/2016		Ending Balance			<u>\$75,001.18</u>

PLEASANT LAKE PROTECTION AND REHABILITATION DISTRICT
BOARD MEETING
SATURDAY, JANUARY 16, 2016, 9:05 AM
LAGRANGE TOWN HALL
MINUTES

Present: Dave Stamm (chair, #1, 2018), Ryan Mertes (treas, #3, 2017), Marcia Sahag (sec, #4, 2016), Phil Holland (#2, 2018), Bob Arnold (County), Don Sukala (Town)

Absent: Peter Schuler (#5, 2016)

Public Attendance: Rick Callaway, Bernie Slupik (by phone), Ted Slupik (by phone)

1. Approval of Agenda: Motion to approve the Agenda (Phil/Don). Carried unanimously.
2. Aquatic Plant Management Plan Update final report presentation by representative of Southeastern Wisconsin Regional Planning Commission (SEWRPC), and discussion: no report. It has been rescheduled for the April 23, 2016, board meeting.
3. Approval of prior Board Minutes of 11/7/15: Motion to approve the Minutes of 11/7/15 (Ryan/Don). Carried unanimously.
4. Treasurers Report: The account balances as of 12/31/15 are:

Checking	\$15,466.74
Money Market	\$17,119.88
Grant Fund	\$ 3,767.76
Total	\$36,354.38

Ryan distributed documents for a) ,the balances; b) the 2015 budget and operating expenditures: The original approved budget was \$32,300.00. Actual Total operating expenditures were \$29,704.66 making expenses \$11,681.77 over the tax revenue of \$18,000.00. Grant fund expenditures were \$9,875.25 for RA Smith costs from 2014 for Survey & Staking around the Drain and \$2,925.50 for gauge installation this past fall.

Marcia reported the grant fund has money coming in from the DNR 25%, and the POA and Town contributions. Contingency is for the RA Smith oversight authorized for the drain construction.

Legal fees are high but weed control is low. ; c) the check detail shows activity from November to date; d) summary of drain related project expenditures: Grant and construction oversight costs related to construction were listed along with GMS construction and WE Energies costs.

Construction costs will be about \$38,475.05. Considering the annual meeting authorized amount of \$36,000.00 with the allowed overage of \$41,400.00, construction costs will be about \$2,900.00 under. Motion to approve the Treasurers report (Marcia/Dave). Carried unanimously.

5. Adjustments to 2015 Budget: Ryan reviewed the spreadsheet "Proposed Budget for Year ending December 31, 2015" showing the original budget, transfers done through 11/7/15 and transfers for a final resolution to true up the budget to actual 2015 expenditures of 29,704.66. Motion to decrease aquatic plant management by \$900.00; increase contingency by \$1,000.37; reduce legal fees by \$2,657.50; reduce office expense by \$116.30; reduce fish stocking by 753.50; and reduce website by \$240.00; reducing the budget by a total of \$3,666.93 making the total budget \$29,704.66 (Ryan/Don). Carried unanimously.
6. Audit Committee: Motion to approve the appointment of volunteers Rick Callaway, Jim Allen, Cheri Scharbach, Patti Behrens, Sue Short and Paul Higdon to the audit committee (Dave/Don). There was discussion of the composition of the committee and Rick's participation because Marcia is now an account signer. To alleviate the possibility of conflict of interest a board member other than Ryan or Marcia will be present at the audit to verify proper proceedings and

that all committee members have the freedom to ask questions and have equal input and are all involved in decisions. A check list of items to review will be provided committee members. No chair was appointed. Rick can facilitate establishing the audit date. Marcia called the question. The motion was carried unanimously.

7. POA Report: no report.
8. Bay Exploration Committee Report: The Bay Exploration Committee approved minutes of 10/10/15 were received and filed. Ryan distributed and reviewed the draft minutes of 11/14/15. The committee is having an informational meeting with Travis Schroeder and Heidi Bunk of the WDNR on January 22 from 2:00 to 4:00pm at their Waukesha office to discuss the set of questions formulated by the committee members regarding dredging and other Bay issues. The goal is to have the DNR answer the questions in order to understand what can and cannot be done. There will be a follow up committee meeting to analyze the answers and get consensus of short and long term goals for the issues. All information will be shared with the board including a recording of the DNR meeting.
9. Drain Report: Nothing has changed since November. Nothing to report.
10. Goose Control Report: Permit applications have been filed. Volunteers are needed for egg oiling that is done soon after ice out. Ryan volunteered again and will ask Tomm Girman.
11. Grant Report: Installation of the gauges is complete at a cost of \$2,925.50. The amount in the grant is \$6,000.00. The drain improvement part of the grant was over budget. The DNR approved shifting money from the gauges to cover that overage. The gauges part will still be under budget. The Aquatic Plant Management Plan update grant amount is \$4,000.00 that will not be invoiced until the report is completed. The 25% of the DNR share for the grant and the POA and Town contributions are still pending. The grant is in a good position. The total amount of the DNR and District shares will not be final until after the DNR audit.
12. Weed Control Report (Aquatic Plant Management): Lake and Pond Solutions Co is applying for the DNR permit for aquatic invasive plant treatment. Upon its receipt a general notice for 2016 treatment will be sent to District members. In the spring, Lake and Pond will do the initial treatment survey. Then another notice is sent with specifics.
13. Budget Preparation for 2017: Ryan distributed and reviewed proposed figures for the 2017 budget for board members to consider and discuss at the next board meeting. Board members should contact Ryan with suggestions and comments before the April 23 board meeting.
14. Schedule of meeting dates: The Wendat Building at Pottawattomie Hills has been reserved for Friday night 6-9pm, June 24, for annual meeting set up and for Saturday, June 25, 2016, for the annual meeting. The next board meeting is scheduled for April 23, 2016.
15. Establish future agendas: There will be budget discussion and annual meeting planning.
16. Adjourn: Motion to adjourn at 10:06 (Phil/Don). Carried unanimously.

Respectfully submitted,
Marcia M Sahag, Secretary PLPRD



WHITEWATER-RICE LAKES MANAGEMENT DISTRICT

P.O. Box 301
Whitewater, WI 53190



MINUTES January 14th, 2016

The January 14th, 2016 Whitewater/Rice Lakes Management District board meeting was called to order by chairman Rich Charts at 6:02 PM. Board members present were, Ernie Roy, Brad Corson, Chuck Chamberlain, Jerry Grant, Walworth County Supervisor, Norm Prusener Town Representative, and Larry Brady by tele-conference.

Standing Teams Present – None

Standing Teams Absent - All

Guest Present: Gerhard Stegemann, Theresa Stegemann

Clerk Present: Susie Speerbrecher

ADMINISTRATIVE

A motion to approve the agenda was made by Ernie and seconded by Brad. Motion Carried

A motion to approve the December 10th, 2015 minutes as presented was made by Jerry, seconded by Chuck. Motion Carried.

Public Input – None

COMMISSIONER REPORTS

Secretary – Correspondence – Ernie spoke about a newsletter he received and brought to the boards' attention that Act 55 signed by the legislature has made shoreline repair protocol more lenient when repairs need to be made. A resolution for Act 79 regarding the posting of documents at three locations no longer is necessary was not prepared to be signed. Ernie will prepare a resolution for the February meeting.

Finance – Brad reviewed the December expense handout and discussed the total disbursements / expenses of \$3,473.98 Ernie motioned to accept the expenses as presented. Seconded by Chuck. Motion Carried. He then reviewed the Income Statement and Monthly Spending Analysis showing a 2015 surplus of \$34,490 which has voted upon at the annual meeting in August will stay in the Operating Budget for 2016. Both bank accounts have been reconciled.

Weed – Brad had been in contact with Midwest Aquatics who had shown an interest to submit a bid however has declined because they could not be competitive at his time. ILM Environmentals has also declined to bid at this time.

Chemical – Ernie has been in touch with SEWRPC and the report should be finished shortly. The notice for weed spraying that needs to be put in the spring newsletter was discussed. March 31st,

2016 is the deadline for all news articles to be submitted, reviewed at the April 14th, 2016 board meeting and sent to the printer the following day for publication and mailing to the property owners.

Bog – Rich spoke about an organization he had been in touch with regarding the possibility of doing a study of the bog. He will discuss this further with his committee, i.e. Rich Gunther, Don Oker, and Art Schmitz. He proposed to the board in the form of a motion that \$5000 bog surplus be put in a reserve for this possible bog study. Seconded by Norm. Motion Carried

Equipment – Chuck gave a report saying the collection boxes have arrived and are being stored at Hagen Trucking until installation occurs in spring. One half of the grant money has been received and once installation is complete the balance of the grant will be issued. The signage draft was discussed and corrections/additions were made. Jerry motioned to accept the amended signage draft as discussed and presented. Brad seconded the motion. Motion Carried.

Wildlife Management – No report

Fish – No report

Safety – A Boating Safety class is scheduled for May 14th and 15th, 2016 at the Town Hall from 8 AM – 12PM.

Water Quality – No report

2016 Schedule – Not Discussed

Audit – No report

AIS – No report

Stegemen Partnership – Theresa Stegemen spoke briefly about the Shoreland Zoning handout given to board members.

OLD BUSINESS – Brad reported one bid was in the mail submitted by JNT Marina and postmarked January 4th, 2016 which met the submission guideline of January 8th, 2016. The bid was for weed harvesting, bog removal, and maintenance. The bid read: Weed at \$20.25 per hour a 6.6% increase, Bog \$1300 per day an 8.3% increase and Maintenance – Non routine (weed or bog) at \$120.00 per hour, an 9% increase. Ernie motioned to accept the bid as submitted. Seconded by Chuck. Motion Carried Discussion followed regarding the maintenance rate, The board asked Brad to put a specification in the contact saying that a mechanic rate can only be billed for mechanical repairs and not included for transportation. Ernie motioned that Brad would have the authority to execute and sign a contract as long as the contract is not materially different from prior years. Seconded by Chuck. Motion Carried.

NEW BUSINESS – Rich spoke with the new Park Superintendent, Ann Corman regarding the activities of the board and she is very satisfied with the work we are doing.

OTHER BUSINESS - None

Ernie motioned to adjourn the meeting, seconded by Norm. Meeting adjourned at 8:11 PM

Next Meeting: February 11th, 2016 at 6 PM Respectfully submitted Susie Speerbrecher, Clerk