

DRAFT

**Walworth County Board of Supervisors
December 17, 2015 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, Supervisors Kathy Ingersoll and Paul Yvarra. Chair Nancy Russell and Supervisor Joe Schaefer 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; Sheriff's Office Business Manager Amanda Lagle; Director of Health and Human Services Elizabeth Aldred; Treatment Court Coordinator Katie Behl; Capt. Rob Hall, Sheriff's Office; Court Office Manager Kristy Secord; and Public Works Finance Manager Penny Bishop.

Members of the public: Larry Gaffey, Walworth County Fair Manager, and Bill Thompson, Walworth County Fair Board.

Supervisor Ingersoll made a motion, seconded by Supervisor Yvarra, to consider items 8. A.1. a., 8.A.5.a. and 8.A.D.1 separately after Unfinished Business. Motion carried 3-0. Supervisors Yvarra and Ingersoll moved to approve the agenda as amended. The motion carried 3-0.

On motion by Supervisor Ingersoll, second by Supervisor Yvarra, the November 19, 2015 meeting minutes were approved by voice vote.

Public Comment – There was none.

Unfinished Business – There was none.

8A, Budget Amendments

2015 Budget Amendments

- 1) a) Clerk of Courts
CT03 — Establish budget for fiscal 2015 for Criminal Justice Coordinating Committee (CJCC) treatment court case management system (budget amendment to be presented at meeting)

2016 Budget Amendments

- 5) Clerk of Courts
 - a) CT01 – Establish budget for fiscal 2016 for Criminal Justice Coordinating Committee (CJCC) treatment court case management system (budget amendment to be presented at meeting)

County Administrator Bretl said the budget amendments are to fund a software system for the treatment court case management, which was recommended by the Criminal Justice Coordinating Committee. Funds to be used to purchase the system are designated through the budget or are from grant funds for Treatment Court. The total estimated purchase cost is \$87,000, which may be lower depending upon training hours. Bretl said the system would allow creating statistics and developing evidence based data to evaluate the program's effectiveness. Considerable staff time will also be saved, which is currently spent manually entering data into an Excel spreadsheet. With the new software, multiple users can enter and share data, and it would

interface with drug testing data. The 2015 budget amendment is \$50,358; the 2016 amendment is \$36,500. Annual maintenance fees of \$9,900 for the program won't be due until 2017.

8B, Bids/Contracts

- 1) Approval of contract for Criminal Justice Coordinating Committee (CJCC) treatment court case management system
The Criminal Justice Coordinating Committee recommended a sole source purchase from FivePoint Solutions for their case management system because of: compatibility with existing systems; favorable pricing and terms; time sensitivity; and it upholds the ten key components of Drug Courts. **Supervisor Ingersoll made a motion, seconded by Supervisor Yvarra, to approve budget amendments 2015 CT03 and 2016 CT01, and to approve the sole source purchase of the case management system from FivePoint Solutions. The motion carried 3-0.**

Consent items

Supervisor Ingersoll made a motion, seconded by Supervisor Yvarra, to consider items 8.B.2., 8.B.3. and 8.D.2. separately, and to approve the remainder of the consent items. The motion carried 3-0.

8A, Budget Amendments

2015 Budget Amendments

- 2) Health and Human Services
HS017 – Transfer funds for additional Crisis Intervention consulting
HS018 – Transfer funds for additional Behavioral Health placement
- 3) Public Works
PW012 – Increase budget for Government Center basement renovation project
- 4) Sheriff's Office
SH007 – Increase overtime budget for Corrections
SH008 – Reflect decrease in auction proceeds due to sale of older vehicles

2016 Budget Amendments

- 6) Health and Human Services
HS001 – Reflect 2016 Early Intervention Grant funding

8B, Bids/Contracts

- 2) Award sale(s) of tax foreclosure properties
Treasurer Valerie Etzel distributed the December 9, 2015 accepted bids through Wisconsin Surplus. **Supervisor Ingersoll made a motion, seconded by Supervisor Yvarra to accept the report. The motion carried 3-0.**
- 3) Discussion and possible action regarding establishment of minimum bids for unsold tax foreclosure properties
Supervisor Yvarra made a motion, seconded by Vice Chair Kilkenny, to approve the Treasurer's recommended minimum bids for future sale. The motion carried 3-0.

8C, Surplus

- 1) Recommendation to declare Public Works vehicles and equipment as surplus and to sell at auction or dispose of in an appropriate manner

8D, Reports

- 1) Quarterly investment report – 3rd quarter 2015
- 2) Update on tax incremental financing districts (TIDs).
Comptroller Jessica Conley said Whitewater agreed to the County's request for reporting on line items. Vice Chair Kilkenny noted that the County's efforts in requesting detailed documentation and annual reviews has helped in monitoring TID expenditures.

New Business

- Discussion and possible action regarding change of purpose for Walworth County Fair 2016
Bretl introduced Larry Gaffey, Walworth County Fair Manager, and Bill Thompson, Walworth County Fair Board. During 2015, the Fair conducted a long-range study. One of the goals of the study was to identify ways for the Fair to generate more revenue independently of the County. As a part of the 2016 budget, the Board approved an \$80,000 appropriation to the Fair. Of that amount, \$20,000 was to be used at the discretion of the Fair, and \$60,000 was to be used to winterize North Hall. The study identified that making improvement to the horse facilities was a higher priority, so the Fair wants to modify the purpose of the funding to include \$60,000 for renovations to an existing horse barn and/or construction of a new horse barn. Fair Manager Gaffey said the addition would accommodate 92 stalls for saddle horses. Because of lack of space, the Fair has been erecting a large tent north of the existing barns, which costs \$12,000 annually. Participation in equestrian competitions has grown, and they would like to expand to host the popular shows. He predicts the new building would be paid back within 5 – 6 years with revenue generated from the events. Bill Thompson said Elkhorn is a popular venue because of its central location. Thompson added that the activity center is winterized and can accommodate requests for space during the winter. There have been few requests for space. Vice Chair Kilkenny requested that the Fair provide copies of the complete study to County Board members. **Supervisor Ingersoll made a motion, seconded by Supervisor Yvarra, to approve the change in purpose for the Walworth County Fair appropriation. The motion carried 3-0.**
- Discussion and possible action regarding update from Sheriff's Office pertaining to collection of inmate debt
Vice Chair Kilkenny noted it appears from the report that it is difficult to collect inmate debt, and questioned whether it is counterproductive to the inmate succeeding in society upon release. He asked if this issue could be referred to the Criminal Justice Coordinating Committee (CJCC) for review. Bretl said some of the issues are internal to the Sheriff's Office, such as the fee rates and collection procedures; however, if Vice Chair Kilkenny wants the CJCC to examine how inmate debt impacts on rehabilitation/recidivism, he would refer it to them. **Supervisor Ingersoll made a motion, seconded by Supervisor Yvarra, to accept the report on inmate debt collection. The motion carried 3-0.**
- Resolution **01/16 Authorizing the Sheriff's Office to Accept Community Oriented Policing Services (COPS) Anti-heroin Task Force Grant Funds in the amount of \$30,000 Over Two Years and Appropriate the Funds to Monitor and Enforce Anti-heroin Laws
Bretl said the Sheriff's Office is being considered as a sub recipient grantee for the Anti-Heroin Task Force Program Grant, which would reimburse overtime on operations dedicated to opiate and heroin abuse investigations. The Grant covers a two-year period, in which an estimated \$15,000 annually would be reimbursed. Capt. Rob Hall said the grant will be administered by Racine County for other agencies in the South East Area Drug Operations Group (SEADOG). Hall reported the Wisconsin Department of Justice applied for the grant late this summer from the federal government, and received \$1.4 million, of which SEADOG will receive \$75,000 per year for two years. When the Sheriff's Office accrues overtime related to heroin or opiate investigations, they would submit those expenses to SEADOG for reimbursement, which would be paid on a quarterly basis. In 2014, Hall said the County Drug Unit had 13 heroin/opiate investigations. This year there are 21. In 2015, the Medical Examiner reported 16 opiate related deaths from January to October, and there are 10 pending death investigations involving probable suspected drug overdoses. Hall said a lot of heroin users are also mixing morphine and oxycodone. Hall said the Sheriff's Office is working with Health and Human Services (HHS) on a prescription drug turn-in campaign through a grant HHS received. There is a permanent prescription drug collection drop box at the Sheriff's Office. Part of the \$1.4 million the Department of Justice received will be spent on hiring an

analyst to track heroin trends and to purchase equipment to check heroin for purity. **Supervisor Ingersoll made a motion, seconded by Supervisor Yvarra, to recommend authorizing the Sheriff's Office to accept the Community-Oriented Policing Services Anti-Heroin Task Force grant funds. The motion carried 3-0.**

- Ordinance **01/16 Amending Section 30-286 of the Walworth County Code of Ordinances Relative to the Lakeland Health Care Center Medical Records Fee
Deputy County Administrator-Finance Nicki Andersen said the ordinance amendment updates fees for medical records copies to match the amount authorized by the State. **Supervisor Ingersoll made a motion, seconded by Supervisor Yvarra, to approve the ordinance amendment relative to Lakeland Health Care Center medical records fees. The motion carried 3-0.**

Correspondence – There was none.

Confirmation of next meeting: The next meeting was confirmed for Thursday, January 21, 2016 at 9:30 a.m., Government Center County Board Room 114.

Adjournment

On motion by Supervisor Yvarra, second by Supervisor Ingersoll, Vice Chair Kilkenny adjourned the meeting at 10:24 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
Children with Disabilities Education Board Meeting Minutes
Wednesday, December 16, 2015
Walworth County Government Center
County Board Room 114
100 West Walworth Street, Elkhorn, WI 53121**

The meeting was called to order at 5:04 p.m. by Chair Dave Weber.

Roll call was conducted. Members present included Chair Dave Weber, Secretary Ken Monroe, Supervisor Kathy Ingersoll and Supervisor Charlene Staples. Supervisor Schaefer was excused. A quorum was declared.

Others in Attendance:

County Board members: County Board Chair Russell

County staff: County Administrator David Bretl and Director of Special Education Tracy Moate

On motion by Secretary Monroe, second by Supervisor Staples, the agenda was approved by voice vote.

On motion by Secretary Monroe, second by Supervisor Staples, the November 18, 2015 CDEB minutes were approved by voice vote.

Public Comment – There was none.

Unfinished Business

- Determination of space availability for non-resident enrollment/tuition requests

Director of Special Education Tracy Moate said discussion began at the November meeting when changes to Section 9-52 of the Code of Ordinances were discussed relating to space availability for non-resident enrollment/tuition requests. Changes in the State's Open Enrollment (Act 55) are impacting public schools throughout the State. Although Lakeland School is not a school district and not required to consider open enrollment requests directly, she recommended the County move forward to establish enrollment criteria to align with state statute. Moate included a bulletin from the Department of Public Instruction (DPI), which provides guidance on the Open Enrollment changes for students with disabilities. Moate added special education law allows students at age 3 to come to the School for services, and as children turn 3 throughout the year, enrollment changes. Also, at the end of the first semester of the school year, districts are able to identify students who may perform better at Lakeland School. Chair Weber suggested that requirements on square footage per student be considered when setting enrollment limits. Moate suggested a space study be conducted that takes into account the number of students and accommodations for wheelchairs, aides, extra space for older children, etc.

County Administrator Bretl said the enrollment limit started out as a single number, but it was determined that the maximum number of students in a building doesn't reflect class loads in various age groups. As the State is dealing with changes to the Open Enrollment policy, now is the time for the County to review its ordinance. The County can make clear that the School is not a school district under the law, use DPI criteria in changing our policy, or both. Bretl agreed that the new subsection (C), items 1 through 5 of Sec. 9-52 are all valid criteria when considering tuition requests. Bretl added the new DPI rules dictate that disability shouldn't be taken into account by school districts when making a decision to deny

admission. Moate said the policy has become a legal quagmire, with allegations that the Open Enrollment policy is discriminatory. Families with children with significant needs have driven the challenge to the policy. Vouchers are not adequate to cover expenses for special needs students.

Chair Weber said authorization of a space assessment would be a good starting point. Moate said because of potential legal ramifications, she also would like to obtain legal advice concerning the policy. Moate has money budgeted for a space study which can be carried forward. Bretl suggested the draft ordinance be presented to legal counsel with expertise in education for input and direction.

Supervisor Staples made a motion, seconded by Supervisor Ingersoll, to authorize staff to pursue a facility needs study of the School. The motion carried 4-0.

- Update on facility maintenance/cleaning contract

Moate said KAS Cleaning was awarded the contracts for cleaning services throughout county facilities. Diversified Building Maintenance will be finished December 30, and KAS will start January 4, 2016. Tile replacement at the School is scheduled to be done over the holiday. Diversified's insurance company contracted with a vendor to replace the damaged tiles.

- Review Chapter 9 "Special Needs Education" Ordinance and discuss possible revisions to Section 9-1 (Article I and II)

This item will tie into obtaining legal counsel. Bretl said it is imperative to consider the potential revisions carefully. **Supervisor Ingersoll made a motion, seconded by Secretary Monroe, to direct staff to draft the ordinance amendment and obtain legal counsel for review and input. The motion carried 4-0.**

New Business – There was none.

Reports and Correspondence

- **CDEB Chair** – Chair Weber had no report.
- **CDEB Director**

Holiday program at Lakeland School – December 18, 2015 at 1:15 p.m.

Moate said if Supervisors plan on attending, she suggests they come early. Doors open at 12:45 p.m. and visitors must sign in at the office when they arrive. Coffee and treats will be served in the conference room in the office area.

Update regarding vision services in the districts and the request for Lakeland School to provide vision services

Chair Weber reported that Jeff Karbash contacted him last week. He expressed concern that if the vision teacher wishes to stay at Lakeland School, and even if she agreed to work in the Delavan School District, they do not want to jeopardize her benefits. Mr. Karbash said he has a close relationship with Delavan officials and would suggest the district explore hiring another vision teacher with similar skills who would work in tandem with the Lakeland School teacher to learn techniques. Moate said Assistant Special Education Director Suzanne Diestelmann met with the Delavan-Darien district special education and offered to work collaboratively with the district through the end of the school year.

2015 Year-end summary

Moate included her 2015 annual review in the agenda packet, which is a review of her goals for professional growth, updates and a summary of accomplishments. Moate distributed her 2016 goals, and she noted that she has tied some in with Farm Technology Days next summer. Bretl commented that Moate's annual review is very comprehensive and effort-intensive.

Confirmation of next meeting – The next meeting was confirmed for Wednesday, January 20, 2016 at 5:00 p.m.

Adjournment

On motion by Supervisor Staples, second by Supervisor Ingersoll, Chair Weber adjourned the meeting at 5:50 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
Health and Human Services Board Meeting Minutes
Wednesday, December 16, 2015
Walworth County Government Center
County Board Room 114
100 West Walworth Street, Elkhorn, WI 53121**

The meeting was called to order at 2:10 p.m. by Chair Monroe.

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

Others in Attendance:

County Board Supervisors: County Board Chair Nancy Russell

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); Andrew Jodarski, Public Health Nurse (HHS); Carlo Nevicosi, Behavioral Health/AODA Manager (HHS); Nicole Heinrich, Behavioral Health/OADA Supervisor (HHS); Tracy Moate, Director-Special Education; Jodi Bronson, Lakeland School; Kevin Brunner, Director of Central Services; Eric Nitschke, Director of Central Services

A motion was made by Supervisor Brellenthin, seconded by Supervisor Ingersoll, to approve the agenda including the amendment to move Item 8b - Request to change Behavior Analyst Position to an HS Specialist III to precede Item 8a - Update on Health and Human Services Building Capital Improvement Project (CIP). The agenda and amendment were approved by voice vote with no withdrawals.

On motion by Supervisor Ingersoll, seconded by Supervisor Staples, the November 18, 2015 meeting minutes were approved by voice vote.

Public Comment – There was none.

Unfinished Business – There was none.

New Business

- Request to change Behavior Analyst Position to an HS Specialist III

Supervisor Ingersoll made a motion, second by Supervisor Brellenthin, to remove the request to change Behavior Analyst Position to an HS Specialist III for further study. Motion carried 6-0

- Update on Health and Human Services Building Capital Improvement Project (CIP)

Elizabeth Aldred, Director of Health and Human Services, gave a brief overview of the anticipated renovations relating to the HHS building and referred to the possible new building cost report included in the packet. Aldred expressed her renovation concerns, which include but are not limited to, the heating and cooling system, overcrowding of employee workspace, sound proofing issues, and multiple accesses to the HHS building.

Kevin Brunner, Director of Central Services, gave a brief overview of the information that was discussed at the Public Works Committee. He stated Gilbane took the schematic plan and detailed the cost estimate of a new building based on anticipated 2019 costs. Brunner said the estimate may contain equipment that may not be necessary. He said the Public Works Department would like to work on a timeline to provide alternative renovations or possible addition(s) to the existing HHS building. Discussion then focused on the cost of remodeling versus new construction, which was estimated at \$436.86 a square foot for a total of approximately \$45 million in Gilbane's report. Supervisor Staples expressed concern with HIPPA Laws regarding sound travel and sound proofing issues. Bretl stated the Public Works Department will set a timetable and report back to the Committee.

- Update AODA Block Grant – Prevention

Aldred stated that Carlo Nevicosi, Behavioral Health/AODA Manager (HHS) and Nicole Heinrich, Behavioral Health/OADA Supervisor (HHS) would be giving a brief overview of the current and future primary prevention plans. She stated that Walworth County is the recipient of the AODA Block Grant in the amount of \$118,911 every year of which 20% must be spent on primary prevention.

Nevicosi stated primary prevention will be aimed at a countywide audience through public service announcements, educational campaigns, and billboards. Heinrich gave a brief overview of how the program is working with the Sheriff's Department and Crime Stoppers to prevent drug abuse. Nevicosi gave a few examples of how the program will continue to focus on prescription drug abuse prevention through the year 2016. He stated they would like to include the County's logo on the printed materials. Discussion then focused on distribution of the printed materials and other prevention techniques that will be implemented throughout 2016. Bretl stated that since the printed materials are for a County program, they are permitted to use the County logo.

- Updated on Juvenile Justice Early Intervention Funding

Robert Williams, Deputy Director of HHS, gave a brief update regarding the award of an additional \$26,046 in funds for early intervention services for juveniles at risk of delinquency or non-serious offenses. Williams gave an overview of funds used in 2015 for juvenile justice services. He said the funds were not budgeted in 2016 because HHS was informed that the funds were being eliminated. Williams stated the additional funds will be used for first time offenders who are willing to change their behavior with simple interventions. He stated there are approximately fifty to seventy five families currently in the program and he expects the number to increase.

- Discussion and Possible Action on FDA Food Safety Modernization Act (FSMA)

Janis Ellefsen, Public Health Officer (HHS), gave a brief overview of correspondence received from UW-Extension regarding the Food and Drug Administration (FDA) requirement that qualifying produce growing farms test their surface water. Ellefsen stated additional certification is required in order to be listed as an available resource for water testing services. County Board Chair Nancy Russell questioned collection procedures for samples to assure correct samples are provided. **Supervisor Ingersoll made a motion, second by Citizen Representative Wucherer, to approve HHS application for an additional water lab certification to be able to test ground water samples. Motion carried 6-0**

Reports and Correspondence – There was none.

Correspondence – There was none.

Announcements – There was none.

Confirmation of Next Meeting – The next meeting was confirmed for January 20, 2016 at 2:00 p.m.

Adjournment

On motion by Supervisor Staples, seconded by Supervisor Brellenthin, Chair Monroe adjourned the meeting at 2:50 p.m.

DRAFT

**Walworth County Board of Supervisors
Human Resources Committee Meeting Minutes
Wednesday, December 16, 2015
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 Supervisors Kathy Ingersoll and Ken Monroe. A quorum was declared.

Others in Attendance:

County Board members: County Board Chair Nancy Russell and Supervisor Charlene Staples
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; Deputy Director of Health and Human Services Robert Williams; Undersheriff Kevin Williams; Lakeland Health Care Center (LHCC) Administrator Bernadette Janiszewski; LHCC Staff and Support Services Manager Seth Rehbaum; Director of Special Education Tracy Moate; Sheriff Kurt Picknell; Central Services/Public Works Director Kevin Brunner

Supervisor Monroe made a motion, seconded by Supervisor Ingersoll, to remove Item 7 a. under New Business and to approve the agenda as amended. The motion carried 4-0.

On motion by Supervisor Monroe, second by Vice Chair Brellenthin, the November 18, 2015 meeting minutes were approved by voice vote.

Public comment – There was none.

New Business

- Discussion and possible action regarding amending various sections of Chapter 15 of the Walworth County Code of Ordinances relating to overtime threshold changes and weekend premium changes for certain employees at Lakeland Health Care Center

Human Resources Director Dale Wilson said this request was discussed at the Lakeland Health Care Center (LHCC) Board of Trustees meeting earlier this afternoon. Staff requested implementation of a pilot program for 12-hour shifts, and a change in the overtime system from “over 8 and 80” to “over 40.” Currently staff is paid overtime after 8 hours or over 80 in a 14-day period. In order to effect the change, work rules need to be amended. Wilson says he needs to research whether different work rules could be applied within the same classification of employees. From a programming perspective, that would require a payroll programming change. The LHCC Board of Trustees voted to hold a special meeting on January 12 before the County Board meeting to allow staff to research the change for further discussion/action. Nursing Home Administrator Bernadette Janiszewski said overtime costs are escalating and need to be addressed, and changing the overtime system would help. She added that the 12-hour shifts would help eliminate mandating additional hours, which has led to staff turnover. The new federal nursing home regulations require a reduction by 15% in staff turnover by 2017. Chair Brandl asked if the change in the overtime system could be considered separately from the 12-hour shift pilot program. Wilson said they could be independent of each other; however, the “over 40” system will have an impact on overtime availability for part-time employees currently working on the “over 8 and 80” system. With the change, these employees would not be eligible for overtime unless they worked over 40 productive hours in a week. Staff and Support Services Manager Seth Rehbaum said implementation of the “over 40” rule would help retain staff and cut back on overtime expense. If full-time employees elect to stay and work

extra hours, management will work with them to flex the extra time, if possible. Employees would be scheduled to work every third weekend, rather than every other weekend, which would provide an incentive for employees to stay.

Chair Brandl asked if there were enough employees interested in the 12-hour shift pilot. Janiszewski said there are a number interested. The selected employees have to have good work records, and there are several long-term employees who are also interested. If the pilot is successful, Janiszewski said she would like to incorporate it into next year's budget. She said she doesn't want to delay implementation if possible because the nursing home has invested \$38,000 into an upgrade of the Kronos scheduling program, and she wants to implement the appropriate work rules into the program. Chair Brandl asked if the pilot program lasted four months, would that be enough time to properly evaluate the program, and whether those participating in the pilot would be required to continue working 12-hour shifts. Janiszewski said none of the participants would be automatically permanently assigned to the schedule; there are replacements willing to work the shifts. She said the consistent assignment of 12-hour shifts will improve the quality of care.

Wilson said the LHCC Board of Trustees will be holding a special meeting on January 12, 2016 before the County Board meeting to further discuss the pilot and whether the overtime rules can be changed within similar classifications. He said he has to research whether it can be done, and whether it would be in the best interest of the employees. Chair Brandl recommended the "over 40" overtime system, and asked whether the three-day, 12-hour shift would work if it was treated as 40 hours. Wilson will look into that possibility. Supervisor Staples said she agrees the overtime expense needs to be reduced, as overtime mandates are at an all-time high. She has heard from employees and former coworkers that the stress level at the facility is critical. The pool system has not gone well, and regular employees have transferred to the pool because of the mandates. However, she does not believe working 12-hour shifts is sustainable for anyone over a long period of time.

Bretl recommended that if the 12-hour pilot program is not approved that the work and pay rules not be changed. Discussion ensued. Janiszewski said she is advocating for the "over 40" system, regardless if the 12-hour pilot is approved. Supervisor Monroe said if overtime is taken away there will be personnel issues. He asked if the 12-hour pilot is not approved whether there was another option to pursue.

Supervisor Monroe made a motion, second by Vice Chair Brellenthin, to hold a joint special meeting with the LHCC Board of Trustees on January 12, 2016 before the County Board meeting to receive updates from Human Resources and hold further discussion and/or take action on the issue. The motion carried 4-0.

- Amending Section 15-17 of the Walworth County Code of Ordinances relating to changes to LPN and RN positions at Lakeland Health Care center

Wilson said when positions become vacant at LHCC, the positions are analyzed based on resident acuity and current staffing levels. Staff and Support Services Manager Seth Rehbaum said two-part time RN positions are vacant, and staff recommends combining the two .5 RN positions into a full-time position on second shift. A .5 vacant LPN position would be moved to first shift. Also, staff requests a full-time LPN position be changed to an RN position, and a .2 RN position be converted to an LPN position. Funds are available from an increase in Medicare Part A revenue to accommodate the changes.

Supervisor Monroe made a motion, seconded by Supervisor Ingersoll, to recommend approval of the ordinance amendment relating to LPN and RN position changes. The motion carried 4-0.

- Report and update on the impact of Health Care Reform as it relates to the definition of full time employees

Wilson said a memo concerning this topic is in the agenda packet. There are six employees who are eligible to enroll in health insurance coverage for 2016, which is down by three employees from 2015. Only two employees eligible in 2016 elected to enroll in the County's health plan. Special Education Director Tracy Moate reported that one of the School's employees initially refused the insurance, but ultimately couldn't because the spouse's insurance required her to enroll in the County plan if offered. However, this employee works with a tuition student at Lakeland School, and because that student pays tuition, the County can capture the insurance premium costs from the district this year.

Reports/announcements by Chair – Chair Brandl had no reports or announcements.

Confirmation next meetings: There will be a special joint meeting with the Lakeland Health Care Center Board of Trustees on Tuesday, January 12 before the County Board meeting. The next regular business meeting was confirmed for Wednesday, January 20, 2016 at 3:30 p.m.

Closed sessions

The committee convened in closed session at 4:16 p.m. **on motion and second by Supervisor Monroe and Vice Chair Brellenthin**, pursuant to the exemption contained in Section 19.85(1) (e) of the Wisconsin Statutes, for the purpose of negotiating or conducting other specified public business whenever competitive or bargaining reasons require a closed session, relative to the item listed below.

A roll call vote was conducted and all members present voted "aye." Remaining in closed session were County Administrator David Bretl, Human Resources Director Dale Wilson, Deputy County Administrator-Finance Nicki Andersen, Sheriff Kurt Picknell and County Board Chair Nancy Russell.

Closed session discussion: Deputy Sheriff's Association Bargaining

The committee reconvened in open session on motion and second by Supervisor Ingersoll and Vice Chair Brellenthin.

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

The committee convened in closed session on **motion and second by Supervisor Ingersoll and Vice Chair Brellenthin** pursuant to the exemption contained in Section 19.85(1) (f) of the Wisconsin Statutes: "considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. This paragraph and par. (f) do not apply to such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held."

A roll call vote was conducted and all members present voted "aye." Remaining in closed session were County Administrator David Bretl, County Board Chair Nancy Russell, Human Resources Director Dale Wilson, Director of Health and Human Services Elizabeth Aldred and Deputy County Administrator-Finance Nicki Andersen.

Closed session discussion: Paid Administrative Leave for an Employee

On motion and second by Supervisor Ingersoll and Vice Chair Brellenthin, the committee reconvened in open session at approximately 4:46 p.m.

Supervisor Monroe made a motion, seconded by Supervisor Ingersoll, to extend the paid administrative leave for an employee to January 20, 2016. The motion carried 4-0.

Adjournment

On motion by Supervisor Monroe, second by Vice Chair Brellenthin, Chair Brandl adjourned the meeting at 4:48 p.m.

Submitted by Becky Bechtel, Administrative Clerk. Meeting minutes were approved at the November 18, 2015 committee meeting.

DRAFT

**Walworth County Board of Supervisors
Lakeland Health Care Center Board of Trustees Meeting Minutes
Wednesday, December 16, 2015
Walworth County Government Center
County Board Room 114
100 West Walworth Street, Elkhorn, WI 53121**

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

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

Others in Attendance:

Board members: County Board Chair Russell

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

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

On motion by Supervisor Ingersoll, second by Supervisor Staples, second by, the October 21, 2015 meeting minutes were approved by voice vote.

Public Comment – There was none.

New Business

- Self-Report survey results

Lakeland Health Care Center (LHCC) Administrator Bernadette Janiszewski said the State came to the facility the week before Thanksgiving to review files on self-report incidents. There were no deficiencies in reporting revealed by the visit. Janiszewski said comments received were helpful in learning the new survey process. She noted the State is discouraging communication via fax, and one of their goals is to have the charting system go directly through email.

- 2016 Medical Records fees

The purpose of the increase in medical record copy fees is to conform to State guidelines. Current residents are not charged for copies, and Janiszewski said she receives approximately 3 – 4 annual requests for copies of medical records of former residents. **Vice Chair Brellenthin made a motion, seconded by Supervisor Staples, to recommend the increase in 2016 medical records fees. The motion carried 4-0.**

- Third quarter Resident/Family survey results

Janiszewski included the survey results in the agenda packet. She said it is important to compile statistics for quality indicator measurements. Staff and Support Services Manager Seth Rehbaum will be assessing survey results. Supervisor Staples expressed concern over the comments on snacks, especially the response, “what snacks?” She asked if the comment was made by a resident or family member, and Janiszewski said they don’t separate the responses; however, staff will follow up and offer snacks more often. Janiszewski said that the predominant response on provision of service (Usually) is most likely a reflection on the transition of new staff – a social worker on the Memory Care Unit and a new Nurse Manager. This will be monitored closely, and should improve as new employees become more familiar with the residents and their needs.

- Approval of 12-hour shifts

Janiszewski said as part of the 2016 recruitment and retention plan, staff is requesting a pilot program to incorporate 12-hour shifts. In order to reduce staff turnover, it is important to remove mandated overtime and offer staff some flexibility. LHCC competes with hospitals who offer 12-hour shifts, and this is becoming the norm in

the health care industry. The new federal code requires turnover to be reduced by 15% by mid-2017, and Janiszewski thinks the 12-hour shift opportunity would help achieve the goal. There wouldn't be full-time 12-hour shifts, and implementing this would eliminate the need for mandated double shifts. In order to implement the pilot program, the "over 8 and 80" overtime system would need to be changed to the "over 40" system, in which overtime would be paid after 40 productive hours in a seven-day work week period. Under the current "over 8 and 80" system, employees are paid overtime for any hours worked after more than 8 in a day and more than 80 in a 14-day period. In addition, third shift weekends need to change from Friday-Saturday to Saturday-Sunday to accommodate the 12-hour shifts. Janiszewski asked for approval of the overtime pilot. Overtime has escalated during 2015, approaching more than \$50,000 above 2014, and the changes will help control costs in addition to retaining staff and maintaining a high quality of care. Janiszewski said the timing on the changes is also critical because LHCC is investing \$38,000 into upgrading their Kronos scheduler, and the scheduling package would need to be programmed to reflect the changes.

Supervisor Ingersoll said she has gotten calls from concerned employees, and asked why they are fearful of the pending changes. Janiszewski said they held informational meetings for staff last week, and the sessions were well attended. Some part-time employees are concerned because they will lose some overtime under the "over 40" system and the implementation of the 12-hour shifts. Chair Monroe said he also received phone calls and met with a couple of employees. In his opinion, 12-hour shifts are too long for employees to be effective. Janiszewski said with the staffing mandates, staff already are working 12-hour shifts and double shifts without being able to plan for it; they can't leave the building after 8 hours of work if the facility is short-staffed. Employees have left because of the mandates.

County Board Chair Russell said she doesn't feel people can work safely and efficiently for 12 hours. Hospitals are different, as many patients don't require as much care as nursing home residents. She asked how the facility would maintain staffing if those on 12-hour shifts were absent. She expressed concern over employees agreeing to the 12-hour shifts and later discovering that they cannot handle the schedule. Janiszewski said the pilot program would be voluntary and weekend shifts only at the beginning. No positions would be eliminated during the pilot duration. Janiszewski said she believes the 12-hour shifts will provide a higher level of service, as those employees would be working more consistent resident assignments.

Supervisor Staples questioned what will happen to the regular positions if overtime mandates are changed. She said that changing the policy could result in more staff leaving. She also understands that people on the pool list haven't been fulfilling their obligations. She has gotten numerous calls from staff expressing their concerns, and doesn't feel that operations should be changed radically before receiving staff feedback. Staples asked if other nursing homes in the area have 12-hour shifts and Janiszewski said she didn't think so.

Janiszewski said because of the Kronos scheduler project, she doesn't want to wait to change the overtime system. The pilot program, if implemented in January, would run until June.

County Administrator Bretl said he discussed with Human Resources Director Dale Wilson as to whether the overtime rules can be changed within the same classification in order to allow the 12-hour pilot project. He agreed with Chair Russell's concern over productivity at the end of a long shift. He said he wonders if the county's compensation and benefit package is adequate to remain competitive in this field; perhaps that is more of an impediment to recruitment than not offering 12-hour shifts. He suggested if the Board wanted more information and more time to consider this issue a special meeting could be held before the County Board meeting in January.

Seth Rehbaum said with the implementation of the pilot program regular employees would only be scheduled to work every third weekend as opposed to every other weekend. Staples said she feels the implementation of 12-hour shifts wouldn't recruit long-term employees; those over 30 might be unwilling to work long shifts, and if you take overtime away from experienced caregivers, they won't stay. **Supervisor Staples made a motion not to change the overtime from "over 8 and 80." The motion died for lack of a second. Vice Chair Brellenthin made a**

motion, seconded by Supervisor Staples, to hold a special meeting before the January 12, 2016 County Board meeting to allow staff to research the change in overtime and provide an update. The motion carried 4-0.

- Proposed staffing changes

Janiszewski said every time there is an open nursing position, staff evaluates the position to see if it needs to be changed based on the increased acuity level of residents. There are currently two .5 FTE RN positions open, and she requested the positions be combined to one FTE to be assigned to second shift. In addition, a .5 vacant LPN position would be reallocated to first shift. Also, Janiszewski requested to change a full-time LPN position to an RN position and a .2 RN position to an LPN. Funds from an increase in Medicare Part A revenue could be used to pay the additional expense, which is \$16,757. Seth Rehbaum said it is easier to fill full time positions. One of the part-time RNs and a part-time LPN are returning to school and have moved into the labor pool. Supervisor Staples said the difficulty in recruiting Certified Nursing Assistants (CNAs) began several years ago when several part-time positions were eliminated, and she is concerned about some of the position changes. **Supervisor Ingersoll made a motion to recommend the proposed staffing changes, seconded by Vice Chair Brellenthin. The motion carried 3-1, with Supervisor Staples opposed.**

Administrator's Report

Janiszewski included October and November's reports. She noted overtime was higher in October than November, which is encouraging news.

Announcements – None.

Upcoming Events

The schedule of events was included with the packet.

Confirmation of next meetings: There will be a special meeting on January 12, 2016 before the County Board meeting. The next regular business meeting is January 20, 2016 at 1:00 p.m.

Adjournment

On motion by Vice Chair Brellenthin, second by Supervisor Staples, Chair Monroe adjourned the meeting at 2:03 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 committee meeting.

DRAFT

**Walworth County Board of Supervisors
Executive Committee Meeting Minutes
Monday, December 14, 2015
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

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

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

Others in Attendance

County Board members: Supervisor Kathy Ingersoll

County staff: County Administrator David Bretl; Health and Human Services Director Elizabeth Aldred; Undersheriff Kevin Williams; Deputy Director of Land Use and Resource Management (LURM) Shannon Haydin; Deputy Corporation Counsel/Director of LURM Michael Cotter; County Clerk Kim Bushey; Deputy County Administrator-Finance Nicki Andersen

Members of the public: Brian Rutkowski-General Manager, Alpine Valley Music Theatre; Derek D'Auria, Executive Director of the Walworth County Economic Development Alliance (WCEDA)

On motion by Supervisor Brandl, second by Supervisor Staples, the agenda was approved by voice vote.

On motion by Supervisor Staples, second by Supervisor Russell, the November 16 and December 8, 2015 meeting minutes were approved by voice vote.

Public Comment – There was none.

Public hearing and consideration of Alpine Valley Music Theatre 2016 Business and Sanitary License Application and Operations Plan

County Administrator Bretl said the plan has been circulated to the Committee; the Sheriff's Office has reviewed the Plan and has no objections. Fees have been paid by Alpine Valley, and the hearing was duly noticed to the public. **Vice Kilkenny made a motion, seconded by Supervisor Russell, to open the public hearing. The motion carried 5-0.**

Alpine Valley Music Theatre General Manager Brian Rutkowski said he made the changes in the Plan language requested by the Committee at the November 16, 2015 meeting. Chair Weber asked for comment/input from the audience regarding the license application and operations plan. **There being none, Vice Chair Kilkenny made a motion, seconded by Supervisor Brandl, to conclude the public hearing. The motion carried 5-0. Vice Chair Kilkenny made a motion, seconded by Supervisor Staples, to approve the Alpine Valley Music Theatre 2016 Business and Sanitary License Application and Operations Plan. The motion carried 5-0.**

Appointments

Recommendations regarding County Administrator's nominations:

- Health and Human Services Board – reappointment of William Wucherer
- Lake Geneva Public Library Board – reappointment of Larry Kundert
- Wisconsin River Rail Transit Commission – appointment of Eric Nitschke
- CDBG Southern Housing Consortium Board – appointment of David Bretl

Vice Chair Kilkenny made a motion, seconded by Supervisor Brandl, to approve all of the County Administrator's nominations. The motion carried 5-0.

Consent items – expense/mileage reimbursement claims

- Rick Stacey, County Board Vice Chair, in the amount of \$14.61
- Allan Polyock, county representative on WRRTC, in the amount of \$136.25.

Vice Chair Kilkenny made a motion, seconded by Supervisor Russell, to approve the expense/mileage reimbursement claims from Rick Stacey and Allan Polyock. The motion carried 5-0.

Unfinished business

- Outagamie County Resolution No. 62-2015-16 – Resolution to oppose any legislation expanding the subpoena process

Bretl said action on this item was postponed at the November meeting. He included with the agenda packet letters of opposition to Assembly Bill 90/Senate Bill 92 from the Wisconsin District Attorneys Association, Wisconsin Coalition Against Sexual Assault and the State of Wisconsin Department of Justice. A copy of the AB 90 was also included with the packet. **Supervisor Russell made a motion, seconded by Supervisor Brandl, to direct staff to draft a resolution opposing any legislation expanding the subpoena process. The motion carried 5-0.**

New business

- WCEDA Annual Update

Bretl said Derek D' Auria, Executive Director of the Walworth County Economic Development Alliance (WCEDA), was invited to the meeting to present an annual update. D'Auria distributed WCEDA's Annual Report and a summary of activities and achievements during the year, including goals for 2016. WCEDA currently has 105 members, up 28 from last year. There were 242 registrants for the annual meeting, and over 500 participants attended events sponsored by WCEDA, including the golf outing, which netted \$5,500. WCEDA gave three awards to businesses this year, and helped procure revolving loans for two small businesses. D'Auria mentioned that with Kevin Brunner's retirement, the County will need to appoint another Board member. D'Auria said he discussed with Gateway the possibility of instituting vocational training programs. Some local contractors have expressed a willingness to help out. Chair Weber said families and students should be aware of the advances in technology and the career opportunities available in manufacturing and other trades. D'Auria said with the help of county industry, WCEDA has been promoting technical careers, as well as the health industry. Supervisor Russell said the 16 tours conducted of manufacturing operations for high school students were very successful. Students were pre-screened to attend, and their parents accompanied them on the tours. She noted it is important to get students' parents involved to encourage their interest. Mr. D'Auria presented a brief video overview of WCEDA's 2015 activities. The Chair thanked him for his in-depth presentation.

- Correspondence from County Clerk Kim Bushey – Status Report of Hunting and Fishing Licenses by the County Clerk's Office

Bretl said County Clerk Kim Bushey's status report on the sale of hunting and fishing licenses by the County Clerk's office was included in the agenda packet. Bushey said the Wisconsin Department of Natural Resources (DNR) will be transitioning to a new licensing system that would require her office to cover costs of toner and paper for the new system, and involve more labor-intensive duties by her staff. Revenues from sales at the Clerk's office have steadily declined each year, and there are numerous locations within Walworth County that provide licensing services. Bushey said it was a difficult decision to make, as her staff provides value-added services, such as calling the DNR for customers and personalized attention. However, as the 2015 year to date revenue generated from the license sales is only

\$246. Given the extra expense and staff time, Bushey determined it makes financial sense to discontinue the licensing services.

- Discussion and possible action regarding policy related to drone use

Bretl recommended drafting and adopting a policy for the use of drones before they become operational. The Sheriff's Office will most likely be using drones as well, and although their operations are independent, Bretl recommended their input on the policy. Deputy Corporation Counsel/Director of LURM Michael Cotter said IT made a presentation on technology to the Board December 8, which was preceded in the morning by the Land Information Advisory Council (LIAC) meeting, at which drones were discussed. On Wednesday, an off-duty deputy in the Sheriff's Office, who has a personal drone, gave a demonstration to LURM staff. Deputy Director of LURM Shannon Haydin had an opportunity to pilot the drone. Cotter said a drone would be valuable to his department; one staff member could visit a site, fly the drone and view it live. It would stream live directly to YouTube. Bretl said if both LURM and the Sheriff's Office procure a drone, it would be wise to get the same make and model. Cotter said the one he is interested in is \$3,600, which includes a 27" monitor. He wants to purchase the drone with 2015 budget funds. There are many steps in the approval process, including licensing and application to the Federal Aviation Administration (FAA). Vice Chair Kilkenny asked if this might present problems with privacy issues. Cotter said from his department's perspective, they would seek consent and use the drone in non-obtrusive ways. They would obtain warrants for special inspections, which would be addressed in the policy. Chair Weber said creating the policy will be an arduous task for LURM and the Sheriff's Office, but a drone will provide more efficiency in operations. Cotter said his department would eventually like to do their own topographic mapping. Supervisor Russell suggested Cotter talk to the Treasurer's office and other departments to see if the drone could be used in their operations. **Supervisor Brandl made a motion, second by Supervisor Russell, to direct staff to draft a county policy for drone use and bring it to the Committee in February for discussion/approval. The motion carried 5-0.**

- Wood County Resolution No. 15-11-9 – Resolution to support the implementation of the Achieving a Better Life Experience (ABLE) Act to reform the SSI asset limits in Wisconsin

Bretl said the Wood County Resolution and fact sheet from ABLE was included with the agenda packet. Chair Weber said he has personal experience in dealing with the government on Supplemental Security Income (SSI). Changing the parameters to become current with the economy is a positive step. **Vice Chair Kilkenny made a motion, seconded by Supervisor Staples, to direct staff to draft a resolution in support of implementing the ABLE Act to reform SSI asset limits in Wisconsin. The motion carried 5-0.**

- Racine County Resolution No. 2015-80 Resolution by the Individual Supervisors Supporting Paul Ryan in his new position as Speaker of the U.S. House of Representatives

Chair Weber said he received a call from Sheriff Picknell informing him that Congressman Ryan agreed to meet him and four other Sheriffs in the State personally, which is indicative of Ryan's continued support of his constituents. Chair Weber supports Racine County's resolution. Supervisor Staples understands Congressman Ryan's achievements, but doesn't feel the Board should sponsor a resolution because they haven't done so in the past for our representatives. Vice Chair Kilkenny said he would support the resolution only if it acknowledged his efforts and offered encouragement. Supervisor Kathy Ingersoll said she struggled with this because supporting the resolution might be considered partisan. The Board is non-partisan and together the group has worked collaboratively to benefit the County as a whole. She added Board members can support him, but should do so individually, not as a body. Supervisor Russell concurred with Supervisor Ingersoll. **Supervisor Brandl made a motion, seconded by**

Supervisor Staples, moved to place the Racine County resolution on file. The motion carried 4-1. Chair Weber voted no.

- Establish Committee of the Whole on May 10, 2016 for report on the county's treatment courts
Supervisor Brandl made a motion, seconded by Supervisor Staples, to establish a Committee of the Whole meeting on Tuesday, May 10, 2016 for a report on the County's treatment courts. The motion carried 5-0.

- Resolution urging the state legislature to amend 2009 Wisconsin Act 100 to permit eligibility for fourth (4th) time OAWI offenders

Bretl said Wisconsin Act 100 provides a funding source for OWI treatment court, which currently applies to 3rd time offenders. This was discussed at the Criminal Justice Coordinating Committee meeting on December 11, and Judge Reddy said he feels the legislature would amend the Act if there was support from counties to include 4th time offenders. **Vice Chair Kilkenny made a motion, seconded by Supervisor Russell, to direct staff to draft a resolution urging the legislature to amend 2009 Wisconsin Act 100 to permit eligibility for 4th time OAWI offenders. The motion carried 5-0.**

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

Next meeting date and time – The next meeting was confirmed for Monday, January 18, 2016 at 10:00 a.m.

Claims and Litigation

The committee convened in closed session at 11:26 a.m. on motion and second by Vice Chair Kilkenny and Supervisor Staples, pursuant to the exemption contained in Section 19.85(1) (g) of the Wisconsin Statutes, “conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved,” relative to the items listed below. **A roll call vote was conducted and all members present voted “aye.”** Remaining in closed session were County Administrator David Bretl, Undersheriff Kevin Williams, Deputy County Administrator-Finance Nicki Andersen and Supervisor Kathy Ingersoll.

- a. Notice of Injury – Brenda Thurin
- b. Summons and Complaint – Matthew Dennis v. Kurt Picknell, Walworth County and Michael Dittman
- c. Notice of Lawsuit and Request to Waive Service of a Summons – Andre Jackson v. David Graves, et al.

The committee reconvened in open session at approximately 11:49 a.m. on motion and second by Vice Chair Kilkenny and Supervisor Brandl.

Vice Chair Kilkenny made a motion, seconded by Supervisor Brandl, to proceed as discussed in closed session on items a., b., and c. The motion carried 5-0.

Adjournment

On motion by Supervisor Brandl, second by Vice Chair Kilkenny, Chair Weber adjourned the meeting at 11:50 a.m.

DRAFT

**Walworth County Board of Supervisors
Park Committee Meeting Minutes
Monday, December 14, 2015
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 Board Members: Tim Brellenthin
County staff: Central Services Director Eric Nitschke; Head Groundskeeper Steve Messick; Central Services Director Kevin Brunner; County Administrator David Bretl
Members of the public: Maggie Zoellner and Melissa Hunter, Kettle Moraine Land Trust; Lynn Ketterhagen, Geneva Lake Conservancy; Tom Potrykus, N7231 Chapel Hill Drive, Whitewater, Wisconsin

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

Citizen Member Nowak made a motion, seconded by Vice Chair Russell, to approve the October 19, 2015 meeting minutes. The motion carried 4-1, with Citizen Member Holst abstaining.

Public comment period – There was none.

Regular Business

- Update on Park Projects

Central Services/Public Works Director Kevin Brunner said construction of the bridges at the White River County Park is underway. The pedestrian bridge is over the White River, and crews are working on approaches. Weather permitting, the access trail will be completed soon. Head Groundskeeper Steve Messick said native seeding was planted as part of the erosion control. Some concrete was replaced at the Government Center, three new bike racks have been installed and fall tree fertilizing was done. With the favorable weather, crews have been working on clearing trails at Price and Natureland Parks. Brunner said the fen and prairie restoration projects were delayed because of the warm weather. The work will be done in 2016.

- The Nature Conservancy (TNC) request for Stewardship Grant support
Sarah Gatzke, Freshwater Strategy Manager of The Nature Conservancy (TNC) contacted Brunner concerning their application for a Stewardship Grant to acquire approximately 293 acres of land near Lake Lulu, north of CTH J, which connects two of their preserves (Lulu Lake and Pickerel Lake). TNC wants to return 204 of the acres to a buyer for agriculture purposes. She requested the Park Committee send a letter to the Department of Natural Resources (DNR) in support of TNC's application for grant funds. TNC is a non-profit organization and therefore would not be in competition with the County for any grant, and they are not asking for any financial support from the County. **Vice Chair Russell made a motion, seconded by Citizen Nowak, to direct staff to draft a letter supporting The Nature Conservancy's Stewardship Grant application. The motion carried 5-0.**

- Whitewater Lake Walleye Habitat Project request for future County conservation aid support
Tom Potrykus represents the Whitewater-Rice Lake Management District. His group wants to build a DNR-designed Walleye habitat in Whitewater Lake. County conservation aids can be used for the project, Brunner said. Projects at Price Park have been earmarked for 2015 and 2016 conservation aids; however the Lake Management District is looking for funds in 2017-2018. Mr. Potrykus said twenty years ago, weeds became a problem in Whitewater Lake and the pan fish took over. Potrykus said they have been introducing predator fish into the lake to eliminate the problem, beginning with Northern Pike. At the DNR's recommendation, they have been stocking Walleye Pike, 1,000 per year, for the last three years. There are approximately 7,000-9,000 Walleye in the Lake now, but because of the sand-limestone base in the Lake, the Walleye don't thrive because they spawn at the bottom of the lake and other fish eat the eggs. A rock base protects eggs from predators. The proposed habitat project would consist of putting quartz rock at the bottom of the lake near one of the islands. The DNR requires county endorsement of the project. Potrykus has approximately \$15,000 set aside for fish stocking, and the DNR told him they could carryover aid money for several years in order to complete the project within one year. Citizen Member Nowak said she wouldn't support the project if it would take away money for habitat restoration in the county parks. Central Services Director Eric Nitschke said he would like the opportunity to contact the DNR to see what Mr. Potrykus has accomplished, investigate whether this project would take away funding from county parks, and whether there are other options. **Nitschke was directed to follow-up with the DNR and provide a report at the February 15, 2016 committee meeting.**

- 2015 report on Memorandums of Understanding (MOUs) with Geneva Lake Conservancy and Kettle Moraine Land Trust

Brunner said this is the second year of the County's partnerships with Geneva Lake Conservancy (GNC) and Kettle Moraine Land Trust (KMLT), and he asked the groups to report on their activities in 2015. Lynn Ketterhagen, GLC, said the Conservancy has been working on their goals at the White River County Park: helping with the Land Management Plan, working with the Friends Group, initiating fund raising efforts and promoting the County park system. They worked with the Southeastern Wisconsin Regional Planning Commission (SEWRPC) on the Park Master Plans. GLC helped with two prescribed burns at the Park and volunteered at work days. Although GLC can't do direct fundraising, they helped the Friends Group with the grant application to purchase burn equipment for the Park and facilitated the donation of funds for the two bridges. In 2016, Ketterhagen said GLC will continue to refine the Land Management Plan and meet with the Friends Group to execute the Plan. Fund raising efforts will continue.

Maggie Zoellner, KMLT, introduced Melissa Hunter, who is working on some of KMLT's programs and projects. Zoellner said KMLT has completed restoration plans and worked with Head Groundskeeper Steve Messick and crew on clearing brush and invasive species at Natureland and Price Parks. Seeding was done in the prairie area at Price Park. Zoellner said she met with Brunner and Nitschke on raising public awareness on Natureland and Price Parks. She wants to assist in developing a Friends Group for the parks and help identify and facilitate goals. Zoellner said she has met with numerous organizations in the Whitewater area, all of whom are interested in Natureland, but none are willing to lead the charge. Zoellner said KMLT can plan more events at Natureland and Price, but without adequate promotion, it will be difficult to attract participants. Zoellner proposed that the GLC, KMLT, Park Committee and Walworth County Tourism Bureau collaborate to develop a county parks promotion plan. KMLT handed out brochures on the parks at Elkhorn's Octoberfest, and although there is public interest in the parks and trails, she was surprised that many people don't even know where the parks are located. Zoellner said the Tourism Bureau would be a good host for the promotion. Vice Chair Russell suggested Farm Technology

Days would be a good event for park promotion also. Chair Kilkenny suggested talking to reporters about doing articles featuring the parks in our local papers, in addition to the press releases already being sent before and after park events. He agreed that the Tourism Bureau should support this initiative, as the County gives them financial support. Citizen Member Nowak suggested adding the park trails to the county website. Messick said he is working with the County's GIS office to upgrade the trail maps.

- Discussion/recommendation to name the White River County Park barn in honor of Nancy Russell contingent upon sufficient donated funds to permit its renovation

County Administrator Bretl said after announcing his retirement, Kevin Brunner told him that he and his wife, Nancy, would be making a substantial donation to the county to redevelop the barn at the White River County Park. Brunner also asked that the barn be named in honor of County Board Chair Nancy Russell upon its completion. Brunner was insistent upon keeping his donation anonymous; however, Bretl convinced him to allow it to be made public for a couple of reasons: 1) for the sake of transparency, it is important that the donor be identified, as he wouldn't want people to speculate where the money came from because naming rights are attached to the donation; and 2) he believes Brunner's example may inspire others to contribute to the effort. Brunner and Chair Russell's efforts were instrumental in the County acquiring the Park, and Bretl feels it appropriate to recognize their dedication. This item will be going to the Public Works Committee for approval, and then to the County Board. **Citizen Member Nowak made a motion, seconded by Chair Kilkenny, to name the barn at the White River County Park in honor of Nancy Russell, contingent upon raising sufficient funds to complete the barn renovation.** Bretl said the ordinance on naming rights does not contain an absolute prohibition against naming something against a sitting official. Citizen Member Holst asked about the conceptual plan for the barn. Her understanding is that the County would develop the conceptual plan and The Friends of the White River Park would contribute funds to develop the plan. **The Chair called the question and the motion carried 4-1. Vice Chair Russell abstained.**

- Discuss dedication of new White River County Park bridges

Brunner said weather permitting, both bridges should be in place by Christmas. He said a dedication ceremony should be held to recognize the donors. Citizen Member Holst said the Friends of White River Park will help with the dedication program. **Supervisor Staples made a motion, seconded by Citizen Member Holst, to hold the bridge dedication ceremony in mid-May 2016. The motion carried 5-0.**

Reports

- Report on 2015 hunting/trapping permits issued for White River County Park
Brunner said 37 hunting permits were issued for the White River County Park this year -- 26 deer-archery/crossbow, 8 deer-gun, 1 deer-youth deer hunt, and 2 spring turkey permits. There were no trapping permits issued this year. **Vice Chair Russell requested a report at the next meeting on the number of White River Trail passes sold in 2015.**

- Reports/Announcements by Chair. There were none.

Confirmation of next meeting: The next meeting is scheduled for Monday, February 15, 2015 at 1:00 p.m.

On motion by Citizen Member Nowak, second by Supervisor Staples, Chair Kilkenny adjourned the meeting at 2:08 p.m.

DRAFT

**Walworth County Board of Supervisors
December 14, 2015 Public Works Committee Meeting Minutes
Walworth County Government Center, County Board Room 114
100 W. Walworth Street, Elkhorn, Wisconsin**

The meeting was called to order by County Administrator David Bretl at 3:30 p.m.

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

Others in Attendance

County Board members: Tim Brellenthin

County staff: County Administrator David Bretl; Deputy County Administrator-Finance Nicki Andersen; Director of Central Services Kevin Brunner; Director of Central Services Eric Nitschke; County Engineer Joe Kroll; Public Works Finance Manager Penny Bishop; Sheriff Kurt Picknell; Undersheriff Kevin Williams; Director of Health and Human Services Elizabeth Aldred

Members of the public: John Cain, Venture Architects.

On motion by Supervisor Monroe, second by Supervisor Yvarra, the agenda was approved by voice vote.

On motion by Vice Chair Russell, second by Supervisor Yvarra, the November 16, 2015 meeting minutes were approved by voice vote.

Public comment – There was none.

Special Order of Business

- Election of Public Works Committee Chair

Bretl opened nominations for Chair. **Supervisor Monroe made a motion, seconded by Supervisor Yvarra, to nominate Supervisor Nancy Russell for Public Works Committee Chair. The motion carried 2-0. Supervisor Russell abstained.** Bretl asked three times if there were any other nominations. **Supervisor Monroe made a motion, seconded by Supervisor Yvarra, to close the nominations and cast a unanimous ballot for Supervisor Russell. The motion carried 2-0, with Supervisor Russell abstaining.** Bretl noted Chair Russell resigned as Chair of the Land Conservation Committee. There will be an election for Vice Chair of the Public Works Committee at the January committee meeting. Chair Russell presided over the remainder of the meeting.

New Business

- Presentation on Sheriff's Department Space needs Study – Venture Architects

Director of Central Services Kevin Brunner said John Cain from Venture Architects has been working with Sheriff Picknell and staff for six months on a space needs study. Mr. Cain distributed the report on long-term space needs identified by Sheriff's Office Division Heads, which will not be distributed publicly because of security considerations. Brunner said if the Committee wished to go into specifics of the study, they could convene in closed session. From the study, a conceptual plan of the lobby design was developed. Brunner said the next step is to approve design development, which would occur next year. Funds budgeted for that phase are \$35,000. The projected renovation budget is \$300,000. Sheriff Picknell said he and his staff thoroughly reviewed the conceptual plan and are comfortable in moving forward. Cain said in the existing lobby area where the public accesses the building, the entryway to the Sheriff's Office and Central Records is too small. Also, there are not enough workstations in Central Records to accommodate staff. The customer windows will be brought out as far as possible into the

lobby, which will allow space for extra workstations in Central Records, and a larger public counter will be installed.

- Approval of design development for Sheriff's Office remodeling plans

Supervisor Monroe made a motion, seconded by Supervisor Yvarra, to approve design development for the Sheriff's Office remodeling plans. The motion carried 3-0.

- Presentation on Health and Human Services new building cost estimates – Venture Architects
At the Committee's request, budget projections for a new Health and Human Services (HHS) building prepared by Venture Architects were included in the agenda packet. Chair Russell said given the inadequacies of the existing building, an estimate on constructing a new facility has to be considered. She said she was stunned by the potential cost for a new facility, and noted soft costs such as furniture, new trees and plantings comprised 25% of the cost projections. The estimate was based on 102,500 gross square feet. Brunner noted that remodel estimates in the CIP were based upon 2014 costs, and construction costs have escalated. Bretl said he would clarify the CIP numbers. He said it is good to look at multiple options before making a decision, although it would be difficult to justify spending \$44 million on a new facility. Other options, such as separating the Aging and Disability Resource Center, should be explored as well. Cain said another option would be to demolish portions of the building and re-build, and renovate useable space. The hallways and courtyard are virtually wasted space and not labor or energy efficient. HHS Director Elizabeth Aldred said she appreciates the time invested in studying the best options for the future. Their lack of space is reaching the critical stage, and there are safety issues because of the multiple points of entry into the building. She added there are still heating and cooling issues in the building and roof repairs will be needed soon, so the cost effectiveness of investing in ongoing repairs and maintenance should be considered. Bretl said it would help to set up a timetable for reaching a decision. He suggested the Committee review the Plunkett Raysich Architects (PRA) space study, and that options for remodel, build new, or addition and renovation be developed. **Staff was directed to develop a timetable for the renovation/building project and bring it back to the Committee over the next several months for options/discussion/action. The PRA study will be reviewed at the January meeting.**

- Approval of final contract payment for Public Works scale project

Brunner asked for approval of the final payment to Glen Fern Construction for the scale. Public Works will keep \$5,000 in the budget for removal and demolition of the former scale. **Supervisor Monroe made a motion, seconded by Supervisor Yvarra, to approve the final contract payment to Glen Fern Construction for the Public Works scale project. The motion carried 3-0.**

- Approval of Sheriff's Range training facility change order #5

Brunner reminded the committee that this project has been delayed and didn't begin in earnest until October. Last month, the Committee approved a change order of not to exceed \$24,500 for winter conditions. The current change order is for additional fixed costs for heated concrete, concrete plumbing and lost productivity for winter labor. Charges for lost productivity are standard in the industry for the winter months, Brunner said. Magill Construction calculated theirs at 15-20% of their standard rate of \$75.00/hour for rough carpentry, but staff got them to agree to 10%. The other charges are on a time and materials basis. **Supervisor Monroe made a motion, seconded by Yvarra, to approve Change Order #15-1 in the amount of \$16,430 for the Sheriff's range indoor facility project. The motion carried 3-0.**

- Approval of termination of Compost Yard lease agreement with the City of Elkhorn
Brunner said the City of Elkhorn has leased the approximate 2.5 acre compost site behind Lakeland School since 1992. They no longer require use of the site, and City crews have cleaned up and pulled out all of their equipment and material. Brunner's understanding is the City is using another site and the existing location was inconvenient to their operations. The former compost site will be returned to cropland. **Supervisor Monroe made a motion, seconded by Supervisor Yvarra, to approve the termination of the Compost Yard lease agreement with the City of Elkhorn. The motion carried 3-0.**
- Approval of specifications for four (4) tandem axle dump truck replacements (2016 CIP purchases)
Brunner said these trucks will replace trucks purchased in 2000, 2001 and 2004. There are budgeted funds for the purchase and it is consistent with the department's fleet concept and equipment replacement schedule. **Supervisor Monroe made a motion, seconded by Supervisor Yvarra to approve the specifications for the four tandem axle dump truck replacements. The motion carried 3-0.**
- Approval of specifications for Mack 6x6 dump truck replacement (2016 CIP purchase)
Brunner said this is a replacement of a 1966 Mack truck. There is \$262,000 budgeted for the purpose. One other 6x6 truck was ordered as part of the 2015 CIP. **Supervisor Monroe made a motion, seconded by Supervisor Yvarra, to approve the specifications for the Mack 6x6 dump truck. The motion carried 3-0.**
- Approval of Storm Water Facility Shared Use Agreement with Tree House (Children's Advocacy Center)
Brunner distributed his draft of the Memorandum of Understanding (MOU) between Walworth County and the Tree House LLC (Children's Advocacy Center) before the meeting. The new Public Works Vehicle Facility will be located south and adjacent to the Tree House. There are new buildings planned for the Tree House north of their existing facility. As part of the new Vehicle Facility, the County will construct new stormwater management facilities, and share them with the existing Tree House building and the two proposed structures to the north. The County would assume responsibility for ongoing maintenance, as the majority of the eventual site runoff (69%) comes from county facilities. Brunner said the MOU has not been reviewed with Tree House officials or their consulting architect, and it has to be reviewed by County Corporation Counsel. Chair Russell suggested the MOU include language that the agreement would only apply as long as the Tree House owns and operates the facility, and that expansion by them should be limited. **Supervisor Monroe made a motion, seconded by Supervisor Yvarra, to direct Corporation Counsel to review the draft MOU and to bring it back to the January committee meeting for consideration. The motion carried 3-0.**
- Recommendation to permit Friends of the White River Park to develop an architectural concept plan for White River County Park barn contingent upon the barn being named in honor of Nancy Russell
Bretl said this item was discussed and approved at the Park Committee meeting. Kevin Brunner and his wife, Nancy, donated funds toward renovation of the barn at the White River County Park, contingent upon the barn being named after Nancy Russell. The Park Committee agreed to a study to develop a conceptual plan for future use of the barn. Brunner wanted his donation to be anonymous, but Bretl convinced him to allow his name to be disclosed. The County doesn't typically name buildings or parks after Board members, and Bretl thought that a former Department Head wishing to name the barn after the Chair would eliminate potential public negativity. Also, generosity will serve as inspiration for potential donors. Brunner's donation would be made through the Friends of the White River Park group. A master

plan has been developed for the barn. The upper level would be used for community events and meetings, and the lower for a nature center and meeting rooms. The proposed use of the barn could generate revenue to be used in maintaining the parks. **Supervisor Monroe made a motion, seconded by Supervisor Yvarra, that Walworth County grant permission to the Friends of the White River Park to conduct an architectural study of the barn at White River Park and prepare a business plan for approval by the County. The studies are to be conducted at the expense of the Friends group, and in the event the barn is restored, it should be named in honor of Chair Nancy Russell. The motion carried 2-0. Chair Russell abstained.** Chair Russell said when Bretl asked her if she would have any objection to the barn being named for her, she said she is thrilled and honored and appreciates Brunner's generous donation.

Old business

- Award of 2016-2018 Design and Engineering services for County Road and Bridge Construction, Bridge Inspection Services and Bridge Inspection Program Manager Services
Central Services Director Eric Nitschke said he reviewed the proposal evaluations with Brunner and Engineer Joe Kroll, and said he is comfortable with their recommendations. **Supervisor Yvarra made a motion, seconded by Supervisor Monroe, to award the proposal for bridge design, bridge inspections and bridge inspection program manager services to Ayres Associates, Inc.; and to award the proposal for county road design and related services to Baxter & Woodman, Inc. The motion carried 3-0.**

Reports

- Current Public Works projects
White River Park. Brunner said with the unseasonably warm weather, crews began working on the canoe launch. The launch was supposed to be a 2016 project, and he apologized for the oversight. The two bridges are being installed, and they hope to have them done by Christmas. A dedication is scheduled for mid-May 2016.
CTH NN. The project is 99.9% complete and well within the project budget and contingency.
- Reports/Announcements by Chair. The Chair had no reports or announcements.

Confirmation of Next Meeting – The next meeting was confirmed for Monday, January 18, 2015 at 3:30 p.m.

Adjournment

On motion and second by Supervisors Monroe and Yvarra, Chair Russell concluded the meeting at 4:46 p.m.

DRAFT

**Walworth County Criminal Justice Coordinating Committee
December 11, 2015 Meeting Minutes
Walworth County Judicial Center, Jury Assembly Room
1800 County Road NN, Elkhorn, Wisconsin**

The meeting was called to order by Chair Judge David Reddy at 11:30 a.m.

Roll call was conducted. Members present included Chair Judge David Reddy, Vice Chair Joel Christensen, Sheriff Kurt Picknell, Travis Schwantes-Public Defender's Office, District Attorney Daniel Necci, Randy Gasser-Department of Corrections, County Board Chair Nancy Russell, County Administrator David Bretl, Elizabeth Aldred-Director of Health and Human Services, Sheila Reiff-Clerk of Circuit Court. A quorum was established.

Others in Attendance:

County staff: Deputy Director of Health and Human Services (HHS) Robert Williams, Nicole Heinrich-HHS Behavioral Health Supervisor; Katie Behl, Treatment Court Coordinator; Zach Wagner, Clerk of Circuit Court office; Evan Wynn-Court Office Supervisor

Members of the public: Julie Bonogofsky, Southeastern Monitoring

On motion by Chief Christensen, second by Sheriff Picknell, the agenda was approved by voice vote.

On motion by Travis Schwantes, second by Professor Kozlowicz, the September 11, 2015 meeting minutes were corrected to change the date for the one-year housing pilot program under "Treatment Court Housing" from October 1, 2015 to September 30, 2016. The minutes were approved as amended by voice vote.

Public Comment – There was none.

Unfinished Business

- **OWI Court Report** – Judge Reddy
- **Drug Court Report** – Judge Reddy

Treatment Court Coordinator Katie Behl said there are 31 OWI referrals entering the program; three people will graduate from the program December 16. There have been 78 graduates, 21 of whom are 4th time offenders.

Chair Reddy said the grant has been renewed for the final year. OWI funding is ending in 2016. The 2009 Wisconsin Act 100 currently provides probation, assessment, treatment and other treatment options for persons convicted of 2nd or 3rd OWI offenses. Chair Reddy contacted State Representative Rob Hutton to see if he could research support for inclusion of 4th offenders, who are higher risk, have increased co-occurring disorders and are diagnosed as alcohol dependent at a higher rate than those convicted of a 2nd offense. The TAD grant, which funds Drug Court, will become competitive in 2017, so Chair Reddy said there is cause for concern about continued funding for the County's program. He said it is important to inform the County Board about the success of the Treatment Courts and the concern regarding continued funding. County Administrator Bretl suggested presenting the program at a Committee of the Whole meeting of the County Board. Chair Reddy said there are graduates of the programs who would be willing to speak. **Consensus was to request a Committee of the Whole meeting on Tuesday, May 10, 2016 at 5:00 p.m. for the presentation [Scrivener's note: The Committee initially set March 8 for the Committee of the Whole meeting; subsequently, the Executive Committee voted to hold the meeting May 10, 2016].**

Chair Reddy said the OWI evaluation is due at the end of the month, and based upon preliminary reports, it will be favorable. The first Drug Court graduation is scheduled for December 17.

At the September committee meeting, consensus was to investigate the services of a Treatment Court consultant to provide treatment-related ancillary services. Chair Reddy said thus far he hasn't been able to connect with anyone, but he will continue searching.

Sheriff Picknell made a motion, seconded by Professor Kozlowicz, to support the amendment to Wisconsin Act 100 to allow 4th time OWI offenders to be eligible for funding. The motion carried unanimously. Bretl suggested drafting a resolution supporting the change for consideration by the Executive Committee and approval by the County Board.

- **Treatment Court Housing – Liz Aldred**

Director of Health and Human Services Elizabeth Aldred said there was a meeting earlier in the week and a couple of individuals are interested in providing housing. She said a work group will be formed to examine the possibility of allowing participants' children to live in treatment court housing. Aldred also asked that the cap on the housing amount per participant be \$2,000, which avoids having to draft lengthy contracts for each agreement. **Aldred made a motion to approve the change to a \$2,000 cap, second by Clerk of Circuit Court Sheila Reiff. The motion carried 9-0.** Since this will be handled by a budget amendment, Mr. Dimiceli does not have to sign off on the change, Bretl said.

Judge Reddy noted that it has been three months since the last meeting, and suggested the Committee could meet quarterly. Special meetings can be held if needed. The committee by-laws state the committee shall meet "regularly." **Consensus was to meet quarterly in the future.**

- **EBDM**

Kati Behl introduced Zach Wagner, who was a part-time OWI court intern this summer, hired through a pretrial diversion grant from the Department of Justice. Wagner has done a fantastic job and is investigating development of a risk assessment tool at the booking point in an arrest. Zach was hired three weeks ago as the pre-trial services coordinator. He graduated from UW-Whitewater in Sociology and has applied for graduate school in Madison. Behl has also applied to graduate school.

New Business

- **Treatment Court Case Management System**

Judge Reddy said an email was sent to Committee members about the proposed case treatment court management system. The FivePoint Solutions Accountability Court Case Management System (ACCM) is specific to Treatment Courts. The system is web-based and can be accessed by multiple users. Behl said currently data collected for the Treatment Courts is entered into an Excel spreadsheet, which takes hours per week to manually update and share information. The spreadsheet is very large and often crashes the system. With the web-based system, people can log in and view information, and it can be integrated with the drug-testing company. The Wisconsin Department of Justice is developing a court reporting system of TAD recipients and this case management system would integrate with theirs. Data from inception will be input on all 117 participants to date for both Treatment Courts, and will provide more accurate and detailed reports and evaluations. Input could be entered into the secure website by any user with a login and password. No Information Technology Department involvement will be required for installation. Bretl asked for confirmation on the system costs for the Finance Committee. The total cost of installation is \$87,800, much of which will be funded through grants and CJCC funds. Annual

maintenance costs are \$9,900. Chair Reddy said the purchase from FivePoint Solutions would be sole sourced, as the system is designed specifically for treatment courts and it incorporates best practice standards. Walworth County is the first in the state to have this system. FivePoint is the sole provider in Georgia, and Behl obtained references from counties using the system. New versions would be implemented at no extra charge as they become available. Kristy Secord will attend the December 17 Finance Committee to provide specifics on the system and answer any questions. County Board Chair Russell said she supports the purchase, which will streamline work and create a sustainable data collection system. Travis Schwantes congratulated Judge Reddy and Katie Behl for their initiative and collaboration on this project. **Professor Kozlowicz made a motion, seconded by Travis Schwantes, to recommend the sole source purchase of the treatment court case management system from FivePoint Solutions, contingent upon Finance Committee approval of the establishment of a budget to fund the project and approval of the contract with FivePoint Solutions. The motion carried unanimously.**

Confirmation of Next Meeting – The next meeting was confirmed for Friday, March 11, 2016 at 11:30 a.m.

Adjournment

On motion by Travis Schwantes, second by County Board Chair Russell, Chair Reddy adjourned the meeting at 12:49 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

December 9, 2015 - Hearing – 8:30 AM
December 10, 2015 – Meeting – 8:30 AM
County Board Room
Government Center – Elkhorn, Wisconsin

A hearing and decision meeting of the Walworth County Board of Adjustment was held on December 9 & 10, 2015, in the County Board Room of the Government Center in Elkhorn, Wisconsin. Those present on December 9, 2015, were Chair John Roth, Vice-Chair Elizabeth Sukala and Secretary Ann Seaver. Deb Grube, Senior Zoning Officer and Wendy Boettcher, recording secretary were in attendance. Those present on December 10, 2015, were Chair John Roth, Vice-Chair Elizabeth Sukala and Secretary Ann Seaver. Deb Grube, Senior Zoning Officer and Wendy Boettcher, recording secretary were in attendance. “Sign-in” sheets listing attendees on December 9, 2015, and December 10, 2015, are kept on file as a matter of record.

The December 9, 2015, hearing was called to order by Chair John Roth at 8:30 A.M. Wendy Boettcher conducted roll call and verified that there was a quorum. Those present were same as listed above. **Ann Seaver motioned to approve the agenda as presented. Seconded by Elizabeth Sukala. Motion carried. 3-favor, 0-oppose. Elizabeth Sukala motioned to approve the November 11 & 12, 2015, Minutes and dispense with the reading. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose. After testimony of all cases, Elizabeth Sukala motioned to recess until 8:30 A.M. on Thursday, December 10, 2015. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose.** The December 9, 2015, hearing went into recess at approximately 10:55 A.M.

On December 10, 2015, at 8:30 A.M., Chair John Roth called the decision meeting to order. Wendy Boettcher conducted roll call and verified that there was a quorum. Those present were same as listed above. **Ann Seaver motioned to approve the agenda as amended to add item #6.A. reconsideration regarding Fiedler. Seconded by Elizabeth Sukala. Motion carried. 3-favor, 0-oppose. After the decisions were completed, Elizabeth Sukala motioned to adjourn until the January 13, 2016, hearing at 9:00 A.M. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose.** The December 10, 2015, decision meeting adjourned at approximately 9:14 A.M.

Six variance hearings were scheduled and details of the December 9, 2015, hearings and the December 10, 2015, decisions are digitally recorded and available to the public upon request / video to view on our website: www.co.walworth.wi.us.

Old Business - none

New Business – Variance Petitions

Hearing – Count #8:34:07 – 8:40:06 / Decision – Count #8:33:11 – 8:35:49

The First Hearing was Ryan & Cynthia Collins, owners – Section(s) 35 – Sharon Township

Applicants are requesting a variance from Section(s) 74-38(2) / 74-38(8) / 74-52 of Walworth County’s Code of Ordinances – Zoning to construct an accessory structure (shed) prior to a

residence.

REQUIRED BY ORDINANCE: The Ordinance requires a principal structure to be present or under construction before an accessory structure is located on a parcel.

VARIANCE REQUEST: The applicants are requesting to locate an accessory structure on a parcel prior to the residence. The request is a variance from Section(s) 74-38(2) / 74-38(8) / 74-52 of Walworth County's Code of Ordinances – Zoning to construct an accessory structure (shed) prior to a residence.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of December 9 & 10, 2015, for the petition of Ryan & Cynthia Collins, owners, voted to **APPROVE** the request to locate an accessory structure on a parcel prior to the residence with a stipulation that construction begin within one year.

A motion was made by Ann Seaver to approve the variance request with a stipulation that construction begin within one year. Seconded by Elizabeth Sukala. Motion carried. 3-favor 0-oppose

BOARD OF ADJUSTMENT FINDINGS: The Board found to approve the variance request will allow the owner to put under cover the materials needed for building the new residence. The Board found the request to be temporary as the residence will begin construction in spring. The Board found to approve the variance request will cause no harm to public interests as the accessory structure will be located at the end of the lot and not visible from the roadway. There was one letter of support from the Town of Sharon. There was no opposition.

Hearing – Count #8:40:20 – 8:59:53 / Decision – Count #8:35:50 – 8:42:19

The Second Hearing was James & Gloria Graham, owners – Section(s) 11 – Linn Township

Applicants are requesting a variance from Section(s) 74-162 / 74-181 / 74-219 of Walworth County's Code of Ordinances – Shoreland Zoning to construct additions to a single-family residence.

REQUIRED BY ORDINANCE: The Ordinance requires a 14.5' street yard setback (established) and prohibits structures over 2 ½' tall in the vision triangle of an intersection.

VARIANCE REQUEST: The applicants are requesting an approximate 5.2' street yard setback for a screen porch and to increase the height of an existing residence in the vision triangle of an intersection. The request is a variance from Section(s) 74-162 / 74-181 / 74-219 of Walworth County's Code of Ordinances – Shoreland Zoning to construct additions to a single-family residence.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of December 9 & 10, 2015, for the petition of James & Gloria Graham, owners, voted to **DENY** the request for an approximate 5.2' street yard setback for a screen porch and voted to **APPROVE** the request to increase the height of an existing residence in the vision triangle of an intersection.

A motion was made by Ann Seaver to approve the variance request for the second story and to deny anything going into the vision triangle. Ann Seaver rescinded her motion.

A motion was made by Elizabeth Sukala to separate this out into sections and accept the second story addition within the vision triangle. Seconded by Ann Seaver for discussion. Motion carried. 3-favor 0-oppose

A motion was made by Ann Seaver to deny the request for an approximate 5.2' street yard setback for a screen porch. Seconded by Elizabeth Sukala. Motion carried. 3-favor 0-oppose

A motion was made by Elizabeth Sukala to allow reconstruction of the deck as it exists. Seconded by Ann Seaver. Motion carried. 3-favor 0-oppose

BOARD OF ADJUSTMENT FINDINGS:

APPROVAL to increase the height of an existing residence in the vision triangle: The Board found a unique property limitation in the residence existing in the vision triangle. The Board found to approve the height variance request would not obstruct any further than the corner of the house as it now exists. The Board found a second story and roofline will not affect traffic.

DENIAL of an approximate 5.2' street yard setback for a screen porch: The Board found no exceptional circumstances rather than considerations personal to the property owner. The Board found to deny the variance request would not prevent the owner from using the property for a permitted purpose. The Board found to deny the variance request would cause no unnecessary hardship. The Board found to approve the variance request and allow additional structure in the street yard would cause harm to public interests. The Board found to allow the owner to reconstruct or repair the deck as it exists.

There was one letter of support from the Town of Linn. There was no opposition.

Hearing – Count #8:59:59 – 09:31:34 / Decision – Count #8:42:20 – 8:47:06

The Third Hearing was Howard & Karen Moser, owners / Home Design Mfg., applicant – Section(s) 16 – Linn Township

Applicants are requesting a variance from Section(s) 74-167 / 74-181 / 74-219 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to construct an addition to a single-family residence.

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

VARIANCE REQUEST: The applicants are requesting a 45.2' shore yard setback at the closest point. The request is a variance from Section(s) 74-167 / 74-181 / 74-219 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to construct an addition to a single-family residence.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of December 9 & 10, 2015, for the petition of Howard & Karen Moser, owners / Home Design Mfg., applicant, voted to **DENY** the request for a 45.2' shore yard

setback at the closest point.

A motion was made by Ann Seaver to deny the variance request as presented. Seconded by Elizabeth Sukala. Motion carried. 2-favor 1-oppose (John Roth)

BOARD OF ADJUSTMENT FINDINGS: The Board found the owner did not prove unique circumstances to the property rather than considerations personal to the property owner. The Board found the owner has the ability to construct a code-compliant addition. The Board found no unnecessary hardship as the owner was aware of the size of the residence at time of purchase. The Board found to approve the variance request would not protect the public's interest in navigable waters. There was one letter of support from the Town of Linn. There was one letter of opposition from the Walworth County Land Conservation Division.

Hearing – Count #9:31:43 – 9:49:21 / Decision – Count #8:47:07 – 8:50:43

The Fourth Hearing was Steven & Yvonne Blane, owners – Section(s) 19 – Geneva Township

Applicants are requesting a variance from Section(s) 74-44 / 74-52 of Walworth County's Code of Ordinances – Zoning to permit the location of a fawn barn and a flight cage barn.

REQUIRED BY ORDINANCE: The Ordinance requires a 100' setback from side and rear lot lines for buildings that house animals.

VARIANCE REQUEST: The applicants are requesting an approximate 8' side yard setback and an approximate 75.6' rear yard setback for a fawn barn and an approximate 36.2' rear yard setback and an approximate 54.6' side yard setback for a flight cage barn. The request is a variance from Section(s) 74-44 / 74-52 of Walworth County's Code of Ordinances – Zoning to permit the location of a fawn barn and a flight cage barn.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of December 9 & 10, 2015, for the petition of Steven & Yvonne Blane, owners, voted to **APPROVE** the request for an approximate 8' side yard setback and an approximate 75.6' rear yard setback for a fawn barn and an approximate 36.2' rear yard setback and an approximate 54.6' side yard setback for a flight cage barn.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found unique property limitations in the narrow lot size. The Board found the owner has limited options for placement of the structures on the parcel to maintain separation of animals. The Board found the structures to be located out of view of the public. The Board found to approve the variance request would benefit public interests. One person spoke in support. There was no opposition.

Hearing – Count #9:49:30 – 10:14:26 / Decision – Count #8:50:44 – 8:53:51

The Fifth Hearing was Elgin Club, owner / Andrea Gibbs, applicant – Section(s) 4 – Linn Township

Applicants are requesting a variance from Section(s) 74-163 / 74-181 / 74-219 of Walworth County's Code of Ordinances – Shoreland Zoning to construct an addition to an accessory structure (garage).

REQUIRED BY ORDINANCE: The Ordinance permits an accessory structure on 8.51 acres provided it does not exceed 7,414 square feet total size and requires a 5' setback from the north lot line.

VARIANCE REQUEST: The applicants are requesting a 912 square foot addition to an accessory structure garage for a total of 8,912 square foot accessory structure and a 3.3' setback from the north lot line. The request is a variance from Section(s) 74-163 / 74-181 / 74-219 of Walworth County's Code of Ordinances – Shoreland Zoning to construct an addition to an accessory structure (garage).

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of December 9 & 10, 2015, for the petition of Elgin Club, owner / Andrea Gibbs, applicant, voted to **APPROVE** the request for a 912 square foot addition to an accessory structure garage for a total of 8,912 square foot accessory structure and a 3.3' setback from the north lot line.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found the owner does not have the ability to locate a garage on the parcel with their residence. The Board found the proposed accessory structure garage will be located adjacent to comparable accessory structures garages existing on the Elgin Club common property. The Board found the proposed accessory structure garage will match existing rooflines. The Board found to approve the variance request will cause no harm to public interests. The Board found the Elgin Club has approved the location of the proposed accessory structure garage. There were letters of support from the Town of Linn, the Elgin Club President and a neighboring property owner. There was no opposition.

Hearing – Count #10:14:32 – 10:54:29 / Decision – Count #8:53:52 – 8:57:37

The Sixth Hearing was Andrea Z. Gibbs Trust, owner / Andrea Gibbs, applicant – Section(s) 4 – Linn Township

Applicants are requesting a variance from Section(s) 74-163 / 74-181 / 74-221 / 74-263 of Walworth County's Code of Ordinances – Shoreland Zoning to construct an accessory structure (shed).

REQUIRED BY ORDINANCE: The Ordinance requires an accessory structure located in the side yard to meet a 25' street yard setback.

VARIANCE REQUEST: The applicants are requesting a 12' street yard setback for an accessory structure (shed). The request is a variance from Section(s) 74-163 / 74-181 / 74-219 / 74-263 of Walworth County's Code of Ordinances – Shoreland Zoning to construct an accessory structure (shed).

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of December 9 & 10, 2015, for the petition of Andrea Z. Gibbs Trust, owner / Andrea Gibbs, applicant, voted to **DENY** the request for a 12' street yard setback for an accessory structure (shed).

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

BOARD OF ADJUSTMENT FINDINGS: The Board found no unique or exceptional property limitations not generally found on neighboring properties rather than considerations personal to the property owner. The Board found the owner has the ability to locate a code compliant structure elsewhere on the property. The Board found to deny the variance request would cause no unnecessary hardship. There was one letter of support from the Elgin Club President. There were letters of opposition from the Town of Linn and four neighboring property owners.

Other

- A. Discussion / possible action regarding a reconsideration request for Michael & Karen Fiedler – FDLA 00140 – Town of Delavan

NOTICE OF BOARD OF ADJUSTMENT DECISION AND FINDINGS
AMENDED DECEMBER 10, 2015

REQUIRED BY ORDINANCE: The Ordinance requires a 75' shore yard setback, a 5' setback for additions (outside the footprint and envelope) to a single-family residence (substandard structure) that is less than 5' to a property line, a 10.4' rear yard setback (established yard). The Ordinance also prohibits grade changes within 75' of the shore.

VARIANCE REQUEST: The request is a variance from Section(s) 74-167 / 74-181 / 74-219 of Walworth County's Code of Ordinances – Shoreland Zoning to construct second story additions to a single-family residence, construct stairs and a patio and to change the grade within 75 feet of the shore. The applicants are requesting a 67.68' shore yard setback for stairs to the residence, a 48.83' shore yard setback for a shore yard patio and stairs, a 3.4' side yard setback on the southeast corner for a second story addition to a residence, a 10.26' rear yard setback requirement for a second story addition to a residence and grade changes and retaining walls within the shore yard setback (75') as close as 48.83' from the Ordinary High Water Mark.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of November 11 & 12, 2015, for the petition of Michael & Karen Fiedler, owners, voted to **APPROVE** minimal grade changes within the shore yard setback (75') as close as 48.83' from the Ordinary High Water Mark for a parking spot with pavers, **DENY** a 48.83' shore yard setback for a shore yard patio, retaining wall and stairs, and voted to **APPROVE** a 3.4' side yard setback on the southeast corner for a second story addition to a residence, a 10.26' rear yard setback requirement for a second story addition to a residence, the request for a 67.68' shore yard setback for stairs and window wall to the residence. **(**see reconsideration below)**

BOARD OF ADJUSTMENT FINDINGS: **(**see reconsideration below)**

Seaver. Motion carried. 3-favor 0-oppose

A motion was made by Elizabeth Sukala to approve the reconsideration request for a small extension to the existing rear deck. Seconded by Ann Seaver. Motion carried. 3-favor 0-oppose

12-10-15 BOARD OF ADJUSTMENT FINDINGS: The Board found to stand by their denial of the variance request for a 48.83' shore yard setback for a shore yard patio, retaining wall and stairs. The Board found no additional information presented in the submittal to justify a change of the decision made by the Board on November 12, 2015.

The Board found to reconsider their decision and approve the variance request for a small extension to the existing rear deck. The Board found the request had been overlooked at the November 11 & 12, 2015, hearing and meeting. The Board found the request to be minimal and to approve the request would cause no harm to public interests.

B. Discussion / possible action on Township correspondence – none

Staff Reports

A. Court cases update - none

B. Distribution of reports, handouts and correspondence – none
Board members received a copy of the 2016 Board of Adjustment schedule

Proposed discussion for next agenda

The following items were requested to be put on the January 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 Board of Supervisors
Executive Committee Meeting Minutes
Tuesday, December 8, 2015
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

The meeting was called to order by Chair David Weber at 12:10 p.m.

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

Others in Attendance

County Board members: Supervisors Tim Brellenthin, Kathy Ingersoll and Ken Monroe

County staff: County Administrator David Bretl; Deputy County Administrator-Finance Nicki Andersen; Director of Health and Human Services Elizabeth Aldred; Human Resources Director Dale Wilson.

On motion by Supervisor Brandl, second by Vice Chair Kilkenny, the agenda was approved by voice vote.

Public Comment – There was none.

Appointments

Recommendations regarding County Administrator's nominations:

- County Surveyor – appointment of Robert W. Merry, PLS

County Administrator Bretl said the County Board agenda originally included reappointment of Dr. Kurt Bauer as the County Surveyor. Subsequently, Dr. Bauer decided to reduce his work calendar, and Robert Merry is now the candidate. Since 2005, the County has contracted with the Southeastern Wisconsin Regional Planning Commission (SEWRPC) for surveying services. SEWRPC requires that the County also appoint the individual surveyor. **Vice Chair Kilkenny made a motion, seconded by Supervisor Brandl, to recommend appointment of Robert W. Merry as the County's surveyor. The motion carried 5-0.**

Reports/announcements by Chairperson – There were no reports or announcements.

Next meeting date and time – The next meeting was confirmed for Monday, December 14, 2015 at 10:00 a.m.

Adjournment

On motion by Vice Chair Kilkenny, second by Supervisor Brandl, Chair Weber adjourned the meeting at 12:14 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
December 8, 2015 Special 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 Chair Nancy Russell at 11:47 a.m.

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

Others in Attendance

County Board members: Supervisors Rich Brandl, Charlene Staples and David Weber

County staff: County Administrator David Bretl; Deputy County Administrator-Finance Nicki Andersen; Lakeland Health Care Center Administrator Bernadette Janiszewski; Director of Special Education Tracy Moate; Human Resources Director Dale Wilson; Central Services/Public Works Director Kevin Brunner

On motion by Supervisor Ingersoll, second by Vice Chair Kilkenny, the agenda was approved by voice vote.

On motion by Supervisor Ingersoll, second by Vice Chair Kilkenny, the November 19, 2015 meeting minutes were approved by voice vote.

Public Comment – There was none.

Unfinished Business – There was no unfinished business.

Consent items

8A, Bids/Contracts

- 1) Lakeland Health Care Center janitorial cleaning services
- 2) Lakeland School janitorial cleaning services
- 3) Janitorial cleaning services for county facilities.

Supervisor Ingersoll made a motion, seconded by Vice Chair Kilkenny, to approve all of the bids and contracts. County Administrator Bretl said during the budget process, Purchasing contacted Diversified Building Maintenance (DBM) to see if they were willing to extend the contract for another year at the same pricing, and they agreed. Subsequently, cleaning staff lost keys at two facilities and flooring damage was caused by DBM staff at Lakeland School, for which the vendor was financially responsible. After the initial budget presentation, DBM said they would extend the contract only at a substantial price increase. Central Services/Public Works Director Kevin Brunner said Purchasing staff and building representatives prepared specifications and sent out Requests for Proposals. KAS Custom Cleaning, LLC (KAS) was the lowest cost proposer. A local firm submitted a proposal, which was initially the lowest cost, but later rescinded it. Another cleaning service was disqualified because they did not submit required financial statements. Brunner said KAS was the County's cleaning vendor from 2006-2010. He said KAS lost the contract in 2011 because of pricing, not performance issues. Based upon the proposal evaluations, staff recommends the proposal award to KAS Custom Cleaning, LLC for county facilities. Separate contracts will be issued for cleaning services at Lakeland Health Care Center and Lakeland School. Bretl asked Lakeland Health Care Center Administrator Bernadette Janiszewski and Special Education Director Tracy Moate for their comments. Janiszewski said the nursing home didn't have any major performance issues when KAS was the cleaning vendor, and she doesn't think the transition will be difficult, as many of the current DBM employees will most likely be hired by KAS. She

stated contracted performance needs to be monitored more closely. Janiszewski said she hoped the cleaners will be on board to step in before the holidays.

Moate agreed with Janiszewski, and added KAS supervisors communicated well with County staff in the past to resolve problems. She said she hoped the cleaning at the School that is done over the holiday break will be completed before students return in January.

Vice Chair Kilkenny commented the increase in pricing is under 10%, which seems reasonable, particularly given DBM's substantially higher quotes. Bretl said because of the performance issues with DBM, he supports moving ahead with the new contract and having the new service in place as soon as possible. The contract is for one year, with the ability to extend for four one-year periods. Brunner added the County specified which employees they would allow to continue at the county with the new vendor. KAS is familiar with county buildings, so the transition should go smoothly. He complimented Purchasing staff for their efforts in putting the proposal package together quickly, which helped to avoid significant cost increases. Supervisor Brandl asked why the cleaning service contract wasn't addressed before the budget was approved. Deputy County Administrator-Finance Nicki Andersen said DBM gave their 60-day termination notice after the initial 2016 budget was presented. **Chair Russell called the question and the motion carried 4-0.**

8B, Budget Amendments

- 1) Lakeland Health Care Center
LH001 – Increase 2016 budget for janitorial cleaning services
Vice Chair Kilkenny made a motion, seconded by Supervisor Yvarra, to approve Lakeland Health Care Center budget amendment LH001. The motion carried 4-0.

New Business

- Resolution 61-12/15 Authorizing the Transfer of \$26,806 from the 2016 General Fund Contingency Account to Cover the Increase in Janitorial Cleaning Services for County Facilities
Vice Chair Kilkenny made a motion, seconded by Supervisor Yvarra, to recommend approval of Resolution 61-12/15. The motion carried 4-0.

Correspondence – There was none.

Confirmation of next meeting: The next meeting was confirmed for Thursday, December 17, 2015 at 9:30 a.m., Government Center County Board Room 114.

Adjournment

On motion by Vice Chair Kilkenny, second by Supervisor Ingersoll, Chair Russell adjourned the meeting at 12:07 p.m.

Walworth County Board of Supervisors
DRAFT **December 7, 2015 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 1:34 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, Walworth County Division Manager-Aging/Long Term Care and Resource Support; and Citizen Members James Davis, Jeni Hallatt and Cynthia Simonsen. A quorum was declared. Citizen Members Jerry Grant and Susan Leffelman were excused.

Others in Attendance

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

Members of the public: Eric Russow, 1577 Meadow Lane, Elkhorn, Wisconsin

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

On motion by Supervisor Monroe and second by Vice Chair Kerwin, the October 5, 2015 meeting minutes were approved by voice vote.

Public Comment

Mr. Eric Russow, 1577 Meadow Lane, Elkhorn, Wisconsin, thanked the Committee for their efforts in expanding the transportation program. He reported he and his wife are working with the Alzheimer's Association to make Elkhorn the first dementia-friendly community in the County. Training for assisting those with Alzheimer's will be available to drivers and others within the community.

Public Hearing and consideration of 85.21 grant application

On motion by Supervisor Monroe and second by Ms. Muzatko, Chair Russell opened the public hearing.

Transportation Consultant David Lowe gave an overview of the 85.21 grant program. The State of Wisconsin has had the grant for over 40 years, which provides counties with funds for elderly and disabled transportation. The grant for 2016 is \$235,030. Of this amount, \$165,030 will be used solely for disabled and elderly transportation, and \$70,000 will be for public transit. Of the matching County funds, \$130,000 will be allocated to elderly and disabled transportation, and \$14,000 to public transit. Lowe added that the 85.20 grant application includes funds for a county mobility manager.

Chair Russell asked for questions from the audience and Committee. There being none, on motion by Supervisor Monroe and Vice Chair Kerwin, the public hearing was concluded.

Citizen Member Hallatt made a motion, seconded by Vice Chair Kerwin, to approve the section 85.21 grant application. If, after the hearing on December 8 there are public comment/concerns, the County Administrator was directed to inform the committee and schedule another meeting if necessary. The motion carried 7-0.

New Business

- Update on new transportation guidelines – Cindy Simonsen

Ms. Simonsen said she had no formal report prepared. The new guidelines have been implemented and she said there were over 30 public transports last month. Supervisor Monroe asked if there have been requests for transport to the Department of Motor Vehicles because of the new voter identification law, and Simonsen said she will check on that.

- Transportation financial summaries

Muzatko commented the transportation summary includes a count of one way trips from October to December, and there was an increase in medical transports and for personal business. Accountant Todd Paprocki said he will continue to include the service breakdowns in future financial summaries to track the shift in usage as the expansion continues. Chair Russell asked that the financial reports be included on the agendas for future meetings. **Ms. Muzatko made a motion, seconded by Supervisor Monroe, to approve the reports. The motion carried 7-0.** Paprocki said that most of the funding will be spent by the end of the year; anything left over will be carried forward.

Announcements – There were none.

Confirmation of Next Meeting date: There being no urgent business for January, the next committee meeting was scheduled for Monday, February 1, 2016 at 1:30 p.m.

Adjournment

On motion by Vice Chair Kerwin, seconded by Ms. Muzatko, Chair Russell adjourned the meeting at 1:50 p.m.

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

DRAFT

**Walworth County Board of Supervisors
November 19, 2015 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 Chair Nancy Russell at 9:33 a.m.

Roll call was conducted. Members present included Chair Nancy Russell, Vice Chair Dan Kilkenny, Supervisors Kathy Ingersoll, Joe Schaefer and Paul Yvarra. 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; Sheriff's Office Business Manager Amanda Lagle; Director of Health and Human Services Elizabeth Aldred; Lakeland Health Care Center Administrator Bernadette Janiszewski; Jail Administrator John Delaney; County Engineer Joe Kroll
Members of the public: Derek D'Auria, Executive Director of the Walworth County Economic Development Alliance (WCEDA)

On motion by Supervisor Schaefer, second by Supervisor Ingersoll, the agenda was approved by voice vote.

On motion by Supervisors Schaefer and Yvarra, the October 22, 2015 meeting minutes were approved by voice vote.

Public Comment – There was none.

Unfinished Business – There was none.

Consent items

Chair Russell requested items B 2 and 3, and item D 2 be considered separately. **Supervisor Schaefer made a motion, seconded by Supervisor Ingersoll, to, to approve the remainder of the consent items. The motion carried 5-0.**

8A, Budget Amendments

- 1) Health and Human Services
HS015 — Offset shortfall in Community Options Program
HS016 – Offset shortfall in Mental Health Community Service Program
- 2) Lakeland Health Care Center
LH005 – Increase RN overtime and banks due to staffing vacancies
LH006 – Reflect increase in Medicare Part B therapy services
- 3) Public Works
PW010 – Transfer funds to construct access trail at White River Park in fiscal 2015
- 4) Sheriff's Office
SH006 – Reflect decrease in civil process revenue

8B, Bids/Contracts

- 1) Inmate medical services for the sheriff's office jail division – Award to Southern Health Partners, Inc. as part of consent items.
- 2) Award sale(s) of tax foreclosure properties
Treasurer Val Etzel said that all bids submitted were above the minimum bids set. Supervisor Ingersoll made a motion to accept the awards, seconded by Supervisor Schaefer. The motion carried 5-0.

- 3) Discussion and possible action regarding establishment of minimum bids for unsold tax foreclosure properties
Etzel distributed the list of the minimum bid recommendations before the meeting. This is the third time the unsold properties would be offered. The unbuildable lots have been offered to adjacent property owners. **Supervisor Schaefer made a motion, seconded by Supervisor Ingersoll, to approve the Treasurer's recommendation on the minimum bids for unsold tax foreclosure properties. The motion carried 5-0.**

8C, Surplus

- 1) Recommendation to declare sheriff's office prisoner transport vehicle as surplus and to sell said vehicle at auction

8D, Reports

- 1) Quarterly investment report – 3rd quarter 2015
- 2) Update on tax incremental financing districts (TIDs)
Deputy County Administrator-Finance Nicki Andersen reported the City of Whitewater met regarding their TID #5. They have recruited a citizen representative with no ties to the City or the District. TID #5 is amended from 2007 and reduces originally planned expenditures. The projects will be paid as work is done and the City agreed to hold bi-annual update meetings. If estimated line item costs are expected to increase by more than 15%, a joint review board meeting would be called.
- 3) Out-of-state Travel
 - a) Public Works – Laurie Landon and Vanessa Mann, Introduction to Public Procurement Training, Doylestown, PA
 - b) UW-Extension
 - 1) Colleen Lesniak, National Conference on Volunteering and Service, Houston, TX
 - 2) Jenny Wehmeier, National Extension Association of Family and Consumer Sciences Annual Session, White Sulphur Springs, WV
 - 3) Chelsea Dertz, National 4-H Conference, Portland, OR.

New Business

- Presentation by Derek D'Auria, Executive Director of the Walworth County Economic Development Alliance (WCEDA), regarding the Property Assessed Clean Energy Program (PACE)
County Administrator Bretl noted he included a memo in the agenda packet describing the PACE program. PACE is a means of financing energy efficiency upgrades or renewable energy installations for buildings. The programs help home and business owners pay for upfront costs of green initiatives, and the property owner then pays back the loan through a special charge on their property tax bill. Thus, loans are attached to the property, rather than the individual. Bretl said his concern is if the County enacted a PACE financing program and if an individual fails to pay taxes, the special charge is settled first and the County could lose money on the sale of a foreclosure property if the proceeds of the sale do not cover the delinquent taxes and special charges. Bretl said Milwaukee County is involved with the program and if the Committee is interested, he could contact them for more information. Chair Russell said she is hesitant to consider the program because of potential liability.

Derek D'Auria, WCEDA Executive Director, said he became interested in the program because of downtown revitalization efforts. The PACE program encourages business owners to make improvements to their properties via alternative financing that otherwise might not be feasible. The program started in California in 2008. D'Auria said Milwaukee County would share its contracts with the County if the Committee is interested. He said that under State statute, individual municipalities can also establish

PACE programs; however D'Auria thought that would become confusing if entities adopted different policies within the County. Bretl said a private lender with specific qualifications would have to be involved and applications would have to be screened. Chair Russell expressed concern that whoever performed the screenings could be subject to discrimination complaints. Vice Chair Kilkenny stated his opposition; the test of the program should be in the private lender marketplace, and he doesn't believe taxpayers should have to assume risk if a person in the program defaulted. D'Auria said if a property is sold, the indebtedness under the program would transfer to the new property owners. Bretl said if the county wouldn't settle on special assessments if the participant failed to pay taxes, who would want to loan money to the property owner? Andersen said if the loans would be attached to property and the property was foreclosed for failure to pay taxes, it would be much less marketable if the County put it up for sale. Bretl added the County drafted an ordinance as a result of potential issues with TIF Districts which states specials will not be settled. **Vice Chair Kilkenny made a motion to place the item on file, seconded by Supervisor Yvarra. The motion carried 4-1, with Supervisor Ingersoll opposed.**

- Resolution **12/15 Authorizing the Closure of the Project Account for the CTH X-Bridge Over WSOR RR Bridgework Project and Transferring Remaining Funds to the Road and Bridge Construction Committed Fund Balance Account

Supervisor Schaefer made a motion, seconded by Vice Chair Kilkenny, to recommend approval of the Resolution Authorizing the Closure of the Project Account for the CTH X-Bridge Over WSOR RR Bridgework Project and Transferring Remaining Funds to the Road and Bridge Construction Committed Fund Balance Account. The motion carried 5-0.

- Ordinance **12/15 Amending Section 30-174 of the Walworth County Code of Ordinances Relating to Road and Bridge Construction Committed Fund Balance
Andersen said the ordinance amendment adds bridge repairs and replacements to the road committed fund balance. **Supervisor Ingersoll made a motion, seconded by Supervisor Schaefer, to recommend approval of the Ordinance Amending Section 30-174 of the Walworth County Code of Ordinances Relating to Road and Bridge Construction Committed Fund Balance. The motion carried 5-0.**

- Ordinance **12/15 Amending Section 2-454 of the Walworth County Code of Ordinances Relating to Retention Schedule of Bonds
Andersen said the amendment reflects changes in records retention requirements for bonds under Internal Revenue Service arbitration regulations. **Supervisor Ingersoll made a motion, seconded by Supervisor Schaefer, to recommend approval of the amendment to Section 2-454 of the Walworth County Code of Ordinances. The motion carried 5-0.**

- Discussion and possible action regarding Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting to Fiscal Year Ended December 31, 2014

Chair Russell congratulated the Finance Department for the achievement, and recommended a special order of business at the County Board meeting to present the award. Andersen commended her entire staff, especially Mary Hinske and Jessica Conley, for their knowledge and proactiveness. Russell added the GASB reporting requirements are so difficult most organizations and companies have their auditors do this job. Performing this task in house makes staff more aware of potential problems. Vice Chair Kilkenny commented it would be nice to know how our county compares to others. The County has maintained its zero budget levy, and is prepaying debts, which speaks well for staff expertise. **Vice Chair Kilkenny made a motion, seconded by Supervisor Ingersoll, to place a Special Order of Business on**

a future County Board meeting agenda for the award presentation, when convenient for staff to attend. The motion carried 5-0.

Correspondence -- There was none.

Confirmation of next meeting: The next meeting was confirmed for Thursday, December 17, 2015 at 9:30 a.m., Government Center County Board Room 114.

Adjournment

On motion by Vice Chair Kilkenny, seconded by Supervisor Ingersoll, Chair Russell adjourned the meeting at 10:39 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
Children with Disabilities Education Board Meeting Minutes
Wednesday, November 18, 2015
Walworth County Government Center
County Board Room 114
100 West Walworth Street, Elkhorn, WI 53121**

The meeting was called to order at 5:00 p.m. by Chair Dave Weber.

Roll call was conducted. Members present included Chair Dave Weber, Secretary Ken Monroe, Supervisor Kathy Ingersoll and Supervisor Charlene Staples. Supervisor Schaefer was excused. A quorum was declared.

Others in Attendance:

County Board members: County Board Chair Russell

County staff: County Administrator David Bretl and Director of Special Education Tracy Moate

Members of the public: Jeff and Nora Karbash

On motion by Secretary Monroe and second by Supervisor Ingersoll, the agenda was amended to move item 8. a. for consideration first after public comment. The motion carried 4-0.

On motion by Secretary Monroe and second by Supervisor Staples, the September 16, 2015 CDEB minutes were approved by voice vote.

Public Comment – There was none.

- Correspondence from Jeff and Nora Karbash concerning services for student with a visual Impairment provided by Walworth County CDEB staff (presented at the October 13 County Board meeting)

Chair Weber said Mr. and Mrs. Karbash were present concerning their daughter, Mackenzie, who has an eye condition that causes blindness. Her current vision teacher (a CDEB employee), has been working with her at Turtle Creek Elementary school in the Delavan-Darien district. At the end of the school year, services from Lakeland School will be phased out in the districts, and the parents are concerned about their daughter losing the excellent services provided by this teacher. Mackenzie is doing exceptionally well at school, is fully immersed in braille, and participates in all her second grade classroom activities and instruction. As she has no other disabilities, she would not be a candidate for Lakeland School. Because of Mackenzie's rare condition, they are concerned that the teacher who replaces the CDEB teacher will not have adequate braille technology or use the inclusion teaching philosophy.

Mr. and Mrs. Karbash requested that the current vision teacher be contracted through the County by the Delavan-Darien School District to continue teaching Mackenzie.

Special Education Director Tracy Moate said as the transfer service agreement ends, some teachers retired, some have transitioned to the districts, and some will become Lakeland School staff. She has had discussions with the districts on how they plan to assume the special education services. Some are in contact with CESA, and some are considering developing consortiums with other districts to share services. Moate said the Delavan-Darien School District has not approached her with their plans. The

current vision teacher is now a full-time CDEB employee, and there are more early childhood students with multiple disabilities, including visual impairment, and she has a large caseload within the School.

County Administrator David Bretl said the vision teacher is now a County employee, performing services for Lakeland School, and paid by the County. Pursuant to the ordinance enacted regarding the bond issuance for the new School, the bond rate was dependent upon the School transitioning services to the districts within 10 years. The 2006 Intergovernmental Agreement specifies the responsibilities of the districts after transition, which includes the districts' responsibility for paying for and supervising their special educational programming. Chair Weber said the language in the agreement is straightforward, but this is a unique situation. Bretl said it would be helpful to have Delavan's input on their special needs plans. Moate said to her knowledge, Delavan has not hired a replacement vision teacher. She has encouraged districts to work collaboratively to transition services, and School staff will work in tandem with them to help with knowledge and skills. However, some districts haven't responded.

Jeff Karbash said that the Superintendent at Delavan offered the CDEB vision teacher a full-time job; however, she declined the offer. Delavan has offered her to contract with them to teach three hours a day. Karbash asked if she could do this and still retain her employment and benefits with the County. Discussion ensued. Chair Weber said legally the County doesn't have much flexibility in this issue. County Board Chair Nancy Russell said she empathizes with Mr. and Mrs. Karbash and Mackenzie; however, from the County's standpoint, she feels uncomfortable making an exception in one case. **Supervisor Staples made a motion, seconded by Supervisor Ingersoll, to direct Special Education Director Moate to discuss the issue with Delavan-Darien school officials, investigate options, and provide a report at the meeting in December. The motion carried 4-0.**

Unfinished Business

- Determination of space availability for non-resident enrollment/tuition requests

Moate included a copy of Chapter 9 (Special Needs Education) of the County Code of ordinances. She wants the Board to reconsider the language concerning enrollment quotas. Typically, the Board has set one maximum enrollment number. She distributed her recommendations for amending the ordinance to include criteria in addition to space requirements: desired class size limits; desired student/teacher ratios; overall building capacity; future enrollment projections; projected number of sections or particular grades or courses; desired program-size limitations; and known or projected limitations on available staffing and other resources. Bretl agreed, saying that the change would provide more explanation as to what constitutes "capacity." For example, there may be room in the elementary school area, but not in the middle school program. Moate said in preparing projections, she and staff keep a detailed log of calls and inquiries from districts. Schools cannot reject nonresident enrollments based upon cost, but may do so contingent upon space availability. **Supervisor Ingersoll made a motion, seconded by Secretary Monroe, to bring back discussion/action on the item to the December meeting to allow the Board time to review the proposed changes. The motion carried 3-0.**

- Facility Maintenance/cleaning contract

Moate said the memo included in the packet was also presented to the Public Works Committee earlier in the day. The cleaning contract is being sent for proposals, after the current vendor decided not to extend the existing contract for another year at current pricing. Moate said more specific services for the School were included with the bid specifications. Bretl said there were issues with misplaced keys at one facility and the floor issues at the School, which the current vendor is financially responsible for. Their proposed cost increases subsequently ranged from 25.5% to 55% for individual buildings. He said not including all

of the facilities under one contract may also be considered. **Secretary Monroe made a motion, seconded by Supervisor Staples, to put a report on this item on the December meeting agenda. The motion carried 4-0.**

New Business

- Districts Transfer of Service Agreement - Final Year

Moate said she provided copies of the original agreement in the agenda packet for review by the Board to understand the process for final closure. In January, Moate will be meeting with the District Administrators to review the agreement and discuss the final semester and how the remainder of the items will be concluded. As discussions occur, Moate will bring the information to the Board.

- Review Chapter 9, Special Needs Education Ordinance, and discuss possible revisions in Sections 9-1 through 9-12 (Article I and II)

Moate said the ordinance will be reviewed during preparation of the Memorandum of Understanding between the County and the School Districts for final closure of the transfer of service. **Secretary Monroe made a motion, seconded by Supervisor Ingersoll to authorize staff to begin preparation of a closing document for the transfer of services back to the districts, and to place the item on the December meeting agenda for discussion/possible action. The motion carried 4-0.** Chair Weber noted the final transfer of services is a milestone achievement.

Reports and Correspondence

- CDEB Chair – None
- CDEB Director –

Unicef Carnival

The Carnival was held at the end of October, and students from Williams Bay and Delavan-Darien participated. \$850 was raised, some of which was given to Unicef and some to the Tree House.

Parent Conferences

Conferences were held last week, and there was a good turnout by parents.

Honor Flight Fundraiser

Moate was pleased to report students and parents raised \$1,000 to support two veterans on an Honor Flight.

Holiday Program at Lakeland School – December 18 at 1:30 p.m.

Waffles with Santa – December 12 from 8:00 a.m. to 11:30 a.m.

Parent Advisory Council (PAC) Family Activities

Moate distributed a flyer on all of the upcoming family activities, which are also an opportunity for parents to network with each other.

Confirmation of next meeting – The next meeting was confirmed for Wednesday, December 16, 2015 at 5:00 p.m.

Adjournment

On motion by Secretary Monroe, seconded by Supervisor Staples, Chair Weber adjourned the meeting at 6:26 p.m.

DRAFT

**Walworth County Board of Supervisors
Health and Human Services Board Meeting Minutes
Wednesday, November 18, 2015
Walworth County Government Center
County Board Room 114
100 West Walworth Street, Elkhorn, WI 53121**

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

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

Others in Attendance:

County Board Supervisors: County Board Chair Nancy Russell

County staff: David Bretl, County Administrator; Elizabeth Aldred, Director of Health and Human Services (HHS); Robert Williams, Deputy Director of HHS; Carlo Nevicosi, Human Services (HS) Manager (Behavioral Health); Nicole Heinrich, HS Supervisor (Behavioral Health); Judy Tippel, HS Specialist III (AODA); Ety Wilberding, HS Manager (Children's); Stephanie Adrihan, Birth to Three Teacher; Sarah Greene, HS Specialist I

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

On motion by Supervisor Schaefer, seconded by Supervisor Staples, the October 21, 2015 meeting minutes were approved by voice vote.

Public Comment – There was none.

Unfinished Business

- Discussion and Possible Action on Assembly Bill 310 - To create 253.075 of the statutes relating to family planning and preventive health services grants and granting rule-making authority
Citizen Member Wagie-Troemel made a motion, seconded by Supervisor Schaefer, to remove this item from the agenda, and to direct staff to bring it back to the Board if more information is received. The motion carried 8-0.

New Business

- Request to Double Fill Child Support Supervisor Position
HHS Director Elizabeth Aldred announced Dawn Starck, who has been the Child Support Supervisor for the past five years, is retiring in February 2016. Aldred requested to overfill the Supervisor position for a maximum of 10 days in order to allow for a transfer of knowledge when her replacement is hired. The position will be posted internally and externally. **Citizen Member Wagie-Troemel made a motion, seconded by Supervisor Ingersoll, to approve the request to double fill the Child Support Supervisor position for a maximum of 10 days. The motion carried 8-0.**

- Update on Income Maintenance Funding

Aldred reminded the Board that the 2016 department budget includes filling two positions, eliminating two temporary positions and leaving one position unfunded in the budget. As a result of the high number of people in the system and increase in Food Share funds, the state has realized additional money, which

exceeds the amount the Finance Committee had originally set aside. Thus, our county should receive approximately the same amount as it did in 2015. Aldred said that the two temporary positions will not be refilled. The ability to fill the unfunded position in 2016 will be beneficial in assisting to expedite the processing of applications for economic support.

- **Update on Urban Rural Woman's Grant**

Aldred said the Department was authorized to apply for the second round of funding for the Urban Rural Women's Grant. Because of the changes in the State's financial system, the current funding for the grant was deferred for another year. The grant will enable provision of case management services to assist women to get into alcohol treatment and helping arrange for day care and housing services, etc.

Reports and Correspondence

- **Birth to Three Social Emotional Pilot**

Aldred introduced Etty Wilberding, HS Manager (Children's), Stephanie Adrihan, Birth to Three Teacher and Sarah Greene, HS Specialist 1. Wilberding explained the screening for children under 3 years old to identify developmental issues. Children who have experienced trauma are likely to experience developmental delay and social and intellectual problems. The Gold Standard has been used to screen the children; however, Wilberding said it has been ineffective in identifying issues in children 1 – 3 years old, which is a problem statewide and nationally. Staff took the initiative to research what they have learned during observation of the children and working with families. Wilberding said as the traumatized children get older, more problems surface. Successful tools need to be implemented to identify children with social/emotional issues earlier. Staff has formed a cross-category work group including a social worker, Behavioral Health counselors, Public Health staff, and an associate professor of Special Education at UW-Whitewater. The three objectives of the study are to identify more children ages birth to 3 with social/emotional disturbances, using a five-point assessment process, and identifying which services currently provided are the most effective. Adrihan said after the initial screenings, staff will perform six-month follow-ups. Training will be conducted for families and local child care providers to identify problems. In January, staff will conduct training on the effects of toxic stress on brain development. Greene said they would be using the Greenspan Developmental checklist, which includes ages and stages, vision and hearing screening, and social/emotional assessment measures. Greene said day care providers are supposed to perform regular screenings and they are encouraging them to become more involved and communicate problems as they develop.

- **Two is Enough Program Update**

Aldred said Carlo Nevicosi, Human Services (HS) Manager (Behavioral Health) and Nicole Heinrich, HS Supervisor (AODA) presented the Two is Enough program to the October statewide Mental Health/AODA conference. Nevicosi gave a brief summary of the Two is Enough program. In 2008, the OWI Court program began, with focus on 3rd and 4th offenders. The OWI Court has grown to serve over 50 people a year; however, staff realized there was no viable program for first and second offenders. Heinrich said there is a 50% recidivism rate for first offense OWI, so staff decided to also focus on people in the earlier phases of alcohol abuse. They found that traditional approaches are not effective, so they implemented a pilot model using Motivational Enhancement Therapy and Cognitive Behavioral Therapy (MET/CBT). The program offers choices for treatment, and includes two "engaging" sessions and three group therapy sessions. The first two sessions assist in identifying the individual's risky drinking behavior. A self-analysis tool is used for participants to recognize their problems associated with drinking. Incentives were implemented to encourage participants to re-screen and continue follow-up for a year after graduation from the program. The pilot was for 16 months. Nevicosi said it is encouraging how many have continued to improve after graduating. UW-Whitewater is assisting in

compiling and analyzing data from the program. Currently, 4-8 individuals a month go through the program. Aldred said staff has provided information on the model to other counties, and the State is supportive of the initiative.

Correspondence

- Referral from the County Board - Outagamie County Resolution No. 49-2015-16 – Supporting Proposed Legislation Requiring the Department of Agriculture, Trade and Consumer Protection (DATCP) to Promulgate Rules Requiring Special Packaging, as Defined Under Current Law, for Liquid Nicotine

Aldred said the Outagamie County resolution requests that liquid nicotine be marketed so small children cannot open the packaging. She said 55% of high schoolers have experimented with liquid nicotine, as have 15% of non-smokers. **Supervisor Staples made a motion to recommend support of Outagamie County's resolution supporting proposed legislation requiring DATCP to promulgate rules requiring special packaging, as defined under current law, for liquid nicotine. Citizen Member Wagie-Troemel seconded the motion and it carried 8-0.**

Announcements

- Birth to Three On-Site Visit

Aldred reported on September 17th, the State met with Birth to Three Program case managers and therapy staff. There were no non-compliance findings. The State praised the Program's effective leadership, Evidence-Based practices, compliance and results.

- Moraine Lakes Consortium Recognition for Achieving an Accuracy Rate Above the Goal 98% (99.52% in 2013) in the Supplemental Nutrition Assistance Program (SNAP)

Aldred said she was pleased to report the Department received a plaque in recognition of achieving an accuracy rate above the 98% goal established by the federal government in the Supplemental Nutrition Assistance Program.

- Holiday Care Day of Giving

Aldred reported this year's date is December 9, from 7:00 a.m. to 6:00 p.m. The Adopt a Family program has served 7,000 families in Walworth County since 2004. Citizen Member Wagie-Troemel commented this is a great program, and encouraged Board members to volunteer on December 9.

Confirmation of Next Meeting – The next meeting was confirmed for December 16, 2015 at 2:00 p.m.

Adjournment

On motion by Supervisor Brellenthin, seconded by Supervisor Staples, Chair Monroe adjourned the meeting at 3:01 p.m.

DRAFT

**Walworth County Board of Supervisors
Human Resources Committee Meeting Minutes
Wednesday, November 18, 2015
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 Supervisors Kathy Ingersoll, Ken Monroe and Rick Stacey. A quorum was declared.

Others in Attendance:

County Board members: County Board Supervisor Charlene Staples

County staff: County Administrator David Bretl; Human Resources Director Dale Wilson; Risk/Benefits Manager Lisa Henke; Director of Health and Human Services (HHS) Elizabeth Aldred; Deputy Director of Health and Human Services Robert Williams; Deputy County Administrator-Finance Nicki Andersen

On motion by Supervisor Stacey, second by Supervisor Monroe, the agenda was approved by voice vote.

By consensus, the Committee agreed to consider items 7. d. and e. first under New Business to accommodate Health and Human Services staff.

On motion by Supervisor Monroe, second by Vice Chair Brellenthin, the October 21, 2015 meeting minutes were approved by voice vote.

Supervisor Monroe made a motion, seconded by Vice Chair Brellenthin, to correct the November 10, 2015 joint meeting minutes to reflect that Supervisor Monroe seconded the motion to adjourn the Human Resources Committee meeting, and to approve the minutes as corrected. The motion carried 5-0.

Public comment – None

New Business

- Discussion and possible action approving a collective bargaining agreement between Walworth County and the Health and Human Services Professionals for the period of January 1, 2016 to December 31, 2016

Human Resources Director Dale Wilson reported he met with the bargaining group for the Health and Human Services Professionals and they agreed to a .73% increase. The Agreement has been updated to reflect the change. **Supervisor Stacey made a motion, seconded by Supervisor Ingersoll, to recommend approval of the collective bargaining agreement by and between Walworth County and the Health and Human Services Professionals for the period January 1, 2016 to December 31, 2016. The motion carried 5-0.**

- Discussion and possible action regarding the overfilling of the HS Supervisor-Child Support
Wilson reported the current Supervisor in Child Support is retiring February 1, 2016. Staff is requesting to overfill the position for a maximum of 10 days to allow for cross-training. HHS Director Elizabeth Aldred added that the incumbent has been in the position for five years, and with the complicated funding regulations and audit requirements, it is beneficial to provide a smooth transition for the new Supervisor. The Health and Human Services Board approved the request at its meeting earlier this afternoon. If

approved, Aldred said the internal and external recruitment process for the position would begin. **Supervisor Monroe made a motion seconded by Supervisor Stacey, to recommend approval of the overfilling of the HS Supervisor-Child Support position for a maximum period of ten (10) days. The motion carried 5-0.**

- Discussion and possible action regarding adopting 2016 pay ranges for certain non-represented hourly employees and salaried exempt employees

Wilson said the resolution authorizes a 1% across the board increase for certain non-represented hourly employees and salaried exempt employees. **Vice Chair Brellenthin made a motion, seconded by Supervisor Monroe, to recommend approval of a resolution adopting 2016 pay ranges for certain non-represented hourly employees and salaried exempt employees. The motion carried 5-0.**

- Discussion and possible action regarding adopting 2016 pay ranges for Certain Casual Employees
Wilson said not all of the casual positions are recommended to be increased at 1%. Casual positions similar to regular county positions would receive the 1%. **Supervisor Ingersoll made a motion, seconded by Supervisor Stacey to recommend the adoption of 2016 pay ranges for certain casual employees. The motion carried 5-0.**

- Discussion and possible action regarding Amending Section 15-519 of the Walworth County Code of Ordinances relating to holiday pay

Wilson indicated this change is to codify the existing practice. This was previously discussed when the changes were implemented after Act 10. This practice has been in place since then, but the code was updated only in another area. These changes should make it clear and consistent. The language will allow hourly employees who are required to work on the holiday to bank holiday hours equal to the number of hours worked, or take additional pay equal to the hours worked. The decision to bank the hours or take the additional pay must be made prior to the end of the pay period. **Supervisor Ingersoll made a motion, seconded by Supervisor Stacey, to recommend approval of the amendment to Section 15-519 of the Code of Ordinance relating to holiday pay. The motion carried 5-0.**

- Discussion and possible action regarding Outagamie County Resolution No. 48-2015-16 – Opposing proposed legislation prohibiting any employer, including state and local governments, from demoting, suspending, discharging or otherwise discriminating against an employee or contractor, intern or volunteer for refusing to be vaccinated against seasonal influenza

Wilson said he consulted staff at Health and Human Services and the Health Care Center on their policy on immunizations. Wilson said neither department mandates staff be immunized. **Supervisor Stacey made a motion, seconded by Vice Chair Brellenthin, to place the resolution on file. The motion carried 5-0.**

Reports/announcements by Chair – None

Confirmation next meeting: The next meeting was confirmed for Wednesday, December 16, 2015 at 3:30 p.m.

Closed session

The committee convened in closed session at 4:05 p.m. on motion and second by Supervisors Monroe and Stacey, pursuant to the exemption contained in Section 19.85(1) (e) of the Wisconsin Statutes, for the purpose of negotiating or conducting other specified public business whenever competitive or bargaining

reasons require a closed session, relative to the item listed below. **A roll call vote was conducted and all members present voted “aye.”**

Remaining in closed session were County Administrator David Bretl, Human Resources Director Dale Wilson and Deputy County Administrator-Finance Nicki Andersen

- Closed session discussion: Deputy Sheriff’s Association Bargaining

The committee reconvened in open session at 4:26 p.m. on motion and second by Supervisors Monroe and Ingersoll.

Supervisors Ingersoll and Stacey made a motion to proceed as discussed in closed session. The motion carried 5-0.

Adjournment

On motion by Supervisor Stacey, second by Supervisor Ingersoll, Chair Brandl adjourned the meeting at 4:27 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
Land Conservation Committee Meeting Minutes
Monday, November 16, 2015 at 2:00 p.m.
Walworth County Government Center
County Board Room 114
100 W. Walworth Street, Elkhorn, Wisconsin**

The meeting was called to order by Chair Nancy Russell at 2:12 p.m.

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

Others in Attendance:

County Board Supervisors: Timothy Brellenthin

County Staff: David Bretl, County Administrator; Michael Cotter, Director of Land Use and Resource Management (LURM)/Deputy Corporation Counsel; Shannon Haydin, LURM Deputy Director; Fay Amerson, LURM Urban Manager

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

On motion by Supervisor Kilkenny, second by Citizen Member Badame, the October 19, 2015 Land Conservation Committee meeting minutes were approved by voice vote.

Chair Russell inquired as to the status of the post lake evaluation questionnaire that was sent out by Land Use and Resource Management (LURM) to the respective lake committees. Michael Cotter, Director of LURM/Deputy Corporation Counsel, stated that the questionnaire was sent out and since a few of them only meet twice a year, he would have to follow-up with the lake committees.

Public Comment – There was none.

New Business

- Discussion/Possible Action – County Board appointment to Pabst Lake District Board of Commissioners: Dave Bourenske – Michael Cotter

Cotter recapped the last meeting and stated that Chair Butler of Pabst Lake District provided Dave Bourenske's name as a new appointment candidate. Cotter stated the Land Conservation Committee (LCC) is responsible for appointing the candidate.

Supervisor Kilkenny made a motion for LURM to send the Notice of Interest questionnaire form to Dave Bourenske to obtain his qualifications and reason to serve, second by USDA/FSA Representative Polyock. Motion carried 5-0.

- Discussion/Possible Action – B.R. Amon and Sons Receivership Progress – Fay Amerson

Cotter, Shannon Haydin, LURM Deputy Director, and Fay Amerson, LURM Urban Manager, gave an educational presentation regarding Land Conservation Division (LCD) Nonmetallic Mining Reclamation, B.R. Amon and Sons/Amon Land Co. Receivership Proceedings. Amerson stated B.R. Amon & Sons operated eight active mining sites in Walworth County in 2013; three mining sites were owned and operated by B.R. Amon (Richmond, Potters, and Williams Bay); one mining site was co-owned with Mann Brothers (Whitewater

Limestone); and four mining sites were leased by B.R. Amon and Sons (Junker, Whelan, Wilson & Friemoth). She said all of the mining sites operated under a County Nonmetallic Mining Reclamation Permit, a County approved reclamation plan, and were covered with reclamation bonds.

Discussion followed focusing on the permit and bonding process, foreign materials being brought onto the property, conditional use amendments, and requirement of interim or contemporaneous reclamation.

- Discussion/Possible Action – Walworth County Land and Water Resource Management Plan - 5 Year Extension Approval – Michael Cotter

Haydin stated LURM is required by the State to have a land and water resource management plan. A five year extension was approved for approximately \$250,000 a year to cover operating costs and additional funds to assist with cost share programs. She said there may be a few changes to the scope of the plan and LURM will work on an update closer to the two year mark rather than the full five years.

Confirmation of next meeting – The next meeting was confirmed for Monday, December 14, 2015 at 2:00 p.m.

Adjournment

On motion by Supervisor Kilkenny, second by Supervisor Staples, the meeting adjourned at 3:22 p.m. Motion carried 5-0.

Submitted by Trisha Sommers, 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

November 11, 2015 - Hearing – 8:30 AM

November 12, 2015 – Meeting – 8:30 AM

County Board Room

Government Center – Elkhorn, Wisconsin

A hearing and decision meeting of the Walworth County Board of Adjustment was held on November 11 & 12, 2015, in the County Board Room of the Government Center in Elkhorn, Wisconsin. Those present on November 11, 2015, were Chair John Roth, Vice-Chair Elizabeth Sukala and Secretary Ann Seaver. Deb Grube, Senior Zoning Officer, Shannon Haydin, LURM Deputy Director and Wendy Boettcher, recording secretary were in attendance. Those present on November 12, 2015, were Chair John Roth, Vice-Chair Elizabeth Sukala and Secretary Ann Seaver. Deb Grube, Senior Zoning Officer and Wendy Boettcher, recording secretary were in attendance. Michael Cotter, LURM Director, sat in for a portion of the meeting. “Sign-in” sheets listing attendees on November 11, 2015, and November 12, 2015, are kept on file as a matter of record.

The November 11, 2015, hearing was called to order by Chair John Roth at 8:30 A.M. Wendy Boettcher conducted roll call and verified that there was a quorum. Those present were same as listed above. **Elizabeth Sukala motioned to approve the agenda as presented. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose. Elizabeth Sukala motioned to approve the October 14 & 15, 2015, Minutes and dispense with the reading. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose. After testimony of all cases, Elizabeth Sukala motioned to recess until 8:30 A.M. on Thursday, November 12, 2015. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose.** The November 11, 2015, hearing went into recess at approximately 10:39 A.M.

On November 12, 2015, at 8:30 A.M., Chair John Roth called the decision meeting to order. Wendy Boettcher conducted roll call and verified that there was a quorum. Those present were same as listed above. **Elizabeth Sukala motioned to approve the agenda as amended to add item 7.A.1. Goroff-Goodwin / Richmond Township. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose. After the decisions were completed, Elizabeth Sukala motioned to adjourn until the December 9, 2015, hearing at 8:30 A.M. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose.** The November 12, 2015, decision meeting adjourned at approximately 10:01 A.M.

Four variance hearings were scheduled and details of the November 11, 2015, hearings and the November 12, 2015, decisions are digitally recorded and available to the public upon request / video to view on our website: www.co.walworth.wi.us.

Old Business

Hearing – Count #N/A / Decision – Count #8:40:08 – 9:04:30

Patricia A. McGrath Trust, owner / Attorney Robert T. VanScoyoc of Sweet & Maier, S.C., applicant – Section(s) 11 – Linn Township

Applicants are requesting a variance from Section(s) 74-181 / 74-263 of Walworth County's Code of Ordinances – Shoreland Zoning to construct a residence.

REQUIRED BY ORDINANCE: The Ordinance requires the lot width to be 150' at the building site.

VARIANCE REQUEST: The applicants are requesting a building site at 135' lot width. The request is a variance from Section(s) 74-181 / 74-263 of Walworth County's Code of Ordinances – Shoreland Zoning to construct a residence.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of November 12, 2015, for the petition of Patricia A. McGrath Trust, owner / Attorney Robert T. VanScoyoc of Sweet & Maier, S.C., applicant, voted to **APPROVE** the request for a building site at 135' lot width **WITH THE CONDITION** the building is behind the "white line" or "Town line" per the plan submitted November 3, 2015.

A motion was made by Elizabeth Sukala to deny the position of the residence as shown on the site plan presented November 3rd. Seconded by Ann Seaver for discussion.

Ann Seaver rescinded her second. Motion dies for lack of second.

Elizabeth Sukala rescinded her motion.

Ann Seaver made a motion that the lot is buildable at the 135' at the lakeside. Seconded by Elizabeth Sukala.

Elizabeth Sukala made the condition the building site is between the white and the red line; behind the white line or "Town line" at minimum.

Motion carried. 3-favor 0-oppose

BOARD OF ADJUSTMENT FINDINGS: The Board conditioned the approval that the building be located behind the "white line" or "Town line" per the plan submitted November 3, 2015. The Board found the unique property limitation to be the unique lot shape and existing development pattern. The Board found it would be an unnecessary hardship to put the residence at the 150 foot lot width on the parcel as it was not in keeping with the development pattern and was not safe for lake use. The Board found approval of the building site at the line of recommendation made by the Town of Linn would cause no harm to public interests. There were three letters of support. There were two letters of opinion. Attorney Steven A. Koch and two neighboring property owners spoke in opposition. There was a letter of opposition.

New Business – Variance Petitions

Hearing – Count #8:38:35 – 9:48:35 / Decision – Count #9:04:31 – 9:21:29

The First Hearing was Michael & Karen Fiedler, owners – Section(s) 21 – Delavan Township

Applicants are requesting a variance from Section(s) 74-167 / 74-181 / 74-219 of Walworth County's Code of Ordinances – Shoreland Zoning to construct second story additions to a single-family residence, construct stairs and a patio and to change the grade within 75' of the shore.

REQUIRED BY ORDINANCE: The Ordinance requires a 75' shore yard setback, a 5' setback for additions (outside the footprint and envelope) to a single-family residence (substandard structure) that is less than 5' to a property line, a 10.4' rear yard setback (established yard). The Ordinance also prohibits grade changes within 75' of the shore.

VARIANCE REQUEST: The request is a variance from Section(s) 74-167 / 74-181 / 74-219 of Walworth County's Code of Ordinances – Shoreland Zoning to construct second story additions to a single-family residence, construct stairs and a patio and to change the grade within 75 feet of the shore. The applicants are requesting a 67.68' shore yard setback for stairs to the residence, a 48.83' shore yard setback for a shore yard patio and stairs, a 3.4' side yard setback on the southeast corner for a second story addition to a residence, a 10.26' rear yard setback requirement for a second story addition to a residence and grade changes and retaining walls within the shore yard setback (75') as close as 48.83' from the Ordinary High Water Mark.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of November 11 & 12, 2015, for the petition of Michael & Karen Fiedler, owners, voted to **APPROVE** minimal grade changes within the shore yard setback (75') as close as 48.83' from the Ordinary High Water Mark for a parking spot with pavers, **DENY** a 48.83' shore yard setback for a shore yard patio, retaining wall and stairs, and voted to **APPROVE** a 3.4' side yard setback on the southeast corner for a second story addition to a residence, a 10.26' rear yard setback requirement for a second story addition to a residence, the request for a 67.68' shore yard setback for stairs and window wall to the residence.

A motion was made by Ann Seaver to approve grade changes, the minimum necessary for a parking space. Seconded by Elizabeth Sukala. Motion carried. 3-favor 0-oppose

A motion was made by Elizabeth Sukala to deny the patio, stairs to the street and the retaining wall. Seconded by Ann Seaver. Motion carried. 3-favor 0-oppose

A motion was made by Elizabeth Sukala to approve the changes to the home, the stairs to the home and the retaining wall on the street yard face of the residence. Seconded by Ann Seaver. Motion carried. 3-favor 0-oppose

BOARD OF ADJUSTMENT FINDINGS:

APPROVAL of grade changes, the minimum necessary for a parking space with pavers: The Board found a unique property limitation in the small lot size. The Board found to approve the minimum grade change necessary for a parking space allows off street parking for the owner which meets the purpose and intent of the zoning ordinance. The Board found the owner has no other options for onsite parking. The Board found to approve the parking space would cause no harm to public interests as similar parking areas exist near the residence. The Board found to deny parking for the residence and require the owner to seek offsite parking would create a hardship. The Board found to deny onsite parking would create a safety issue. The Board found to approve the request would not harm the public's interest in navigable waters as a road exists

between the property and the lake.

DENIAL of patio, stairs to street and retaining wall:

The Board found to deny the patio, stairs to the street and the retaining wall preserve as much green space as possible. The Board found the patio, stairs to the street and the retaining wall are not necessary to create a parking space.

APPROVAL of stairway on the street yard side of residence, window wall on the street yard side of the residence, side yard and rear yard setbacks for additions to the residence:

The Board found a unique property limitation in the small lot size. The Board found the window wall is integral to the residence due to the topography of the lot where the residence sits and the existing exposed foundation. The Board found the residence to be in need of work in order to bring it up to code for occupancy. The Board found to approve the request would allow a change from partial to full walls from the floor to the ceiling in the residence. The Board found to approve the request would allow safe ingress / egress for the residence. The Board found to approve the request would cause no harm to public interests.

There were four letters / e-mails of support from neighboring property owners and the Town of Delavan . Two people spoke in support. There were two letters / e-mails of opposition from neighboring property owners. One person spoke in opposition.

Hearing – Count #9:48:36 – 10:09:48 / Decision – Count #9:21:30 – 9:25:44

The Second Hearing was Michael & Karen Fiedler, owners – Section(s) 21 – Delavan 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 a principal structure to be present or under construction prior to an accessory structure and a 25' rear yard setback, 25' street yard setback and 10' side yard setbacks and limits accessory structures to 10% of the lot area (201 sq.ft.).

VARIANCE REQUEST: The applicants are requesting an accessory structure on a vacant parcel and a 3.01' rear yard setback, a 23.28' street yard setback and a 3.58' and a 2.16' side yard setback for an 865.6 sq. ft. accessory structure on a 2010 sq. ft. lot. 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 November 11 & 12, 2015, for the petition of Michael & Karen Fiedler, owners, voted to **MODIFY AND APPROVE** the request for an accessory structure on a vacant parcel to a 3.01' rear yard setback, a 33.28' street yard setback and a 3.58' and a 2.16' side yard setback for a 24' x 30' structure.

A motion was made by Ann Seaver to approve the request for the building that is existing with the condition that with the proposed addition the total structure size not exceed 24' x 30'. Seconded by Elizabeth Sukala. Motion carried. 3-favor 0-oppose

BOARD OF ADJUSTMENT FINDINGS: The Board found to approve the existing structure size and allow a 10' addition to bring the total structure size to 24' x 30'. The Board found a unique property limitation in the small size of the lot. The Board found the building exists in a dilapidated condition and is in need of repair. The Board found to approve the variance request will allow the owner to keep items under roof. The Board found to approve the request would cause no harm to public interests. The Board found existing vegetation on the north lot line will help shield the structure from view. The Board found similar accessory structures exist in the area. The Board found to approve the request will not harm the public's interest in navigable waters.

There were five letters / e-mails of support from neighboring property owners and the Town of Delavan. A neighboring property owner spoke in opposition.

Hearing – Count #10:09:49 – 10:16:41 / Decision – Count #9:25:45 – 9:31:20

The Third Hearing was Mary L. Kline Trust, owner / Brian Turnbull, applicant – Section(s) 9 – Sharon Township

Applicants are requesting a variance from Section(s) 74-51 of Walworth County's Code of Ordinances – Zoning to convert an existing building into a residence.

REQUIRED BY ORDINANCE: The Ordinance requires a 65' street yard setback.

VARIANCE REQUEST: The applicants are requesting a 46.16' street yard setback. The request is a variance from Section(s) 74-51 of Walworth County's Code of Ordinances – Zoning to convert an existing building into a residence.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of November 11 & 12, 2015, for the petition of Mary L. Kline Trust, owner / Brian Turnbull, applicant, voted to **APPROVE** the request for a 46.16' street yard setback **SUBJECT to County Zoning Agency approval of the conditional use.**

A motion was made by to Elizabeth Sukala to approve the variance request as presented pending conditional use approval from Walworth County. Seconded by Ann Seaver for discussion. Motion carried. 3-favor 0-oppose

BOARD OF ADJUSTMENT FINDINGS: The Board found the structure to be existing and in good shape. The Board found the structure is located close to the existing main residence to utilize the septic and well. The Board found to approve the variance request will cause no harm to public interests. The Board found the owner did receive Town approval. There was one letter of support from the Town of Sharon. There was no opposition.

Hearing – Count #10:16:42 – 10:38:39 / Decision – Count #9:31:21 – 9:33:00

The Fourth Hearing was Sidney Smith LLC c/o Allison Childers, owner – Section(s) 11 – Linn Township

Applicant is requesting a variance from Section(s) 74-181 of Walworth County's Code of Ordinances – Shoreland Zoning to a single-family residence.

REQUIRED BY ORDINANCE: The Ordinance permits a single-family residence with a maximum height of 45’.

VARIANCE REQUEST: The applicant is requesting a height of 50’ 2”. The request is a variance from Section(s) 74-181 of Walworth County’s Code of Ordinances – Shoreland Zoning to a single-family residence.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of November 11 & 12, 2015, for the petition of Sidney Smith LLC c/o Allison Childers, owner, voted to **APPROVE** the request for a height of 50’ 2” for a single family residence.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found the owner went through Board of Adjustment review and approval in September 2014. The Board found the owner was unable to complete the project within the one-year time limit due to circumstances beyond their control. The Board found a unique property limitation in the historical value of the property. The Board found to deny the variance request would cause unnecessary hardship. The Board found to approve the variance request would cause no harm to public interests. The Board found to approve the variance request would cause no harm to the public’s interest in navigable waters. There were four letters / e-mails of support from neighboring property owners and the Town of Linn. There was a petition of support. There was no opposition.

Other

- A. Discussion / possible action on Township correspondence – none
- B. Discussion / possible regarding Board of Adjustment procedures – meeting start times

A motion was made by Ann Seaver to start at 9 o’clock. Seconded by Elizabeth Sukala. Motion carried. 2-favor 1-oppose (John Roth)

After discussion it was decided the start time for the Board of Adjustment hearing and meeting days will be changed from 8:30 A.M. to 9:00 A.M. beginning January 2016.

Staff Reports

- A. Court cases update
 - 1. Goroff – Goodwin / Richmond Township
Board of Adjustment members received a copy of the Decision on Petition for Certiorari handed down by Circuit Court Judge Phillip A. Koss. The decision of the Walworth County Board of Adjustment filed November 20, 2014, is reversed. The Board of Adjustment decided not to appeal the reversal.

A motion was made by John Roth to not appeal the court's ruling. Seconded by Ann Seaver. Motion carried. 3-favor 0 oppose

B. Distribution of reports, handouts and correspondence – none

Proposed discussion for next agenda

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

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



ANN SEAVER
WALWORTH COUNTY BOARD OF ADJUSTMENT

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

Wisconsin River Rail Transit Commission
Commission Meeting - Friday, November 6th, 2015 @ 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	x		Wayne Gustina	x
				Alan Sweeney, <i>Chair</i>	x
Dane	Gene Gray, <i>Treasurer</i>	x	Sauk	Terry Thomas	excused
	Jim Haefs-Fleming	excused		Marty Krueger, <i>Alternate</i>	x
	Chris James, <i>Vice Secretary</i>	excused		John Deitrich	
Grant	Gary Ranum	x	Walworth	Scott Alexander	x
	Vern Lewison	x		Dave Riek, <i>3rd Vice Treasurer</i>	x
	Robert Scallon, <i>1st Vice Chair</i>	x		Kevin Brunner	x
Iowa	Charles Anderson, <i>Secretary</i>	x	Waukesha	Richard Kuhnke, <i>2nd Vice Treasurer</i>	absent
	William G Ladewig	x		Allen Polyock	x
	Jack Demby	x		Karl Nilson, <i>4th Vice Chair</i>	x
Jefferson	John David	x		Dick Mace	x
	Laura Payne	10:17 AM		Carl Pettis	absent
	Augie Tietz, <i>3rd Vice Chair</i>	excused			

Commission met quorum.

Others present for all or some of the meeting:

<ul style="list-style-type: none"> • Mary Penn, WRRTC Administrator • Ken Lucht, WSOR • Kim Tollers, Rich Kedzior WisDOT • Forrest Van Schwartz • Jim Matzinger, WRRTC Accounting 	<ul style="list-style-type: none"> • Alan Anderson, Pink Lady RTC • Chris Long, Village of Mazomanie • Bryan Schumacher, Mid-Continental Railway Museum • Dave Constantine, State Assembly
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3. Action Item. **Certification of Meeting’s Public Notice – Noticed by Penn**
 - Motion to approve posting of meeting – Ladewig/Scallon, Passed Unanimously

4. Action Item. **Approval of Agenda – Prepared by Penn**
 - Motion to approve agenda as amended – Nilson/Alexander, Passed Unanimously

Alan Sweeney amended the agenda to move Item 15 to Item 8A.

5. Action Item. **Approval of draft October Meeting Minutes– Prepared by Penn**
 - Motion to approve draft October meeting minutes with corrections and clarifications – Mace/Gustina, Passed Unanimously

Dick Mace said he had found the bike trail discussion (starting on page 4 item 12 and continued through page 5) somewhat confusing. He said he had spoken to Mary Penn prior to the meeting and said he would be asking for clarification on the issue in question, particularly as to fences and their lengths. Karl Nilson and Gary Ranum also had minor corrections noted.

6. Updates. **Public Comment – Time for public comment may be limited by the Chair**
 Dave Constantine, State Representative from Baraboo introduced himself and said as he had never been to a meeting before, he wanted to see how things went.

7. Updates. **Announcements by Commissioners – No Discussion Permitted**
 Nilson reminded everyone of the upcoming Freight Rail Conference. Kim Tollers confirmed it was not too late to sign up. There was some discussion and clarification as to the conference location, time and hotel name.

REPORTS & COMMISSION BUSINESS

8. **WRRTC Financial Report – Jim Matzinger, WRRTC Account.**
 - Motion to approve the Treasurers Report – Gray/Krueger, Passed Unanimously
 - Motion to pay the bill – Anderson/Mace, Passed Unanimously

Jim Matzinger presented the Treasurer's Report, saying they were the typical financials. He explained project payouts. He was asked about \$39,000.00 cash on the balance sheet wherein it was discovered it was not on the balance sheet distributed. He corrected that it should be \$40,000.00 on the distributed sheet. On the income statement, Matzinger reported on revenue from WSOR, leases, permits, and interests and confirmed the amounts. He said signed leases were the only things that had changed, making reference to the WC Grunow lease. He said a second company, Lamar, had taken one of their two leased signs down so their lease amount had dropped by fifty percent. Gene Gray asked if they had been billed. Matzinger said they had and it was up to the Commission to pursue them. Mace asked about the timing of the Grunow lease and when it had stopped. Penn explained how the Lamar change came about. Allan Polyock said the Grunow sign had been used the past two years. Tollers said if the sign was in the State of Wisconsin it was the responsibility of WisDOT. Sweeney asked Tollers to investigate if it were the State's responsibility. Matzinger said there were three signs with two different leases and the Commission needed to identify where they were. Tollers asked Penn to send her copy of the Grunow lease.

Matzinger said everything was on budget and expected "no surprises" and should finish the year on budget. He said some expenses would not be incurred so the lease loss would not be significant. He added there was one bill for accounting services.

8 a. Discussion and Possible Action on 2016 WRRTC Budget – Gene Gray, WRRTC Treasurer

Matzinger presented the 2016 budget. He said the main revenue were county contributions and noted it had been steady since 2013, and had increased since Jefferson County's joining in 2014. He said Crawford County continued to repay its old dues and that WSOR lease continued to be paid and then spoke of the other smaller lease revenues. He noted that none of the fee amounts of the smaller leases (gas and signs) had been addressed since he had started. He noted that permit revenue "bounced around" and it remained conservatively at \$1800. He did not want to over budget for that. Mace asked about a seeming anomaly of \$1500.00 and in 2014 of \$6200.00. Matzinger said it was a variety of permit holders but did not know specifically what generated it.

Under expenses, things were fairly steady including management, accounting services, etc. Matzinger said the audit expense was going up and noted that Johnson Block had under billed last year. He said legal was also an anomaly last year, due to all the acquisitions in 2014. Nilson asked if the legal amount had been adjusted.

Sweeney said they were here to adjust the numbers. Gary Ranum said if 2014 was an anomaly then a legal budget of \$4,000.00 was reasonable. Gray said with four years of numbers you could take an average and smooth it out. Sweeney asked Gray if he thought \$4,000.00 was sufficient for legal expenses. Mace said he was nervous about \$4,000.00. Laura Payne asked if there was anything significant anticipated for next year. Sweeney said Green County could possibly join the WRRTC. Mace said the Waukesha CN-WSOR junction issue was still on the table.

- *Motion to raise legal expense from \$4,000.00 to \$6,000.00 – Allan Polyock/Cornford,*
 - *A show of hands "yes", 10*
 - *A show of hands "no", 10*
- *Motion failed on a tie vote*

Matzinger commented that if any changes were made in the operating budget at this point, there were \$5100.00 in expenses so if legal went up by \$2,000.00, the deficit would rise to \$3500.00 which in turn would reduce money paid out to projects. He said the Commission was collecting \$259,000.00. He said if operating expenses were short, the money for projects would drop: rail projects would drop by \$2,000.00

Nilson said if legal budget went up to \$6,000.00 but was not exhausted, the excess would go to projects. Matzinger agreed but said any dollars left over would go into savings. Nilson said if the Commission stayed with \$4,000.00 or go to \$6,000.00, the Commission would still pay Eileen Brownlee. Matzinger said if only there were \$2,000.00 left over from legal then the Commission could make a motion for it to go either to projects or to the cash balance in the reserves. Marty Krueger said this had been discussed last month and could not support the motion. He said the Commission was here to do rail projects and not employ attorneys. He said he thought the \$4,000.00 from last month was based on sound advice. Charles Anderson asked when Brownlee would bill. Matzinger said she billed at the end of the year, adding that that was for 2015. Anderson asked if they had enough to pay her from last year. Matzinger said budgets were not rolled forward. Anderson asked what they had paid last year. Matzinger pointed out what had been paid. Krueger said he believed the discussion had included \$300 and that was why it was raised to \$4,000.00.

Mace asked about bridge inspections and wanted to know how much would be paid this year. Sweeney asked Tollers to speak to the issue. She said she did not know but said Frank Huntington had suggested inspections periodically and the topic had come up when doing the acquisitions but she did not recall arbitrary bridge inspections. Ken Lucht said this was in direct relation to the Sauk City Bridge and said there had been a need for annual inspections in the past 5 years. The \$1,000.00 total came from Westbrook Associates, the bridge inspection company who had done the work in the past. Tollers agreed with Lucht and said the Sauk City Bridge was inspected more often. Nilson said that was the pier of the bridge that was blown up and said it had to be looked at every few years, noting that the last time it was inspected it had not moved.

Bill Ladewig asked if the Sauk Trail would be impacted by this bridge. Ranum asked for clarification on the bridge identified. Tollers clarified it was for the Sauk City Bridge, not the Spring Green Bridge. Sweeney asked Tollers if she saw a need for re-inspection. Lucht said he had suggested that it be inspected every 2 years, based on the past inspection report and a couple of years of flooding. He said there were no indications that the Wisconsin River was flowing harder or changing course and recommended the Commission revisit the issue in 2017.

- *Motion to remove \$1000.00 for bridge inspections from the budget – Ladewig/Mace, Passed Unanimously*

Sweeney said his only question was on the leases and Matzinger's comment about those amounts not changing. Polyock said the sign leases should be a lot more than what the Commission was getting, suggesting that \$1,000.00 a month was not unreasonable. Mace asked about the sign leases and how they were increased and whether there was language to that. Tollers said WisDOT leases were often inherited from the railroad and they went with that and reformatted only in some cases, adding that WisDOT rarely raised their rates.

Ladewig said to check with Brownlee on whether or not they could raise the rates and if so, raise them next month. Nilson said checking with Brownlee would cost more than the return in lease revenue. Tollers asked if they wanted WisDOT information on their cost for sign leases. Sweeney said yes. Mace asked who had the leases and asked Penn to share the Lamar lease with the Commission. She said she would share them. Gray said he did not see a problem with raising leases to reflect the rise in the county contribution amount. Nilson said it would cost them more to change the leases than to just go forward. Nilson suggested looking at lease amounts be an agenda item for the December meeting and Sweeney agreed.

- *Motion to approve amended 2016 proposed budget – Brunner/Ladewig, Passed Unanimously*

Ranum asked if the \$1,000.00 was not spent would it go to projects. Sweeney said yes by default.

9. Discussion and Possible Action to Approve September 2015 Treasurer's Report – Mary Penn, WRRTC Admin.

Sweeney said they had not acted on the September 2015 Treasurer's Report at the last meeting as the Commission had gotten distracted by Matzinger's presentation on finances.

- *Motion to approve September Treasurer's Report – Anderson/Cornford, Passed Unanimously*

10. Wisconsin & Southern Railroad's Report on Operations – Ken Lucht, WSOR

Ken Lucht reported that the replacement tie project on the Watertown sub was well underway. He said the Fox Lake Continuous Welded Rail (CWR) Phase 1 project between Beloit Ave and Janesville which went through the GM plant was going very well and the contractor should be completing the work in 60 days.

He spoke about the reactivation of the Sheboygan project, saying that Dec. 4th was the date that project needed to be done. He noted that this project outside of the WRRTC area. He said the line was active and they hoped to schedule the first train in mid-November. He said the customer was Bemis Manufacturing, the county's second biggest employer.

Next he reported on Illinois bridges. He said WSOR was given direction on design and engineering for three Illinois bridges. He said WSOR had consulted their legal team and reported that WSOR was on "good ground" with these bridges and noted they would be entirely funded by WSOR. He said he would report the work progress on these bridges to the Commission.

Lucht said WSOR was waiting for agreements from WisDOT on bridge agreements and also for the tie project on the Prairie sub, in which WSOR was waiting for the grant agreement. He said WSOR's priorities were the Phase 1 CWR on the Prairie sub from St. Feriole to Wauzeka and Phase 1 CWR from Waukesha to Prairie du Chien, going east towards Milton. He said WSOR was waiting for that award, as well as the grant award for the Spring Green Bridge and the award for the final Phase of CWR on the Fox Lake sub.

He said WSOR did not get the TIGER grant and apologized for the failure. He said it was the sixth time WSOR had tried and failed. He said he would present a plan for 2014 and 2015 capital projects in future, reassuring the Commission that WSOR was meeting their commitments to projects.

Lucht was asked about the Illinois bridges and which ones would be worked on. Mace asked about crossings versus tie replacements on the Waukesha sub. Lucht said WSOR was working on tie replacements. Mace asked if tie replacement were concurrent with CWR. Lucht confirmed they were, adding that there was a state tie project on the Waukesha subdivision.

Ladewig asked if WSOR would be affected by Oscar Meyer or GE closing down. Lucht said Oscar Meyer was not a rail customer. He did not know about Quad Graphics and said they did serve one of those two plants in Wisconsin.

Scallon asked about the Illinois bridges and if any other railroads used them. Lucht said only WSOR used them.

Sweeney asked if WSOR had done any major bridge work in Illinois on the Fox Lake sub. Lucht said no and said he did not know how many bridges there were.

11. WisDOT Report – Kim Tollers, Rich Kedzior WisDOT

Rich Kedzior said Rails and Harbors had reviewed their grants to date and their recommendations were going to the State Secretary of Transportation for consideration. Sweeney asked for those to be presented in December as Kedzior could not say which ones. Kedzior said he would send the press release to Penn as soon as he had it.

In reference to the Freight Rail Conference, Tollers said it was \$35.00 and pay at the door. Tollers asked Penn to forward the most recent agenda to the Commission. Sweeney listed some of the presenters for the conference.

Nilson asked if everyone knew that the former Commissioner of Railroads Rod Kuen had died. Penn said Tollers had reported it at the last meeting.

12. WRRTC Correspondence and Communications and Administrator’s Report – Mary Penn, WRRTC Admin.

Penn listed the correspondence she had received since the last meeting and updated the Commission on her administrative tasks of the past month. She said that due to a medical issue with her son she would not be attending the Freight Rail Conference after all. Polyock asked Penn if she had received a letter from a woman in Illinois in regard to a drainage issue. Penn said she had not.

13. Discussion and Possible Action on Termination of Grunow Lease – Mary Penn, WRRTC Admin.

Penn distributed the lease and a letter from Mrs. Grunow, which she had shared at last month’s meeting. The letter stated that Mr. Grunow had died two years ago and Mrs. Grunow had not had the details of the lease, nor had she been aware of the non-payment. Nilson said he would like to release Mrs. Grunow from the lease.

- *Motion to allow immediate release of the Grunow lease – Nilson/Gustina, Passed Unanimously*

Sweeney said it was not worth pursuing and Ladewig said when Mr. Grunow died, the lease ended.

14. Discussion and Possible Action for WRRTC support for a permit to locate the Village of Mazomanie’s Lake Marion Path on the ROW under the USH 14 bridge and concurrence for the sale of a portion of an extra width parcel near Cramer Street in the Village of Mazomanie – Kim Tollers, WisDOT, Chris Long, Lead Engineer, Village of Mazomanie

- *Motion to support the permit to locate in the ROW and concurrence of the sale of a portion of an extra width parcel near Cramer Street in the Village of Mazomanie- Krueger/Brunner, Passed Unanimously*

Tollers said this item was a follow-up to last month’s meeting and said Chris Long would present. Long gave a power point presentation to the Commission, providing a brief background on the project. He said the project was a 290’ trail connector linking downtown Mazomanie to the Village’s Lake Marion Park with the principal benefit of increased safety for bikers and pedestrians as it would provide a safe route away from the railroad tracks. He said the Village had been talking with WISDOT and WOSR about this for several years and now hoped to construct in 2016.

Mace asked about the visuals as presented and what they showed. He received confirmation that the fencing under the viaduct was in the Town of Mazomanie. Long said the property itself was owned by the State, adding that the Town supported the project.

Long showed the pertinent points on the visual, pointing out the Wolf Run Trail which picked up at Crescent Street. He said the proposed trail was independent of Wolf Run. Mace said that last month’s minutes had not been clear. Long said the permit they were pursuing for this project would reference an agreement to place an impervious fence to prevent access of Wolf Run Trail users from crossing the railroad to the project trail.

Long proceeded through his power point, explaining the project via the visuals, explaining how the trail would connect. Mace asked about some private properties shown. Long said they were acquiring easements from these private property owners and listed other easements necessary to get access. Nilson asked if platted portions were paved. Long said the trail would be paved and would be the only development in the area. He said it would be 8’ wide with 1’ gravel shoulders. Long said the trail would be built and maintained by the Village and pointed out the route of the trail as it progressed. Long said when the trail came into the corridor, there was a volunteer trail and the proposal was to bring that trail up and along a trail embankment outside of the railroad right of way (ROW) and between the County Highway KP ROW. He said the volunteer trail was along the railroad and it was this trail that would be eliminated by having the new trail pass 25’ higher up the embankment.

Long gave additional details on the pass under the viaduct, saying as the user approached or left the highway, the trail would be protected by a 10’ angle topped fence, cut and fill with a retaining wall, and this would all have to be approved but said the Village had had preliminary meetings with WDOT on this. He noted on the other side would be a 10’ angle top fence and cut and fill with retaining wall. He said the actual incursion was 201’ but the fence would be extended further on for additional safety. Long explained the run of the trail and its location in relation to the abutment, saying that fencing and abutments would be used to give safety to users.

Long said the fencing would control traffic and the grade up the embankment was fairly gentle. Nilson expressed doubt that cyclists would not continue to use the “volunteer” trail. There was confirmation that the fence would be on average 25’ from the railroad.

Long pointed out 2900’ of excess ROW. He said a property owner in the area had refused an easement and explained how the project avoided this property as a result. He said it was roughly an 11’ wide strip. Long pointed out another fence that would prevent users from coming out of one trail, accessing the railroad, and getting to the other trail. He said the materials and fencing and other materials would be referenced in the permit from WisDOT.

Ladewig asked about policing of the trail. Long said it would be maintained and policed by the Village. Ladewig asked for clarification on whether it was owned or transferred to the Town from the Village. Nilson asked about the road by the non-cooperative property owner and if that led to a path. Long said this was the excess ROW but was not on the private property of the private landowner in question. He said there was a strip of excess ROW and what was they were seeking to acquire from WisDOT would give them the room for the trail. Lucht said the Village had done a good job of doing this and working with the railroad on it. He said WSOR saw a pinch point but this project should remove it. Lucht said there needed to be language in the permit that would allow additional fencing for other trespassing points and also the potential for a new crossing in the future. Tollers said WisDOT was in concurrence with the project to help address trespassing and the issue of users accessing the track to get to the Lake Marion Park. As far as selling an extra piece of ROW, she said it did not serve the railroad at all and WisDOT was fine selling it as it would help relieve liability to the railroad and was a logical way to proceed.

Sweeney asked if construction issues had been addressed. Tollers said WisDOT had confirmed, adding that the Village was working on this and WisDOT was ok with where and how the trail will be handled by Mazomanie.

Anderson asked for some clarification on the length of fence. Kevin Brunner said this seemed like a well thought out and well addressed project. He asked if all the permit issues had been worked out. Tollers said not yet but would be. Krueger said he had made the motion based on WSOR and WisDOT having no problem with the project. Long said they were discussing contingency ideas. Tollers said the extra fence was a great job on the part of the Village and praised their efforts which addressed a safety problem. Mace expressed his appreciation of the presentation as it had answered a number of his concerns from the last meeting.

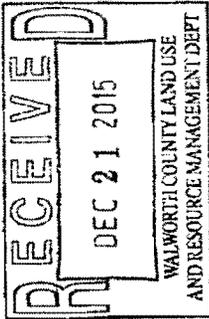
15. Discussion and Possible Action on Proposed Donation of Rail and OTM to Mid-Continent Railway Museum from MG&E site in Madison, WI – Ken Lucht, WSOR

Lucht said he had asked for this item and said there was a project proposal between MG&E, Mid-Continent, and WSOR to possibly donate some rail infrastructure but at this point the agreement was not completed. He anticipated it would be ready by December. Lucht said in concept MG&E had some rail and some portion of property in the City of Madison that was unused. He said WSOR was ok with some rail donation of two blocks worth. He said some of the rail identified was still part of WSOR's active system. Bryan Schumacher of Mid-Continental spoke and said the museum would like to ask that any rail available be donated. He then gave an explanation of the museum, noting that they were still recovering from flooding in 2008 and as a result of dropping ridership. He said a donation of rail would be helpful in replacing the old 60 lb. rail of their main line. At this time the museum could not afford to purchase replacement rail. He explained the mission of the museum and thanked the Commission for their time. Sweeney confirmed this would be an action item in December.

16. Action Item. Adjournment

Motion to adjourn at 11:31 AM – Cornford/Gustina, Passed Unanimously

HONEY LAKE PROTECTION AND REHABILITATION DISTRICT



BOARD OF COMMISSIONERS

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

JUDITH CORRELL: SECRETARY; (re-elected for 3-year term, 8/24/14)

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.

DEC. 15, 2015, MONTHLY MEETING

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

Also in attendance: Shelley Hildebrandt, a District resident interested in applying for the unused portion of Judith Correll's term as Secretary, who announced her retirement effective 1/1/16.

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

Secretary Correll read the minutes of the Nov. 17, 2015 meeting which were subsequently approved. Treasurer Kolosso read the Nov. 2015 Treasurer's Report which was subsequently approved. (Copies of minutes and Treasurer's report attached.)

Old Business:

Chairman Lutz reported that cleanup of the District's area had been completed, with some degree of trimming being left for next Spring due to the high water level at this time. All garbage cans have been put away with the exception of one which will be taken care of shortly.

Examination of the leaking defective flume pipe between Honey Lake and Del Monte lake has shown that the "defect" is not merely a leak at the welded area. There is an area which is rusted out. To correct, this will require the removal of about a three (3) foot segment of the 2 ft. dia. cast iron pipe. Motion made and accepted to approve the repairs to be made at the quoted cost of \$1,050.00. Work will be done next Spring before the Lake level is raised.

Mr. Kordus has been out of the area on other work-related items, so one of his assistants was questioned relative to the necessary repairs to County Lind Blvd. (reported in several previous reports). Chairman Lutz stated that no "patching" is to be done to correct.....much more re-paving will be needed. Work will be done next Spring.

Chairman Lutz spoke with Matt Slavin, the 14 year old who has been doing some of the lighter maintenance work in the District since earlier in the year. It was explained that he would not be re-hired for next year since someone older is needed who can drive and handle motorized equipment. Two young sons, both in their early 20's, previously noted as working at Alpine Valley, living with their Mother, a District resident, have expressed interest in doing this needed work, so they will be employed next season.

Comm. Weinkauf asked if the previously-reported vandalism to a District's shed (located in the Racine County portion of the District), had been reported to the Village of Rochester or

Racine County. Chairman Lutz indicated that he did not report it for he felt that the damage was too minimal. Comm. Weinkauff said that he would report it to the Deputy Sheriff nonetheless. On that note, Weinkauff advised that Cindy Milam, Racine County Deputy Sheriff, who has upon occasion attended these meetings, has been diagnosed with having a form of cancer..(type and location unknown to Mike, who said that it was diagnosed at the time of the recent delivery of her child.) Cindy has still been working, but only on a reduced schedule of 2-3 days per week.

New Business:

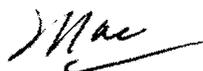
Some discussion held on the subject of filing some District files in the Village of Rochester Hall. More discussion to be held on what will and what might not be filed there.

Chairman Lutz indicated that Shelley Hildebrandt (a District resident, present) had agreed (with degree of apprehension) to replace retiring Comm. Judith Correll as Secretary, for the un-used balance of her term, (ending at the Annual Meeting in August, 2017). If approved. Motion made, and subsequently approved. We all agreed to give Shelley all the assistance needed until she felt comfortable with the job. Chairman Lutz, also proposed that the District compensate Judith Correll for whatever time she would spend assisting Shelley until she was comfortable with the duties. That proposal was approved. Chairman Lutz also suggested that the District send Shelly to next year's Wisconsin Lake's annual meeting so that she would benefit from all of the educational presentations and learn more about what the Lake Districts are involved with. Those of us who have attend these meetings in the past readily agreed.

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 12/16/15

HONEY LAKE

Protection and
Rehabilitation District

P.O. Box 565

Burlington, WI 53105



COMMISSIONER'S MEETING
ROCHESTER VILLAGE HALL
300 W. SPRING ST.
Dec. 15, 2015 @ 7:00 P.M.

AGENDA

Call the Meeting to Order

Secretary's Report: Nov.17, 2015

Treasurer's Report: Nov. 2015

OLD BUSINESS

1. Reports
2. Lake Project
3. Drawdown Repairs

NEW BUSINESS

1. Flume Pipe Repair
2. Commissioner Appointment
3. Monthly Bills

ADJOURN

HONEY LAKE

Protection and
Rehabilitation District

P.O. Box 565

Burlington, WI 53105



Commissioner's Meeting
November 17, 2015

Chairman Lutz called the meeting to order at 7 P.M. at the Rochester Village Hall. Commissioners present were John Lutz, Judith Correll, Joseph Kolosso, Donald Trimberger and Robert McIndoe.

The minutes of the October 20, 2015 meeting were read. Chairman Lutz had one correction regarding the pad of cement that Gary Schumacher had put down is not on district property. A motion to approve the minutes with the correction was made by Robert McIndoe, seconded by Donald Trimberger and carried.

The treasurer's report was read. A copy is attached. A motion to approve the report was made by Robert McIndoe, seconded by Donald Trimberger and carried.

OLD BUSINESS

Walworth County requested information on the pay scale of the commissioners. Chairman Lutz sent the information to ^{SHERIL} Cheryl Oldenberg today. She is the head of the Walworth County Land Use and Resource Management Department.

Jeff Johnson will do the fall clean up as the weather permits, which will include the brush cutting and weed whacking between the fences of the dam and the drawdown device. They will also look at the leak in the flume pipe. He will check what is needed to repair the drawdown device and will replace the boards on the bridge by the dam.

There was vandalism at the shed. The padlock was cut off and the hasp was broken off. Chairman Lutz replaced these items.

There has been no word from Mr. Kordus regarding the fixing of County Line Blvd.

Ken ~~Mosler~~^{Rosser} cut the thistles on the dike and berm for the final time this season.

There are some old metal tables by the shed. Chairman Lutz will contact a scrap dealer to take them away.

NEW BUSINESS

BILLS SUBMITTED AS FOLLOWS:

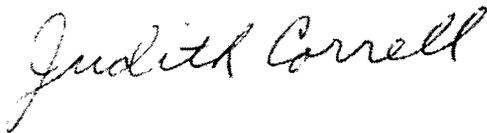
Comm. Comp.	John Lutz	\$200.00
" "	Judith Correll	\$175.00
" "	Joseph Kolosso	\$175.00
" "	Donald Trimberger	\$ 25.00
Cutting Edge Lawn Maintenance	Mowing on 10-6	\$145.00
Custom Grading, Inc	Apply recycled asphalt on road by Del-Monte Lake	\$325.00

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

Judith Correll put in her resignation after 21 years on the board. Judy's resignation is effective January 2016.

A motion to adjourn, subject to recall, was made by Donald Trimberger, seconded by Robert McIndoe and carried at 7:42 P.M.

Respectfully submitted



Judith Correll, Secretary

HLPRD

Honey Lake Protection & Rehabilitation District

Treasurers Report

November 2015

Joseph Kolosso

Treasurer

Honey Lake Protection and Rehabilitation District
Regular Checking-November 2015-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>
			Starting Balance			\$19,087.76
11/1/2015	4350	Snow Solutions LLC	Roads Snow Plowing Contract 13 of 18	\$6,000.00		\$13,087.76
11/17/2015	4351	Cutting Edge Lawn & Landscaping	Beaches, Parks & Trees Mowing 10/6	\$145.00		\$12,942.76
11/17/2015	4352	Custom Grading Inc	Recycled Asphalt and Application to Nevada Ave by Del-Monte Lake Rochester Road Fund	\$325.00		\$12,617.76
11/17/2015	4353	John Lutz	Commissioners Compensation	\$200.00		\$12,417.76
11/17/2015	4354	Judith Correll	Commissioners Compensation	\$175.00		\$12,242.76
11/17/2015	4355	Joseph Kolosso	Commissioners Compensation	\$175.00		\$12,067.76
11/17/2015	4356	Donald Trimberger	Commissioners Compensation	\$25.00		\$12,042.76
11/30/2015	Deposit	Chase Bank-Interest	Interest		\$0.12	\$12,042.88
11/30/2015			Ending Balance			<u>\$12,042.88</u>

Honey Lake Protection and Rehabilitation District
Payroll Checking-November 2015-For Fiscal Year 2015-2016

<u>Date</u>	<u>Number</u>	<u>Transaction</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
11/1/2015		Starting Balance			\$6,990.71
11/3/2015	1292	Mathew Slavin	\$101.58		\$6,889.13
11/29/2015	1293	Mathew Slavin	\$73.88		\$6,815.25
11/30/2015	Deposit	Chase Bank-Interest		\$0.06	\$6,815.31
11/30/2015		Ending Balance			<u>\$6,815.31</u>

Honey Lake Protection and Rehabilitation District
Non-Lapsing Fund-November 2015-For Fiscal Year 2015-2016

<u>Date</u>	<u>Number</u>	<u>Transaction</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
11/1/2015		Starting Balance			\$75,012.74
11/30/2015	Deposit	Chase Bank-Interest		\$0.63	\$75,013.37
11/30/2015		Ending Balance			<u>\$75,013.37</u>



Special Meeting
5:45 p.m. Monday December 14, 2015
Town Hall
N9330 Stewart School Road
East Troy, Wisconsin

AGENDA

1. Call To Order.
2. Sign-In/Introductions:
 - Commissioners: Barry Bonneau Chairman, Christine Celley Treasurer, Bob Rice Secretary
Jerry Kozik Town of East Troy Appointed Representative, Joyce Reed Walworth County
Appointed Representative
3. Resolutions:
 - Update and vote to change resolution 15-6 so that the District may apply for grants
4. Public Comments:
5. Adjourn.

Minutes of the 2015 Special Meeting of the Potter's Lake Protection and Rehabilitation District held Monday December 14th, 2015 at Town Hall, East Troy, Wisconsin.

Present: Commissioners Barry Bonneau, Jerry Kozik, Christine Celley and Robert Rice. There were also 2 constituents from the district in attendance as well.

Chairman Bonneau called the meeting to order at 5:45 pm

Commissioners gathered at the town hall to discuss amending resolution 15-6. The resolution in its current form allows the district to seek grants but the bottom paragraph states "Further resolved, that the final approval of any such grants offered the District shall be made by the Electors at the districts Annual Meeting." This last paragraph limits our ability to accept the grants that we apply for taking us out of the running altogether. After some discussion it was resolved that this last paragraph be eliminated in its entirety. A motion was made and approved by all. Barry will sign the amended resolution and submit to the DNR with our grant application.

Bob reported that the Clean Boats Clean Waters grant that we applied for was granted and will cover 75% of the payroll up to a \$4,000 payout.

There was no further discussion and the meeting was adjourned at 6:10pm

Respectfully submitted,

Robert C Rice
Secretary

HONEY LAKE PROTECTION AND REHABILITATION DISTRICT

BOARD OF COMMISSIONERS

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

JUDITH CORRELL: SECRETARY; (re-elected for 3-year term, 8/24/14)

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.

Nov. 17, 2015, MONTHLY MEETING

Present: Lutz, McIndoe, Kolosso, Correll, Trimberger

NOV 20 2015

Absent: Weinkauf

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

Secretary Correll read the minutes of the Oct. 20, 2015 meeting which were subsequently approved. Treasurer Kolosso read the Oct., 2015 Treasurer's Report which was subsequently approved. (Copies of minutes and Treasurer's report attached.)

Old Business:

Chairman Lutz reported that Walworth County had requested info regarding those members of the District Board who were paid. He gave the County that data along with the info that the last increase was in August 2012. Comm McIndoe is the only Board member who is not compensated by the Board, being paid by Walworth County for meetings attended.

Jeff Johnson will do some "clean up" after the rain stops and, by the end of the month, will lift the boards to permit reducing the Lake level. He will also prepare a quote for the weld repair of the leaking flume pipe between Honey Lake and Del Monte Lake.

Short discussion held regarding proposed concrete work required in the future around the draw down device.

Jeff Johnson will also be replacing approx. 4 boards on the bridge in the dam area.

Chairman Lutz indicated there had been some more vandalism...this time on the storage shed area where the padlock had been cut.

Nothing further has been heard from Bob Kordus relative to the "reworking" of County Line Blvd. as documented in past reports.

New Business:

District park is in good shape, per Chairman Lutz.

Kathy Morgan has indicated that her two sons, who delivered the bags of sand from Alpine Valley and who spread the sand on the North Beach have indicated an interest in possibly doing maintenance for the District. Both currently do maintenance on the Alpine Valley golf course during the Summer. Chairman Lutz will follow up with them next Spring to determine if

they are still interested. Employing them would give the District an advantage over the 14 year old currently doing that work because they have driver's licenses.

Judy Correll submitted her notice of resignation (copy attached) as Secretary, effective Jan. 2016, after having served in that capacity for 21 years. Judy, a widow, is going to be re-married and will then be moving out of the District. There is a resident of the District who has expressed an interest in applying for the position and who has attended the last two meetings. Chairman Lutz indicated, however, that this individual's interest may be waning because she mentioned she does not drive during very snowy weather. Several of us indicated that we would have no problem driving her to and from the meetings should that be necessary. Chairman Lutz and Secretary Correll will discuss further with the potential applicant.

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 7:40 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'R. McIndoe', with a horizontal line underneath.

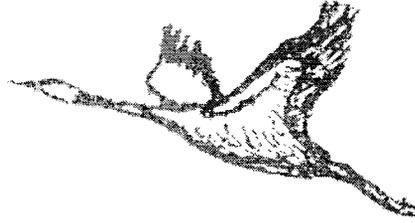
Robert E. McIndoe 11/18/15

HONEY LAKE

Protection and
Rehabilitation District

P.O. Box 565

Burlington, WI 53105



NOV 20 2015

COMMISSIONER'S MEETING
ROCHESTER VILLAGE HALL
300 W. SPRING ST.
Nov. 17, 2015 @ 7:00 P.M.

AGENDA

Call the Meeting to Order

Secretary's Report: Oct. 20, 2015

Treasurer's Report: Oct. 2015

OLD BUSINESS

1. Reports
2. Lake Project
3. Drawdown Repairs

NEW BUSINESS

1. Flume Pipe Leak
2. Monthly Bills

ADJOURN

HONEY LAKE

**Protection and
Rehabilitation District**

P.O. Box 565

Burlington, WI 53105



Commissioner's Meeting

October 20, 2015

Chairman Lutz called the meeting to order at 7 P. M. at the Rochester Village Hall. Commissioners present were John Lutz, Judith Correll, Joseph Kolosso, Robert McIndoe, Donald Trimmerger and Michael Weinkauf.

The special called meeting from Aug. 23, 2015 that followed the annual meeting to assign positions to the commissioners was read. A motion to approve the minutes was made by Michael Weinkauf, seconded by Robert McIndoe and carried.

The minutes of the September 15, 2015 meeting were read. A motion to approve the minutes was made by Michael Weinkauf, seconded by Robert McIndoe and carried.

The treasurer's report was read, copy attached. A motion to approve the report was made by Robert McIndoe, seconded by Michael Weinkauf and carried.

OLD BUSINESS

Kathy Morgan's sons did spread the bags of sand from Alpine Valley on the North beach.

The burr bushes on the South beach have been removed.

There has not been any word from the building inspector regarding the garage that was built on W. Lakeshore Drive.

Bienemann Tree Service did honor the contract for trimming and removal of some trees in the park, grinding the stumps out, seeding the area and they did a very good job. There are a couple of branches hanging over the shed that Bienemann will take care of also.

Oct. 20, 2015 Page 2

Jeff Johnson is going to take care of the brush behind the fences by the dam. He will do this when he does the fall clean up.

Bob Kordus stopped by Chairman Lutz's house and Chairman Lutz showed him pictures of the problem on County Line Blvd. Mr. Kordus assured Chairman Lutz that this problem would be resolved before winter.

We will put the problem with the drawdown device on hold till spring. Jeff Johnson will act as the general contractor for this project. We will try to stop the leak and try to get it done before the lake freezes.

NEW BUSINESS

There has been vandalism on the South beach. A picnic table was thrown into the creek by the flume pipe. There was also damage to the shelter. Chairman Lutz went over to take pictures and noticed that the flume pipe is leaking through a weld. Chairman Lutz talked to Jeff Johnson regarding fixing the weld. Jeff just hired a certified welder so he can fix the leak.

Gary Schumacher removed the picnic table for us. Chairman Lutz asked him if he would pick up the other tables and put them over by the shed for the winter. The district will pay him.

Michael Weinkauff asked about the pad of cement that Mr. Schumacher put on district property. Right now there is a car lift on the pad.

Matt Slavin has slowed up on working now that school has started. Chairman Lutz had a project that Matt did not get done which was removing thistles on the berm. Next spring we will get some weed killer and spray the area. Discussion took place as to the method of spraying.

Chairman Lutz received a questionnaire from the insurance company and went through some of the questions.

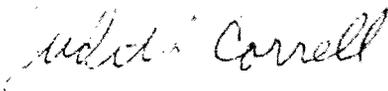
BILLS SUBMITTED AS FOLLOWS:

Comm. Comp.	John Lutz	\$ 200.00
“ “	Judith Correll	\$ 175.00
“ “	Joseph Kolosso	\$ 175.00
“ “	Donald Trimberger	
“ “	Ann. Meet. and Sept. meet.	\$ 50.00
“ “	Michael Weinkauf	\$ 25.00
Cutting Edge Lawn Maintenance	Mowing 9-21-15	\$ 145.00
Bienemann's Quality Tree Service	Tree removal contract	\$1,975.00
John Lutz – Reimbursement	2 keys made at Reineman's	\$ 3.97

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

A motion to adjourn, subject to recall, was made by Robert McIndoe, seconded by Michael Weinkauf and carried at 7:40 P. M.

Respectfully submitted,



Judith Correll, Secretary

HLPRD

NOV 20 2015

Honey Lake Protection & Rehabilitation District
Treasurers Report
October 2015

Joseph Kolosso

Treasurer

Honey Lake Protection and Rehabilitation District

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

<u>Date</u>	<u>Number</u>	<u>Transaction</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
10/1/2015		Starting Balance			\$7,794.18
10/3/2015	1289	United States Treasury 941	\$207.14		\$7,587.04
10/18/2015	1290	Mathew Slavin	\$106.20		\$7,480.84
10/31/2015	1291	Kenneth Moser-Man & Machine	\$490.19		\$6,990.65
10/31/2014	Deposit	Chase Bank-Interest		\$0.06	\$6,990.71
10/31/2014		Ending Balance			<u>\$6,990.71</u>

Honey Lake Protection and Rehabilitation District

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

<u>Date</u>	<u>Number</u>	<u>Transaction</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
10/1/2015		Starting Balance			\$75,012.15
10/31/2015	Deposit	Chase Bank-Interest		\$0.59	\$75,012.74
10/31/2015		Ending Balance			<u>\$75,012.74</u>

Honey Lake Protection and Rehabilitation District

Regular Checking-October 2015-For Fiscal Year 2015-2016

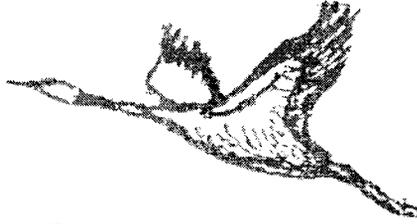
<u>Date</u>	<u>Number</u>	<u>Transaction</u>	<u>Category</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
10/1/2015			Starting Balance			\$27,217.16
10/10/2015	Deposit	Landmark Co-op	Dividend		\$19.37	\$27,236.53
10/16/2015	4341	Bienemann's Quality Tree Service	Trim Trees & Brush back on Spring Prairie Roads	\$5,400.00		\$21,836.53
10/16/2015	4342	Bienemann's Quality Tree Service	Beaches, Parks & Trees Remove 2 dead pine trees & stumps, raise up 24 or so trees	\$1,975.00		\$19,861.53
10/20/2015	4343	Cutting Edge Lawn & Landscaping	Beaches, Parks & Trees 9-21 \$145	\$145.00		\$19,716.53
10/20/2015	4344	John Lutz	Commissioners Compensation	\$200.00		\$19,516.53
10/20/2015	4345	Judith Correll	Commissioners Compensation	\$175.00		\$19,341.53
10/20/2015	4346	Joseph Kolosso	Commissioners Compensation	\$175.00		\$19,166.53
10/20/2015	4349	Donald Trimberger	Commissioners Compensation	\$50.00		\$19,116.53
10/20/2015	4348	Mike Weinkauf	Commissioners Compensation	\$25.00		\$19,091.53
10/20/2015	4347	John Lutz-Reimburse	2 Keys from Reineman's	\$3.97		\$19,087.56
10/31/2015	Deposit	Chase Bank-Interest	Interest		\$0.20	\$19,087.76
10/31/2015			Ending Balance			<u>\$19,087.76</u>

HONEY LAKE

Protection and
Rehabilitation District

P.O. Box 565

Burlington, WI 53105



NOV 20 2015

Nov. 17, 2015

To the commissioners of the Honey Lake Protection and Rehabilitation District.

This letter is to inform you that I am resigning as a commissioner on the Honey Lake

Protection & Rehabilitation District Board of Commissioners effective Jan. 2016.

After 21 years on the board it is time for me to move on and let someone new take over.

Judith Correll

Judith Correll, Secretary

HLPRD



WHITEWATER-RICE LAKES MANAGEMENT DISTRICT

P.O. Box 301
Whitewater, WI 53190



MINUTES November 12th, 2015

The November 12th, 2015 Whitewater/Rice Lakes Management District board meeting was called to order by chairman Rich Charts at 6:00 PM. Board members present were, Ernie Roy, Brad Corson, Larry Brady, Chuck Chamberlain, Jerry Grant Walworth County Supervisor, and Norm Prusener Town Representative.

Absent- None

Standing Teams Present – Dave Celven

Standing Teams Absent - Tom Potrykus, Tom Ganfield

Guest Present: Gerhard Stegemann, Theresa Stegemann

Clerk Present: Susie Speerbrecher

ADMINISTRATIVE

A motion to approve the agenda was made by Jerry and seconded by Chuck. Motion Carried

A motion to approve the October 8th, 2015 minutes as presented was made by Jerry , seconded by Ernie. Motion Carried.

Public Input – None

COMMISSIONER REPORTS

Secretary – Correspondence – Rich received a letter from Walworth County asking for information about our lakes. Rich will fill out the enclosed form asking for lake acreage, paid salaries, and lake initiatives. He will report control of invasive plants, bog removal, and wildlife management. Ernie discussed the Lake Management Plan that needs to have in place by the end of 2015 in order to apply for permits and grants.

Finance – Brad reviewed the October expense handout, commenting that he had not received any invoices from JNT Marina in the last two weeks and that his start up advance dollars have been paid back. Expenses totaled \$16,891.04. Brad motioned to accept the expenses as presented and seconded by Larry. Motion Carried. Brad continued his report saying the year could end with approximately a \$6000 surplus. The 3 year Storage Contact has been signed. He has filed the 2016 budget with the Wisconsin Department of Revenue and provided Richmond and Whitewater townships our budget information for their tax preparation.

Weed – Larry reported he has filed his annual report with the DNR. Chuck and he attended a seminar held at Aquarius which was very educational. GPS units were discussed in depth.

Chemical – Ernie reported he forwarded the water quality report received to Tom Ganfield.

Bog – Rich reported the bog removal ended abruptly mid-week of the last scheduled week.

Equipment – Chuck reported he arranged for Mannis Transport to deliver the new transport barge back to Aquarius for various repairs. Aquarius will store the transport over the winter. Prior to storage Chuck will inspect the repairs that were completed. Chuck asked Brad for a check to order the Fee Collection Boxes as our grant money will not be arriving for several weeks. Brad will issue a check for \$2943. The boxes will be delivered to the Town Hall and stored there over winter.

Wildlife Management – Dave reported he is working on filing the final paper work with the Wildlife Federal Agency.

Fish – In Tom's absence Ernie reported 2000 walleye were stocked in Whitewater Lake. Tom is suggesting the legal length of walleye and northern be extended by a couple inches. An ordinance may have to be put in place to achieve this change.

Safety – No report given.

Water Quality – Rich reported that Terry Anderson has volunteered to work with Tom on taking water quality readings and he offered his boat to use.

2015 Schedule – On track

Audit – No report

AIS – Jerry reported he is working to revamp the schedule for 2016.

OLD BUSINESS – Healthy Lake Initiatives – Rich announced that Gerhardt and Teresa Stegemann will assist the board with this program, organizing, and educating residents how beneficial this grant program can be for them. The board remains as a sponsor/facilitator only.

NEW BUSINESS – Harvesting Bids – Brad reported no bids were received prior November 6th, 2015. Brad motioned to review the bid that was submitted after November 6th, 2015 and prior to the November 12th 2015 6PM board meeting. Seconded by Larry. Motion Carried. This bid was hand delivered on November 12th, 2015 at 12PM by an employee of JNT Marina. The bid was reviewed by the board. A 10% increase was submitted in the bid. Brad recommended the bid not be accepted as submitted. Brad motioned the bid be tabled for 30 days in order that due diligence be done by the board and report back at the December 10th 2015 board meeting. Seconded by Jerry. Motion Carried.

OTHER BUSINESS - None

Next Meeting: December 10th, 2015 at 6:00 PM

Ernie motioned to adjourn the meeting. Seconded by Larry. Motion Carried. Meeting Adjourned at 7:27 PM.

Respectfully submitted Susie Speerbrecher, Clerk

Minutes of the 2015 Special Meeting of the Potter's Lake Protection and Rehabilitation District held Monday, November 9th, 2015 at Waukesha DNR Office.

Present: Commissioners Barry Bonneau, Jerry Kozik, MaryJo Jones, and Robert Rice

Presenters: Kathy Aron and Heidi Bunk

Chairman Barry Bonneau called the meeting to order at 3:30 pm

Commissioners gathered with Heidi Bunk and Kathy Aron in Waukesha at the DNR office to go over options for a future whole lake treatment as well as grants that could help us fund the project. Kathy opened the meeting and gave an overview of the condition of the lake and commented on the prior whole lake treatments done in 1997 and 2004 & 2005. The milfoil is again starting to take a strong hold and covering more area of the lake. Next year we will be doing water quality monitoring and another plant survey. The district would like to do another whole lake treatment as we have been doing spot treatments since 2005 and the areas being treated are increasing in size. Kathy proposed doing a whole lake treatment in 2017 and the district would continue its monitoring program along with the Clean Boats Clean Waters. Jerry asked why we would have to wait till 2017. Heidi said that if we did a whole lake treatment the permit would require a year of survey data before we treated and minimize chemical treatments the year before mainly relying on harvesting. Bob asked about grant money and if it is available every year or if this was something that became available for this year. Heidi said that the grants are available each year. The first grant would be a planning grant due Dec 10th the next would be an implementation grant due Feb 1st. The planning grant would help to cover the cost of the plant survey and planning of a large scale treatment. Heidi stated that the definition of a whole lake treatment now reads 10% or more of the lake size. Bob asked what the difference is in the whole lake treatments we have done in the past and what is being proposed. Our current permit has allowed us to treat milfoil in any area of the lake and treatments of around 50 acres have been approved in recent years. Kathy said what we have been applying for recently has been for management issue and to target the milfoil but essentially we would not be treating the whole lake. Heidi said that she has not treated our issued permits as whole lake treatments and allowed us to manage the problem without going through the protocol of a whole lake treatment. However once you apply for grant assistance you have to follow protocol. Bob asked about the chemical treatments we have been doing each spring and fall and noted the level of success in the Sonar treatments that were done in 1997 and 2004 & 2005. The Sonar treatments seemed to have worked to control the problems for about 3 years. The current 24D that we have been using masks the problem for a few months and then we have to treat again. Currently we have about 50 areas that we treat twice a year that is decaying on the bottom of the lake. If we were able to use Sonar it would cut that matter down to 1/6th of what we are currently doing. Heidi commented that when we did the Sonar treatments it also affected other natives on the lake for a period of time. Barry commented that the data shows that the natives we had in the lake are still there and more abundant than they were back then so if you focus on a small time frame the DNR is correct but the bigger picture shows that the natives are better now than they were before the use of Sonar. Heidi commented about the angry calls that their office was receiving from fisherman because of the lack of vegetation in the lake. Barry asked if that was due to Sonar or the whole lake treatment in general. Heidi stated that it was due to the Sonar and dosage. Bob asked if the complaints were coming from lake residence or other people who were using the lake. Heidi commented that they came from fisherman who are a large part of their customer base and guessed that many of them did not live on our lake. The lake is public waters and they manage for all users. DNR will not approve Sonar the way it was used in the past but they may use another formulation of it. There are 4 lakes that they have experimented with and the DNR will analyze the data on those lakes once it becomes available which should be sometime next year. Bob commented on the data from past treatments and our cooperation with the DNR and how could we expect different results from a whole lake treatment than what we have experienced with the 24D being used to spot treat? Heidi said that Kathy could explore

challenge testing which is a way you can test the particular plants in a lab from Potters Lake as there are many different strains of Milfoil. Barry asked if the chemical company's wouldn't have already done that testing and was told not on Potters Lake plants that there are many different plants and not all plants are created equal. Bob asked if there was data available from similar lakes to ours that we could use as a guide. Heidi agreed that the 24D treatments we have done in the spring and fall have not gotten us the long range results that we desire. Heidi said that she is not saying no to a Sonar mix in the future but she needs to see the results of the 4 lakes that used the Sonar mix before allowing other lakes to do the same. Barry asked about the grant money and what the odds are about getting a grant. We are only aware of one other lake in our area that has received grant money with most of the money going to Northern Lakes. The grant can be up to \$150,000 and funds 75% of a project. Heidi stated that it is a competitive program. Kathy said that one of the options is to do business as usual and apply for a planning grant to help with the survey and plan update that we will need for next year anyway and then wait to see what results come in from the other lakes and then determine if we should apply for a invasive species grant. Bob commented on the existing growth of the milfoil that was on the lake in late October and no fall treatment was done. He voiced concerns over being able to control the current growth next year only using a harvester at an estimated cost of \$10,000 per month. He commented on the Clean Boats Clean Waters program and the training to pull the weeds off the trailers to prevent floaters from establishing but what is going to happen to all the floaters when we try and control the milfoil for an entire season without the use for chemicals. Kathy asked if we could do the same amount of treatment next year and still do a whole lake treatment in 2017. Barry pleaded with Heidi to give us the parameters of the program so that we as a board could decide how we would like to move forward. Bob stated that his obligation was to the home owners and the district has spent its own money for the upkeep and maintenance of the lake. Heidi said that there is a lot of competing interests and she has been yelled at by someone for decisions made on the lake. Barry said that the DNR is the gate keeper and that we would like to establish some common ground that we can take back to our constituency. Our responsibility is to be good stewards.

Heidi commented and set some parameters. We have a harvesting permit that expires the end of 2016. We will need to do a plant survey in order to get another multiple year harvesting permit. The best time to do that survey would be summer of 2016. The grant program for planning is due Dec 10th and could help with that. We could also do things to help us to do a whole lake proposal in 2017 (more genetic testing, challenge testing, enclosure testing, and spot treatments in the field) this is not required. The planning grant is 67% 33% cost share with up to \$25,000. The last plant survey was done in 2008 and 2013. Natives plants were discussed and we have a healthier does now compared to before the whole lake treatments. Rooting depths were talked about and are not as deep now then they were after the whole lake treatment. Kathy talked about which path might be best, the whole lake with or without the grant. Kathy asked what percentage of the lake we would be able to treat the year prior if we went the grant route. Heidi said it would be limited to less than 10%. Bob commented on the condition of the lake this fall and asked if we could do business as usual next year and treat as we have in the past, wait for the data to come in from the other test lakes and then do a whole lake treatment in 2018. Bob asked if there were any chemicals besides 24D that have been used in other lakes with success that may be a possibility for our lake. Heidi said there are many different formulations that companies have come out with and she is open to looking at them. Kathy asked if we did not use the grant if we would be able to use our current 100+ point survey instead of adopting the new 200 point survey. Bob asked what the cost of the treatment is and how much money we would be leaving on the table if we funded it ourselves as opposed to using the grant and those guidelines. Barry also said we need to factor in that we may not even get grant money. Heidi said that it is her job to help us position for the grant money. We do get points for coming in and meeting with Heidi, for Clean Boats Clean Waters, and past work on watersheds (farmer Ken). Jerry asked what the maximum number of points are for a grant and where we were on the point scale. The maximum number is 36. There are different levels of grants less than \$10,000 and \$10,000 to \$25,000 category. Bob asked Heidi about her willingness to allow us to treat the lake next year as we have in the past...she agreed that we could for next year if we wanted but said that she would like to change it up in the future. Kathy said she wants to move forward with the survey and plan and have the board decide if they want her to use the 100 point or 200 point survey. Bob asked about the cost difference and if we

would be saving any money or if we received the grant would it just be covering the difference in what we needed to do to apply for the grant. Bob asked about Clean Boats Clean Water grant and there are grants available each year up to \$4,000 per launch 75% 25% split.

Barry asked about the problems in Muskego (Starry Stonewart). Heidi said that it is something that they hope to be able to get to a control level that it probably won't be something that can be eradicated. They have been trying different treatments and may approve chemical treatments that are nonselective to try and control it. They have also tried dredging to try and control the problem. Heidi commented that things can be native in areas because they have predators to keep it in check. It becomes a problem when it moves to a area where there is no competition.

Heidi is going to check on a non grant project for our survey and plan. If a smaller size point survey would be ok for the mechanical harvesting permit and is it ok if we wanted to do a whole lake treatment on our own with out any grant assistance. What are the restrictions with and without a grant for a whole lake treatment?

Meeting adjourned at 4:50pm

Respectfully submitted,

Robert C Rice
Secretary