

OCTOBER 13, 2015 COUNTY BOARD MEETING
COMMITTEE MINUTES PACKET

County Zoning Agency
MINUTES
September 17, 2015 – 4:30 p.m.
100 West Walworth Street
Elkhorn, Wisconsin
*** * * D R A F T * * ***

Vice Chair Dave Weber called the meeting to order at 4:30 p.m.

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

County Staff present – Land Use and Resource Management Department Director Michael P. Cotter, and Site Planner/Hearing Facilitator Matt Weidensee, Present for a portion of the meeting / hearing was County Administrator David Bretl, Debora Grube/Senior Zoning Officer and Fay Ameson/Senior Planner.

A “sign-in” sheet listing attendees on September 17, 2015, is kept on file as a matter of record.

Details of the September 17, 2015 meeting / hearing are on a digital recording which is on file and available to the public upon request / video to view on our website: www.co.walworth.wi.us

Rich Brandl motioned to approve the agenda as amended to table items 8.e.2.) Robert Bern and 8.f.4.) B&J Tree Service, Inc. Seconded by Dave Weber. Motion carried. 7-favor 0-oppose

Richard Kuhnke, Sr. motioned to approve the August 20, 2015, Minutes. Seconded by Rich Brandl. Motion carried. 7-favor 0-oppose

Zoning / Sanitation / Land Conservation Enforcement – Michael Cotter
Disc Count #4:34:31 – 4:35:14

Subdivision Items – Old Business - none

Subdivision Items – New Business – none

Old Business - Ordinance Amendments – none

Old Business – Discussion Items –

1. Discussion/Possible Action - Staff review/town response summary correspondence regarding short term rental ordinance – Michael Cotter / Deb Grube
Statement by Michael Cotter regarding requested information. Discussion regarding current ordinance and possible short term rentals.
Rich Brandl motions to use and enforce our current rules and put this matter on file.
Seconded by Richard Kuhnke, Sr. Motion carried. 7-favor 0-oppose
Disc Count #4:35:27 – 4:56:35

New Business - Ordinance Amendments – None

New Business – Discussion Items –

1. Discussion/Possible Action - Discussion/Possible Action – Town of Bloomfield Ordinance 2015-0-1111 and Resolution 2015-R-07 for a rezone from R-1 to B-4, and a conditional use to expand the operation of a self-storage business – Town of Bloomfield Representative **Tom Sullivan from Town of Bloomfield presents rezone request. Rich Brandl motions to approve. Seconded by Dave Weber. Motion carried. 7-favor 0-oppose**
Disc Count #4:56:44 – 4:58:26

2. **Maxi-Shell, Inc.** Petition to amend an existing use for a gas station convenience store and gas station canopy by an addition to the gas station convenience store structure by less than 25% of the existing structures size. Tax Parcel FIN3-89, Delavan Township – Matthew Weidensee
Jim Van Dreser motions to approve the expansion of the existing use as being less than 25% expansion, minus the four parking stalled parallel to the front of the building and subject to the town’s agreements, as per the town. Seconded by Richard Kuhnke, Sr. Motion carried. 7-favor 0-oppose
Disc Count #4:58:30 – 5:05:42

Public Hearing: 5:32 p.m.

Ordinance Amendments – None

Rezoning with Conditional Uses –

1. **Covington Court Apartments, LLC and South Lake Shore Drive Property Company, LLC**, Sections 14 and 15, Delavan Township. Rezone approximately 1.95 acres of R-2 Single Family Residential (sewered) zoned property to the C-2 Upland Resource Conservation District, 13.55 acres of R-2 zoned property to the R-3 Two-Family Residence District (Sewered) and to correct the wetland boundary of the C-4 Lowland Resource Conservation District (Shoreland Wetlands) and shoreland boundary along the shore of Delavan Lake by submittal of a digital survey. The above listed rezone areas are accompanied by a conditional use petition for the creation of The Shores of Delavan Lake Conservation Development. Also requesting a rezone of approximately 24.68 acres of R-2 Single Family Residential (sewered) to the sewered R-5A Planned Residential Development District. The R-2 to R-5A rezone is accompanied by a separate conditional use petition for a 160 townhome multi-family development. Tax Parcels F D 1400002 and 3 and F D 1500001, 3 and 3A.

General Conditions: (Conservation subdivision)

1. Approved as per plan submitted as a Conservation Subdivision known as The Shores of Delavan Lake with a Planned Residential Development (PRD) for two dwellings per lot in the R-3 district with all additional conditions.
2. The applicant must obtain a Land Disturbance, Erosion Control & Stormwater approval from Walworth County Land Conservation Office prior to construction if required by Section 26 of the Walworth County Code of Ordinances. The construction activities of this development must comply with the Walworth County Land Disturbance, Erosion Control and Stormwater Management Standards contained in Section 26 of the Walworth County Code of Ordinances. All grading must be conducted consistent with the approved Land Disturbance, Erosion Control, and Stormwater Management Plan. All topsoil generated from the site must be evenly distributed back onto the site on the areas from which it was removed or in areas in need

of the topsoil. The quantity of topsoil generated from one lot may not be located on another lot within the development at the expense of the lot from which the topsoil was generated. No earthen materials may be removed from the site without County approval. An operation and maintenance plan for each stormwater best management practice must be prepared and included in the covenants and restrictions or other documents governing the homeowner association created for this development. The plat prepared for this subdivision must show the location and label each stormwater best management practice planned to serve the development.

3. The project shall meet with all local, State and Federal regulations.
4. The owner/applicant must obtain all required zoning and sanitary approvals prior to construction.
5. The owner must meet all Town, County and/or State highway access requirements.
6. The open space, including common area outlots, shall be deed restricted to remain open, jointly owned or appurtenant to each buildable lot created in the form of undivided percentage interests and used by the owners of the subdivision for park and recreational purposes. No structures other than those specifically identified on the site plan shall be placed in the open space without additional Committee approval. In place of joint ownership of the open space and common area outlots, the Home Owner's Association (HOA) may own these areas so long as The Articles of Incorporation and Bylaws for the HOA contain the following elements:
 - a. The members of the HOA are exclusively made up of all of the lot owners within the development.
 - b. Each lot owner shall automatically be a member of the HOA.
 - c. The HOA membership and voting rights shall be appurtenant to each lot and shall not be assigned, conveyed or transferred in any way except upon transfer of ownership interest of the lot and then only to the transferee, nor shall membership or voting rights be retained except upon retention of ownership of the lot.
 - d. Any attempt to make a prohibited transfer or retention of such rights shall be null and void.
 - e. Membership and voting rights shall not be divided between or among the co-owners of a lot.
 - f. Co-owners of a lot shall decide between or among themselves how they will exercise their collective right and shall designate one of the co-owners to act on their behalf.
7. The Articles of Incorporation and Bylaws for the HOA with regard to the common area ownership shall be made part of this conditional use approval and may not be changed without additional County conditional use approval.
8. The owner/applicant must provide a tree cutting and restoration plan meeting ordinance requirements for review and approval. Tree cutting shall be limited to that specified on the approved plan of operations.
9. No alteration of the shoreland/wetland area shall be allowed without County required approval.
10. The applicant shall submit an outdoor lighting plan for review and approval prior to construction. All lighting shall be shielded and directed on site.
11. The roads shall meet with County road standards as *specified and approved by the Town of Delavan* provided for in the Walworth County Land Division Ordinance. All roads and road maintenance shall be conducted as agreed to and specified in the plan of operations.
12. This Planned Residential Development (PRD) is approved as a 32-lot duplex subdivision containing 64 dwelling units subject to subdivision association rules. The governing rules for the subdivision association shall be submitted to the Walworth County Land Management Department for review for consistency with County ordinances and requirements. Any changes to the subdivision association rules that may affect County approval of the PRD must obtain additional County conditional use review and approval.
13. The proper preservation, care and maintenance by the original and all subsequent owners of the design of the conservation subdivision including the duplex PRD and all common structures, facilities, essential services, access and open spaces including use of the open space shall be assured by deed restriction referencing the subdivision plat and association rules. All property within the subdivision must remain as part of the subdivision and may not be removed from the subdivision without County approval.
14. The preliminary plat and final plat shall identify the building envelope on each individual lot within the subdivision prior to approval. A typical envelope diagram shall not be acceptable.

15. If the Preliminary Plat is submitted within six months of this conditional use approval date and is substantially the same form as approved by the existing conditional use permit, it shall be subject to Land Use and Resource Management department staff review and approval only.
16. The property owner shall be held solely responsible for addressing all restrictive covenants or association rules beyond those enforceable under County ordinance and regulations.
17. Model homes for real estate offices shall require separate conditional use approval.
18. All cars shall be parked as identified on the approved plan of operations. Use capacity of the site shall be restricted by the cars capable of being parked in the spaces as identified on the plan. Parking must meet with requirements of the county zoning ordinance. The off street parking area shall be graded and surfaced so as to be dust free and properly drained. All parking areas serving the designated open space park shall be clearly marked.
19. The County reserves the right to rescind this conditional use upon any violation of County regulations.
20. Any changes to the character, intensity or use of this site not capable of being discerned by the Walworth County Land Use and Resource Management Department as consistent with this approval must be brought before the Walworth County Zoning Agency for additional conditional use review.

Specific Conditions:

21. The opens space created by this development shall be regulated and maintained by the Home Owner's Association in conjunction with a Joint Master Association between the Shores of Delavan Lake Conservation Subdivision, the adjacent 160 dwelling townhome development and the Mound Road Estates Subdivision. The Home Owner's Association and The Joint Master Association rules and open space regulations shall be submitted to the County prior to approval of the final plat for consistency review with this conditional use. Any rules, regulations and or maintenance agreements processes found to be inconsistent with this conditional use approval will require additional Town and County conditional use review and approval.
22. A Preliminary Stormwater Plan and Preliminary Land Stewardship Plan shall be submitted for review and approval by the County Zoning Agency prior to review and approval of the Preliminary Plat. A Final Stormwater Plan and Final Land Stewardship Plan shall be submitted for review and approval by the County Zoning Agency prior to review and approval of the Final Plat
23. The land stewardship plan shall require submittal of an annual report describing accomplishment and goals for the continued maintenance and operation of the land stewardship plan.
24. The multiple owned and/or phased basins shall be required to be maintained and managed entirely and independently either by each property owner, which would require extensive cross easement language in cases of multiple ownership basins, or by a "Master Association" as described in the *Master Declaration of Covenants, Conditions, Restrictions and Easements for the Shores of Delavan Lake, Walworth County, Wisconsin*, a copy of which has previously been furnished to LURM, and the final form of which Master Declaration shall require approval by LURM.
25. The dwellings within the Shores of Delavan Lake Subdivision shall not be used for transient purposes (less than 30 day stays).
26. No motorized vehicles (i.e. snowmobiles, dirt bikes and ATV'S) with the exception of Home Owner's Association maintenance vehicles shall be allowed on the open space lands outside of the designate parking lot.
27. The Home Owner's Association and Joint Master Subdivision Association shall be responsible for all stormwater drainage facilities located on the project site as part of the common area outlots or in the form of easements.
28. The future homeowners shall be notified that purchasing a lot requires becoming a member of the Home Owner's Association and the Joint Master Subdivision Association.
29. By becoming a member of the Joint Master Subdivision Association, purchasers understand, recognize and accept that certain activities and byproducts associated with active agricultural operations on surrounding properties may be present, near or adjacent to their property.
30. No horses, cattle, goats, or any other animals other than household pets shall be allowed on site.
31. The Homeowner's associations shall work with the Delavan Lake Sanitary District to assure that sewerage waste loads will not increase over time without providing necessary sewerage capacity.
32. No Structure shall be located in the road right of way or in the required streetyard setbacks.

33. All construction equipment and activities coming to and from the site shall use the designated Hwy F and Mound Road accesses exclusively during construction of the project.
34. The project shall be constructed in phases as specified in the approved plan of operations. Once a permit for grading work, utility installation, road construction and or housing has been issued and construction starts, farming will no longer take place within the phase of the project for which permits have been issued and the open space shall be planted in ground cover consistent with the project and Land Stewardship plan.
35. Planting of the open space according to the requirements of the Land Stewardship plan shall be conducted as a specified phase of development according to the approved schedule.
36. There shall be no boat landing approved as part of this project. *Landing of canoes, kayaks, and other non-motorized water craft is permitted per plan.*
37. There shall be no storage of personal items, boats or recreational vehicles in the open space areas designated on the project plan. *Short term parking of vehicles or vehicles with trailered equipment (i.e. boats, jet skis) in the open space parking area shall be subject to regulation of the Master Association.*
38. The parking area and access road in the park open space shall be located outside of the designated wetland area.
39. Roads shall be in compliance with all Town Ordinances using Residential Urban Standards as show in Exhibit F of the Town Ordinances except for Mills Street where the curb may be eliminated where the street abuts open space as per the Town.
40. All dwelling units shall be connected to the Sanitary District as per the Town.
41. The project phasing of construction shall provide a stormwater drainage system at the onset of construction to intercept and route surface water flowing toward the Inlet Oaks Subdivision east toward the inlet and into a wet detention basin prior to discharge. The drainage system shall meet the requirements of the State, County and Town as per the Town.
42. The property owner shall develop a private neighborhood park within the subdivision that will be dedicated to and maintained by the Homeowner's Association. A Special Purpose Park will also be dedicated to and maintained by the Homeowner's Association in the area presently zoned P-1, including all open space stormwater detention basins, swales and access areas as per the Town.
43. The property owner will submit the **total development projects** in 6 to 12 phases, not exceeding 200 total units within three years following approval of the Preliminary Plat as per the Town.
44. There shall be stormwater sewers, curb and gutter, and sidewalks on both sides of the streets as shown in Exhibit F of the Town Ordinances except for Mills Street where the curb may be eliminated where the street abuts open space as per the Town.
45. The property owner shall implement the recommendations of the updated Traffic Impact Analysis by following the revised plan for The Shores of Delavan Lake, dated December 14, 2011, and in addition, follow terms of all State and County approvals relating to roads within and adjacent to the subdivision, before Preliminary Plat approval as per the Town.
46. The property owner shall implement the recommendations of the Groundwater and Water Supply Study furnished by the Layne-Christensen Company by providing individual private wells drilled to minimum depth of 60 feet for each lot in the subdivision, each of which shall be subject to the regulations administered by and constructed in accordance with permits obtained from the Wisconsin DNR as per the Town.
47. The number of total dwelling units in the combined developments shall total 623 or less as per the Town.
48. The property owner shall install street lights at the entrance intersections at Mound Road and County Highway F and meet all other Town lighting ordinance requirements as per the Town.
49. The property owner shall complete all required DNR Chapter 30 review compliance before preliminary and final plat review as per the Town.
50. Dry hydrants are to be installed according to Town Fire Department and engineering requirements as per the Town.

General Conditions: (Townhome development)

1. Approved as per plan submitted as a 160 dwelling unit townhome development with all additional conditions.

2. The applicant must obtain a Land Disturbance, Erosion Control & Stormwater approval from Walworth County Land Conservation Office prior to construction if required by Section 26 of the Walworth County Code of Ordinances. The construction activities of this development must comply with the Walworth County Land Disturbance, Erosion Control and Stormwater Management Standards contained in Section 26 of the Walworth County Code of Ordinances. All grading must be conducted consistent with the approved Land Disturbance, Erosion Control, and Stormwater Management Plan. All topsoil generated from the site must be evenly distributed back onto the site on the areas from which it was removed or in areas in need of the topsoil. The quantity of topsoil generated from one lot may not be located on another lot within the development at the expense of the lot from which the topsoil was generated. No **earthen** materials may be removed from the site without County approval. An operation and maintenance plan for each stormwater best management practice must be prepared and included in the covenants and restrictions or other documents governing the homeowner association created for this development. The plat prepared for this subdivision must show the location and label each stormwater best management practice planned to serve the development.
3. The project shall meet with all local, State and Federal regulations.
4. The owner/applicant must obtain all required zoning, signage and sanitary approvals prior to construction.
5. The owner must meet all Town, County and/or State highway access requirements.
6. The open space, including common area outlots, shall be deed restricted to remain open, jointly owned or appurtenant to each unit created in the form of undivided percentage interests and used by the owners of the development for stormwater facilities, park and recreational purposes. No structures other than those specifically identified on the site plan shall be placed in the open space without additional Committee approval. In place of joint ownership of the open space and common area units, the Home Owner's Association (HOA) may own these areas so long as The Articles of Incorporation and Bylaws for the HOA contain the following elements:
 - a. The members of the HOA are exclusively made up of all of the dwelling owners within the development.
 - b. Each dwelling owner shall automatically be a member of the HOA.
 - c. The HOA membership and voting rights shall be appurtenant to each dwelling unit and shall not be assigned, conveyed or transferred in any way except upon transfer of ownership interest of the dwelling and then only to the transferee, nor shall membership or voting rights be retained except upon retention of ownership of the dwelling.
 - d. Any attempt to make a prohibited transfer or retention of such rights shall be null and void.
 - e. Membership and voting rights shall not be divided between or among the co-owners of a dwelling.
 - f. Co-owners of a dwelling shall decide between or among themselves how they will exercise their collective right and shall designate one of the co-owners to act on their behalf.
7. The Articles of Incorporation and Bylaws for the HOA with regard to the common area ownership shall be made part of this conditional use approval and may not be changed without additional County conditional use approval.
8. The owner/applicant must provide a tree cutting and restoration plan meeting ordinance requirements for review and approval. Tree cutting shall be limited to that specified on the approved plan of operations.
9. No alteration of the shoreland/wetland area shall be allowed without County required approval.
10. The applicant shall submit an outdoor lighting plan for review and approval prior to construction. All lighting shall be shielded and directed on site.
11. The roads shall meet with County road standards, **as specified and approved by the Town of Delavan**, as provided for in the Walworth County Land Division Ordinance. All roads and road maintenance shall be conducted as agreed to and specified in the plan of operations.
12. The governing rules for the Home Owner's Association shall be submitted to the Walworth County Land Management Department for review for consistency with County ordinances and requirements. Any changes to the association rules that may affect County approval of the development must obtain additional County conditional use review and approval.
13. The proper preservation, care and maintenance by the original and all subsequent owners of the design of the development including all common structures, facilities, essential services, access and open spaces including use of the open space shall be assured by deed restriction referencing the development plat and association rules. All property within the development must remain as part of the development and may not be removed without County approval.

14. The preliminary plat and final plat shall identify the buildings envelope within the development prior to approval. A typical envelope diagram shall not be acceptable. In addition a copy of the floor plan for the dwellings within each level of the buildings shall accompany the preliminary and final plat submittals for approval.
15. The property owner shall be held solely responsible for addressing all restrictive covenants or association rules beyond those enforceable under County ordinance and regulations.
16. Model dwellings for real estate office use shall require separate conditional use approval.
17. All cars shall be parked as identified on the approved plan of operations. Use capacity of the site shall be restricted by the cars capable of being parked in the spaces as identified on the plan. Parking must meet with requirements of the county zoning ordinance. The off street parking area shall be graded and surfaced so as to be dust free and properly drained.
18. A complete copy of the subdivision declaration, covenants and restrictions shall accompany the submittal of the final plat.
19. The County reserves the right to rescind this conditional use upon any violation of County regulations.
20. Any changes to the character, intensity or use of this site not capable of being discerned by the Walworth County Land Use and Resource Management Department as consistent with this approval must be brought before the Walworth County Zoning Agency for additional conditional use review.

Specific Conditions:

21. The opens space created by this development shall be regulated and maintained by the Home Owner's Association in conjunction with a Joint Master Association between the Shores of Delavan Lake Conservation Subdivision, the 160 dwelling townhome development and the Mound Road Estates Subdivision. The Home Owner's Association and The Joint Master Association rules and open space regulations shall be submitted to the County prior to approval of the final plat for consistency review with this conditional use. Any rules, regulations and or maintenance agreements found to be inconsistent with this conditional use approval will require additional Town and County conditional use review and approval.
22. A Preliminary Stormwater Plan shall be submitted for review and approval by the County Zoning Agency prior to review and approval of the Preliminary Plat. A Final Stormwater Plan shall be submitted for review and approval by the County Zoning Agency prior to review and approval of the Final Plat
23. No motorized vehicles (i.e. snowmobiles, dirt bikes and ATV'S) with the exception of Home Owner's Association maintenance vehicles shall be allowed on the open space lands outside of the designate parking lot.
24. The Home Owner's Association and Joint Master Association shall be responsible for all stormwater drainage facilities located on the project site as part of the common area or in the form of easements.
25. The future homeowners shall be notified that purchasing a lot requires becoming a member of the Home Owner's Association and the Joint Master Association.
26. By becoming a member of the Joint Master Association, purchasers understand, recognize and accept that certain activities and byproducts associated with active agricultural operations on surrounding properties may be present, near or adjacent to their property.
27. No horses, cattle, goats, or any other animals other than household pets shall be allowed on site.
28. The Home owner's Association shall work with the Delavan Sanitary Sewer District to assure that sewerage waste loads will not increase over time without providing necessary sewerage capacity. The applicant *has provided* verification of available sewerage capacity for the project prior to construction starting on site, *pursuant to letter certification issued by Delavan Lake Sanitary District dated March 5, 2014.*
29. No Structure shall be located in the road right of way or in the required streetyard setbacks.
30. All construction equipment and activities coming to and from the site shall use the designated Hwy F and Mound Road accesses exclusively during construction of the project.
31. The project shall be constructed in phases as specified in the approved plan of operations. Once the permits for road construction and or housing have been issued and construction started, farming will no longer take place within the phase of the project for which permits have been issued and the open space shall be planted in ground cover consistent with the project and Land Stewardship Plans.

32. Parking stalls within the parking lots for the Townhomes Development are to serve the **occupants of dwelling units** within the Townhome buildings **and their guest and invitees** and shall be dedicated by identified unit.
33. There shall be no **long term** parking of boats, jet skis or recreational vehicles in the parking lots for the townhomes. **Short term parking of such property shall be subject to regulation by the Master Association.**
34. There shall be no storage of personal items, boats, jet skis or recreational vehicles in the open space areas designated on the project plan. **Short term parking of vehicles or vehicles with trailered equipment (i.e. boats, jet skis) in the open space parking area shall be subject to regulation of the Master Association.**
35. The dwellings within the multifamily buildings shall not be used for transient purposes (less than 30 day stays). A separate conditional use approval would be required identifying any specific townhome proposed to be used for transient purposes (less than 30 day stays).
36. Roads shall be in compliance with all Town Ordinances using Residential Urban Standards as show in Exhibit F of the Town Ordinances.
37. All dwelling units shall be connected to the Sanitary District as per the Town.
38. The property owner will submit the **project** in 6 to 12 phases, not exceeding 200 total units within three years following approval of the Preliminary Plat as per the Town.
39. There shall be stormwater sewers, curb and gutter, and sidewalks on both sides of the streets as shown in Exhibit F of the Town Ordinances as per the Town.
40. The property owner shall implement the recommendations of the updated Traffic Impact Analysis by following the revised plan for The Shores of Delavan Lake, dated December 14, 2011, and in addition, follow terms of all State and County approvals relating to roads within and adjacent to the development, before Preliminary Plat approval as per the Town.
41. The property owner shall implement the recommendations of the Groundwater and Water Supply Study furnished by the Layne-Christensen Company by providing individual private wells each of which shall be subject to the regulations administered by and constructed in accordance with permits obtained from the Wisconsin DNR as per the Town.
42. The number of total dwelling units in both developments shall total 623 or less as per the Town.
43. The property owner shall install street lights at the entrance intersections at Mound Road and County Highway F and meet all other Town lighting ordinance requirements as per the Town.
44. Dry hydrants are to be installed according to Town Fire Department and engineering requirements as per the Town.

David Patzelt, John Maier and David Roberts present the proposed rezone and conditional use requests. Discussion with Committee members regarding stormwater management, wells, time frame, waste management. Two citizens speak in opposition. Citizen concern handout is provided to committee and applicant. Jim Van Dreser motioned to approve as presented. Seconded by Dave Weber. Motion carried. 7-favor 0-oppose.

The rezone petition will move forward to the October 13, 2015, Walworth County Board for possible action.

Disc Count #5:36:19 - 6:29:15

2. **Robert A. Turtenwald – Owner, Robert Peterson – Applicant, Section 25, LaFayette Township. Rezone from the A-1 Prime Agricultural District to the A-4 Agricultural Related Manufacturing, Warehousing and Marketing District. The rezone is accompanied by a conditional use petition to allow for contractor storage and light assembly from products made of wood for a hardwood flooring business. Tax Parcel KA274600001.**

General:

1. Approved as per plan submitted for a contractor storage yard with light assembly of products from wood for hardwood flooring scraping and sanding and a hardwood flooring display room with all additional conditions.

2. Storage limited to material and goods directly associated with business. No outside storage areas including displays good shall be allowed on site.
3. No business activities other than specified in the plan of operations may be conducted from out of the facilities.
4. On site hours of operation shall be from 6:00 a.m. to 6:00 p.m. Monday through Saturday with hours after 6:00 p.m. for off premise work and returning of equipment to the premises seven days a week.
5. Must meet all applicable Federal, State, County and local regulations.
6. Outside lighting shall be shielded and directed on site.
7. The applicant must obtain all required zoning permit approvals including a sign permit.
8. No fill, debris, branches or leaves may be brought back and disposed of on site. No burning of waste materials shall occur on site.
9. The applicant must obtain a County Land Disturbance Erosion Control and Stormwater Management Permit from the County Conservation Office. The applicant must submit and obtain approval of a landscaping plan from the County Conservation Office.
10. All parking and access to the site shall meet County requirements. All parking shall be installed according to County requirements within 60 days of this approval.
11. The project site must be kept neat, clean, and mowed.
12. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.
13. Failure to actively exercise this conditional use within three years of the approval date shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original three year period. Any extension requested during the three year active exercise period greater than one year beyond the original three year period shall require additional Town and County committee approvals.

Specific Conditions:

14. No general public sales allowed on premises.
15. This approval is for scraping and sanding of hardwood flooring only. There shall be no staining, varnishing or shellacking flooring allowed on site.
16. All sanding areas shall meeting with any required State and or Federal regulation including ventilation and noise requirements.
17. Only wood products shall be processed on site as per the Town.
18. The number of on-site employees shall be limited to six as per the Town.
19. Use of the shed shall be limited to storage and maintenance of the owner's equipment as per the Town.
20. Sanitation shall be brought up to code as per the Town.
21. Lighting, signage, parking and hours of operation must comply with County Ordinances as per the Town.
22. The Conditional Use shall be rescinded if the sale of the property does not occur between the owner and the applicant as per the Town.

Dave Weber motioned to approve. Seconded by Tim Brellenthin. Motion carried. 7- favor 0-oppose.

The rezone petition will move forward to the October 13, 2015, Walworth County Board for possible action.

Disc Count #6:29:21 – 6:35:05

3. **John Neighbors – Owner/Applicant, Section 25, Delavan Township.** Rezone from R-1 Single Family Residential District to the B-2 General Business District with a conditional use for outside storage for a tree nursery business and a residential dwelling separate from the principle business structure. Tax Parcel F D 2500019.

General:

1. Approved per plans submitted for outside storage of retail nursery items (trees, shrubs and plant, etc.) and a residence separate from the principle business structures with all additional conditions.
2. Use of the grounds shall be limited to the uses as stated in the plan of operations.
3. All storage areas, materials and equipment shall be located as defined on the plan of operations.
4. The site shall meet all applicable Federal, State, County and local regulations.
5. All buildings use for retail purposes must meet with any required State building codes prior to use for retail.
6. The applicant must obtain all required zoning permit approvals including a sign permit.
7. All lighting must be shielded and directed on to the property.
8. All parking must occur in the areas identified on the approved plan. Parking must meet with requirements of the county zoning ordinance. All parking must be graded and surfaced so as to be dust free. All parking must be in compliance with County requirements prior to use of this approval.
9. No filling shall occur on site without proper permit approvals.
10. No topsoil shall be mined or removed from the site.
11. Access approval must be obtained from the State Department of Transportation.
12. The applicant must obtain a Land Disturbance, Erosion Control & Stormwater approval from Land Conservation Office prior to construction if required by Section 26 of the Walworth County Code of Ordinances. The construction activities of this development must comply with the Walworth County Land Disturbance, Erosion Control and Stormwater Mangement standards contained in Section 26 of the Walworth County Code of Ordinances.
13. No burning shall be allowed on site without a State burning facility license and any required local approvals.
14. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.
15. Failure to actively exercise this conditional use within three years of the approval date shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original three year period. Any extension requested during the three year active exercise period greater than one year beyond the original three year period shall require additional Town and County committee approvals.

Specific:

16. The property owner must notify the County Land Use and Resource Management Department prior to using the home as a residence separate from the principle business structure.
17. The Exterior Signage must meet the Town ordinance guidelines as per the Town.
18. The site must use low pressure sodium exterior lighting as per the Town.
19. The hours of operation will be Monday through Saturday from 8:30 a.m. to 7:00 p.m. as per the Town.
20. No retail display shall be located closer to Hwy 67 than the existing home as per the Town.
21. The gravel parking shall provide for a minimum of 15 parking spaces as per the Town.

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

The rezone petition will move forward to the October 13, 2015, Walworth County Board for possible action.

Disc Count #6:35:12 – 6:40:50

Rezones –

1. **James Stanley R. and Claudine Malin – Owners/Applicants**, Section 22, Lyons Township. Rezone approximately 6.31 acres of A-2 Agricultural zoned property to the C-2 Upland Resource Conservation District in order to be able to create 9.90 acre C-2 lot containing the existing buildings. Part of Tax Parcel N LY2200003.

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

The rezone petition will move forward to the October 13, 2015, Walworth County Board for possible action.

Disc Count #6:40:53 – 6:45:30

THIS ITEM TABLED DUE TO NO TOWN DECISION

- ~~2. **Robert Bern – Owner**, Section 9, East Troy Township. Rezone approximately .87 acres of C-4 Lowland Resource Conservation District (Shoreland Wetland) to the R-1 Single Family Residential District in order to match the wetland boundary to delineated field conditions. Parts of Tax Parcels P ET 900008 and PMGH 00001.~~

Conditional Uses -

1. **Robert and Karen Obney – Owners**, Section 9, Richmond Township. Conditional use for use of a 10,000 sq. ft. space in an existing barn for off-season boat storage as a Farm Family Business. Part of Tax Parcel C R 900001C.

General:

1. No permanent outside storage of boat trailers or equipment shall be allowed. Boats may be located outside for drop-off and pick-up only. No outside storage of any items not belonging to the owner is allowed except for drop off and pick up of boats. Boats for drop off and pick up shall be moved into the building or removed from the site on the same day.
2. Parking must meet with requirements of the county zoning ordinance. All parking must be setback 25 feet from the roadway. All parking must be in compliance with County requirements within 60 days of this approval.
3. The property must be kept neat, clean and mowed.
4. Outside Lighting to be shielded and located as identified on the approved plan.
5. Hours of operation shall be as identified on the approved operations plan.
6. Must meet all applicable Federal, State, County and local regulations.
7. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.

8. Failure to actively exercise this conditional use within three years of the approval date shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original three year period. Any extension requested during the three year active exercise period greater than one year beyond the original three year period shall require additional Town and County committee approvals.

Specific:

9. The property owner must reduce the sign to the nine sq. ft. allowed by ordinance and designate a temporary boat drop off and pick up area.

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

Disc Count #6:45:31 – 6:49:50

2. **Merry-Water Farms, Inc. – Owner, Keith York – Applicant, Section 23, Linn Township. Conditional use to allow dairy herd expansion from 2100 animal units to 4140 animal units. Tax Parcel I L 2300002.**

General: For a dairy operation with greater than 1000 animal units.

1. Approved as per plan submitted as a dairy feedlot with a limit of 4140 animal units subject to all additional conditions.
2. Hours shall be 24 hours per day. No transport of animal waste on the roadways shall occur between 6:00 p.m. and 6:00 a.m.
3. The site must meet all applicable Federal, State, County and local regulations including any State well or water supply requirements.
4. The applicant must obtain the required zoning permit prior to construction.
5. Applicant must obtain approval of a nutrient management plan from the County Land Conservation Office. The plan must meet with all requirements of the County and the Wisconsin Dept. of Natural Resources. The applicant must comply with all recommendations of the approved nutrient management plan.
6. The applicant must install and maintain safety fencing around the manure storage facility if required by the manure storage ordinance.
7. The applicant must provide adequate manure storage. Storage shall be available for at least 4 months on site in order to allow storage during the winter months when manure will not be able to be incorporated to reduce odor. All manure spreading, except for manure dewatering, from County approved storage facilities must be incorporated in the ground within 24 hours of spreading in order to limit odor from the farm operations. Exception for incorporation shall be allowed for spreading on hay ground. The storage facilities must be emptied within two weeks of any time that spreading begins. The applicant shall keep a record of the date that spreading begins and the date on which the storage facility has been emptied. If the applicant cannot empty the manure storage facility in the required time frame using existing equipment and farmland then the applicant may need to make arrangements with a commercial manure disposal company.
8. All structures shown on the approved conditional use plan shall fit within the footprint shown or a separate required zoning permit review fees shall be charged prior to zoning permit review.
9. Failure to begin construction on structures shown on the approved conditional use plan within two years of the conditional use approval shall result in the need for a separate zoning permit, fee and permit review.
10. All development on site shall be conducted in compliance with State Statute Chapter 51 and appendix A application and worksheets.
11. All outside lighting must be shielded and directed on site.
12. The applicant will be responsible for cleaning tracked soil or manure resulting from the farm operations off the Township or County Roadways on a daily basis.
13. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.

14. Failure to actively exercise this conditional use within three years of the approval date shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original three year period. Any extension requested during the three year active exercise period greater than one year beyond the original three year period shall require additional Town and County committee approvals.

Specific:

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

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

Disc Count #6:49:52 – 6:54:56

3. **Hackler Gardens, LLC – Owner, Debra S. Hackler – Applicant, Section 26, Geneva Township. Conditional use to rent spaces outside for a small farmer’s market as a PUD to accompany the permanent indoor flower shop. Tax Parcel JGRM 00001.**

General:

1. The Conditional Use for an outdoor market as a PUD with the indoor flower store is approved as per the plan submitted on a seasonal basis.
2. Use of the grounds shall be limited to the uses as stated in the plan of operations.
3. No overnight housing shall be allowed as part of this conditional use.
4. The project must meet with all State, Federal and local approvals.
5. The applicant must obtain all required County Zoning permit including a sign permit for any proposed signage.
6. Garbage and toilet facilities shall be provided as specified on the approved site plan.
7. Sufficient adult supervision must be present at all times when facilities are in use.
8. The total use capacity shall be set at 60 people on site at once as identified in the plan of operations.
9. The applicant must obtain an approved Land Disturbance, Erosion Control and Stormwater permit from Land Conservation if required by Ordinance.
10. The applicant is responsible for obtaining adequate liability insurance and keeps the insurance current during the life of this conditional use.
11. All lighting must be shielded and directed on to the property.
12. All parking must occur in the areas identified on the approved plan. Parking must meet with requirements of the county zoning ordinance. All parking must be graded and surfaced so as to be dust free. All parking must be in compliance with County requirements prior to use of the site.
13. The property owner must obtain the required County sanitary permit approval for facilities to be located on site.
14. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.
15. Failure to actively exercise this conditional use within three years of the approval date shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original three year period. Any extension requested during the three year active exercise period greater than one year beyond the original three year period shall require additional Town and County committee approvals.

Specific:

16. The site shall be use from May 1st to October 31st of each year with hours of operation from 8:00 a.m. to 12:00 p.m. on Saturdays for the outdoor market and 9:00 a.m. to 5:00 p.m. Monday through Friday and 8:00 a.m. to 3:00 p.m. on Saturdays for Christmas tree sales during November and December. (as per the Town)
17. There shall be 18 vendor sites each being 100 sq. ft. in area for a total of 1800 sq. ft. of retail area requiring one parking stall per 15 sq. ft. or 12 outdoor retail parking stalls and three indoor retail parking areas.
18. Overflow parking shall be allowed on the adjacent Hemingway's property so long as signed and dated written permission to use the neighboring property has been obtained each year. The property owner must keep a copy of the written permission on site for review by any enforcement agent. Permission to park on the neighboring property is subject to dismissal at any time by the neighboring property owner and or Walworth County. The on-site retail space calculation cannot be based on parking available on the neighboring property.
19. The Town of Geneva shall be allowed to review the parking arrangement on an annual basis as per the Town.
20. The site shall be limited to 18 vendors in the locations identified on the approved site plan. Vendor sites 16 and 19 have been removed from the approved site plan.
21. There shall be no amplified sound (no loud speakers) allowed to be used on site as per the Town.
22. Christmas tree sales shall be allowed in the area designated by vendor areas number 13 through 20 as per the Town.

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

Disc Count #6:54:57 – 7:01:15

THIS ITEM TABLED AT APPLICANT'S REQUEST/INCOMPLETE SITE PLAN

- ~~4. **B & J Tree Service, Inc. Owner, Attorney Theodore Johnson Applicant, Section 24, Geneva Township. Conditional use to add snow plowing operations to an existing contractor storage yard for a landscaping/firewood/tree nursery. In addition, amend to the existing conditional use to include an increase in the number of employees from 10 to up to 26 employees, change the closing hours from 6:00 p.m. to 7:00 p.m. for the landscaping/firewood/tree nursery operations and 24 hours per day for snow plowing, relocate the outside parking and access drive with one way approval and obtain flexibility to expand and contract the designated materials storage areas within the overall outside storage area based on materials demand. Tax Parcel JA390300001.**~~

Adjournment

Rich Brandl motioned to adjourn. Seconded by Dave Weber. Motion carried. 7-favor 0-oppose

The meeting was adjourned at 7:01 p.m.

Submitted by Sheril Oldenburg, Recording Secretary.

Minutes are not final until approved by the committee at its next meeting.

DRAFT

**Walworth County Board of Supervisors
September 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 Chair Nancy Russell at 9:30 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 Board members: Tim Brellenthin

County staff: Deputy County Administrator-Finance Nicki Andersen; County Administrator David Bretl; County Treasurer Valerie Etzel; Director of Health and Human Services (HHS) Elizabeth Aldred; Deputy Director of HHS Robert Williams; Lakeland Health Care Center (LHCC) Administrator Bernadette Janiszewski; Comptroller Jessica Conley; Human Resources Director Dale Wilson; Lisa Henke-Risk/Benefits Manager; Amanda Lagle-Sheriff's Office Business Manager; Kevin Brunner-Central Services/Public Works Director; Finance/Budget Manager Stacie Johnson; County Clerk Kim Bushey; Todd Paprocki, Finance Accountant; District Attorney's Office Manager Misty Quinn; Sheriff Kurt Picknell; Undersheriff Kevin Williams; IT Director Jon Orr; IT Operations Manager Jackie Giller; District Attorney Daniel Necci

Members of the public: William Radwell, Jr., W814 Hyacinth Road, Genoa City; Ed Yaeger, 421 Water Street, Lake Geneva; Terry O'Neill, 954 George Street, Lake Geneva; Kathleen Seeburg, Walworth County Visitors Bureau; Steve Ohs-Lakeshore Library System Administrator; Derek D'Auria-Executive Director of Walworth County Economic Development Alliance (WCEDA)

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

On motion by Supervisor Ingersoll, seconded by Supervisor Schaefer, the September 8, 2015 Special Joint Finance/Public Works Committee meeting minutes were approved by voice vote.

Public Comment

Terry O'Neill, 954 George Street, Lake Geneva, thanked the County for the completion of the George Street project. He distributed a letter from Schenck CPAs concerning the audit of TIF District #4 in Lake Geneva. O'Neill said he examined the audit results and summarized what he feels occurred and what information was not provided. He said the the final audit is off by \$10,000. The third sheet Mr. O'Neill distributed includes the audit history of District #4.

William Radwell, Bloomfield Township, drew attention to the Village of Bloomfield parcels listed on the Sale of County Owned land on page 144 of the agenda packet. Radwell is trying to find the means to re-purchase them. He asked if the County would be willing to take it out of foreclosure until he can procure the necessary funds.

Unfinished Business – There was none.

Special Order of Business

- Summary presentation of the 2016 County Administrator's budget

County Administrator Bretl said the proposed budget was thoroughly summarized at the Budget Workshop. He asked for any specific questions from the Committee. There being none, the personnel appeals were addressed.

- Appeals to the 2016 County Administrator's budget

Human Resources Committee recommendations

Appeal A – District Attorney - Remove payment to State for Assistant District Attorney (ADA) position and add back salary savings for administrative position. The Human Resources Committee voted 4-1 to approve the Appeal. Supervisors Monroe and Stacey initiated the appeal because they do not support the County funding a state position, which could set a precedent. Bretl said the funding of an Assistant District Attorney, which is a State funded position, would be levy neutral because of elimination of an administrative position in the DA's office when the incumbent retires. District Attorney Necci contends with the elimination of the administrative position and technological improvements, he would not need to fill the administrative position. There was concern if a county position were given up and the funds were used to hire an ADA, how would administrative support be funded if the new ADA needed clerical assistance. Vice Chair Kilkenny said he would support the additional position if it is budget neutral. Supervisor Yvarra said he supports the appeal because county funds should not be used for a state position. District Attorney Necci said he agrees the State should pay for the position, and that there is a statewide movement to urge legislators to address the shortage. He asked the Board to fund the position in order to best serve our citizens' interests. **Vice Chair Kilkenny made a motion, seconded by Supervisor Ingersoll, to deny Appeal A, and to approve the Assistant District position in the Administrator's budget, with the provision that if State funds for the position later become available, the county would defund the position; further, if the District Attorney subsequently requests an administrative support position, funding for the Assistant District Attorney's position would be eliminated to pay for the administrative position. The motion carried 4-1, with Supervisor Yvarra voting no.**

Appeal B – Lakeland Health Care Center (LHCC) – Change the newly created Scheduling Supervisor position to a Staff and Support Services Manager position. This Appeal was recommended 5-0 by the Human Resources Committee. LHCC Administrator Bernadette Janiszewski said the additional responsibilities and job duties will better fulfill the Scheduling duties. The Manager would also work with Human Resources to assist the nurse managers in dealing with employee issues and allow them more time to dedicate to resident care. The upgrade in the position would have a zero levy impact because of revenue from electrical stimulation services. Bretl and Human Resources Director Wilson support the appeal. **Supervisor Schaefer made a motion, seconded by Supervisor Ingersoll, to approve Appeal B. The motion carried 5-0.**

Appeal C – LHCC – Create a Certified Nursing Assistant (CNA) instead of a Certified Nursing Assistant-Housewide Enrichment Facilitator. The Lakeland Health Care Center Board of Trustees recommended denial of the Appeal 4-1. The Human Resources Committee recommended 5-0 to deny the Appeal. Bretl said Supervisor Staples presented the Appeal, proposing that LHCC create a Certified Nursing Assistant position as opposed to the Certified Nursing Assistant-Household Enrichment Facilitator. Her contention is that LHCC needs more CNAs, and that the enrichment duties could be covered by the CNAs if staffing was adequate. LHCC Administrator Bernadette Janiszewski said the position fits the new federal nursing home code, which states facilities need to focus on behavioral health and residents' individual needs. The Enrichment Facilitator would help make recommendations and comply with federal guidelines. In addition, this position would have the flexibility to perform duties that CNAs assigned a caseload are not able to do. Chair Russell recommended voting first on the Appeal, and then taking action on the position in the Administrator's Budget, if necessary. **Supervisor Schaefer made a motion to deny Appeal C, seconded by Supervisor Ingersoll. The motion carried 5-0. Supervisor Ingersoll made a motion to leave the proposed position and recommended duties in the Administrator's Budget, but to remove "Certified Nursing Assistant" from the job title. The motion carried 5-0.**

Appeal D – LHCC – Restore 2.10 vacant CNA positions proposed for elimination under the Administrator’s Budget. The Lakeland Health Care Center Board recommended 4-1 to deny Appeal D. The Human Resources Committee recommended 5-0 to deny Appeal D. Supervisor Staples sponsored the Appeal. She feels part-time positions provide more reliable coverage. Janiszewski said the pool staffing is working well and shift coverage hasn’t been a problem. **Supervisor Ingersoll made a motion to deny Appeal D, seconded by Supervisor Schaefer. The motion carried 5-0.**

- Recommendation of the 2016 County preliminary budget
Supervisor Schaefer made a motion, seconded by Supervisor Yvarra, to recommend approval of the 2016 preliminary budget with the modifications approved above herein. The motion carried 5-0. Bretl said there is still time for amendments to the budget, as the deadline is after the public hearing on October 29. In the meantime, Bretl encouraged Supervisors to contact him with any concerns.

Consent items

Chair Russell requested that items B 1 and C 4 be considered separately. **Supervisor Schaefer made a motion, seconded by Vice Chair Kilkenny, to approve the remainder of the consent items. The motion carried 5-0.**

8A, Budget Amendments

- 1) County Administration
CA001 — Reflect increase in Workforce Innovation and Opportunity Act (WIOA) services and grant funds
- 2) Health & Human Services
HS012 — Increase residential care services for Children’s Division
- 3) Sheriff’s Office
SH002 — Increase overtime/compensatory bank payout for Communications Division due to staff vacancies
SH004 — Increase overtime account for Corrections due to staff vacancies (Enclosure pg 5)

8B, Bids/Contracts

- 1) Contract award recommendation for Classification/Compensation Study Project
Human Resources Director Dale Wilson said the Human Resources Committee recommended 5-0 that the Hay Group be awarded the contract for the study. The study is broken into two phases because 2016 funding is required for Phase 2 (the benefits portion) of the study. **Vice Chair Kilkenny made a motion, seconded by Supervisor Yvarra, to approve the entire contract for the Classification/Compensation Study to the Hay Group, contingent upon adoption of the 2016 county budget. The motion carried 5-0.**

8C, Reports

- 1) OPEB Trust report – 2nd quarter 2015
- 2) Quarterly investment report – 2nd quarter 2015
- 3) Quarterly sales tax report – 2nd quarter 2015
- 4) Update on tax incremental financing (TIF) districts, including the City of Lake Geneva TIF #4
Comptroller Jessica Conley distributed a letter from Lake Geneva City Administrator Blaine Oborn concerning the financial audit of TIF District 4. She is aware there is a \$10,000 discrepancy, but hasn’t been provided a new balance sheet. She will update the Committee after her meeting with City officials.

5) Out-of-state travel

Clerk of Courts

Kristy Secord, Katie Behl, Sheri Skomski, Bridget Lee, David Reddy, Terra Parsons, Christopher Lindloff; National Association of Treatment Court Professionals (NADCP) Conference; Washington, D.C

Health & Human Services

Virginia Chentnik, Home visit, Park Forest, IL

Anne Prince, Meals on Wheels America Annual Conference, Orlando, F

Information Technology

Jackie Giller, CyberSecurity for Defense Conference, Augusta, GA

Sheriff's Office

Kurt Picknell, FBI National Academy Annual Training Conference, Seattle, WA

8 D, Notification of emergency procurement

Repair damage to the rear of Lakeland Health Care Center facility

Remediate contaminated soil discovered during CTH NN roadwork project

Provide adequate clearance for fiber optic and copper cables by the Judicial Center.

New Business

- Resolution **-10/15 Adopting the Walworth County Plan of Library Service for Funding Years 2016-2018

Bretl said Steve Ohs, Lakeshore Library System Administrator, was in the audience to answer any specific questions. The Plan is required by Chapter 43 and is basically a rewrite of the previous Plan. The standards and funding mechanism remain the same. **Supervisor Schaefer made a motion, seconded by Supervisor Yvarra, to recommend the resolution. The motion carried 5-0.**

- Discussion and possible action regarding Walworth County Visitors Bureau's fiscal 2014 Deputy County Administrator-Finance Nicki Andersen said her staff reviewed the Visitors Bureau records and they are in good financial shape. She said she appreciates their efforts to improve their reporting over the past several years. **Supervisor Schaefer made a motion, seconded by Supervisor Ingersoll, to accept the audit report. The motion carried 5-0.**

- Discussion and possible action regarding auditing proposal for Walworth County Economic Development Alliance, Inc. (WCEDA)

Bretl said WCEDA approached the County and requested that we not require an annual outside audit. WCEDA proposes to have a full audit performed every third year, with an interim review each year. Andersen recommended approval, with adding the requirement that WCEDA confirm that their total wages and related taxes agree with federal and state payroll tax reports. **Supervisor Ingersoll made a motion to approve the auditing proposal for WCEDA, including Deputy County Administrator Finance Nicki Andersen's recommendation. Supervisor Schaefer seconded the motion and it carried 5-0.**

- Resolution **-10/15 Authorizing Internal Allowances for Lakeland Health Care Center 2015 Net Position for Future Building/Equipment

Supervisor Schaefer made a motion, seconded by Supervisor Ingersoll to approve the Resolution Authorizing Internal Allowances for Lakeland Health Care Center 2015 Net Position for Future Building/Equipment. The motion carried 5-0.

- Resolution **-10/15 Authorizing the Closure of White River Park Acquisition and Health and Human Services HVAC System Replacement Capital Projects and the Transfer of Remaining Funds to the General Fund Unassigned Fund Balance Account

Vice Chair Kilkenny made a motion, seconded by Supervisor Yvarra, to approve the Resolution Authorizing the Closure of White River Park Acquisition and Health and Human Services HVAC System Replacement Capital Projects and the Transfer of Remaining Funds to the General Fund Unassigned Fund Balance Account. The motion carried 5-0.

- Discussion and possible action regarding Public Works approval of the County Conservation Aids Grant Application

Supervisor Schaefer made a motion, seconded by Vice Chair Kilkenny, to approve the submission of the County Conservation Aids grant application. The motion carried 5-0.

- Resolution **-10/15 Authorizing the Addition of the Conservation Aids Program Grant to Previously Established Pre-Approved Recurring Grants List

Vice Chair Kilkenny made a motion, seconded by Supervisor Ingersoll, to approve adding the Conservation Aids Program Grant to the Pre-Approved Recurring Grants List. The motion carried 5-0.

- Ordinance **-10/15 Amending Section 30-181(2)(a) of the Walworth County Code of Ordinances Relating to Public Works Excess Net Position at Yearend

Bretl said the Public Works Committee recommended approval of the ordinance amendment. Andersen said excess funds would be used to build up reserves for Public Works equipment or building projects. This would be in addition to the highway and bridge projects currently allowed. **Supervisor Schaefer made a motion, seconded by Supervisor Yvarra, to approve the Ordinance Amending Section 30-181(2)(a) of the Walworth County Code of Ordinances Relating to Public Works Excess Net Position at Yearend. The motion carried 5-0.**

- Discussion and possible action regarding appraised values for in-Rem tax foreclosure properties
Treasurer Valerie Etzel said last year the Committee developed criteria for calculating appraised property values by taking into consideration whether the properties were improved, unimproved, buildable, occupied or vacant. Etzel used the same criteria this year in determining appraised value for the 69 properties acquired through foreclosure. Chair Russell asked if Mr. Radwell's properties could be left off the list. Etzel said she spoke with him again last week and he is aware that he has until 5:00 p.m. on the day before the sale to pay in full. Etzel said she is afraid if an exception were granted in this case, they would have to do the same for everyone. Letters have been sent to all adjacent property owners offering the properties to them first before the sale. Etzel noted that the Town of Delavan parcel, FSS 00068, should be eliminated from the list because it will be repurchased. **Vice Chair Kilkenny made a motion, seconded by Chair Russell, to approve the appraised values of the real estate parcels for sale, with the exception of the property in the Town of Delavan, parcel FSS 00068. The motion carried 5-0.**

- Resolution **-10/15 Committing General Fund Balances for Future Building/Equipment

Andersen reported that the County is fortunate to have \$2.75 million in excess of the 20% minimum reserve in the General Fund Balances. This resolution authorizes \$1.75 million of unassigned fund balance to be put in the General Fund building/equipment committed fund balance account, and the transfer of \$1 million to the Public Works Fund equipment internal allowance net position account. **Supervisor Schaefer made a motion, seconded by Vice Chair Kilkenny, to approve the Resolution Committing General Fund Balances for Future Building/Equipment. The motion carried 5-0.**

- Discussion and possible action regarding Village of Darien Tax Incremental Districts (TID) (Referred by County Board)

Conley reported that the Village of Darien is requesting a new TID #3, for industrial and commercial development. A summary report on the new TID was included in the agenda packet, as well as documents from the project plan. The next meeting of the Joint Review Board is October 6th at 3:00 p.m. In order to meet the requirements to create a new district, the existing TID #2 must be closed. County ordinance requires a public member, not related to anyone involved in the TID be appointed to the Review Board. Contrary to our ordinance, the Board voted on the creation of the TID at the September 2nd meeting without appointing a public member. Conley asked that the Committee communicate this to persons whom they feel might be interested in serving. **Vice Chair Kilkenny made a motion, seconded by Supervisor Schaefer, to direct the County's representative on the Joint Review Board for TID #3 to seek line item limits on the proposed projects, consistent with the percentages used in the Lake Geneva TID. The motion carried 5-0.**

- Discussion and possible action regarding Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for Fiscal Year 2015
Chair Russell and Bretl congratulated the Finance Department for their accomplishments again this year. Andersen said the award was granted largely due to the cooperation of department heads and assistance from staff. **Vice Chair Kilkenny made a motion, seconded by Supervisor Ingersoll, to present the Government Finance Officers Association Distinguished Budget Presentation Award as a Special Order of Business at the November 10, 2015 County Board meeting. The motion carried 5-0.**

Correspondence – There was none.

Announcements

Chair Russell congratulated Nicki Anderson on her 30th anniversary with Walworth County. Russell said Andersen is always professional and has done a great job with the Finance Department.

Confirmation of next meeting dates and times: The next meeting was confirmed for Thursday, October 22, 2015 at 9:30 a.m., Government Center County Board Room 114.

Adjournment

On motion by Supervisor Schaefer, seconded by Supervisor Ingersoll, Chair Russell adjourned the meeting at 11:09 a.m.

DRAFT

**Walworth County Board of Supervisors
Children with Disabilities Education Board Meeting Minutes
Wednesday, September 16, 2015
Walworth County Government Center
County Board Room 114
100 West Walworth Street, Elkhorn, WI 53121**

The meeting was called to order at 5:15 p.m. by Chair Dave Weber.

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

Others in Attendance:

County Board members: County Board Chair Nancy Russell

County staff: County Administrator David Bretl, Director of Special Education Tracy Moate, and Lakeland School Principal Greg Kostechka

Members of the public: Gordon and Nancy Haak, N4097 County Road NN, Elkhorn, Wisconsin

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

On motion by Secretary Monroe, seconded by Supervisor Staples, the July 22, 2015 CDEB minutes were approved by voice vote.

Public Comment – There was none.

New Business

- Staff retirement resolutions

Chair Weber read the resolution honoring Nancy Haak for her 38 years of teaching, and thanked her for her dedication and commitment to the students at Lakeland School. Mrs. Haak was present to receive the resolution.

Old Business

- Report and update regarding approved changes to certain Lakeland School employee pay for performance plan and evaluation.

Director of Special Education Tracy Moate distributed out the final Core Competencies/Framework for Teaching Self-Rating Form: Goal, Evidence and Observation Documentation Requirements. Moate said this was also presented earlier in the day at the Human Resources Committee. Moate summarized the plan. There are four domains in evaluating the teachers: Planning and Preparation, The Classroom Environment, Instruction and Professional Responsibilities. There are goals that teachers need to identify and achieve, and a formal observation process. The final pages contain graphs and documentation showing how staff falls on the 29 steps on the performance plan. There is also a sheet listing the numbers of employees by pay grade, pay step, hourly rate, pay period salary and annual salary. The final page shows the step advancement and new step as a result of the 2014-2015 performance evaluation and the projections for the upcoming budget year. For those who wish to improve their performance, there are weekly support sessions for staff to provide assistance and guidance as well as other input.

Moate said there is a mentor program in place whereby senior staff helps guide and assist less experienced teachers. **Supervisor Schaefer made a motion, seconded by Secretary Monroe, to accept the report and place it on file. The motion carried 5-0.**

New Business

- Establish the maximum number of non-resident students who may attend Lakeland School on tuition Moate said the current maximum enrollment at the School is 270. A non-resident student not already attending Lakeland School cannot be admitted to the School when maximum capacity is reached.

Currently, enrollment is at 208, which includes 11 tuition students. County Administrator Bretl asked if the Ordinance on non-resident students is still a valid way to address maximum capacity, wondering if it is realistic, given that Lakeland is a K-12 school. Moate said she and staff discussed this issue; currently the Middle School is at maximum capacity, which is 10 students per classroom, so non-resident tuition students in middle school couldn't be enrolled. Moate said the highest enrollment was 245 students last year. Bretl suggested the Board discuss the criteria for non-resident tuition at a future meeting.

Secretary Monroe made a motion, seconded by Supervisor Staples, to approve a 270 maximum enrollment. The motion carried 5-0.

- Facility maintenance/cleaning contract (Diversified Building Maintenance)

Chair Weber and Moate met a few weeks ago and discussed the cleaning contractor's performance at the School. The lead worker from Diversified does a great job, but is not getting enough support from his employer. Weber said the County subcontracted its cleaning to be more cost-effective, but if they are not doing a satisfactory job it is not worth the savings. Bretl said that outsourcing the janitorial services has saved \$70,000 a year for the County. The biggest issue he feels is Facilities and Purchasing administer the contract and there isn't enough supervision within the buildings to monitor performance. An additional Facilities Maintenance Technician position has been added to the 2016 budget, but Bretl is uncertain that will resolve the supervision problem. Service delivery from Public Works needs improvement and the issue needs to be addressed. Moate said the biggest problem is that the management team from Diversified meets with Greg Kostechka, School Principal, once a month to discuss service issues, and typically the same problems need addressing every month. Staff sends work orders to Public Works, but response has been slow. Kostechka said complaint follow-up by the contractor has been poor, and their frequent personnel changes are problematic. Supervisor Schaefer said the cleaning personnel are not under the direct supervision of Public Works, and therefore maintenance staff are not authorized to direct contractor staff. The Facilities Manager is overloaded with projects and his time spread too thin between projects and staff management, Schaefer added.

Bretl said an amendment to the cleaning services contract won't improve service delivery. The County needs to take appropriate steps to resolve the performance issues.

Supervisor Ingersoll made a motion, seconded by Secretary Monroe, to do a study on the performance, service and supervisory issues discussed herein and refer the matter to the Public Works Committee for discussion/action at the October meeting. The motion carried 5-0.

- Discussion on the 2016 proposed CDEB Budget

Moate summarized the proposed 2016 budget. The tax levy is projected to decrease by .4% in 2016, which will be the last year of the transfer of services to the districts. The appropriations summary shows an increase in administration, a 20% change from 2015. The decrease in staffing is due to the transfer in service. As of the beginning of the school year there are only four teachers remaining in the districts. Transfers of service payments are equal to State Categorical Aid, approximately 27-29%.

Capital Improvement Plan (CIP) projects include: clock system replacement, pool solar system collector replacement, annual flooring replacements, replacement of the building monument sign (part of the CTH NN reconstruction), and a walking path.

Revenue from tuition agreements was included in the packet. In 2014-2015, \$374,999 was generated by tuition students.

Long term debt service shows that 2007 bonds will be called in 2017 and 2008 bonds in 2018.

Committed fund balances include building and equipment (\$1,500,000), severance (\$280,420) and debt service. (\$7,532,680).

Secretary Monroe made a motion, seconded by Supervisor Ingersoll, to approve the proposed budget. The motion carried 5-0.

Reports and Correspondence

- CDEB Chair – The Chair had no reports or correspondence.
- CDEB Director

Start of the 2016/2016 School Year

Current enrollment is 208 students.

Lakeland School Outdoor Education Program

Moate reported the outdoor education program was held at Lutherdale last week. Students were able to have a camping experience, climb ropes and do other outdoor activities. They also had the opportunity to watch a water ski show.

Confirmation of next meeting – The next meeting was confirmed for Wednesday, October 21, 2015 at 5:00 p.m.

Adjournment

On motion by Supervisor Staples, seconded by Supervisor Schaefer, Chair Weber adjourned the meeting at 6:20 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
Human Resources Committee Meeting Minutes
Wednesday, September 16, 2015
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

The meeting was called to order at 3:38 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: Nancy Russell, Charlene Staples

County staff: County Administrator David Bretl; Human Resources Director Dale Wilson; Lisa Henke-Risk/Benefits Manager; Deputy County Administrator-Finance Nicki Andersen; Comptroller Jessica Conley; Director of Special Education Tracy Moate; Director of Information Technology (IT) John Orr; IT Operations Manager Jackie Giller; Health and Human Services (HHS) Director Elizabeth Aldred; Deputy Director of HHS Robert Williams; Lakeland Health Care Center Administrator Bernadette Janiszewski; Lisa Pohl-Human Resources Generalist; Donna McIntyre-Human Resources Manager; County Clerk Kim Bushey; Evan Wynn-Court Supervisor; District Attorney Dan Necci; Misty Quinn-District Attorney's Office Manager; County Comptroller Jessica Conley; and Human Resources Assistant Seth Rehbaum

On motion by Supervisor Stacey, seconded by Vice Chair Brellenthin, the agenda was approved by voice vote.

Supervisor Monroe made a motion, seconded by Supervisor Stacey, to approve the July 22, 2015 meeting minutes. The motion carried 5-0.

Public comment – There was none.

Old Business

- Report and update regarding approved changes to certain Lakeland School employee pay for performance plan and evaluation

Special Education Director Tracy Moate distributed a copy of the core competencies, goals, evidence and observation requirements for the new teacher evaluation system at Lakeland School. Included in the packet is a grid used by all three School Administrators to track individual teacher goals, observations, individual meetings, mid-year follow-up, supporting documentation, etc., during the evaluation process. Moate reviewed the domains used in scoring the overall performance. Moate included a bar graph showing where each teacher currently falls on the salary step scale. Moate reviewed projections for the 2015-2016 school year pay for performance by step, job class, pay grade, hourly rate, pay period and annual salary. Chair Brandl asked Moate if any of the teachers have major concerns with the new system. Moate said there are always concerns with a new system, but each week administration holds a session for teachers to receive feedback on domains, assistance and input. All three administrators have input into each review. **There was no action on this item.**

New Business

- Personnel appeals to the Administrator's budget

County Administrator Bretl said there were four appeals to the 2016 personnel budget, which were distributed prior to the meeting. Bretl said the appeals would be discussed and action taken in order.

Appeal A – District Attorney - Remove payment to State for Assistant District Attorney position and add back salary savings for administrative position.

Supervisors Monroe and Stacey initiated the appeal. Their position is the County should not pay for state-funded positions. District Attorney Necci addressed the Committee. Between 1980 and 1990, three new assistant district attorneys were added to the District Attorney's office. Subsequently, the State took over funding for the positions and no additional prosecutors have been hired. Violent crime in Walworth County is up 40%, Necci said. In 1991 the District Attorney's office filed two delivery of narcotics charges, since then the number of those cases has risen by 850%. Throughout Wisconsin, all of the District Attorney offices have requested more assistant positions. National standards are one prosecutor for every 10,000 residents; Walworth County only has one per 30,000 residents. Necci and his Office Manager have developed a plan to fund the position with money already allocated, at no cost to taxpayers. By eliminating a legal stenographer position (upon the incumbent's retirement), and the implementation of more efficient technology, the attorneys would take on some of the work previously done by administrative support staff. He requested that be allowed to use resources as he sees fit to effectively administer justice and ensure the safety of our citizens. Necci asked that the appeal be withdrawn. Chair Brandl expressed concern with hiring an assistant district attorney with funds for administrative support, which might later be needed to support the attorney position. **Supervisor Monroe made a motion, second by Supervisor Stacey, to recommend approval of Appeal A. The motion carried 4-1, with Supervisor Ingersoll opposed.**

Appeal B – Lakeland Health Care Center (LHCC) – Change the newly created Scheduling Supervisor position to a Staff and Support Services Manager position.

Supervisor Monroe made a motion to recommend approval of Appeal B, seconded by Vice Chair Brellenthin. LHCC Administrator Bernadette Janiszewski said she originally requested a scheduling supervisor position, but after discussion with Human Resources Director Dale Wilson and reviewing new code requirements, Janiszewski thinks it would best meet their needs to upgrade the position to include supervision of six employees and add additional duties. Currently the Nurse Managers spend approximately 30-50% of their time on employee issues, which takes away from their primary focus of resident care. The manager position would assist with employee issues and working with Human Resources. Wilson said currently two employees are doing scheduling, which is a crucial role at LHCC, and one which they determined requires more analytical skills. The second employee who is currently doing some of the scheduling would be moved to another position at LHCC. Janiszewski said the additional expense for the upgrade would be covered by additional Medicare Part B revenues from electric stimulation therapy. Brandl asked about future funding, and Janiszewski said the therapy service should generate close to \$80,000 within the first year. **The Chair called the question and the motion carried 5-0.**

Appeal C – LHCC – Create a Certified Nursing Assistant (CNA) instead of a Certified Nursing Assistant-Housewide Enrichment Facilitator.

Supervisor Staples requested the appeal, and stated she feels the new position would not assume enough Certified Nursing Assistant duties (CNA). She worked as a CNA for 22 years, and is aware of the acuity level of residents and their needs, and said that staffing levels need to be increased. In addition, the current CNA duties include improving quality of life, but without enough staff to ensure physical comfort and well-being, the other goals cannot be accomplished. Janiszewski said the proposed position would label clothing, provide attention to residents' individual needs, help with individualized activities, and drive the van to transport residents to events as needed. Individualized attention has reduced behavioral problems, Janiszewski added.

Supervisor Ingersoll said the position includes job duties that the certified nursing assistants don't have time for, but it also requires certification. If the title of CNA were removed from the position title, she asked Supervisor Staples if that would be acceptable, or does she have other concerns? Staples replied her concern is that the position title would be changed, duties would shift and that wouldn't help the care staff. Chair Brandl commented that if the extra duties of Household Enrichment Facilitator were included in the CNA job description, more CNAs could be hired. Janiszewski said that a CNA assigned a caseload can't be pulled off the job to take a resident to a medical appointment or individualized activity. **Supervisor Stacey made a motion, seconded by Supervisor Monroe, to recommend denial of Appeal C, and to leave the position in the Administrator's Budget with "Certified Nursing Assistant" removed from the title. The motion carried 5-0.**

Appeal D – LHCC – Restore 2.10 vacant CNA positions proposed for elimination under the Administrator's Budget.

Supervisor Staples sponsored the amendment, stating that the part-time positions can provide more reliable coverage than pool staffing. Wilson said the Lakeland Health Care Center Board of Trustees voted 4-1 to deny the appeal. Janiszewski said the pool staff is working well; they have 40 active pool employees, and just added four new hires. Weekend shifts are covered, which has eliminated using outside agencies to staff weekends and holidays. Supervisor Ingersoll said the pool seems to provide for more flexible scheduling and allow those who are going to school to remain working. The pool rate may be higher, but it is much less expensive than going through an outside agency. **Vice Chair Brellenthin made a motion, seconded by Supervisor Stacey, to recommend denial of Appeal D. The motion carried 5-0.**

- Request for early implementation of the following changes:

Lakeland Health Care Center personnel changes

Wilson requested authority to begin recruit and implement the Staff and Support Services Manager position at LHCC (if approved by the Finance Committee as part of the personnel appeals) before January 2016. Existing funds are available to cover the position for the remainder of 2015. **Supervisor Stacey made a motion, seconded by Supervisor Monroe, to approve the change in position, seconded by Supervisor Monroe. The motion carried 5-0.**

- Discussion and possible action regarding amending various sections of Chapter 15 of the Walworth County Code of Ordinances relating to the reclassification of a Desktop/Lead Server Specialist position in the IT Department

Director of IT John Orr said his department is requesting to fill the open position of Desktop Lead/Server Specialist. To better fit the technical support needs of county systems and infrastructure, Orr requested additional duties be added to the position and that it be retitled to Systems Specialist. Orr added that the change better aligns the job description and title with standard IT industry positions, which will attract a more qualified pool of candidates for the job. He requested that if the ordinance amendment is approved by this committee, recruitment could begin. Orr said an employment offer would not be given until the County Board approves the amendment. The position change is budget neutral. **Supervisor Monroe made a motion, seconded by Supervisor Ingersoll, to recommend approval of the reclassification of the position and to authorize staff to recruit for the position. The motion carried 5-0.**

- Discussion and possible action regarding a contract award recommendation for Classification/Compensation Study Project

Wilson said the proposal for the classification/compensation study was included with the agenda packet. Authorization to send the project out for proposals was given in April 2014, but the process took much longer than anticipated. When the first proposals came in, only two companies submitted a response. The proposals were both rejected because of the vendors' disparity in the scope and pricing of the project. Staff refined the content of the Request for Proposals (RFP) and released the documents in February of 2015. The same two companies submitted proposals, which this time were similar in scope and pricing. Staff invited the top ranked firm to present their proposal in April of this year. Again, staff didn't feel the company met county expectations. During the next few months, staff viewed demonstrations and had phone conferences with three additional vendors. The Hay Group emerged as the firm that could best conduct the study. The project is broken up into two phases, because of the constraints on the Human Resources 2015 budget. Funds are included in the Department budget for 2016 to complete Phase 2. Wilson recommended approval of the entire project, contingent upon Board adoption of the 2016 county budget.

Bretl said he appreciates Wilson's methodical process in identifying a vendor who can meet county specifications. The study could have a big impact on recruiting and retention of employees, overall morale and public opinion. Chair Brandl said that the study will include both the private and public sector, which will provide a wider market to evaluate employee compensation. Wilson added that data from other county studies will also be considered. County Board Chair Russell supports retaining the Hay Group, who did a study at her workplace several years ago, and said Hay would also look at internal job classification equity. Vice Chair Brellenthin asked what the timing is on implementation, and Wilson said it would take most of 2016 to complete Phase 1. Phase 2 is the benefit portion of the study. Wilson anticipates the compensation/classification recommendations would be completed by the end of 2016. **Supervisor Monroe made a motion, seconded by Supervisor Ingersoll to recommend award of the contract for the Classification/Compensation Study Project to the Hay Group. The motion carried 5-0.**

Reports/announcements by Chairperson – None

Confirmation of next meeting. The next meeting was confirmed for Wednesday, October 21, 2015 at 3:30 p.m.

Adjournment

On motion by Vice Chair Brellenthin, seconded by Supervisor Stacey, Chair Brandl adjourned the meeting at 5:07 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, September 16, 2015
Walworth County Government Center
County Board Room 114, 100 West Walworth Street, Elkhorn, WI 53121**

The meeting was called to order at 2:27 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 Berenice Solis, Dr. James Seegers, Sandra Wagie-Troemel and William Wucherer. A quorum was declared.

Others in Attendance:

County Board members: County Board Chair Nancy Russell

County staff: County Administrator David Bretl; Director of Health and Human Services (HHS) Elizabeth Aldred; Deputy Director of HHS Robert Williams, Jan Ellefsen-Public Health Officer; Beth Walsh-Public Health Supervisor

Members of the public: Chace Wolff, Registered Dental Hygienist; Billee Bayou, WEAVR Systems Administrator-Wisconsin Division of Public Health; John Peters, City of Lake Geneva Medical Reserve Corps Administrator

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

On motion by Supervisor Staples, seconded by Supervisor Schaefer, the July 22, 2015 meeting minutes were approved by voice vote.

Public Comment – There was none.

Public Hearing

The purpose of the public hearing is to seek input from consumers of services, consumer family members, and the public on the quality of health and human services programs, unmet needs and improvements to the current system of health and human services in Walworth County. **Supervisor Ingersoll made a motion, seconded by Supervisor Staples, to open the hearing for public input. The motion carried 9-0.** Chair Monroe asked for public comment/input. There being none, **Supervisor Ingersoll made a motion, seconded by Supervisor Staples to close the public hearing. The motion carried 9-0.**

Unfinished Business

- Follow up on Regionalization of Comprehensive Community Services (CCS)
Director of HHS Elizabeth Aldred said the CCS region met with their technical assistance on August 27. Rock County requested that all three counties have the same auditor. The rate setting and reconciliation was completed, and \$7,000 will come back to Walworth County.

New Business

- 2016 Proposed Budget Presentation
Aldred delivered a presentation on the 2016 proposed budget. The Department is .74% below last year's tax levy. To simplify the Children's Long Term Care (CLTS) program, six separate Orgs were condensed into three: CLTS State Match and CLTS Local Match, Family Support and Family Support as CLTS Match, and Children's Community Options Program (COP) and Children's COP as CLTS Match. This enables staff to track and record the program more efficiently.

The Community Options Program (COP) will be broken down into two new programs: Mental Health Community Aids and Children's COP. All of the previous COP funding allocation will be transferred into the Mental Health Community Aids Program. All Family Support Program (FSP) funding will be transferred to the new Children's COP program in 2016. The COP for adults has changed to fewer requirements and thereby will become more accessible and the funding more flexible.

Inter-Departmental Revenue is broken down into categories: Behavioral Health Services, AODA-OWI Court, Mental Health-AODA Intervention Crisis and Public Health (Environmental Health and Clinics). The Department is reimbursed by the Sheriff's Office and Health Care Center for psychiatric services; Clerk of Courts reimburses for 4th OWI offender treatment; and individual departments reimburse Public Health for immunizations.

Aldred included a graph with transportation overages by month for 2015. By the end of the year, she expects numbers to improve, with children needing transportation to school and home. In 2014, HHS had the transportation contract with VIP Services. In 2015, oversight of the contract was transferred to County Administration, and early this year, the rates were changed for VIP and the budget went up to accommodate the increase. Another factor in the increase in transportation fees were the problems with emergency detention transportation to Winnebago. A round-trip ambulance transport for one person takes multiple hours. The Sheriff's Office helped out, along with VIP, and subsequently the Department has contracted for secure ambulance transport.

Budget amendments were required for overages in Residential Services, which were higher than projected for the first three months of the year because of correctional placements that were not anticipated, and higher exceptional rates for foster care. There is a projected 8.16% increase in Residential Services for 2016. The Department anticipates a downward trend in correctional placements and lower exceptional rates for foster care.

In 2016, two of five Patient Protection and Affordable Care Act (PPACA) positions will be eliminated. Two will be filled and one wasn't funded. Aldred said the State is working on a plan for funding the third position; however, there is no guarantee that it will become available.

Emergency Preparedness responsibilities at HHS are growing. There is a current grant of \$24,333 for Ebola and \$72,778 from Public Health Preparedness. The emergency response/disaster plans need updating, to include a sheltering plan and special populations plan. Future potential grants include Mass Fatality, NACCHO, MRC and additional preparedness. The proposed position for Emergency Preparedness will not be recruited until enough grant funding is procured to support half of the position.

Aldred summarized the organizational chart and proposed changes to the Children's Unit.

Aldred introduced Robert Williams, the new Deputy Director of HHS. The Board welcomed Mr. Williams.

Mr. Wucherer asked about the salary range for an Emergency Preparedness position, and Aldred said it would be the same as a Public Health nurse and would be in their union. The position would be funded by county levy and grant funds. Within the first half of 2016, the Department should know if grant funds will be awarded.

- County Aging Plan Public Hearing Minutes from August 19, 2015

The Aging Plan public hearing was held August 19. Supervisors Russell, Monroe and Staples attended. There was one testimonial from a citizen concerning Elkhorn potentially becoming a dementia-friendly community. There were no additional comments. The Plan has been submitted to the State for 30-day review.

- Radon Outreach Funding in 2016 – Request for application

There is a \$3,500 grant for 2016 Radon Awareness and Testing. The grant was due to the state August 27 and staff has submitted the application. If awarded, funds will be used for radon testing kits, a poster contest and public service announcements. **Citizen Member Wagie-Troemel moved approval of the grant application submission and acceptance of the grant funding, seconded by Supervisor Staples. The motion carried 9-0.**

- George Williams College Water Sampling Partnership

Jan Ellefsen, Public Health Officer, reported that Public Health is partnering with George Williams College to develop a water sampling project as part of their environmental management program. Aurora has a four year Bachelor of Science in Nursing program, which will include prevention and environmental health as part of the curriculum. Public Health will take students to appointments with residents to do water sampling, provide free education to residents and give citizens a 50% discounted rate for water testing. Public Health will run the tests in their lab. The two regional areas that will be the testing focus area are near Evergreen Golf Course and another area to the north.

Citizen Member Wagie-Troemel moved approval of the partnership. The motion was seconded by Supervisor Ingersoll and carried 9-0.

- Discussion and possible action – Medical Reserve Corp.

Aldred said the Medical Reserve Corps in Lake Geneva wants to expand its services to provide assistance countywide in case of natural disasters and disease outbreaks. The Corps also volunteers its time in rendering first aid at community events. Public Health would take over management of the volunteers, provided they are enrolled in the Wisconsin Emergency Assistance Volunteer Registry (WEAVR). Volunteers have been solicited through medical clinics and doctor offices. The group is hoping to recruit non-medical volunteers as well. **Vice Chair Brellenthin moved to approve the formation of the Walworth County Medical Reserve Corps. Citizen Member Wagie-Troemel seconded the motion and it carried 7-0 (Supervisor Schaefer was excused at 3:01 p.m. and Citizen Member Solis was excused at 3:08 p.m.).**

- Wrigley Company Foundation Community Service Grant – Request for application

The American Dental Hygienists' Association/Wrigley Company Foundation has funding for community service grants to provide oral health education. Chace Wolff, Registered Dental Hygienist, said the \$5,000 grant would be used to provide classroom educational tool kits for the seal-a-smile efforts in county schools. They are hoping to engage a teacher in each district to participate. **Citizen Member Wagie-Troemel made a motion, seconded by Supervisor Staples, to approve the grant application. The motion carried 7-0.**

- DHS Public Hearings on Family Care 2.0

Aldred said the Wisconsin Department of Health Services will hold public hearings throughout September to receive testimony on potential changes to the Family Care and IRIS programs. Aldred recommended

submitting written testimony to the Department of Health Services that Aging, Disability Resource Centers (ADRC) need to remain in place regionally to allow for a single point of assessment. HHS will also recommend that options for self-direction for clients be retained. Independent choice is important in patient centered care, as is the availability of the least restrictive and available in-home services. HHS staff requested authorization to attend the hearings and provide written testimony to the State.

Supervisor Staples made a motion, seconded by Citizen Member Wucherer, to authorize Department staff to attend the State public hearings on Family Care and IRIS, and to submit written testimony in support of retaining the programs. The motion carried 7-0.

- Memorandum of Understanding (MOU) between Walworth County and the Wisconsin Department of Corrections providing for the Compas Risk and Needs Assessment System for Youth
Aldred said the Department is interested in entering into a MOU with the Department of Corrections to utilize their Compas Risk and Needs Assessment system for juveniles. The Department of Corrections will sponsor the implementation of the risk assessment tool at no cost to the County. **Citizen Member Wagie-Troemel made a motion, seconded by Supervisor Ingersoll, to approve entering into the MOU with the Wisconsin Department of Corrections for the Compas Risk and Needs Assessment System for Youth. The motion carried 7-0.**

Reports and Correspondence – There were no reports or correspondence.

Announcements

- Walk to End Alzheimer's

Aldred reported that the Walk will be held September 19 at Library Park in Lake Geneva. The ADRC is the honorary chair of this year's event, and Lori Muzatko will be speaking.

- 2nd Annual Safety and Fun vs. 911 Safety Fair

Citizen Member Wagie-Troemel said the Children's Advocacy Center partners with HHS to conduct the event. The Fair will be held Saturday, September 19 from 11:00 a.m. to 3:00 p.m. at the Tree House Child and Family Center. There will be approximately 25 booths this year, and she encouraged Board members to attend. Wagie-Troemel commented HHS staff has been wonderful to work with in planning the event.

- 5th Annual Caregiver Conference

The conference will be held Tuesday, October 6 from 8:00 a.m. to 12:30 p.m. at Hawk's View Golf Club in Lake Geneva.

- Halloween Hustle 5k Run/Walk

Aldred reported that this year's golf outing didn't raise as much money as previous years. There will be a Halloween Hustle 5k/Run/Walk on Saturday, October 10 at 9:00 a.m. on County grounds to support the Holiday Care program.

Confirmation of Next Meeting – To Be Determined.

Aldred said she is scheduled to be at a conference on the regular October meeting date. She will work to find an alternate date for the October meeting and contact members to confirm.

Adjournment

On motion by Citizen Member Wagie-Troemel, seconded by Supervisor Staples, Chair Monroe adjourned the meeting at 3:30 p.m.

DRAFT

**Walworth County Board of Supervisors
Lakeland Health Care Center Board of Trustees Meeting Minutes
Wednesday, September 16, 2015 1:00 p.m.
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, Supervisor Kathy Ingersoll, Supervisor Joe Schaefer, and Supervisor Charlene Staples. A quorum was declared.

Others in Attendance:

Board members: Nancy Russell, County Board Chair

County staff: Bernadette Janiszewski, Nursing Home Administrator; Anne Simpson, Director of Nursing; David Bretl, County Administrator; Dale Wilson, Human Resources Director; and Seth Rehbaum, Human Resources Assistant.

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

On motion by Supervisor Schaefer, second by Vice Chair Brellenthin, the July 22, 2015 Lakeland Health Care Center meeting minutes were approved by voice vote.

Public Comment – There was none.

New Business

- Turn Over Rate

Bernadette Janiszewski, Nursing Home Administrator, gave an overview of the Lakeland Health Care Center (LHCC) turnover rate. She stated the Centers for Medicare and Medicaid Services (CMS) will be requiring a reduced turnover rate each year for the next three years with a minimum rate of 15% by mid-year 2017. The current average turnover rate in rural areas is approximately 30-35% and in larger cities over 50%. Janiszewski stated LHCC has improved on CNA turnovers and that an employee retention plan is in place to work with the RN positions. Supervisor Staples expressed concern relating to casual positions and stated that full time employees with benefits very rarely leave. Janiszewski stated last year was the first year offering the pool, which allows for flexibility. She stated there is a recruitment retention plan being implemented in 2016, and if successful, she would like to offer three 12 hour shifts with benefits in 2017. Janiszewski requested flexibility to work with the new positions and stated she would like to try some pilot programs before making changes.

- Summary of the 2016 Budget Request

Janiszewski presented and gave a brief overview of the Lakeland Health Care Center 2016 Budget Request, which was included in the committee materials. This overview included key information regarding the following: Budget Highlights, CIP, Staffing, the 2016 Annual Employee Recruitment/Retention Plan-Draft, 2017 Employee Recruitment/Retention Plan-Draft and a Brief Analysis of Some of the Proposed Changes to the Federal Nursing Home Code.

Concerns expressed were as follows:

-Supervisor Staples inquired about the retirement of the 24 hour nurse manager on the medical side and asked if there was a plan to overstaff this position. Janiszewski stated there is an individual who will function in this position for the interim, interviews are ongoing, and there are a couple of people in training who are interested at this time.

-Supervisor Staples stated her reasoning for appealing the Certified Nursing Assistant – Housewide Enrichment Facilitator was that the Committee approved the Customer Service Liaison last year and she believed this position

was the same. She stated this position should be more of a CNA duty and that some of the duties listed should be covered by recreational therapy. Simpson stated this position is an enhanced position that requires CNA qualifications and technical skills to meet the needs of the residents. Supervisor Ingersoll asked if the words Certified Nursing Assistant could be removed from the title. Janiszewski stated the title could be changed, but wanted the Committee to understand that the position will require CNA certification.

-Supervisor Staples commented on the appeal to restore 2.10 vacant CNA positions proposed for elimination under the Administrator's Budget, the eight vacant .20 positions as well as a .50 FTE. She stated she has an issue eliminating the .50 position as it is difficult to automatically fill part time positions on a day to day basis. Janiszewski stated that holidays are not a problem, as they use the pool staff, which is paid time and a half. She said the eight .2 positions have been vacant all year. In the past they have been filled on average 3 times in a year and a half. She recommends these positions be eliminated. Supervisor Staples stated her goal was to combine some of the every other weekend positions to be a larger position.

1) Appeal to 2016 Administrator's Budget (Referred to as Appeal B): LHCC – "...change the newly created Scheduling Supervisor position to a Staff & Support Services Manager position..."

Supervisor Ingersoll offered a motion, second by Supervisor Staples, to approve the change from Scheduling Supervisor position to a Staff & Support Services Manager position. Motion carried 5-0.

2) Appeal to 2016 Administrator's Budget: LHCC (Referred to as Appeal C) – "Create a Certified Nursing Assistant (1.00 FTE) instead of a Certified Nursing Assistant – Housewide Enrichment Facilitator (1.00FTE) which is included in the Administrator's Budget..."

Supervisor Ingersoll offered a motion, second by Vice Chair Brellenthin, to send this appeal to Human Resources requesting an amendment to the title by deleting the words "Certified Nursing Assistant" and use "Housewide Enrichment Facilitator". Motion carried 3-2.

3) Appeal to 2016 Administrator's Budget (Referred to as Appeal D): LHCC – "Restore 2.10 vacant CNA positions proposed for elimination under the Administrator's Budget. There are eight vacant .20 positions as well as a .50 FTE..."

Vice Chair Brellenthin offered a motion, second by Ingersoll, to remove and vote against restoring 2.10 vacant CNA positions proposed for elimination under the Administrator's Budget. Motion carried 4-1.

- Net position – designate Building/Equipment Funds

Janiszewski stated the 2015 Net Position for Future Building/Equipment was based on the Net Position at the end of 2014. She said LHCC is requesting to add approximately \$814,000 to the Equipment Fund and \$1 million into the Building Fund. She stated a 30 year projection was completed and this request will provide funding when the time comes for repair to the buildings. Supervisor Schaefer complimented Janiszewski on the great job she is doing. Janiszewski stated this was attributable to staff and billing for additional revenue.

Vice Chair Brellenthin offered a motion, second by Supervisor Ingersoll, to approve the Building/Equipment Fund. Motion carried 5-0.

- Request for Early Implementation of Personnel Changes

Janiszewski stated this request is for the Staffing and Support Services Manager position. She said there will be one Scheduling Clerk and the Manager. She stated the other Scheduling Clerk will be moved to another vacant position within the medical records department. Janiszewski stated this will allow them to start the recruitment process and they are looking to implement that position as early as December. Supervisor Ingersoll asked if the \$4,841 was covered. Wilson stated the amount will be covered in the current budget, but that next year's budget will have to be increased to accommodate this position, which has already been completed through Appeal B.

Vice Chair Brellenthin offered a motion, second by Supervisor Ingersoll, to approve early implementation of personnel change. Motion carried 5-0.

Reports

- Administrator's Report

Janiszewski stated that Supervisor Staples mentioned the July and August overtime. She said there usually is more overtime in the summer months as there are more vacations being taken.

Correspondence – There was none.

Announcements – There was none.

Upcoming Events

A list of upcoming events was included in the meeting packet.

Janiszewski stated the nursing home residents enjoyed the fair despite the heat.

Confirmation of Next Meeting – The next meeting was confirmed for October 21, 2015 at 1:00 p.m.

Supervisor Ingersoll requested, for the record, to obtain copies of the appeals prior to the meeting for review and consideration. Bretl stated he would review the process of getting appeals to the Committee.

Adjournment

On motion by Supervisor Ingersoll, second by Supervisor Staples, Chair Monroe adjourned the meeting at 2:25 p.m.

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

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.

SEPT. 15, 2015, MONTHLY MEETING

Present: Lutz, McIndoe, Kolosso, Correll, Weinkauf

Absent: Trimberger

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

Secretary Correll read the minutes of the Aug, 18, 2015 meeting which were subsequently approved. Treasurer Kolosso read the Aug, 2015 Treasurer's Report which was subsequently approved. (Copies of minutes and Treasurer's report attached.)

Old Business:

Chairman Lutz indicated that after contacting the Spring Prairie Building Inspector regarding the construction of a second floor on a garage on West Lakeshore Drive he has received no feedback. Also, with the property along the shoreline, there is no indication that the DNR has been contacted nor given "approval" to this potential "shoreline zoning" issue.

Chairman Lutz has spoken with Bob Kordus relative to the corrections/repairs necessary to the County Line Blvd. paving to prevent the "puddling", especially in front of a resident's driveway. Kordus will discuss with that resident, and the work will be done this Fall so that there will be no patches of ice this Winter.

Chairman Lutz indicated that the issue of replacement of the draw down device has still not been resolved, Jeff Johnson has been checking it out, and two (2) more contractors may be contacted for their opinions on the best way to proceed.

New Business:

The young man (14) hired for the District's maintenance position is working out quite well. However, since he is too young to drive, Chairman Lutz has had to "assist" by driving around to pick up the accumulated trash. Since Lutz is still recovering from recent surgery, the boy's father has been assisting the boy where necessary in that aspect of his work. To compensate, Chairman Lutz proposed adding 1/2 – 1 hour's compensation to offset the father's time and costs. The Board approved.

Chairman Lutz indicated he had received some complaints about the tree trimming done by Bienemann's. In one case, the complainant said that the tree being trimmed was their



personal property, not that of the District. So, Bienemanns trimmed only that portion of the tree which was hanging over the District's property.

We have one more year left on the three-year snowplowing contract.

The balance of the meeting consisted of general discussion on various topics:

**** Comm. Weinkauff stated that the bridge over the Fox River in Rochester will be demolished and replaced from April to October of 2016, necessitating large detours for many cars and trucks. The new bridge will also be lower underneath, making it impossible for pontoon boats to traverse beneath it.**

**** Comm. Weinkauff also reported that, beginning next year, the Village of Waterford will begin a 2-year project of draining and improving the Fox River.**

**** Some discussion on the existence of "curlypond weed" in the lake, with mention of the \$19,000.00 inserted in the next-year's budget to contract for its removal.**

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 7:50 p.m.

Respectfully submitted,



Robert E. McIndoe 9/18/15

HONEY LAKE

Protection and
Rehabilitation District

P.O. Box 565

Burlington, WI 53105



SEP 23 2015

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

AGENDA

Call the Meeting to Order

Secretary's Report: Aug. 18, 2015

Treasurer's Report: Aug. 2015

OLD BUSINESS

1. Reports
2. Lake Project

NEW BUSINESS

1. Road Maintenance
2. Monthly Bills

ADJOURN

HONEY LAKE

**Protection and
Rehabilitation District**

P.O. Box 565

Burlington, WI 53105



Commissioner's Meeting

August 18, 2015

Chairman Lutz called the meeting to order at 7:10 P. M. Commissioners present were John Lutz, Judith Correll and Michael Weinkauf.

The minutes of the July 21, 2015 meeting were read. A motion to approve the minutes was made by Michael Weinkauf, seconded by John Lutz and carried.

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

OLD BUSINESS

Michael Weinkauf asked if the money in the non-lapsing fund could be used for getting rid of the weeds. The answer is no. The money in that fund is strictly for repairs to the dam, the drawdown device and the dike. The money for the weed cutting will be included in the budget to be approved at the annual meeting. The only other way to get the money would be to take out a loan. There are a couple of companies that actually go into the water, pull the weeds out by the roots and feed them into a basket through a suction hose and the company takes them away.

A young man has been hired for the maintenance position. His name is Matthew Slavin. He is only 14 years old so he is not old enough to drive the equipment so Chairman Lutz will help him with certain jobs. Maybe we can find someone who would be willing to help one or two days a week.

Chairman Lutz is very disappointed in the work that Bienemann Tree Service did on the dike. Mr. Bienemann did give Chairman Lutz a new contract for \$1,975.00 for cleaning up the park, add mulch around trees, tree removal and trimming and seeding. Chairman Lutz would like to approve this contract but adding a completion date. A motion to approve the new contract from Bienemann Tree Service with a to be completed by date added for \$1,975.00 was made by Michael Weinkauff, seconded by Judith Correll and carried. Chairman Lutz will talk to him about the date before he signs the contract.

Chairman Lutz did contact the building inspector regarding the garage that is being built on W. Lakeshore Dr. because it is a two-story building that could have living quarters and is very close to the lake.

At the Improvement Association the subject of putting a new shelter at the south beach was brought up. Chairman Lutz stated that as long as it could be moved it would be allowed. The DNR will not allow a permanent structure to be built on a dike.

BILLS SUBMITTED AS FOLLOWS:

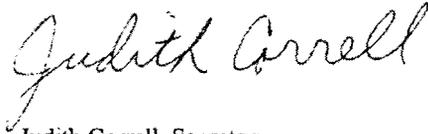
Comm. Comp.	John Lutz	\$200.00
“ “	Judith Correll	\$175.00
“ “	Joseph Kolosso	\$175.00
“ “	Michael Weinkauff	\$ 25.00
Joseph Kolosso	Reimburse. office supplies	\$ 63.94
John Lutz	Maintenance and reimburse. For supplies	\$ 82.84
Cutting Edge Lawn Maintenance	Cuttings on 7-2, 7-15, 7-31	\$435.00
Postmaster	P. O. Box for one year	\$ 60.00
Michael F. Dubis, Attorney	Release document for volunteers	\$ 95.00

George Medrow	Cost share of him removing fallen tree from storm damage	\$150.00
Minuteman Press	Printing for annual meeting	\$ 38.55
Racine County	Tax rolls and mailing labels	\$ 26.60
Judy Correll	Reimburse for stamps, labels and Printing for mailing of corrected Annual meeting notice	\$193.50

A motion to approve the bills was made by Michael Weinkauf, seconded by Judith Correll and carried.

A motion to adjourn, subject to recall, was made by Michael Weinkauf, seconded by Judith Correll and carried at 7.45 P. M.

Respectfully submitted,



Judith Correll, Secretary

HLPRD

SEP 23 2015

Honey Lake Protection & Rehabilitation District

Treasurers Report

August 2015

Joseph Kolosso

Treasurer

Honey Lake Protection and Rehabilitation District

Regular Checking-August 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>
8/1/2015			Starting Balance			\$8,187.17
8/22/2015	Deposit	Village of Rochester	FY15 Road Fund Reimbursement		\$11,000.00	\$19,187.17
8/6/2015	Deposit	Town of Spring Prairie	FY15 Road Fund Reimbursement		\$11,000.00	\$30,187.17
8/22/2015	Deposit	Racine County	Tax Settlement (2nd payment)		\$4,396.94	\$34,584.11
8/22/2015	Deposit	Walworth County	Tax Settlement (2nd payment)		\$4,566.71	\$39,150.82
8/24/2015	Deposit	State of Wisconsin	Computer Aid		\$7.00	\$39,157.82
8/18/2015	4316	John Lutz	Commissioners Compensation	\$200.00		\$38,957.82
8/18/2015	4317	Judith Correll	Commissioners Compensation	\$175.00		\$38,782.82
8/18/2015	4318	Joseph Kolosso	Commissioners Compensation	\$175.00		\$38,607.82
8/18/2015	4319	Joseph Kolosso	Office Supplies/Mailings Ink Cartridges 2-Long Life	\$63.94		\$38,543.88
8/18/2015	4320	John Lutz	Maintenance Equipment Pooper Scooper,2-Weed Wacker Heads Pliers	\$82.84		\$38,461.04
8/6/2015	4321	John Lutz	Beaches,Parks & Trees Clean up Beaches & Parks 7/23-7/30/15	\$105.00		\$38,356.04
8/18/2015	4322	George Medrow	Rochester Roads Tree Removal E Lakeshore	\$150.00		\$38,206.04
8/18/2015	4323	Michael F Dubis SC	Audit/Attorney Volunteer Release Document	\$95.00		\$38,111.04
8/18/2015	4324	Postmaster	Miscellaneous-PO Box Fee 1 yr	\$60.00		\$38,051.04
8/18/2015	4325	Cutting Edge Lawn & Landscaping	Beaches, Parks & Trees 7-2 \$145 7-15 \$145 7-31 \$145	\$435.00		\$37,616.04
8/18/2015	4326	Judith Correll	Office Supplies/Mailings Stamps,Labels,Printing	\$193.50		\$37,422.54
8/18/2015	4327	Mike Weinkauf	Commissioners Compensation	\$25.00		\$37,397.54
8/22/2015	4329	Minuteman Press of Burlington	Misc.-Copies Ann.Mtng/Reports	\$38.55		\$37,358.99
8/22/2015	4328	Racine Co.-Land Desc. Dept.	Misc.-Mailing Labels	\$26.60		\$37,332.39
8/22/2015	4330	Mathew Slavin	Misc.-Work Permit Fee	\$10.00		\$37,322.39
8/22/2015	4331	John Lutz	Beaches,Parks & Trees Clean up Beaches & Parks 8/3-8/13/15	\$104.25		\$37,218.14
8/31/2015	Deposit	Chase Bank-Interest	Interest		\$0.18	\$37,218.32
8/31/2015			Ending Balance			<u>\$37,218.32</u>

Honey Lake Protection and Rehabilitation District

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

<u>Date</u>	<u>Number</u>	<u>Transaction</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
8/1/2015		Starting Balance			\$8,084.95
8/22/2015	1286	Mathew Slavin	\$96.97		\$7,987.98
8/31/2015	Deposit	Chase Bank-Interest		\$0.07	\$7,988.05
8/31/2015		Ending Balance			<u><u>\$7,988.05</u></u>

Honey Lake Protection and Rehabilitation District

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

<u>Date</u>	<u>Number</u>	<u>Transaction</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
8/1/2015		Starting Balance			\$75,010.89
8/31/2015	Deposit	Chase Bank-Interest		\$0.63	\$75,011.52
8/31/2015		Ending Balance			<u><u>\$75,011.52</u></u>

DRAFT

**Walworth County Board of Supervisors
September 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 Chair Rick Stacey at 4:15 p.m.

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

Others in Attendance:

County staff: County Administrator David Bretl, Highway Operations Manager Larry Price, Deputy County Administrator-Finance Nicki Andersen, Director of Central Services/Public Works Kevin Brunner, County Engineer Joe Kroll, Facilities Manager John Miller, Director of Health and Human Services (HHS) Elizabeth Aldred, Deputy Director of HHS Robert Williams, IT Director John Orr, IT Operations Manager Jackie Giller, Lakeland Health Care Center Administrator Bernadette Janiszewski, Human Resources Director Dale Wilson, Sheriff Kurt Picknell, Undersheriff Kevin Williams, Comptroller Jessica Conley, Finance/Budget Manager Stacie Johnson, Public Works Finance Manager Joeann Evans, and Purchasing Manager Traci Rozkowiak
Members of the public: Kurt Feuerstein-Patrick Engineering, and Jeffrey Hazekamp and Adam Hertel-Angus Young Associates Architects

Vice Chair Russell requested to move items 7 d., 7 c., 7 f. and 7 g. to be considered as the first items under New Business. Supervisor Yvarra made a motion, seconded by Supervisor Schaefer, to approve the agenda as amended. The motion carried 5-0.

On motion by Vice Chair Russell, seconded by Supervisor Monroe, the July 20, 2015 meeting minutes were approved by voice vote.

On motion by Supervisor Monroe, seconded by Supervisor Yvarra, the September 8, 2015 joint Finance Committee/Public Works Committee meeting minutes were approved by voice vote.

Public comment – There was none.

New Business

- **Review/Approval of Possible Encroachment Agreement – CTH ES (Village of East Troy)**
Public Works/Central Services Director Kevin Brunner said the encroachment issue was brought to his attention in mid-August. The County owns the right-of-way on CTH ES in the Village of East Troy, and a new building is being erected on the square with the same footprint as the previous building on the site. The building will encroach two feet onto county right-of-way, as well as an awning that hangs over county right-of-way. The encroachment has been allowed for many years, and Brunner recommended allowing it to continue, as the Village is trying to revitalize its downtown area. A draft Encroachment Agreement was included with the agenda packet. Brunner said the Agreement is satisfactory with the property owner and his bank. County Administrator Bretl recommended approval, with the correction of a scrivener's error in the document, which Public Works has corrected. Supervisor Schaefer asked if a Jurisdictional Transfer could be considered for a section of CTH G. Bretl said it could be discussed at a later date, but doesn't want to delay the property developer at this point. If approved, the Encroachment Agreement will be considered by the Board at a special meeting on September 17. **Supervisor Monroe made a motion, seconded by Supervisor Yvarra, to recommend approval of the Encroachment Agreement. The motion carried 5-0.**

- **Public Works 2016 capital equipment presentation**

Highway Operations Manager Larry Price delivered a presentation regarding Public Works capital equipment requests for 2016. There are four tandem plow trucks in the request, which have become the workhorses of the fleet and their load capacity is the most efficient for department operations. Three 2000 Macks with 105,000, 118,000 and 123,000 miles will be disposed of, as will a 1999 Mack with 94,000 miles. These trucks are no longer roadworthy, as they are badly rusted and the double frames are bulging. The 1995 CAT 960F loader will be replaced. It has 8,200 hours on it and it is not cost effective to invest more time into repair. Both old six-wheel drive trucks will be replaced – a 1965 Oshkosh and 1979 Mack. Both units are worn out and parts are becoming obsolete. Two Kubota lawn mowers will be replaced, as both have excess hours on them. Two new mowers will be purchased for exclusive use on county parks and grounds. One of the mowers will include a cab, rotary broom, snow blower and front blade.

Public Works is also requesting F-350 pickup Truck with a V plow. Facilities has budgeted for another maintenance technician position, and the addition of this truck will also expand snowplowing capability for county lots and internal roads. A 15-year old Gator utility vehicle, which is unusable, will be replaced with another Gator or possibly a Toolcat. This vehicle is used in the parks and county grounds. The 2008 Ford F-150, which has 115,000 miles, will become the fuel truck, replacing a 2001 F-350 with 300,000 miles.

Price said the only capital equipment request that is not a replacement is the additional F-350 truck for Facilities. Brunner added that by 2023, the department will achieve its goal of the full eight-year replacement schedule for the tandem plow trucks. **Supervisor Yvarra made a motion, seconded by Vice Chair Russell, to approve the 2016 Public Works capital equipment requests. The motion carried 5-0.** Price thanked the Committee for their support of the fleet and capital equipment purchases. The excellent equipment has markedly improved response time by crews over the last few years.

Special Order of Business

- **Appeals/adjustments to the 2016 Capital Improvement Plan (CIP)**

Bretl said Finance has received no appeals to the proposed 2016 CIP. He urged committee members to ask questions or discuss items of concern. On September 17, the Finance Committee will approve the preliminary budget, which covers 2016 to 2020, but only 2016 will be funded. The out-year budget requests are an important planning tool, and if there are any misgivings about those projects, they should be addressed now.

Bretl summarized some of the larger CIP requests:

DPW Facility Improvement – this is the vehicle maintenance facility; \$7,465,000 is included in the 2016 budget, with an additional \$135,000 and \$2,675,000 in 2017 and 2018.

HHS Facility Renovation/Expansion – Engineering in the amount of \$638,000 is projected for 2018, with \$8,421,500 for construction in 2019.

Sheriff's Indoor Range – Classrooms and restrooms are being constructed now, but there is \$550,000 included for equipment in 2017 for the indoor facility.

Sheriff's Communication Project (Radio System Assessment) - \$3,000,000 is included in 2018, and an additional \$1,000,000 in 2019. No funding is included in 2016, but planning for the upgrades needs to begin relatively soon.

Road/bridge construction - Bretl noted \$1,450,000 has been set aside for 2017. This money would allow replacement over an 8-year period. Vice Chair Russell asked about the evaluation criteria for bridge replacement. Brunner said it is based upon a formula that includes sufficiency ratings, Average Daily Traffic (ADT) counts, and whether or not the road is a local collector street. Bretl noted that the bridge schedule has

been moved up to repair/replace one per year, beginning in 2017. He reminded the committee that those projects need to move forward, regardless of federal or state funding availability.

Chair Stacey asked how extensive the renovations to HHS would be, and Bretl said the project is scheduled far enough out, and changes could be made. Chair Stacey asked that discussion on the proposed project be scheduled for committee discussion early in 2016. Vice Chair Russell requested consideration be given to other options, such as building a new facility. She also asked that staff ascertain how much square footage is occupied by hallways in the current building.

Chair Stacey asked what the Sheriff's communications upgrade project includes. Sheriff Picknell said components of the project would include replacement of the current communications system, crash scene reconstruction equipment, surveying equipment, etc.

- Recommendation of five year CIP to Finance Committee

Vice Chair Russell made a motion, seconded by Supervisor Yvarra, to recommend the proposed 2016 CIP to the Finance Committee for approval. The motion carried 5-0.

New Business

- Approve final plans and new summary specifications for the Public Works Vehicle Maintenance Facility
Brunner said design development is at 100%, and staff and architects are ready for approval to go out for bid in October. There will be some bid alternates that need to be included as well, which include: a 64k heavy duty vehicle lift, skylights, destratification fans, colored concrete, a 7.5 ton 72' foot span bridge crane and replacement of the Public Works parking lot. Jeffrey Hazekamp and Adam Hertel from Angus Young Associates Architects presented the final design plan and summarized minor value engineering modifications that were made, which will also improve efficiency. Hertel noted that the original plan included stormwater drainage on the high portion of the site. Instead, drainage will go to the lowest portion of the building site and the ponds will be located on the southeastern portion of the site. The stormwater drains will also accommodate runoff from the Walworth County Children's Advocacy Center. Jeff Hazekamp noted that the additive alternates were listed in order of the priorities identified by Public Works staff when finalizing the design development. Although the County typically uses only the base bid to select a contractor, Angus Young and staff want to include all of the alternates with the base bid to determine the low bidder, with the intent to get as many of the alternates included in the project budget as possible. Hazekamp said if a contractor's bid is close to the project budget, they would most likely work with the architect to include alternates to meet the budget. Bretl said establishing the rules in advance of bids is a proactive plan, and supports the request. **Supervisor Schaefer made a motion, seconded by Vice Chair Russell, to include as many bid alternates as possible in the project bid that would meet the budget, which will determine the lowest bidder for the project. The motion carried 5-0.**

Supervisor Monroe made a motion, seconded by Vice Chair Russell, to approve the final design plans and summary specifications for the Public Works Vehicle Maintenance facility. The motion carried 5-0.

- Presentation on CTH NN Multi-Use Trail/Acquisition of Necessary Right-of-Way
Brunner said the multi-use trail route has been adjusted to accommodate Department of Natural Resources (DNR) requirements to include less than 10,000 square feet of wetland behind the Public Works yard, and the Sheriff's Office security concern about having the trail run behind their building. Consequently, the trail is planned to be constructed along the western boundary of the Public Works complex, proceeding east behind the rear across a small drainage way, and then south to connect with the White River Trail. Right-of-way needs to be acquired for the trail immediately south of the Public Works yard. The final route has been realigned to

accommodate the changes. A 10' construction easement on the parcel east of Bray Road will be needed for grading. Vice Chair Russell asked if the trail will only accommodate pedestrians, and Feuerstein said it will be asphalt paved to the County campus, and then it will be crushed limestone for the rest of the trail to the White River Trail. It will be wide enough to accommodate both pedestrians and bicyclists. The project should be completed well within the \$324,000 budget, Brunner said. **Vice Chair Russell made a motion, seconded by Supervisor Monroe, to approve the route for the CTH NN Multi-Use Trail and to move forward to acquire the necessary right-of-way to complete the project. The motion carried 5-0.**

- Review Ordinance No. **-10/15 Amending Section 30-181(2)(a) of the Walworth County Code of Ordinances Relating to Public Works Excess Net Position at Year-end
Deputy County Administrator-Finance Nicki Andersen said if Public Works has excess funds over the 20% minimum reserve requirements, the Board may, by resolution, designate the excess to the capital projects road contingency funds or to Public Works building or equipment reserves, or a combination of both. Bretl said the transfer will help expedite the replacement of tandem axle trucks. **Vice Chair Russell made a motion, seconded by Supervisor Monroe, to recommend the Ordinance Amendment to Section 30-181(2)(a). The motion carried 5-0.**

Reports

- Report on 2015 projects
Lake Beulah Dam - The project was completed two weeks early and under the construction budget. Brunner said a short punchlist remains, and should be closed before the end of the year. The final Department of Natural Resources grant payment will be \$400,000.
CTH NN – Due to utility conflicts, the project is running behind schedule. Staff and the consultant are working with the DNR to determine the additional costs because of the impacted soils on site. Some of the material may have to be landfilled. There is a change order pending for additional EBS found under existing payment. The push is on to complete the project by mid-November.
Sheriff's Indoor Range – Demolition is scheduled for this week and construction will follow this fall.
State Based Performance Maintenance – The actual quote for the work was \$603,000; actual projected revenue is \$615,000. All projects went well.
White River County Park - Brunner said there were donations for two bridges at the White River Park, one of which is a pedestrian-only bridge. The next step to be completed is the permitting process with the DNR.

- Reports/Announcements by Chair. Chair Stacey had no reports or announcements.

Confirmation of Next Meeting – The next meeting was confirmed for Monday, October 19, 2015 at 3:30 p.m.

Adjournment

A motion to adjourn was made by Supervisor Monroe, seconded by Supervisor Yvarra. The motion carried 5-0 and Chair Stacey concluded the meeting at 5:31 p.m.

DRAFT

**Walworth County Board of Supervisors
Land Conservation Committee Meeting Minutes
Monday, September 14, 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 2:10 p.m.

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

Others in Attendance:

County Staff: Michael Cotter, Director of Land Use and Resource Management (LURM)/Deputy Corporation Counsel; David Bretl, County Administrator; Brian Smetana, LURM Senior Rural Technician

On motion by Supervisor Kilkenny, second by Vice Chair Staples, the agenda as amended was approved with no withdrawals.

On motion by Supervisor Kilkenny, second by USDA/FSA Representative Polyock, the July 20, 2015 Land Conservation Committee meeting minutes were approved by voice vote.

Public Comment – There was none.

New Business

- Discussion/Possible Action – Farmland Preservation Non Compliance Recipients Voluntary Waivers (Dean M August, Emory/Carol H Carlson, E James DeLange, James N/Eileen A Dempsey Life Estate et al, Judith L Dunn Trust, Marvin W/Linda L Greving Joint Trust, Gunnick Revocable Trust, Walter E Harrison, David C/Collette Hintz, LaFayette Springs, LLC, William/Rose Mary Leek Living Trust, Duane E Leseberg, Bruno E/Doris E Schiffler Trust, Slack Farms, Inc., James L Slack); and Failure to Certify (Blackbird Haven, Inc., Delores Brovold, Norlan Rowbotham, Edward Wieners) – Brian Smetana

Brian Smetana, Land Use and Resource Management (LURM) Senior Rural Technician, gave a brief overview of the Farmland Preservation Non Compliance Recipients and recommended the voluntary waivers and the four individuals who failed to certify be removed from the program for noncompliance. He stated there are 250 people currently in the program and only four are in noncompliance. Brian said there may be another six to twelve individuals that may drop out of the program.

Supervisor Kilkenny made a motion, second by USDA/FSA Representative Polyock, to approve the withdrawal of those individuals listed from the program. Motion carried 4-0.

- Discussion/Possible Action – Town of Troy request for County Board appointment to Pabst Lake District Board of Commissioners – Michael Cotter

Michael Cotter, Director of LURM/Deputy Corporation Counsel, gave a brief overview of the request for County Board appointment to Pabst Lake District Board of Commissioners. He referred to the Lake District Board as a newly formed lake district and that the Town of Troy is not involved. Cotter stated the person who owns the dam has the largest percentage of responsibility and that all property owners are impacted in one way or another and asked the County to take over the dam. He said this group of landowners organized and created their own lake district and LCC's appointment will have to be approved by the County Board.

There were no volunteers from LCC and the request will be presented to the County Board to see if there is any interest. The name of the nominee will then be forwarded to the LCC for their appointment. Chair Russell requested background information of the appointee be presented to LCC for their review.

- Discussion/Possible Action - Wisconsin Land & Water Conservation Association – Fall Technical Committee Tour – October 8, 2015

Cotter stated the Fall Technical Committee Tour will take place in Fond du Lac on October 8th. He said if there are any LCC members who would like to attend, to contact him or his office and arrangements will be made for transportation. Nancy Russell stated if there is a quorum, it will need to be published.

Russell inquired about the approval of the Walworth County Land and Water Resource Management Plan – 5 year Extension. Cotter stated it was approved.

Confirmation of next meeting – The next meeting was confirmed for Monday, October 19, 2015 at 2:00 p.m.

Adjournment

On motion by Supervisor Kilkenny, second by Vice Chair Staples, the meeting adjourned at 2:21 p.m. Motion carried 4-0.

Submitted by Trisha Sommers, 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
September 14, 2015 Agriculture & Extension Education 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 Kilkenny at 1:00 p.m.

Roll call was conducted. Members present included Chair Dan Kilkenny, Vice Chair Charlene Staples, Supervisor Nancy Russell, School Representative Kelly Pickel, FSA/Ag Representative Matt Polyock, and Citizen Members Michael Krejci (arrived at 1:08), Mary Kaye Merwin and Kathleen Papcke. A quorum was declared.

Others in Attendance

County Staff: Christine Wen, Co-Department Head/Horticulture Educator; Jenny Wehmeier, Co-Department Head/Family Living Educator; Kristine Ely, Agriculture Educator; Peg Reedy, Agriculture Educator; and County Administrator David Bretl

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

On motion by Vice Chair Staples, seconded by School Representative Pickel, the June 15, 2015 meeting minutes were approved by voice vote.

Public Comment – There was none.

Correspondence –Christine Wen, Horticulture Educator, included a complimentary letter in the packet from a woman who received assistance on gardening in the agenda packet.

Unfinished Business

- State Budget impact on UW System/UW-Extension update
Jenny Wehmeier, Family Living Educator, said the last budget update their department received was on August 21. State personnel have held sessions to identify alternative service delivery models; however, the preference is still for having a presence within the counties. Larger groups are forming, including county constituents, to hold listening sessions. The new model will be defined by the end of this year, and Wehmeier said it will be implemented shortly thereafter. Chair Kilkenny asked if a change would affect the agent contracts, and Wehmeier said their new contract term is through June 30, 2016, so no changes would occur before then. Citizen Member Merwin suggested State should review what other states have done and how merging regional offices has failed. Iowa and Minnesota have gone back to the local presence. Supervisor Russell asked that information be provided to the committee as it becomes available.

A brief discussion ensued concerning the proposed non-traditional degree programs to be offered by UW Extension.

- Walworth County UW-Extension Needs Assessment Discussion – Chrissy Wen, Co-Department Head/Horticulture Educator
Christine Wen reported the results from the Needs Assessment Survey conducted last year. Two populations were included in the survey: 1,528 random sample surveys mailed to the public, and an online survey directed at clients and volunteers. 581 surveys were returned from both segments.

The top ten needs identified by both sets of responders were pulled from both sets, and eight of them matched in both categories: emotional health, outdoor activities, fitness, job training development, workforce readiness, financial skills for the future, cyberbullying and family financial management. From those, staff met collectively and decided to focus as a team on fostering healthy lives, which would include food, food safety, bullying and cyberbullying, physical fitness, emotional health and outdoor activities. The objectives can be met by staff and programs the department is already conducting, and by partnering with other organizations throughout the County. The measurable objectives they developed are: 1) staff will develop and promote at least three physical fitness and outdoor activities available throughout Walworth County annually; 2) staff will support families and individuals by preventing bullying and cyberbullying through programming at least three times annually; and 3) UW-Extension will support individuals and families through ongoing programming that supports emotional health, including gardening, volunteerism, health, personal fitness, youth development, nutrition, and other UW-Extension programming.

Citizen Member Merwin asked about goals for each program area, and expressed her concern about conducting programs such as physical education/mental health, which seems to be a departmental change in direction. Citizen Member Krejci requested goals and objectives for all the program areas. Chair Kilkenny said members have been provided ongoing reports at committee meetings about programming, activities and outreach. Wehmeier asked for clear direction from the Committee. Krejci suggested that staff present the overall team goals, and identify goals and objectives from each individual program area.

Supervisor Russell said she feels survey respondents were addressing needs above and beyond what UW-Extension already provides to the community, as most of the current programming wasn't mentioned in the surveys. **Wen was directed to provide the data and the survey results from UW-River Falls to the Committee.**

New Business

- Walworth County Extension Agents Contract – 133 Contract

Chair Kilkenny noted that the contract is retroactive to July 1, and Wehmeier said they typically receive the contract after the June committee meeting, and it has to go through Purchasing and Administration for review. **Citizen Member Krejci made a motion, seconded by School Representative Pickel, to approve the Extension Agents 133 Contract. The motion carried 8-0.** Wehmeier noted that Christine Wen's position reduction from 1.0 to .80 has been included in the County budget.

Wehmeier noted that this year's county budget book includes the Department's program objectives, results and outcomes.

- Request to attend 2016 NELD program – Jenny Wehmeier, Co-Department Head/Family Living Educator

Wehmeier received notice on September 8 that she was nominated to represent UW-Extension as one of three delegates from Wisconsin at the National Extension Leadership Program. Because of the tight September 10 deadline, Wehmeier accepted the nomination contingent upon committee approval. Her participation and travel expenses would be funded entirely by UW-Extension. The program would enhance her leadership and teaching skills. Wehmeier said she realizes that 2016 will be a very busy year for the County, but she would like to be able to participate in the program. Supervisor Russell said she has misgivings about her missing 23 days of work, not including travel time. Wen is not working full-

time, and Peg Reedy is very involved with Farm Technology Days. Russell asked if Wehmeier would be willing to postpone participation for a year. Merwin concurred, saying that she had the privilege of being a NELD participant, and along with the days away from the office, there are reading and writing requirements, webinars, etc. Merwin added that the program is a wonderful opportunity, but she is concerned about staff impact.

Wehmeier responded that most of the days out of the office are Monday through Friday, with travel on the weekends. She supports Wen's commitment to her education and reduction in hours and Reddy's dedication to Farm Technology Days, and acknowledged committee concerns, but asked for reconsideration. Several years ago, Wehmeier was nominated and at that time she declined, but with her experience she feels she could handle the additional workload. She has a passion for Extension work, particularly teaching, and the leadership skills development would be useful in her position.

Chair Kilkenny said if an educator has an opportunity to improve their learning and skills, he feels it should be supported, unless it would create a hardship. Citizen Member Papcke said the opportunity for Wehmeier is huge; she has obviously thought seriously about it and can do work via the internet from the office. Papcke said Wehmeier had to decline the opportunity once before and she thinks she should accept it. Pickel asked if Wehmeier could schedule some of her commitments during the program and Wehmeier said she has flexibility to do so. **Citizen Member Krejci made a motion, seconded by Vice Chair Staples, to approve Jenny Wehmeier's participation in the National Extension Leadership Program. The motion carried 6-2. Supervisor Russel and Citizen Member Merwin voted no.**

Reports

- Agriculture Educators Report – Kristine Ely and Peg Reedy
- 2016 Farm Technology Days Update – Peg Reedy, Executive Secretary
- UW-Extension outreach and educational events – enclosures are in the packets.

The reports were deferred to the next meeting because of time constraints.

Chairperson's Report – No report.

Announcements

- Wisconsin Counties Association Conference – there is an enclosure in the packet.

Confirmation of Next Meeting. The next committee meeting was confirmed for Monday, November 16, 2015 at 1:00 p.m. – County Board Room 114 in the Government Center

Adjournment

On motion by Supervisor Staples, seconded by Citizen Member Papcke, Chair Kilkenny adjourned the meeting at 2:07 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
Executive Committee Meeting Minutes
September 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 10:01 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: Kathy Ingersoll

County staff: County Administrator David Bretl, Lt. John Ennis-Emergency Management, Deputy County Administrator-Finance Nicki Andersen, County Treasurer Val Etzel and Sheriff Kurt Picknell

Supervisor Brandl made a motion, seconded by Supervisor Staples, to amend the agenda to consider items 9 b. and 9 i. first under New Business to accommodate Lt. Ennis and Sheriff Picknell. The motion carried 5-0. Supervisor Brandl made a motion, seconded by Supervisor Russell, to approve the agenda as amended. The motion carried 5-0.

On motion by Supervisor Staples, seconded Supervisor Brandl, the July 20, 2015 and September 8, 2015 meeting minutes were approved by voice vote.

Public Comment – There was none.

Appointments

Recommendations regarding County Administrator's nominations:

- Civil Service Board – appointment of Edward Siert
- Delavan Aram Public Library Board – reappointment of Robert Gray Betzer
- Local Emergency Planning Committee – appointment of State Senator Stephen Nass

Supervisor Russell made a motion, seconded by Supervisor Brandl, to recommend the County Administrator's nominations to the Board for approval. The motion carried 5-0.

Consent Items – expense/mileage reimbursement claims

- Nancy Russell, County Board Chair, in the amount of \$53.65.

Supervisor Brandl made a motion, seconded by Supervisor Staples, to approve the reimbursement claim of County Board Chair Russell. The motion carried 4-0. Chair Russell abstained.

- Rick Stacey, County Board Vice-Chair, in the amount of \$58.65
- Richard Kuhnke, county representative on WRRTC, in the amount of \$124.75

Supervisor Brandl made a motion, seconded by Supervisor Russell, to approve the claims from Vice Chair Stacey and Mr. Kuhnke. The motion carried 5-0.

New Business

- Update from Lt. John Ennis, Emergency Management, regarding EPCRA plans and pipeline safety. Lt. Ennis distributed an informational brochure on the Emergency Planning and Community Right-to-Know Act (EPCRA). Ennis reported in 1984 a gas release at a pesticide plant in India caused 3,700 official deaths, and another 16,000 deaths subsequent to the event were attributed to the incident. The disaster raised awareness of hazardous chemicals and citizens' right to know what chemicals are stored in their communities. Persons storing certain extremely hazardous chemicals are required by law to have an

emergency response plan in place in case of release. The response plan must include the emergency contact, site plans, the chemical number, how much is on hand and how a release would be handled. Within Walworth County, 64 companies have extremely hazardous substances on their premises, of which chlorine is the most prevalent. Emergency Management reviews 25% of the plans in the County annually. Inside the plume radius, entities that would need extra assistance, i.e., schools, nursing homes, are also identified and an evacuation plan for those facilities must be developed and reviewed. Training is provided to fire departments, police and emergency responders. Wisconsin Online Haz Mat is a resource for entities to register their chemicals.

Lt. Ennis was asked about pipeline safety and precautions within Walworth County. Training is offered for free to local responders, whose job is to protect the public, maintain the area where the leak is discovered, evacuate as necessary and wait for the pipeline to respond. The pipeline is constantly monitored and the company usually becomes aware of the breach as soon as it occurs and performs repairs as quickly as possible. Supervisor Staples expressed her concern about chemicals going through the pipeline; they are flammable and carcinogenic, and stated materials being transported through the pipeline aren't always revealed. She also is alarmed about the volume and pressure in the pipeline. She commented that fire department staffing levels are low. Ennis said most departments have mutual aid agreements whereby they can request assistance from other departments as needed. Chair Weber thanked Lt. Ennis and the Local Emergency Planning Committee for their involvement and awareness.

Supervisor Russell made a motion, seconded by Vice Chair Kilkenny, to accept Lt. Ennis' report. The motion carried 5-0.

- Mutual Aid Agreement between Walworth County Sheriff's Office and the McHenry County (IL) Sheriff's Office

Sheriff Picknell said his memo concerning the Agreement was in the agenda packet and asked for questions/concerns from the Committee. Picknell said he has a good relationship with our adjacent counties in Illinois, and officials began working on the Mutual Aid Agreement in February of this year. County Corporation Counsel and the Wisconsin Department of Justice have reviewed the Agreement and Picknell has signed it and presented it to the Sheriff of McHenry County, Illinois for approval. Once this agreement is in place, Picknell said it will become the model for agreements with other bordering counties. Unless a matter is urgent, the departments needing assistance usually make their requests in advance of the service. **No action required by Committee.**

- Review County Administrator's 2015 goals

Bretl noted he has accomplished 15 of the 17 identified goals. Goal #9, ensuring that 25% of the county's strategic planning (SWOT) goals are reviewed by committees and updated during the course of the year, could be discussed with the Committee at the October or November meeting. Supervisor Russell thinks the long-range planning has been addressed well in the budget, and could be included in a future Report and Update if other issues need addressing.

Bretl said Goal #15, with respect to Chapter 2 provisions on supervisor duties, term limits and other boardsmanship issues, has not been completed. Bretl said he could draft a job description for Board Supervisors if the committee wished. Supervisor Russell said she doesn't think there is a problem, and doesn't want to be too restrictive on what people can or cannot do, and said she thinks the supervisor training before the election is valuable. Chair Weber said the issues with boardsmanship in prior years have been resolved. He suggested taking term limits on the Board Chair out of Chapter 2. Bretl said he would pull out sections of Chapter 2 for discussion at the next meeting, and he will hold a training session in November for prospective Board members.

Bretl said his biggest concern is the County Board Chair's duties have expanded to nearly a full-time position. He said the compensation the Chair receives is inadequate for the time she invests in the job. Although not all of her duties are mandated, they are important to the County's relations within the community and with other agencies. Vice Chair Kilkenny suggested considering a per diem reimbursement for the Chair above what she is currently paid. Bretl suggested that consideration could also be given to delegate some of her duties; although with the small Board, it would be a challenge. Bretl will place the County Board Chair's compensation on the October meeting agenda for discussion.

- Outagamie County Resolution No. 33-2015-16 and Green Lake County Resolution No. 12-2015 – Supporting proposed legislation which extends the special circumstances battery provisions to a person who is employed by, or under contract with, a court, a county department of human or social services, a tribal child welfare agency, or the department of children and families to provide intake, dispositional, or other services relating to child welfare or juvenile justice workers

Bretl said the proposed advisory resolution would extend special circumstances battery provisions to the group listed in the resolution title. He said he isn't convinced that passage of the resolution would be a deterrent. Director of Health and Human Services Elizabeth Aldred supports the resolution. Vice Chair Kilkenny concurred with Bretl, saying the law already provides for penalty enhancements. Supervisor Staples said she supports the resolution; because of the nature of certain jobs, employees are exposed to dangerous situations, and the county should recognize the safety risks and support these employees. **Vice Chair Kilkenny made a motion, seconded by Supervisor Brandl, to place the resolution on file. The motion carried 4-1, with Supervisor Staples opposed.**

- Correspondence from Wisconsin Counties Association regarding resolutions of the Wisconsin Counties Association

Supervisor Russell said the advisory resolutions recommended for adoption by the Wisconsin Counties Association (WCA) Resolution Committee were included the packet. She noted those that had a split vote or changes, as follows:

Resolution 8 - Eau Claire County – Supporting mandatory drug testing for adults receiving food share or medical assistance. The vote was split 7-6 vote to postpone indefinitely. The persons who voted against adoption wanted it sent back to the WCA Executive Committee for more study.

Resolution 9 – Eau Claire County – Supporting funding of pay progression for prosecutors. Supervisor Russell voted no because this committee was opposed to it. The Resolution was adopted.

Resolution 14 – Polk County – Consideration and Handling of Non-Fiscal Policy Proposals Contained in the State Biennial Budget proposal. This was referred to the Board of Directors for further consideration.

Resolution 16 – Price County – Supporting highway improvement project designated sales tax legislation. This was adopted with a change to include local road and bridge repair and maintenance.

Vice Chair Kilkenny made a motion, seconded by Supervisor Brandl, to support Supervisor Russell's votes on the 2015 WCA Resolutions. The motion carried 5-0.

- Wisconsin Department of Administration (DOA) Preliminary Estimate of January 1, 2015 Population for Walworth County

Bretl said this is the annual report from the Wisconsin DOA. There is an appeal process if the committee objects to the estimate. Vice Chair Kilkenny noted that the estimate is up only 241 persons since the 2010 estimate; the Smart Growth Plan had higher projections and he suggested the County keep the decline in mind when doing long-range planning. Bretl said the information differs depending on what entity does the projections; however, Wisconsin is growing more slowly than the national average. **Vice Chair**

Kilkenny made a motion, seconded by Supervisor Staples, to place the report on file. The motion carried 5-0.

- Correspondence from Jane Myers regarding the risk to public safety when the circus comes to the area Bretl said the County has no authority in this matter. **Vice Chair Kilkenny made a motion, seconded by Supervisor Staples, to place the correspondence on file. The motion carried 5-0.**

- Correspondence, Draft Resolutions, Executive Summary and Comprehensive Economic Development Strategy (CEDS) from Southeastern Wisconsin: 2015-2020 CEDS from Southeastern Wisconsin Regional Planning Commission (SEWRPC)

Bretl said the correspondence from SEWRPC requests the plan be forwarded to WCEDA for input. Supervisor Russell said this is the first time SEWRPC has been involved in economic development.

Supervisor Brandl made a motion, seconded by Supervisor Staples, to refer the plan to WCEDA for review and feedback, and to refer it to the Board for consideration in November. The motion carried 5-0.

- Discussion and possible action regarding County Board Supervisor salary

Bretl said the last opportunity to change Board Supervisor compensation is the November 10 Board meeting. Chair Weber asked about comparisons to other counties with smaller boards, and Bretl said there hasn't been a survey since the last increase. He noted that paying salary vs. per diem has worked well. He also reminded the committee that Walworth County does not pay its Supervisors benefits.

Supervisor Ingersoll requested that a study be conducted to investigate a pay raise for the County Board Chair. **Vice Chair Kilkenny made a motion, seconded by Supervisor Staples, to recommend Board Supervisor salaries remain the same and to consider compensation for the County Board Chair separately. The motion carried 5-0.**

Reports/announcements by Chairperson – There were none.

Next meeting date and time – The next meeting was confirmed for Monday, October 19, 2015 at 10:00 a.m.

Claims and Litigation

The committee convened in closed session at 11:30 a.m. on motion and second by Vice Chair Kilkenny, seconded by Supervisor Brandl 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, Deputy County Administrator-Finance Nicki Andersen and County Treasurer Valerie Etzel.

- a) Claim for Vehicle Damage – Steven H. Gorsuch
- b) Summons and Complaint – Small Claims – Dean A. Aceto vs. Walworth County
- c) Adjourned Preliminary Pretrial/Status Conference – Michael and Christine Scholl vs. Walworth County and ONE9OH9OH, LCC
- d) Claim for Vehicle Damage – Randy Harnack

The committee reconvened in open session at approximately 12:00 p.m. on motion and second by Vice Chair Kilkenny and Supervisor Brandl.

Vice Chair Kilkenny made a motion, seconded by Supervisor Staples, to allow item a), the claim of Steven H. Gorsuch; to hold item b), Dean A. Aceto vs. Walworth County; to proceed as discussed in closed session on item c), Michael and Christine Scholl vs. Walworth County and ONE90H9OH, LCC; and to allow item d), the claim of Randy Harnack. The motion carried 5-0.

Adjournment

On motion by Supervisor Brandl, seconded by Supervisor Staples, Chair Weber adjourned the meeting at 12:01 p.m.

DRAFT

**Walworth County Criminal Justice Coordinating Committee
September 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 11:41 a.m.

Roll call was conducted. Members present included Chair Judge David Reddy, Undersheriff Kevin Williams, Julia May-Public Defender's Office, District Attorney Daniel Necci, County Board Chair Nancy Russell, County Administrator David Bretl, Elizabeth Aldred-Director of Health and Human Services, and Evan Wynn, Clerk of Circuit Court office. A quorum was established.

Others in Attendance:

County staff: Deputy Director of Health and Human Services (HHS) Robert Williams, Carlo Nevicosi and Nicole Heinrich-HHS

Members of the public: Andrea Anderson-*Janesville Gazette*

On motion by County Board Chair Russell, seconded by HHS Director Aldred, the agenda was approved by voice vote.

On motion by HHS Director Aldred, seconded by District Attorney Necci, the June 12, 2015 meeting minutes were approved by voice vote.

Public Comment – There was none.

Unfinished Business

- OWI Court Report
- Drug Court Report

Chair Reddy reported there are currently 22 Drug Court participants - 9 females and 13 males. Two of the participants are in the final phase.

OWI Court has 33 active enrollees, five of whom are women. There are 12 fourth offender participants.

OWI Court has an 87% completion rate, with 68 graduates. Four more will graduate next session.

Reddy said there was a joint Drug Court and OWI Court meeting on August 21. Judge Reddy, Kristy Secord, Katie Behl, Sheri Skomski, Bridget Lee, Terra Parsons and Christopher Lindloff attended the National Association of Treatment Court Professionals (NADCP) Conference in Washington, D.C. in July.

Reddy said two items were presented at the NADCP Conference he feels would be beneficial for the County's Treatment Courts. First, there is a case management and records software system which could centralize functions between the Probation office, Treatment Court Coordinator, Health and Human Services and other entities involved in the Treatment Courts. Screening, demographics, assessments, testing, log violations and sanctions, employment history, etc., currently done by different individuals and funneled to Katie Behl for compilation could be entered directly into the system. The software would streamline monitoring and evaluation of the programs, comply with current best practice standards and eliminate duplication of effort. The cost for the software program is in the range of \$25,000, with an additional \$5,000 annually for maintenance and training. Seven states are utilizing the software; Jackson County is the only entity in Wisconsin who has the program.

Second, there was a session at the Conference concerning engaging a consultant to assess current needs and suggest ancillary services if certain deficiencies are identified in the Treatment Courts, i.e., anger

management, critical thinking treatment, etc. As of yet, Chair Reddy has no estimates on the potential cost of consulting services.

Last year, the County contributed \$100,000 toward medically assisted addiction treatment; from that, approximately \$25,000 remains. Chair Reddy praised the efforts of HHS staff for their success in assisting participants with enrolling in health insurance plans to help defray expenses.

Chair Reddy asked for suggestions/concerns from committee members. County Administrator David Bretl suggested engaging the IT Department to investigate the software, compatibility with existing systems and/or identify potential alternatives. Reddy said the program is web-based. The major advantage of the software is its ability to incorporate data into many formats and manage and archive historical data for both Treatment programs. **Committee consensus was to approve staff moving forward to investigate the implementation of the software program.** Julia May, Public Defender's office, said it is crucial to involve Probation officers in the development of the program. **Judge Reddy will provide a report at the December meeting on the feasibility of the implementation and estimated costs.**

Chair Reddy said there are enough funds to move forward to engage a consultant. Carlo Nevicosi asked if it would be a conflict to hire someone to analyze data provided from Dr. Gregory. HHS Director Elizabeth Aldred said that it is crucial to keep the evidence based model and not alter it. She suggested taking one component at a time together as a group. Reddy said he is assuming that the program is successful; the consultant could offer suggestions from best practice standards as to how to become even more effective by perhaps adding services. District Attorney Necci agreed with Chair Reddy – most of the people in treatment programs have multiple problems in addition to their addictions. **Committee consensus was to investigate viable candidates for the consulting services. Chair Reddy agreed to take the lead and will bring information on prospective candidates to the next meeting.**

- Treatment Court Housing – Elizabeth Aldred

Chair Reddy, Aldred and Penny Vogt met concerning the housing pilot program. Aldred summarized the draft policy and procedure for the committee. Staff met with Sal Dimiceli and he agreed with the one year program from October 1, 2015 to September 30, 2015. The total funding for the year will be a maximum of \$30,000. The funding is only available for permanent housing (no motels), and priority will be given to participants who only require a security deposit, pregnant women and IV heroin users. HHS will contribute a maximum of \$600/month per person. Criteria for consideration for housing includes participation in a treatment court; recommendation by the Probation and Parole agent; a minimum score of "probable" on the compass for residential instability; completion of financial intake through the HHS billing department and a qualifying income level of less than one and a half times the poverty rate; and completion of an application for assistance with the Walworth County Housing Authority. The participant will secure a housing lease and will be the only party on the lease. Those not eligible for funding include individuals who are homeless at the time of application to Drug Court or who plan to move to Walworth County for Drug Court. Family members or friends of Drug Court participants will not be eligible to be placed in housing with the participant. Each month, participants will present their progress toward achieving permanent housing in court with their treatment team. Failure to demonstrate progress will result in immediate termination of the funding. Individuals receiving funding will be required to make a monthly payment toward their housing equivalent to their ability to pay, at a minimum of \$10/month. After the one year period, HHS will evaluate the program and present their findings to the CJCC as to the effectiveness of the program and the appropriateness of the initial funding level.

Discussion ensued on the policy, and Julia May and D.A. Necci expressed concern about not allowing minor children to live with the participant. Aldred said if individuals could take over rent payments they wouldn't have to move; the housing is temporary and the goal is for participants to focus on their treatment, and to ultimately achieve independence to pay for their own living arrangements.

Discussion centered around limits on the housing assistance. Necci said a four month limit would be fair, and if a timeframe is established participants would know in advance what the expectations are.

Bretl suggested adding to the policy when the funding is exhausted, the program terminates. **District Attorney Necci made a motion, seconded by County Board Chair Russell, to approve the draft Policy and Procedure for the Drug Court Housing Pilot, with the addition of language that when the funds are exhausted, the program will terminate, and adding that the CJCC will have the authority to approve continuing the program after the pilot project concludes. The motion carried 7-0.**

- EBDM – Judge Koss

Chair Reddy reported no proxy is available yet. Judge Koss will provide information at the December meeting.

New Business

- 2016 Budget

Evan Wynn, distributed the proposed CJCC budget for 2016. County Administrator Bretl reviewed the draft and it is included in the County's preliminary budget for approval in November. The total budget is \$102,504. **County Board Chair Russell moved to accept the 2016 CJCC budget, seconded by District Attorney Necci. The motion carried 7-0.**

County Board Chair Russell said she doesn't object to minor children living with participants if the landlord approves it. Aldred suggested Probation and Parole be involved in the ultimate decision. The policy could be changed if needed, but consensus was to leave it as is for now.

Confirmation of Next Meeting – The next meeting was confirmed for Friday, December 11, 2015 at 11:30 a.m.

County Board Chair Russell asked that the draft minutes be distributed to members after Chair Reddy reviews them.

Adjournment

On motion by County Board Chair Russell, seconded by Julia May, Chair Reddy adjourned the meeting at 12:55 p.m.

Walworth County Board of Adjustment

MINUTES

September 9, 2015 - Hearing – 8:30 AM

September 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 September 9 & 10, 2015, in the County Board Room of the Government Center in Elkhorn, Wisconsin. Those present on September 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 September 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 September 9, 2015, and September 10, 2015, are kept on file as a matter of record.

The September 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 amended to postpone #2. Patricia A. McGrath Trust, owner / Linn Township. Seconded by Elizabeth Sukala. Motion carried. 3-favor, 0-oppose. Elizabeth Sukala motioned to approve the August 12 & 13, 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, September 10, 2015. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose.** The September 9, 2015, hearing went into recess at approximately 9:21 A.M.

On September 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 postpone #2. Patricia A. McGrath Trust, owner / Linn Township and add item #6C. Seconded by Elizabeth Sukala. Motion carried. 3-favor, 0-oppose. After the decisions were completed, Ann Seaver motioned to adjourn until the October 14, 2015, hearing at 8:30 A.M. Seconded by Elizabeth Sukala. Motion carried. 3-favor, 0-oppose.** The September 10, 2015, decision meeting adjourned at approximately 9:04 A.M.

Four variance hearings were scheduled and details of the September 9, 2015, hearings and the September 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 #8:35:17 – 8:52:34 / Decision – Count #8:33:50 – 8:37:24

The First Hearing was Philip L. & Sarah L. Blackwell, owners – Section(s) 35 – Whitewater Township

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

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

VARIANCE REQUEST: The applicants are requesting an approximate 7' shore yard setback. The request is a variance from Section(s) 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to permit the location of a deck.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of September 9 & 10, 2015, for the petition of Philip L. & Sarah L. Blackwell, owners, voted to **APPROVE** the request for an approximate 7' shore yard setback.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found the property owner did prove unique circumstances to the property in the very steep slope of the property. The Board found to approve the variance request would allow the access necessary for access to the mechanicals for the residence. The Board found to approve the variance request would provide a second ingress / egress for the residence. The Board found to approve the variance request would address safety issues in providing an exit from the lower level living area as well as access to the waterfront side of the residence. The Board found to approve the variance request would cause no harm to public interests. The Board found to approve the variance request will not harm the public's interests in navigable waters. The Board found the owner will work with the Walworth County Land Conservation staff to ensure compliance with the Shoreland Zoning Ordinance. There was one letter of support from the Town of Whitewater. There was no opposition.

Hearing – Count #N/A / Decision – Count #N/A

The Second Hearing was 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, uncovered staircase and an uncovered terrace.

REQUIRED BY ORDINANCE: The Ordinance requires the lot width to be 150' at the building site and requires a 9' side yard setback for uncovered stairs and uncovered terrace.

VARIANCE REQUEST: The applicants are requesting a building site at 135' lot width and an approximate 7.7' side yard setback for uncovered stairs and an approximate 8' side yard setback for an uncovered terrace. 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, uncovered staircase and an uncovered terrace.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of September 9 & 10, 2015, did not vote on the petition of Patricia A. McGrath Trust, owner / Attorney Robert T. VanScoyoc of Sweet & Maier, S.C., applicant.

BOARD OF ADJUSTMENT FINDINGS: The variance request has been postponed to the October 14 & 15, 2015, Board of Adjustment agenda at the applicant's request.

Hearing – Count #8:52:35 – 09:00:00 / Decision – Count #8:37:25 – 8:40:07

The Third Hearing was Gilbert & Mary Mawhinney, owners – Section(s) 21 – Richmond Township

Applicants are requesting a variance from Section(s) 74-51 of Walworth County's Code of Ordinances – Zoning to construct an accessory structure (storage building).

REQUIRED BY ORDINANCE: The Ordinance requires an 85' street yard setback.

VARIANCE REQUEST: The applicants are requesting an approximate 59' street yard setback. The request is a variance from Section(s) 74-51 of Walworth County's Code of Ordinances – Zoning to construct an accessory structure (storage building).

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of September 9 & 10, 2015, for the petition of Gilbert & Mary Mawhinney, owners, voted to **APPROVE** the request for an approximate 59' street yard setback.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found the existing 8 foot tall foundation has been in place for many years without complaint. The Board found options for relocating the foundation are limited by the natural waterway that lies behind the existing foundation. The Board found the existing foundation to be well constructed and in good condition. The Board found the proposed accessory structure will sit a greater distance from the road right-of-way than the existing residence. The Board found to approve the variance request would cause no harm to public interests as the parcel is surrounded by family-owned property. The Board found the owners did receive approval from the Town. There was one letter of support from the Town of Richmond. There was no opposition.

Hearing – Count #9:00:06 – 9:20:44 / Decision – Count #8:40:08 – 8:45:33

The Fourth Hearing was Elaine Konstant Trust, owner / Don Rudat of McCormack Etten Architects LLC, applicant – Section(s) 3 - Richmond Township

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

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

VARIANCE REQUEST: The applicants are requesting a 52' shore yard setback for steps and stoop, a 63' shore yard setback for a second-story addition, a 26' and 61' shore yard setback for a proposed screen porch and an approximate 26' shore yard setback for a patio. The request is a variance from Section(s) 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to construct additions to a single-family residence and a patio, stoop and steps.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of September 9 & 10, 2015, for the petition of Elaine Konstant Trust, owner / Don Rudat of McCormack Etten Architects LLC, applicant, voted to **APPROVE** the request for a 52' shore yard setback for steps and stoop, a 63' shore yard setback for a second-story addition, a 26' and 61' shore yard setback for a proposed screen porch and an approximate 26' shore yard setback for a patio.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found the irregular shape of the parcel and the inlet on the north side of the parcel to be unique property limitations. The Board found the inlet did not allow for shore yard setback averaging on the property. The Board found the residence has existed for some time. The Board found the location of the well and septic system did restrict options to expand the residence. The Board found the proposed variance request offered minimal land disturbance and no grade changes were proposed. The Board found to approve the variance request would permit removal of impervious surface in the shore yard. The Board found the owner did receive approval from the Town and there were no objections from neighbors. There was one letter of support from the Town of Richmond and two letters of support from neighboring property owners. There was no opposition.

Other

- A. Discussion / possible action on Township correspondence - none
- B. Discussion regarding lodging facilities
Board members were brought up-to-date regarding lodging facilities.
- C. Discussion / possible action regarding DNR comments with regards to shoreland zoning variance requests
Board members received a copy of an e-mail from Dale Rezabek of the Wisconsin Department of Natural Resources regarding a recent budget bill amendment that was passed which became Act 55. The WI DNR may only issue opinion on approval or denial of a shoreland zoning variance request upon written request from the Board of Adjustment.
After discussion the Board members did agree WI DNR input would be helpful in making decisions. The Board members asked Deb Grube to draft a letter asking for input from the WI DNR on whether shoreland zoning variance requests should be approved or denied.

A motion was made by Elizabeth Sukala to authorize staff to send a letter to the DNR requesting their opinion and input regarding shoreland zoning variance requests. Seconded by Ann Seaver. Motion carried. 3-favor 0-oppose

Staff Reports

- A. Court cases update - none

- B. Distribution of reports, handouts and correspondence
Board members were advised of a possible Counties Association Workshop in Kenosha County. Several board members expressed an interest in attending the workshop.

Proposed discussion for next agenda

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

DRAFT

**Walworth County Board of Supervisors
Executive Committee Meeting Minutes
Monday, September 8, 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 4:00 p.m.

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

Others in Attendance

County Board members: Tim Brellenthin, Ken Monroe, Rick Stacey and Paul Yvarra

County staff: County Administrator David Bretl, Deputy County Administrator-Finance Nicki Andersen, Director of Health and Human Services Elizabeth Aldred, Deputy Director of Health and Human Services Robert Williams, Director of Human Resources Dale Wilson, Public Works/Central Services Director Kevin Brunner, Lakeland Health Care Center Administrator Bernadette Janiszewski, Public Works Business Office Manager Joeann Douglas and Purchasing Manager Traci Rozkowiak

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

Public Comment – There was none.

New Business

- Resolution No. 36-09/15 – Adopting Law Enforcement Policies Required for Submission of a Community Development Block Grant

County Administrator Bretl said the County, as a unit of government, is required by federal law to adopt law enforcement policies relating to excessive force and nonviolent demonstrations to participate in the Community Development Block Grant Program (Southern Housing Consortium). The program provides loans to county residents to repair and rehabilitate housing. The consortium is comprised of several counties. State statutes and case law set forth guidelines and definitions of what constitutes excessive force by law enforcement. Applicable state and local laws will be enforced regarding peaceful demonstrations. Last year, county residents received \$300,000 in program funds for housing rehabilitation. Bretl said he's added the appropriate statutory language and recommended approval of the resolution. **Supervisor Staples made a motion, seconded by Supervisor Russell, to recommend approval of Resolution No. 36-09/15 Adopting Law Enforcement Policies Required for Submission of a Community Development Block Grant. The motion carried 5-0.**

Reports/announcements by Chairperson – There were none.

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

Adjournment

On motion by Supervisor Brandl, seconded by Supervisor Staples, Chair Weber adjourned the meeting at 4:10 p.m.

DRAFT

**Walworth County Finance Committee/Public Works Committee
Special Joint Meeting Minutes
Tuesday, September 8, 2015
Walworth County Government Center, County Board Room 114
100 W. Walworth Street, Elkhorn, Wisconsin**

The meeting was called to order by Chair Nancy Russell at 3:16 p.m.

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

Roll call – Public Works Committee members present included Chair Rick Stacey, Vice Chair Nancy Russell, Supervisors Ken Monroe and Paul Yvarra. Supervisor Schaefer was excused. A quorum was declared.

Others in Attendance

County Board Supervisors: Rich Brandl, Tim Brellenthin, Charlene Staples

County Staff: County Administrator David Bretl, Deputy County Administrator-Finance Nicki Andersen, Lakeland Health Care Center Administrator Bernadette Janiszewski, Purchasing Manager Traci Rozkowiak, Public Works Business Office Manager Joeann Evans, Director of Central Services/Public Works Kevin Brunner, Human Resources Director Dale Wilson, Director of Health and Human Services Elizabeth Aldred, and Deputy Director of Health and Human Services Robert Williams

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

On motion by Supervisor Ingersoll, seconded by Supervisor Yvarra, the July 23, 2015 Finance Committee meeting minutes were approved by the Finance Committee 4-0.

Public comment period – There was none.

Unfinished business – There was none.

New business – Public Works Committee

- Presentation of materials related to capital projects budget amendments listed in Agenda Item 11A
County Administrator Bretl said he appreciated the Committee members coming in early to consider the budget amendments that have arisen from Public Works. Bretl said he is supportive of the projects and budget amendments to fund the work.

- Discussion and possible action by Public Works Committee to approve new capital projects identified in Agenda Item 11A

Public Works/Central Services Director Kevin Brunner distributed copies of the proposed modifications to the Health and Human Services (HHS), Lakeland Health Care Center (LHCC) and Sheriff's Office parking lots. Brunner said some of the modifications arose as part of the reconstruction of County Road NN. He said he would summarize the projects in order of the budget amendment requests under Consent Items.

Consent Items – Finance Committee

- Discussion and possible action by Finance Committee to approve the following budget amendments related to capital projects

Finance

FN001 — Transfer funds for asbestos abatement and carpet replacement in finance department

Brunner said the carpet in the Finance Committee had gotten wet and there is a strong odor throughout the department as a result. Deputy County Administrator-Finance Nicki Andersen said carpet replacement was included the five-year Capital Improvement Plan (CIP) for next year, but due to the odor and uncomfortable working conditions, they want to expedite the carpet replacement. The project includes removal of asbestos tile underneath the carpet. Because of the extensive move required for the project, \$30,000 was included to hire an outside vendor to move furniture before and after the project to ensure minimal disruption of daily operations. Approximately 11,500 square feet of carpet will be replaced. **Supervisor Kilkenny made a motion, seconded by Supervisor Stacey, to authorize Public Works to proceed with the asbestos abatement and carpet replacement project in the Finance Department and to provide Finance Committee authorization of budget amendment FN001. The motion carried 6-0.**

Health & Human Services

HS011 — Repair HHS parking lot and sidewalk

Brunner said all of the proposed parking lot projects became apparent during reconstruction of County Road NN, because of the installation of curb, gutter and sidewalks. As the contractor is on-site for the road reconstruction, Brunner said it made sense to consider replacing segments of the parking lots as needed and address safety concerns. At HHS, the integrated curb, sidewalk and entrance ramp will be replaced. Sidewalk will be connected to the new road (south side). Director of HHS Elizabeth Aldred said disabled individuals had difficulty entering the building because the handicapped ramp has deteriorated. If approved, funds will be transferred from payroll savings to accomplish the parking lot modifications. **Supervisor Stacey made a motion, seconded by Supervisor Monroe, to approve the HHS parking lot and sidewalk modifications on behalf of the Public Works Committee, and to give Finance Committee approval of Budget Amendment HS011. The motion carried 6-0.**

Lakeland Health Care Center

LH002 — Add additional parking spaces in front of the facility

Brunner said an additional eight or nine parking spaces would be added to the circular drive in front of the facility to accommodate the demand for parking at the nursing home. LHCC Administrator Bernadette Janiszewski said originally 10 spaces were to be added, but in order to allow for safe backing, one of the spots was eliminated. In order to add the spaces in conjunction with the County Road NN reconstruction, funds to accommodate the modifications will be offset by additional Hospice revenue. Brunner said Public Works crews could paint directional arrows on the circular drive pavement next spring to enhance safety. **Supervisor Ingersoll made a motion, seconded by Supervisor Stacey, to give Public Works Committee authorization of the installation of additional parking spaces at LHCC and Finance Committee approval of Budget Amendment LH002. The motion carried 6-0.**

Public Works

PW007 — Increase budget to replace Lake Beulah dam spillway

The original budget for the project was \$1.2 million, of which \$200,000 was included for engineering. Because of the extra design due to issues between the Lake Beulah Management District and the Department of Natural Resources, the project was re-engineered three times. An additional \$110,000 will be needed for the extra services. Brunner noted that the project, with the exception of the additional engineering, came in under budget. **Supervisor Stacey made a motion, seconded by Supervisor**

Yvarra, to authorize contractual payments to the contractor and engineer, and approval of Budget Transfer PW007 to fund the additional costs. The motion carried 6-0.

Sheriff's Office

SH003— Cover the expense of the Sheriff's Office parking lot and traffic flow design

Brunner said the Sheriff's Office asked for modifications to improve traffic flow, safety and security in their parking lot early during the road reconstruction project. The existing street between the front and west lots would be closed off and become a green area, to prevent speeding between the Judicial Center and Bolton Drive. A new drive will be added along the southern end of the front drive and westerly lots for improved access and better traffic circulation. Other areas of the lots will be improved, and some modifications will be made to areas to improve accessibility for maintenance/snow removal. Funds from vacant positions at the Sheriff's Office will be used to cover the project expenses. Brunner noted that the estimate is based on engineer estimates, and prices may change based on actual quantities. **Supervisor Monroe made a motion, seconded by Supervisor Stacey, to approve the modifications to the Sheriff's Office parking lot and to authorize Budget Amendment SH003. The motion carried 6-0.**

Discussion and possible action by Finance Committee to approve the following budget amendment:

Health & Human Services

HS010 — Reflect increased placements in Community Support programs

Aldred said the County has had an unexpected rise in residential placements/services. An additional \$77,051 is requested to be transferred from another portion of the Department's budget to cover projected expenses through the end of the year. **Finance Committee Vice Chair Kilkenny made a motion, seconded by Supervisor Yvarra, to approve Budget Amendment HS010. The motion carried 4-0.**

Set/confirm next meeting dates and times:

- **Public Works Committee** — Monday, September 14, 2015 at **4:15 p.m.**, County Board Room 114 at the Govt. Center — **Capital Projects Budget Appeals and Regular Business Meeting**
- **Finance Committee** — Thursday, September 17, 2015 at 9:30 a.m., County Board Room 114 at the Govt. Center — **Budget Appeals and Regular Business Meeting**

Adjournment

Supervisor Kilkenny made a motion, seconded by Supervisor Ingersoll, to adjourn the Finance and Public Works Committees. The motion carried 6-0 and the meeting concluded at 3:50 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.

To: Chairman Logterman and WalCoMet Commission
From: Brad Huza, Administrator 
Date: September 1, 2015
Re: Administrator's Monthly Report – September 2015

Plant Operation

The wastewater treatment facility has met all of its operational and discharge permit requirements for the month of August.

Biosolids application began on August 21st. The application process is going well. As of the writing of this report, WalCoMet is approximately 35% complete. Over 500,000 gallons have been applied. At the present rate of application and depending upon the weather, Staff is hopeful the first phase and largest phase of the fall application process will be completed by late September.

Financial

Expenditures and revenues continue to align well with the budget projections. Through the month of August revenues are approximately 0.2% less than budget projections. The cash disbursements are 3.5 % less than budget projections. The good news is overall the revenues are outpacing the expenditures by approximately \$195,000.

Training

Operational staff (Mr. Domask and Ms. Edmunds) attended the WWOA Southeast Section quarterly meeting in Cedarburg on August 13, 2015. In October, Staff (Mr. Moehling, Mr. Polazzo, and Mr. Scheff) will be attending the WWOA conference in Wisconsin Dells Oct 7th – 9th.

Capital Improvement Project Update

The Filter Room Piping Recoating project conducted a pre-construction meeting to discuss to project scope and schedule. Due the importance of the filter operation, the contractor has 18 days to complete the project once the crews arrive on site. That time frame requires the contractor to delegate additional resources to the project. As the project status presently stands, the contractor is scheduled to be onsite on September 21st. The anticipated schedule indicates a twenty hour work day. This causes issues with inspection scheduling. WalCoMet will have to have some level of representation on site when the contractor is onsite. The project will be completed by mid-October.

Asphalt Surface Resealing project is at the 95% level. Striping of area still needs to be completed. The application process started on August 27th and was completed on August 31st.

The Delavan Lift Station Roofing project is scheduled to commence on September 2nd. It is anticipated that the project will take ten days to complete. The existing roof contains asbestos. Staff will be monitoring the removal, handling and disposal of the material closely.

Discharge Permit Update

The attorneys have been in discussions with WDNR staff to determine if an alternate resolution to the issues can be developed. Apparently, other municipalities have also pursued the litigation option on the phosphorus and thermal limit issues. It appears that if WDNR can offer some sort of an acceptable compromise to the municipalities, the anticipated litigation may be avoided.

FY 2016 Budget Update

Staff has signed two letters of engagement for MSA and Ehlers for services needed to complete the budget. MSA assists in the development of the rate study and Ehlers assists in the long term financial plan. Staff is in the process of the development of the base budget, five year CIP and the FY 16 capital budget. The draft of the FY 2016 budget will be on the agenda in October.

Walworth County Board of Supervisors
DRAFT August 31, 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 1:30 p.m.

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

Others in Attendance

County Staff: County Administrator David Bretl; Deputy County Administrator-Finance Nicki Andersen; Accountant Todd Paprocki

Members of the public: Transportation Consultant David Lowe and Kellen Olshefski, Southern Lakes Newspapers, LLC

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

On motion by Citizen Member Grant, seconded by Citizen Member Hallatt, the July 6, 2015 meeting minutes were approved by voice vote.

Public Comment – There was none.

New Business

- Developing a proposal and cost projections for expansion of senior/disabled transportation and recommendation for use of the remaining 2015 85.21 funds

County Administrator Bretl said he and Chair Russell met with Transportation Consultant David Lowe to discuss options for expansion of the senior/disabled transportation program, particularly those that could be implemented by the end of the year. Bretl said it would take time after implementation of any additional services to determine demand and actual dollar amounts associated with the services.

Transportation Consultant David Lowe gave a brief summary of the recommendations included in his Interim Evaluation provided with the agenda packet. He gave two options for expansion of the senior/disabled transportation which could be implemented immediately: 1) expand services to allow all trip purposes within the same or nearest community – i.e., social visits and personal shopping; and 2) open the service to all elderly and disabled residents in the County, which would include those in assisted living, nursing or group homes. He projected there would be an additional 8-12 trips per month and would increase ridership by 3-5% over the remainder of the year. These additional services could be implemented easily and spend down excess 2015 funds. Lowe said his other recommendations in the Evaluation could be considered within the next couple of years.

Chair Russell said Vice Chair Kerwin conducted an informal survey of seven (7) assisted living providers within the County. Kerwin distributed the survey and said most facilities provide some mode of transportation for residents, but all were very receptive to increased transportation options which the facilities are unable to provide to residents. Some residents would need an escort to accompany them, and Cynthia Simonsen said VIP does not charge for escorts. Kerwin noted that the 48-hour advance trip scheduling could be problematic for certain types of unplanned medical transports. Simonsen said VIP tries to accommodate special needs whenever possible, but couldn't guarantee same day service.

Simonsen said distance could be an issue for personal trips, but Lowe said social trips should be confined to within the community or to the nearest community. The committee discussed options for advertising the expanded services. Citizen Member James Davis said he read an editorial in a local newspaper recently which stated mailing is the most effective way to reach the most people. Citizen Member Hallatt suggested using a "Frequently Asked Questions" format, which would help clear up misconceptions about services. Chair Russell suggested providing a card to citizens listing services and contact information, and adding "Save for Future Reference" on the card.

Concerning the remaining 2015 funds, Finance Department Accountant Todd Paprocki said other eligible expenses have been included in the grant spending as previously discussed, and as of now there would be approximately \$5,000-\$10,000 remaining to be carried forward at year end.

Supervisor Monroe made a motion, seconded by Citizen Member Grant, to approve expansion of transportation services to the elderly and disabled to include: 1) expand services to allow all trip purposes within the same or nearest community – i.e., social visits and personal shopping; and 2) open the service to all elderly and disabled residents in the County, which would include those in assisted living, nursing or group homes. The motion carried 8-0. Lowe said the expansion should be implemented by October 15.

The Committee directed Lowe to develop a policy guiding the expansion of the senior/disabled transportation services and present it at the October 5th meeting. Consensus was to wait until 2016 to send out information to the public concerning services and policy.

- 2016 Walworth County Transportation Budget

Lowe summarized the draft budget for 2016. The estimated funds available including the grant funds is \$571,200. Ineligible expenses are \$337,000, leaving \$234,200 for local share. He included expenses for vehicles needed for expansion of services. Promotion, overhead and transition expenses are \$30,000. Lowe projected that the service expansion could provide an additional \$140,000 in revenue. Citizen Member Davis asked if volunteer drivers would be providing service and Chair Russell said that couldn't occur until a mobility manager is hired to manage them. Lowe said the budget needs to be approved before the grant is submitted on October 15. Bretl said he could move funds around within the approved budget as needed. Deputy County Administrator-Finance Nicki Andersen said that is acceptable as long as the grant requirements are met. **Citizen Member Grant made a motion, seconded by Vice Chair Kerwin, to approve the 2016 Walworth County transportation budget as presented. The motion carried 8-0.**

- 53.10 grant approval

VIP Services Executive Director Cynthia Simonsen said the grant was submitted last Friday, but asked for formal committee approval. **Supervisor Monroe made a motion, seconded by Citizen Member Grant, to approve the 53.10 grant application. The motion carried 8-0.**

Correspondence – There was no correspondence.

Announcements

Simonsen said VIP is negotiating with a local church to provide transportation to church on Sundays. They will bill on an hourly basis based on the number of people transported within a 15-mile radius. If this works out, she thinks other churches will be interested.

Simonsen reported that the VIP Services Board met in August and approved the purchase of three additional vehicles. They are looking for senior friendly vehicles, one of which will be a bariatric minivan. They are phasing out all of the big buses in the fleet. Lowe commented that the Department of Transportation (DOT) has added a 14 passenger mini-van to the State bid, and will be putting air cushion suspension on all of their buses.

Muzatko provided information on the Wisconsin Senior Driving Summit, which is October 2 in Madison.

Todd Paprocki gave an overview of the 2015 Transportation Budget Summary.

Confirmation of Next Meeting date: The next regular meeting is Monday, October 5, 2015 at 1:30 p.m.

Adjournment

On motion by Citizen Member Hallatt, seconded by Supervisor Monroe, Chair Russell adjourned the meeting at 2:44 p.m.

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

DRAFT

**Walworth County Aging & Disability Resource Center Governing Board
August 31, 2015 Meeting Minutes
Walworth County Health and Human Services Center
W4051 County Road NN, Elkhorn, WI 53121**

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

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

Others in attendance:

Lori Muzatko, Walworth County ADRC Director; Jennifer Selz, ADRC Supervisor; Becky Bechtel, Recording Secretary

On motion by Vice Chair Jordan, seconded by Board Member Polachowski, the agenda was approved by voice vote.

On motion by Vice Chair Jordan, seconded by Board Member Scheuerman, the August 1, 2015 meeting minutes were approved by voice vote.

Public Comment – There was none.

Unfinished Business

• **Review and approval of Final Draft 2016-2018 County Plan on Aging**

ADRC Director Lori Muzatko said the final draft of the 2016-2018 County Plan on Aging is ready for approval, with no changes made after the last Board meeting. The public hearing was held on August 19 and a copy of the draft minutes was included with the agenda packet. County Board Chair Nancy Russell, Health and Human Services Board Chair Ken Monroe and County Board Supervisor Charlene Staples attended the hearing, along with three members of the public who are very active in promoting elderly services within the community. Muzatko and Anne Prince, Aging Director, co-chaired the meeting and they summarized the plan and entertained questions and input. The Board members were very supportive of the proposed three-year plan. Muzatko reported the aging newsletter distribution is now over 3,000 and, as a result of suggestions given at the hearing, will also be distributed to county banks and beauty salons.

• **2016 County Aging Unit Budget**

Muzatko distributed the final draft 2016 budget for the Aging Unit and gave an overview of the programs included in the Unit.

Title III-B Supportive Services: The majority of the funding is directed toward homemaker, case management and legal/benefits assistance. Total county budget: \$83,325

Title III-C1 Congregate Meals: The \$101,414 grant match is volunteer service hours. Total grant budget is \$165,418.

Title III-C2 Home Delivered Meals: Grant funds total \$62,872, and the in-kind match is volunteer service hours.

Title III-D Disease Prevention and Health Promotion Services: Grant funds are \$4,890, and the cash match is \$544. Health promotion programs include Stepping On, Powerful Tools for Caregivers and Living Well With Diabetes.

Title III-E Family Caregiver Support Program: A federal grant of \$37,459, includes funds for case management, information and assistance, counseling and training and temporary respite. Other funds

include assistive technology such as Lifeline; incontinent and assisted living supplies. A 25% match is required.

State Elderly Benefit Services: The \$28,215 grant is for legal/benefits assistance.

State Elder Abuse Direct Services: The \$29,251 grant is for providing services to the elderly who are victims of abuse or neglect. Services include temporary housing, in-home care, etc. Grant funds are now included in the Crisis Intervention Unit of the Department.

State Senior Community Services: The State grant of \$8,360 is for home-delivered meals.

Other Budget: This includes the Nutrition Services Incentive Program, ADRC and administrative costs, the Medicare Part D casual position costs and services provided to 7-9 disabled consumers.

The total Aging Unit budget is \$2,275,794, which includes federal and state funding of \$420,060. Muzatko noted without the contributions of the volunteers, the programs couldn't be sustained.

Board Member Scheurman made a motion, seconded by Vice Chair Jordan, to approve the final draft of the 2016-2018 County Plan on Aging and the final draft of the 2016 County Aging Unit budget. The motion carried 5-0.

New Business

• Group C Updates

ADRC Supervisor Jennifer Selz said the Group C classification for medical assistance eligibility has changed. She gave a brief explanation of the grouping for medical assistance. Group A are those who already have medical assistance. Group B members have to have assets below a certain level, show their income and pay a cost share based on calculations by the income maintenance unit. Group C was much more complicated. People with monthly incomes of \$2,199 and higher had to go through an examination of their income, subtracted by their legitimate medical expenses and the difference had to be below \$581.67 a month. In order to maintain eligibility in Group C, individuals had to spend down to meet the monthly requirement. If their incomes rose higher in a month, they were un-enrolled from the program. As a result, the only consistently eligible persons were living in alternate facilities because of the high expenses. The State realized the process wasn't working, as people were paying their medical expenses and didn't have enough to meet their living expenses each month. Thus Group B+ was created and the ADRC doesn't have to perform the complicated calculations and make estimates on the person's ability to meet and sustain eligibility. Group B+ was effective July 1.

• New Regional Quality Specialist

Selz reported that the State assigns a Regional Quality Specialist to monitor the county ADRC programs and provide direction and clarification. Walworth County has had five different specialists in the six years of the Center's existence. The new Specialist will cover Rock, Racine, Kenosha and Walworth County. She is based in Madison.

• Independent Consulting Agencies

Selz said the Independent Consultant Agencies (ICAs) administer the IRIS program. Walworth County's ICA is The Management Group. Recently, the State contracted with another ICA, Connections, who will also provide services to Milwaukee and the Northeast region of the State. There is still only one entity statewide who administers payments.

Reports

- Greater Wisconsin Agency on Aging Resources (GWAAR) Board of Director Minutes – June 12, 2015. The minutes were included for the Board's information.

Muzatko said as Director of the ADRC, she has been chosen honorary chair of this year's Walk to End Alzheimer's, which will take place on September 19th at Lake Geneva Library Park. There will be a historic walk within the City and a two-mile walk along the shoreline. Food and music will be provided. She encouraged Board Members to participate. Posters and brochures advertising the Walk have been distributed.

Confirmation of next meeting dates and times:

- October 5, 2015 – 9:00 a.m.

Muzatko reported the new Deputy Health and Human Services Director, Robert Williams, will be invited to attend the October meeting.

- November 2, 2015 – 9:00 a.m. – Approval of final County Plan on Aging

Adjournment

On motion by Vice Chair Jordan, seconded by Board Members Polachowski, Chair Duncan adjourned the meeting at 9:45 a.m.

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

HONEY LAKE

Protection and
Rehabilitation District

P.O. Box 565

Burlington, WI 53105



ANNUAL MEETING & BUDGET HEARING

August 23, 2015 -- 1:30 P.M.
Rochester Village Hall, 300 West Spring St.
Rochester, WI (Next to Rochester Library)

AGENDA

- Minutes of 2014 Annual Meeting
- Treasurer's Report

REPORTS

1. Honey Lake Roads
2. Lake Status

OLD BUSINESS

1. Dam Inspection
2. Drawdown Repair
3. Park Renovation

NEW BUSINESS

1. Weed Control (Harvesting)

BUDGET

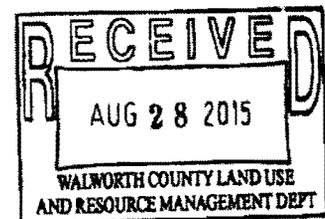
ELECTION – Joseph Kolosso filed a nomination paper.

NOTE: IDENTIFICATION IS REQUIRED TO VOTE:

ALL property owners who are residents of the Lake District and no more than two non-resident property owners are eligible to vote. **Proof of residency and non-residency must be shown upon entrance to the meeting by one of the following:** Annual meeting notice mailing label; Real Estate tax bill; Drivers license; Gas bill; Electric bill; Telephone bill.

ADJOURN

Immediately following the annual meeting there will be a special called meeting to assign the commissioners to the position they will hold.



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

MICHAEL WEINKAUF: ROCHESTER VILLAGE TRUSTEE REPRESENTATIVE

DONALD TRIMBERGER: SPRING PRAIRIE TOWN SUPERVISOR, APRIL 2011

ROBERT E. McINDOE: WALWORTH COUNTY CONSERVATION REP. THRU 5/1/16.

AUGUST 24, 2015 ANNUAL MEETING

Present: Lutz, Correll, Kolosso, Trimberger, McIndoe

Absent: Weinkauf

Also present were fifteen (15) residents of the Honey Lake District

Meeting was called to order by Chairman Lutz at 1:30 p.m.

Chairman Lutz gave a brief background of the Honey Lake District, where and why it was formed, etc. He explained that as a Lake District, Honey Lake can own roads, and as a "municipality" it can also "tax" accordingly, with the subsequent "road tax funds" then held for the District by the Village of Rochester and the Town of Spring Prairie. He then introduced the three (3) elected Commissioners, plus those other "appointed" ones.

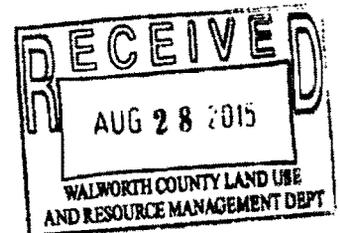
Secretary Correll read the minutes from the 2014 annual meeting which were subsequently approved by the District attendees.

The Treasurer's report was then intentionally postponed until later in the meeting.

REPORTS:

HONEY LAKE ROADS:

Chairman Lutz reported that the roads are generally in pretty good condition, except for a few pot holes which are in need of attention. East and West Lakeshore Drives, being owned by Spring Prairie, have had the roadsides trimmed. Contracts have been placed for the roadside trimming of other roads within the Walworth County (Spring Prairie) and Rochester areas. He also reported that some road signage has been stolen and vandalized and is in need of replacement. A meeting with the contractor to finalize the repairs necessary to control water



“puddling” on County Line Blvd. has yet to be set. (Due primarily to the unavailability of the contractor).

LAKE STATUS:

Extensive discussion held relative to the amount of “curly-leaf pondweed”. This is an extremely invasive weed which thrives on colder water, even growing extensively under ice. The District has purchased “cutting” and “raking” equipment for its own usage in trying to remove as much of this weed as it can. Chairman Lutz indicated that all District residents may “sign out” for this equipment to use in front of their own properties. However, cutting and raking are NOT preferable ways of removing this weed, as it produces seedlings and continues to re-seed. The only way to totally eradicate it is through a procedure of pulling it out by the roots. (With silty soil, such as in Honey Lake, the weeds pull out fairly easily with gentle pulling.) Discussion continued on whether the District should hire one of a couple of contractors who specialize in the removal of these weeds. At this point, Chairman Lutz indicated that the proposed 2015 – 2016 budget contains an entry of \$19,000.00 for this purpose. The District attendees unanimously moved and approved this proposed expenditure.

OLD BUSINESS:

DAM INSPECTION:

Chairman Lutz indicated that the DNR had given final approval in Feb. to the dam status with the next mandatory inspection not due until 2021.

DRAWDOWN REPAIRS:

This work has been pushed back to permit better evaluation of what is necessary and what might be the best direction to go in financially. It may need the installation of a coffer dam. However, a contractor has indicated that he would not guarantee a concrete installation for more than a year. Discussion has been held on the possibility of the installation of a large gate which might then be raised and lowered as needed. Discussion ongoing with the DNR, but little feedback from them at this point. Further investigation will continue into the Fall.

PARK RENOVATION:

Park area looks nice...will be adding some more mulch...trees have been trimmed to permit better grass growth beneath them.

NEW BUSINESS:

WEED CONTROL:

As indicated previously, there is considerable problem with curly-leaf pondweed, which, by June , had covered the major portions of the Lake. Water clarity is excellent. Hiring a company

to remove the weed will first require a "weed survey" costing \$3,000.00 to \$4,000.00 followed by obtaining a permit from the DNR. As indicated previously, we are proceeding towards that end. In answer to a question from one of the residents in attendance, "The District has title to the lake bottom only if there is no water." i.e. if the dam should be removed and the Lake completely and permanently drained.

BUDGET:

The proposed budget for 2015 – 2016 was read, explained, and discussed. It was then moved to be accepted by a unanimous vote of the District residents in attendance, with a subsequent unanimous vote to approve the new tax levy.

ELECTION:

Joe Kolosso, running unopposed for a new three (3) year term as Treasurer was unanimously re-elected by "secret" ballot (by law)

The meeting was moved and seconded to adjourn at 2:50 p.m.

At 2:59 p.m. a special meeting of the Commissions was called to order with a motion then made, and seconded, that all three (3) elected Commissioners retain the same positions for the upcoming year as they held previously. At 3:00 p.m. that special meeting was then adjourned.

Respectfully submitted,



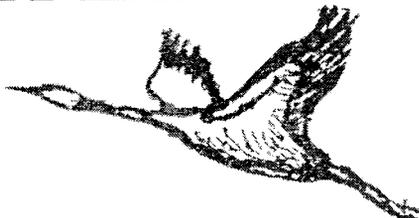
Robert E. McIndoe 8/24/15

HONEY LAKE

**Protection and
Rehabilitation District**

P.O. Box 565

Burlington, WI 53105



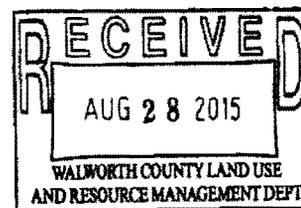
**Annual Meeting and Budget Hearing of the
Honey Lake Protection and Rehabilitation District,
August 24, 2014**

Chairman Lutz called the meeting to order at the Rochester Village Hall at 1:30 P.M. Chairman Lutz, an elected commissioner, introduced the members of the board. Robert McIndoe is appointed by the County of Walworth. Michael Weinkauf is appointed from the Village of Rochester. Donald Trimberger is appointed from the Town of Spring Prairie. Judith Correll, an elected commissioner, is secretary. Joseph Kolosso is the present commissioner appointed by the board when Gerald Schwarten retired and holds the position of treasurer.

Joe introduced himself and stated his qualifications. He and his wife Candace have lived in the district for 19 years and have two adult daughters. He works at UW Whitewater as a financial specialist in the facilities and management department. His goal is to maintain a high standard of living while keeping taxes as low as possible.

Secretary Correll read the minutes of the 2013 annual meeting. A motion to approve the minutes was made by Gene Arbetter, seconded by Michael Weinkauf and carried.

Commissioner Kolosso went through the treasurer's report. A motion to approve the report as presented was made by Gene Arbetter, seconded by Jerry Schwarten and carried.



OLD BUSINESS

COUNTY LINE BLVD. REPAIR

We have a problem with County Line Blvd. just off of County Road DD where the water puddles in front of the houses on the West Side of the road. We have made a number of temporary fixes over the years but have decided to do a permanent fix by digging the road out and repaving the road with it being pitched to the East Side so the water does not puddle. Discussion took place as to what can be done. The cost for this project is \$24,517.00 to be split between the Spring Prairie Township and the Village of Rochester road funds.

LAKE REPORT

The lakes are in good condition except for a weed. We have what is called curly leaf pondweed. A question was asked regarding invasive species in our lakes. We do not have a problem with this as of now. The person to contact in Walworth County is Audrey Greene and the DNR water specialist is Michelle Haas for Walworth and Racine Counties.

Our maintenance person, Emily Kolosso, is doing a good job of keeping the drains open and the beaches clear of debris and goose droppings. Emily asked about the sand on the beaches. A lot of the sand has been washed into the lake especially by the south beach near the flume pipe. The issue of adding sand to the beaches and the park. was brought up. The beach is a problem because the sand keeps washing into the lake. This year we will only add sand to the beach rather than putting it into the lake.

ANNUAL MEETING AUG. 24, 2014 PAGE 3

DNR INSPECTION REPORT

The requirements of the DNR inspection are all complete. Replacing the dam boards was the last project to be done. The boards are twelve feet long, 2 ½ inches thick and ten inches high. Two boards are bolted together for a height of 20 inches so when the boards are raised in the winter the lake drops 20 inches. The boards are oak and we used the steel from the old gates and the boards were coated with epoxy so they should last a lot longer than before and there is a rubber seal on the bottom to prevent the water from leaking through. The cost of this project was \$7,310.00.

PURGING OF OLD RECORDS

Chairman Lutz is working on purging the records of the district. He contacted the lawyer who said that we could probably get rid of anything older than ten years. The treasurer for the Village of Rochester also said that we could keep a file cabinet in the village hall, which will help with getting the old records out of the commissioner's houses. This will be an ongoing project for the winter.

NEW BUSINESS

DRAWDOWN STRUCTURE

The drawdown structure, which is a small dam built for the purpose of lowering the lake so that we could inspect the dam according to the DNR requirements every ten years, is leaking badly. The boards were treated pine and are so eroded that the water goes through them. There is also ice damage to the concrete. When we lower the lake for the winter we will have someone come in and see exactly what the cost of the repairs will be. The DNR stated that we could only drop the lake six inches a day so when it was built the pipe installed was only 36 inches. The first time we had to lower the dam there was a lot of rain so the lake came back up instead of going down. We are going to look at installing a larger pipe to take into consideration the abnormal flow of the creek when it rains.

PARK RENOVATIONS

The kids have destroyed the islands in the community park again. There were railroad ties that we replaced with landscape blocks. These blocks have been broken and thrown around the park. We have three different options to fix the islands. One is using railroad ties and adding sand for \$4,750.00. The second is using railroad ties and digging out the old sand and replacing with all new sand for \$6,000.00. The third is landscape blocks and adding sand is \$6,200.00. The fourth is landscape blocks and digging out all the old sand and replacing with new sand for \$7,500.00. Discussion took place. Gene Arbetter made a motion to repair the park not to exceed \$7,500.00, seconded by Gerald Schwarten. A hand vote was taken: 12 yes, no opposed, one objection. The motion passed.

BUDGET

Chairman Lutz went through each item on the budget. The biggest jump was in maintenance because the DNR has mandated that the dikes be cleared and kept cleared, so that went from \$4,800.00 to \$9,000.00. There was also a lot of storm damage this past year for a total of \$6,325.00. That is the reason for the increase in the beaches/parks/ trees line. The total proposed for the tax year is \$44,260.00. There is a cash carryover from the previous year of \$17,933.00 which would lower the tax to \$26,327.00. However, because of the work on the park and to get the beaches/parks/trees to the amount that is needed, if we use the cash carryover for those two items our budget that we would need to tax ourselves would be \$33,827.00.

After general discussion because of the work that is going to be done on the park, we are going to amend the budget to increase the beaches/parks/ trees to \$16,000.00 with a total proposed budget of \$51,760.00 and keep \$17,933.00 as carryover and tax ourselves \$33,827.00. A motion to approve the total budget proposed of \$33,827.00 was made by Gene Arbetter, seconded by Gerald Schwarten. A hand vote was taken: 12 yes, no opposed, no abstentions. The budget is approved for \$33,827.00

ANNUAL MEETING AUG. 24, 2014 PAGE 5

A motion to approve the tax levy for the budget of \$33,827 00 was made by Gene Arbetter and seconded by Gerald Schwarten. A hand vote was taken: 12 yes, 0 no, and 0 abstentions. The tax levy is approved.

ELECTION

Only one person filed nomination papers, Judith Correll. We will now take a ballot vote. A nomination committee will consist of Michael Weinkauff and Robert McIndoe. The ballots were counted: 11 yes, 0 no, and no abstention. Judith Correll is elected for a three-year term.

In attendance was the Racine County Deputy assigned to the Honey Lake District and she has been doing an excellent job.

Chairman Lutz thanked Gerald Schwarten for many years of service on the board.

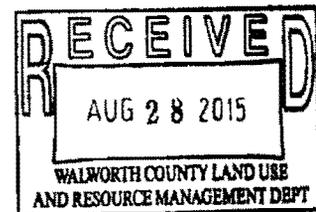
A motion to adjourn was made by Gene Arbetter, seconded by Gerald Schwarten and carried at 2:55 P. M.

Honey Lake Protection and Rehabilitation District
Regular Checking-For Fiscal Year 2014-2015

Balance on Hand as of July 1st 2014 \$17,933.51

Deposits

7/31/2014 Chase Bank	Interest	\$0.12	
8/9/2014 Rochester	Road Fund	\$12,894.50	
8/23/2014 Spring Prairie	Road Fund	\$14,519.50	
8/23/2014 Racine County	Tax Settlements for 2013	\$4,344.65	
8/23/2014 State of Wisconsin	Computer Aid	\$17.00	
8/23/2014 Walworth County	Tax Settlements for 2013	\$4,828.57	
8/31/2014 Chase Bank	Interest	\$0.18	
9/30/2014 Chase Bank	Interest	\$0.39	
10/31/2014 Chase Bank	Interest	\$0.32	
11/30/2014 Chase Bank	Interest	\$0.14	
12/31/2014 Chase Bank	Interest	\$0.10	
1/17/2015 Spring Prairie	Tax Settlement January 2015	\$7,886.59	
1/17/2015 Spring Prairie	Road Fund-N County Line	\$14,837.90	
1/17/2015 Rochester	Tax Settlement January 2015	\$9,188.87	
1/17/2015 Rochester	Road Fund-N County Line	\$6,359.10	
1/31/2015 Chase Bank	Interest	\$0.16	
2/23/2015 Rochester	Tax Settlement February 2015	\$3,121.53	
2/27/2015 Spring Prairie	Tax Settlement February 2015	\$4,016.67	
2/28/2015 Chase Bank	Interest	\$0.23	
3/31/2015 Chase Bank	Interest	\$0.23	
4/14/2015 Walworth County	Lottery Credit	\$288.42	
4/20/2015 Racine County	Lottery Credit	\$361.27	
4/30/2015 Chase Bank	Interest	\$0.16	
5/29/2015 Wisconsin Lakes Partnership	Refund	\$215.00	
5/31/2015 Chase Bank	Interest	\$0.14	
6/30/2015 Chase Bank	Interest	\$0.12	
			<u>\$82,881.86</u>
			<u>\$82,881.86</u>
			<u>\$100,815.37</u>
	Total of Checks		<u>\$91,775.29</u>
	Balance on Hand as of June 30th 2015		<u>\$9,040.08</u>



Honey Lake Protection and Rehabilitation District
Regular Checking For Fiscal Year 2014-2015

<u>Date</u>	<u>Number</u>	<u>Transaction</u>	<u>Category</u>	<u>Description</u>	<u>Payment</u>
7/1/2014	4195	Postmaster	Office Supplies & Mailings	400 Forever Stamps	\$196.00
7/15/2014	4196	Bienemanns Quality Tree Service LLC	Beaches/Parks/Trees	1 Ash at North Beach 1.12" Cherry at Tahoe	\$550.00
7/15/2014	4197	Bienemanns Quality Tree Service LLC	Spring Prairie Road Fund	1 Large lead on Casa Loma	\$400.00
7/15/2014	4198	Cutting Edge Lawn Maintenance & Landscaping	Beaches/Parks/Trees	Mowing & Trimming 6/5 & 6/18-19	\$290.00
7/15/2014	4199	John Lutz	Maintenance/Equipment	Reimburse for Gloves,Safety Glasses & Hearing Protection	\$86.79
7/15/2014	4200	Joseph Kolosso	Maintenance/Equipment	Reimburse for Rake, Fork	\$30.98
7/15/2014	4201	John Lutz	Commissioners Compensation	Commissioners Compensation	\$200.00
7/15/2014	4202	Judy Correll	Commissioners Compensation	Commissioners Compensation	\$175.00
7/15/2014	4203	Joseph Kolosso	Commissioners Compensation	Commissioners Compensation	\$175.00
7/15/2014	4204	Bienemanns Quality Tree Service LLC	Spring Prairie Road Fund	1/2 very large willow East Lake Shore Drive	\$1,925.00
7/15/2014	4204	Bienemanns Quality Tree Service LLC	Rochester Road Fund	Willow Tree Shervin & Ravine	\$550.00
7/15/2014	4205	Kwik Trip Inc.	Beaches/Parks/Trees	Gasoline	\$37.67
7/15/2014	4206	Donald Trimberger	Commissioners Compensation	Commissioners Compensation	\$25.00
7/30/2014	4207	BMO Harris Bank	Miscellaneous	Lost Key Charge	\$25.00
7/22/2014	4208	Honey Lake Protection and Rehabilitation Dist.	Transfer to Payroll Account	Transfer to Payroll Account	\$3,000.00
7/28/2014	4209	Wisconsin Dept. of Revenue	Miscellaneous	Business Tax Registration Renewal	\$10.00
8/19/2014	4210	Postmaster	Office Supplies & Mailings	PO Box Annual Fee	\$58.00
8/19/2014	4211	Cutting Edge Lawn Maintenance & Landscaping	Beaches/Parks/Trees	Mowing & Trimming 7/1, 7/16 & 7/28	\$436.00
8/19/2014	4212	Joseph Kolosso	Office Supplies & Mailings	Long Life Ink Cartridge & Copy Paper	\$33.84
8/19/2014	4213	John Lutz	Commissioners Compensation	Commissioners Compensation	\$200.00
8/19/2014	4214	Judy Correll	Commissioners Compensation	Commissioners Compensation	\$175.00
8/19/2014	4215	Joseph Kolosso	Commissioners Compensation	Commissioners Compensation	\$175.00
8/19/2014	4216	Minuteman Press of Burlington	Office Supplies & Mailings	Labels for annual meeting mailing	\$12.80
8/19/2014	4217	Donald Trimberger	Commissioners Compensation	Commissioners Compensation	\$25.00
8/19/2014	4218	Mike Weinkauff	Commissioners Compensation	Commissioners Compensation	\$25.00
8/23/2014	4219	Minuteman Press of Burlington	Miscellaneous	Notice of Annual Meeting/Meeting Reports	\$52.48
8/23/2014	4220	Racine County/Land Description Dept.	Miscellaneous	Mailing Labels for annual meeting notice	\$25.30
8/23/2014	4221	Walworth County Lakes Association	WLP/Conventions/Meetings	Annual Membership Dues	\$50.00
8/25/2014	4222	VOID	VOID	VOID	\$0.00
9/16/2014	4223	Cutting Edge Lawn Maintenance & Landscaping	Beaches/Parks/Trees	Mowing & Trimming 8/6 & 8/21	\$290.00
9/16/2014	4224	John Lutz	Commissioners Compensation	Commissioners Compensation	\$200.00
9/16/2014	4225	Judy Correll	Commissioners Compensation	Commissioners Compensation	\$175.00
9/16/2014	4226	Joseph Kolosso	Commissioners Compensation	Commissioners Compensation	\$175.00
9/16/2014	4227	Donald Trimberger	Commissioners Compensation	Commissioners Compensation	\$50.00
9/16/2014	4228	Mike Weinkauff	Commissioners Compensation	Commissioners Compensation	\$25.00
9/16/2014	4229	John Lutz	Maintenance/Equipment	Reimburse for 2 cycle oil,Garbage Bags,Gas Can	\$81.42
9/16/2014	4230	Southern Lakes Newspapers LLC	Miscellaneous	Annual Meeting Legal Announcement	\$102.90
10/21/2014	4231	B.W. Surveying, Inc	Spring Prairie Road Fund	Stake center line of County Line Blvd.	\$300.00
10/21/2014	4232	Cutting Edge Lawn Maintenance & Landscaping	Beaches/Parks/Trees	Mowing & Trimming 8/6 & 8/21	\$290.00
10/21/2014	4233	Cutting Edge Lawn Maintenance & Landscaping	Beaches/Parks/Trees	Sand for Beaches	\$555.00
10/21/2014	4234	Larry Stern	Beaches/Parks/Trees	Repair and paint shed in park	\$474.00
10/21/2014	4235	John Lutz	Commissioners Compensation	Commissioners Compensation	\$200.00
10/21/2014	4236	Judy Correll	Commissioners Compensation	Commissioners Compensation	\$175.00
10/21/2014	4237	Joseph Kolosso	Commissioners Compensation	Commissioners Compensation	\$175.00
10/21/2014	4238	John Lutz	Office Supplies & Mailings	Canon 104 black toner cartridge	\$78.99
10/21/2014	4239	Asphalt Contractors Inc.	Roads	Repare North 300' of County Line Blvd	\$18,697.00
10/21/2014	4240	Donald Trimberger	Commissioners Compensation	Commissioners Compensation	\$25.00
10/21/2014	4241	Mike Weinkauff	Commissioners Compensation	Commissioners Compensation	\$25.00
11/1/2014	4242	Snow Solutions LLC	Roads	Snow Plowing Contract # 7 of 18	\$6,000.00
11/18/2014	4243	Cutting Edge Lawn Maintenance & Landscaping	Beaches/Parks/Trees	Mowing & Trimming 10/31	\$145.00
11/18/2014	4244	Custom Grading Inc	Roads	Gravel Sides North 300' of County Line Blvd	\$2,200.00
11/18/2014	4245	John Lutz	Commissioners Compensation	Commissioners Compensation	\$200.00
11/18/2014	4246	Judy Correll	Commissioners Compensation	Commissioners Compensation	\$175.00
11/18/2014	4247	Joseph Kolosso	Commissioners Compensation	Commissioners Compensation	\$175.00
11/18/2014	4248	Donald Trimberger	Commissioners Compensation	Commissioners Compensation	\$25.00
11/18/2014	4249	Mike Weinkauff	Commissioners Compensation	Commissioners Compensation	\$25.00
12/1/2014	4250	Snow Solutions LLC	Roads	Snow Plowing Contract # 8 of 18	\$3,200.00
12/16/2014	4251	John Lutz	Commissioners Compensation	Commissioners Compensation	\$200.00
12/16/2014	4252	Judy Correll	Commissioners Compensation	Commissioners Compensation	\$175.00
12/16/2014	4253	Joseph Kolosso	Commissioners Compensation	Commissioners Compensation	\$175.00
12/16/2014	4254	Donald Trimberger	Commissioners Compensation	Commissioners Compensation	\$25.00
12/16/2014	4255	Mike Weinkauff	Commissioners Compensation	Commissioners Compensation	\$25.00
1/1/2015	4256	Snow Solutions LLC	Roads	Snow Plowing Contract # 9 of 18	\$3,200.00
1/20/2015	4257	Village of Rochester	Miscellaneous	Refund of Tax Monies for Racine County Notice 51 176	\$35.78
1/20/2015	4258	Honey Lake Protection and Rehabilitation Dist.	Transfer to Non-Lapsing Acct.	Transfer to Non-Lapsing Acct.	\$7,310.00
1/20/2015	4259	John Lutz	Commissioners Compensation	Commissioners Compensation	\$200.00
1/20/2015	4260	Judy Correll	Commissioners Compensation	Commissioners Compensation	\$175.00
1/20/2015	4261	Joseph Kolosso	Commissioners Compensation	Commissioners Compensation	\$175.00
1/20/2015	4262	Donald Trimberger	Commissioners Compensation	Commissioners Compensation	\$25.00
1/20/2015	4263	Mike Weinkauff	Commissioners Compensation	Commissioners Compensation	\$25.00
1/20/2015	4264	John Lutz	Office Supplies & Mailings	Ink Cartridge	\$14.34
2/1/2015	4265	Snow Solutions LLC	Roads	Snow Plowing Contract #10 of 18	\$3,200.00
2/17/2015	4266	Cutting Edge Lawn Maintenance & Landscaping	Beaches/Parks/Trees	Rebuild Islands in the Park	\$5,000.00
2/17/2015	4267	Joseph Kolosso	Office Supplies & Mailings	Ink Cartridge,2-8 GB Flash Drives	\$32.94
2/17/2015	4268	John Lutz	Commissioners Compensation	Commissioners Compensation	\$200.00
2/17/2015	4269	Judy Correll	Commissioners Compensation	Commissioners Compensation	\$175.00
2/17/2015	4270	Joseph Kolosso	Commissioners Compensation	Commissioners Compensation	\$175.00
2/17/2015	4271	Donald Trimberger	Commissioners Compensation	Commissioners Compensation	\$25.00
2/23/2015	4272	Wisconsin Lakes	Annual Membership	Annual Membership Dues	\$225.00
2/23/2015	4273	Honey Lake Protection and Rehabilitation Dist.	Transfer to Payroll Account	Transfer to Payroll Account	\$4,000.00

3/1/2015	4274	Snow Solutions LLC	Roads	Snow Plowing Contract #11 of 18	\$3,200.00
3/4/2015	4275	The Horton Group Inc	Insurance	Annual Liability and Workers Comp Insurance	\$5,018.00
3/4/2015	4276	Wisconsin Lakes Partnership Convention	WLP/Conventions/Meetings	Registration for John Lutz & Joe Kolosso	\$415.00
3/17/2015	4277	John Lutz	Commissioners Compensation	Commissioners Compensation	\$200.00
3/17/2015	4278	Judy Correll	Commissioners Compensation	Commissioners Compensation	\$175.00
3/17/2015	4279	Joseph Kolosso	Commissioners Compensation	Commissioners Compensation	\$175.00
3/17/2015	4280	Donald Trimberger	Commissioners Compensation	Commissioners Compensation	\$25.00
3/17/2015	4281	Mike Weinlauf	Commissioners Compensation	Commissioners Compensation	\$25.00
3/18/2015	4282	Town Web Design LLC	Miscellaneous	Annual Web Site Maintenance	\$315.00
3/31/2015		Chase Bank	Office Supplies & Mailings	New Checks	\$65.00
4/1/2015	4283	Snow Solutions LLC	Roads	Snow Plowing Contract #11 of 18	\$3,200.00
4/21/2015	4284	John Lutz	Commissioners Compensation	Commissioners Compensation	\$200.00
4/21/2015	4285	Judy Correll	Commissioners Compensation	Commissioners Compensation	\$175.00
4/21/2015	4286	Joseph Kolosso	Commissioners Compensation	Commissioners Compensation	\$175.00
4/21/2015	4287	Mike Weinlauf	Commissioners Compensation	Commissioners Compensation	\$25.00
4/25/2015	4288	Holiday Inn-Stevens Point	WLP/Conventions/Meetings	Lodging at Stevens Point for Convention	\$211.98
4/29/2015	4289	John Lutz	WLP/Conventions/Meetings	Mileage expense refund	\$181.61
5/19/2015	4290	Cutting Edge Lawn Maintenance & Landscaping	Beaches/Parks/Trees	SprCln\$435,Repl6"SandPark\$2500,SandBeach\$555Mow\$145	\$3,635.00
5/19/2015	4291	Joseph Kolosso	Office Supplies & Mailings	Ink Cartridge	\$35.97
5/19/2015	4292	John Lutz	Commissioners Compensation	Commissioners Compensation	\$200.00
5/19/2015	4293	Judy Correll	Commissioners Compensation	Commissioners Compensation	\$175.00
5/19/2015	4294	Joseph Kolosso	Commissioners Compensation	Commissioners Compensation	\$175.00
5/19/2015	4295	Donald Trimberger	Commissioners Compensation	Commissioners Compensation	\$25.00
6/12/2015	4296	Postmaster	Office Supplies & Mailings	400 Forever Stamps	\$196.00
6/16/2015	4297	Cutting Edge Lawn Maintenance & Landscaping	Beaches/Parks/Trees	5/29/15 Mowing \$145	\$145.00
6/16/2015	4298	John Lutz	Commissioners Compensation	Commissioners Compensation	\$200.00
6/16/2015	4299	Judy Correll	Commissioners Compensation	Commissioners Compensation	\$175.00
6/16/2015	4300	Joseph Kolosso	Commissioners Compensation	Commissioners Compensation	\$175.00
6/16/2015	4301	John Lutz	Beaches/Parks/Trees	Garbage Bags, Gloves, Safety Glasses	\$42.72
6/16/2015	4302	Judy Correll	Office Supplies & Mailings	Cassette Recorder	\$24.88
6/16/2015	4303	Mike Weinlauf	Commissioners Compensation	Commissioners Compensation	\$25.00
6/16/2015	4304	Donald Trimberger	Commissioners Compensation	Commissioners Compensation	\$25.00
6/27/2015	4305	Biennemanns Quality Tree Service LLC	Dam/Dyke/Drawdown	Remove Brush & Small Trees from Dyke	\$4,500.00
6/27/2015	4306	John Lutz	Beaches/Parks/Trees	Weed Razor & Weed Rake	\$262.90
Total of Checks					\$91,775.29

Honey Lake Protection and Rehabilitation District
Payroll Checking-For Fiscal Year 2014-2015

	Balance on Hand July 1st 2014		\$5,589.91
Interest	7/1/2014 to 6/30/2015	\$0.76	\$0.76
Deposit	From Regular Checking	\$7,000.00	\$7,000.00
Bank Charges		\$0.00	\$0.00
Checks	Wages	(\$3,028.13)	
	United States Treasury/Payroll Taxes	(\$562.86)	
	Wisc. Dept of Revenue/Payroll Taxes	(\$25.60)	
		(\$3,616.59)	(\$3,616.59)
	Balance on Hand as of June 30, 2015		\$8,974.08

Honey Lake Protection and Rehabilitation District
Non-Lapsing Fund-For Fiscal Year 2014-2015

	Balance on Hand July 1st 2014		\$67,693.26
Interest	7/1/2014 to 6/30/2015	\$7.00	\$7.00
Deposit	From Regular Checking/Transfer Funds	\$7,310.00	\$7,310.00
Withdrawal	To Regular Checking/Transfer Funds	\$0.00	\$0.00
	Balance of Hand as of June 30, 2015		\$75,010.26

DRAFT 8/25/15

PLEASANT LAKE PROTECTION AND REHABILITATION DISTRICT
BOARD MEETING
SATURDAY, AUGUST 22, 2015, 11:34 AM
CAMP POTTAWATOMIE HILLS

MINUTES

Present: Dave Stamm (2018), Ryan Mertes (2017), Marcia Sahag (2016), Peter Schuler (2016), Phil Holland (2018), Bob Arnold (County), Don Sukala (Town)

Absent:

Public Attendance: Rick Callaway, Bernie Slupik, Ted Slupik

1. Approval of Agenda: Motion to approve the Agenda (Peter/Phil). Carried unanimously.
2. Election of Officers:
 - Motion to elect Dave Stamm for chairman (Marcia/Phil). Carried unanimously.
 - Motion to elect Marcia Sahag for secretary (Dave/Peter). Carried unanimously.
 - Motion to elect Ryan Mertes for treasurer (Dave/Don). Carried unanimously.
3. Updating resolution for designating bank account signers: Motion to approve the Resolution Designating Authorized Account Signers dated 8/22/15, designating as signers Dave Stamm, chairman, Ryan Mertes, treasurer, and Peter Schuler (Marcia/Phil). Carried unanimously. Motion to remove Ted Slupik as bank account signer (Phil/Dave). Carried unanimously. District checks, banking materials and audit binder were transferred from Ted to Ryan with a signed receipt.
4. Motion to adjourn at 11:39 (Dave/Bob). Carried unanimously.

Respectfully submitted,
Marcia M Sahag, secretary
PLPRD

TOWN of LaGRANGE
Walworth County - State of Wisconsin
P.O. Box 359
Whitewater, Wisconsin 53190

September 11, 2014

Pleasant Lake Protection and Rehabilitation District
David Stamm, President
c/o Marcia Sahag
W5036 Robinson Drive
Elkhorn, WI 53121

Dear Mr. Stamm,

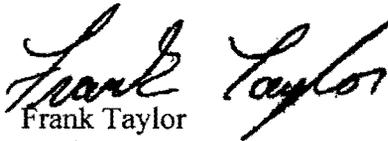
The Town has reviewed its responsibilities and the documentation pertaining to the easement and 10-inch drain at Pleasant Lake, across the former Kessel property. The easement, recorded as Document 694665, at Vol. 140, Page 446 in the Office of the Register of Deeds, imposes no duty of maintenance on the Town of La Grange.

We find no other documentary evidence of any agreement by the Town of La Grange to assume responsibility for maintenance of this drain.

In addition, the Town recently dealt with a similar issue arising from drainage problems at Lauderdale Lake, on the former Sterlingworth property. On that occasion, the Town addressed the drainage issue, but did so by establishing a special taxation district that will recoup all costs of the repair work from the owners of the benefited property.

We view the action taken at Sterlingworth as precedent for any steps taken with respect to the present issue at Pleasant Lake. If the Town does elect to take some restorative action with respect to the existing drain, the Town will likely recoup its costs by the same method used with respect to the Sterlingworth problem.

Sincerely,



Frank Taylor
Chairman
Town of LaGrange

PLEASANT LAKE PROTECTION & REHABILITATION DISTRICT
ANNUAL MEETING & BUDGET HEARING
CAMP POTTAWATOMIE HILLS, WENDAT LODGE
N8005 PLEASANT LAKE ROAD, EAST TROY, WI 53120
SATURDAY, AUGUST 22, 2015, 9:05 AM

District Commissioners Present: Dave Stamm (chair 2015), Ted Slupik (treas 2015), Marcia Sahag (sec 2016), Peter Schuler (2016), Ryan Mertes (2017), Don Sukala (Town), Bob Arnold (County)

District Commissioner Absent:

New District members Doug and Tracy Marconnet and Gary and Beth Welsh were announced. District Commissioners were introduced.

1. Agenda: Motion to approve the agenda (Dave Stamm/Sue Short). Motion carried, none opposed.
2. Commissioners Election for 2 positions for terms ending 2018: Motion to nominate Dave Stamm as a candidate for the first position of Board Commissioner with term ending 2018 (Tom Short/George Kroupa). Motion carried, none opposed. No other nominations. Motion to close the nominations for the first position (Tom Short/Cheri Scharbach). Motion carried, none opposed. The election committee of Tom Short, Roy Brodersen and Rick Callaway collected and tabulated the ballots. The results were 43 votes for Dave Stamm, none in opposition. Motion to nominate Phil Holland as a candidate for the second position of Board Commissioner with term ending 2018 (Patti Behrens/Sue Short). Motion carried, none opposed. No other nominations. Motion to close the nominations for the second position (Patti Behrens/Anne Goodwin). Motion carried, none opposed. The election committee collected and tabulated the ballots. The results were 47 votes for Phil Holland, none opposed.
3. Approval of Minutes of 8/23/14: Motion to approve the minutes of 8/23/14 (Sue Short/Cheri Scharbach). Motion carried, none opposed.
4. Treasurer's report: Account balances at People's Bank as of 8/21/15: checking account \$36,746.50, money market account \$37,113.04, grant fund account \$6,691.86, total funds \$80,551.40. Motion to approve the treasurers report (Dave Stamm/Richard Mertes). Motion carried, none opposed.
5. Drain report west of Pleasant Lake Rd: This is the section of pipe from Pleasant Lake Rd to the Lake. Construction was to take place in the spring. However, there were delays to construction due to easement approval and because of the construction company's heavy summer work load. The easements are in place and construction is scheduled for early September. New easements were needed to accommodate the new pipe which the District holds and easements for the old pipe that are still in place are acquired by the District from the Town. When the new drain is in place, the District is responsible for the drain on the west side of Pleasant Lake Rd.
6. Drain report east of Pleasant Lake Rd (Kessel property): Dave reviewed history of the situation:
 - a. From the Annual Meeting minutes of 8/23/14, "Dave explained the site visit, drain location and break on the Kessel property. The drain pipe goes under Pleasant Lake Road and on an easement about 1200 to 1300 feet east and ends at a marsh east of the Kessel property. The break occurs about half way. After the site visit, the DNR Water Management Specialist recommended proceeding with the drain improvement on the west side of Pleasant Lake Road. The drain on the east side of Pleasant Lake Road is a separate issue. A dye test was done by RA Smith that found that the pipe is clean and flowing up to the break and past that no water flow was detected. The Kessels have requested the drain on their property be fixed to function as it was first intended. They have contacted an attorney in this matter. The attorney is awaiting our response regarding our intent on fixing the pipe and drain system on the east side of Pleasant Lake Road. We need to decide if our intent is to fix the drain on the Kessel property. Discussion followed regarding the Town of LaGrange being responsible for the drain in the Kessel property per the easement agreement. The topic will be put on the Town of LaGrange agenda for the September Town Board meeting. Motion to authorize the Board to obtain recommendations and costs for repair of the drain on the Kessel property and revisit the issue at the next annual meeting (Butch Meyer/Barb Girman). Motion carried, none opposed."

- b. In answer to Dave's request at the September, 2014, Town Board meeting, the Pleasant Lake District (PLPRD) Board received the attached letter dated 9/11/14 from Town Board Chairmain Frank Taylor. "The Town has reviewed its responsibilities and the documentation pertaining to the easement and 10-inch drain at Pleasant Lake, across the former Kessel property. The easement...imposes no duty of maintenance on the Town of LaGrange. We find no other documentary evidence of any agreement by the Town of LaGrange to assume responsibility for maintenance of this drain. ...If the Town does elect to take some restorative action with respect to the existing drain, the Town will likely recoup its costs by the same method used with respect to the Sterlingworth problem." In the Town's opinion, maintenance and repair of the drain on the Kessel property is not the Town's responsibility, and if they were to take action regarding the drain they would recoup its costs from the Pleasant Lake District property owners according to precedent set at the Sterlingworth property on Lauderdale Lakes. The original drain was constructed in 1974-75 prior to the existence of the Pleasant Lake District. Upon being petitioned by Pleasant Lake residents to control the water level on the lake, the Town acquired the necessary easements and had the drain system constructed. The costs were paid by the Pleasant Lake residents.
- c. The attorney for the District, Russ Devitt, was consulted on the question of responsibility for the drain and drain maintenance on the Kesssel property. He advised not to give an opinion regarding responsibility due to threatened litigation. It benefits Pleasant Lake best to solve the problem.
- d. In April, 2015, Dave and Peter walked the Kessel property with 4 contractors. All agreed that a swale from the break in the pipe to the outlet near the beaver dam is the most effective way to resolve the problem. Dave explained the swale solution to Peter Kessel who agreed and wanted a new easement with a maintenance agreement. Dave sent Peter Kessel a letter on April 14, 2015, confirming the conversation. In a following conversation, Charlene Kessel objected to the swale and wanted a pipe and compensation and after discussion with their attorney would get back to Dave with a proposal. On July 8, 2015, Dave sent a letter to the Kessels requesting their proposal prior to the August 1, 2015, board meeting. Their proposal was received July 31, 2015. The Kessel proposal maintains their position for a pipe as in the original easement. Since 4 contractors recommend a swale as the long term solution and all do not recommend a pipe given the ground conditions of non-bearing soils, frost heave and differential settlement, the District board does not have a recommendation for the annual meeting at this time. The board will work toward arriving at an agreement with the Kessels.

Discussion followed regarding the question of the Town's responsibility for the drain and drain maintenance and possible legal action against the Town and the related costs and results. Proposals were received from 2 contractors. Reeseman's gave costs for an option using a pipe for \$55,000.00 and for an option using the swale for \$42,000.00. They do not recommend a pipe. GMS Excavators proposal for a swale is for under \$5000.00. Estimating added costs for restoration and surveying might make it \$10,000.00. Moved that the board is authorized to seek a mutually agreeable solution with the Kessels or their representative to the drainage problem the Kessels have raised, and further to solicit bids as necessary to identify costs to implement any such solution, and further that the Board be authorized to take such steps and expend such funds as it deems appropriate to complete such project (Dave Stamm/Peter Schuler). After more discussion Rick Callaway called the question. The motion carried, none opposed.

- 7. Discussion of dredging in east Bay: The Bay residents and their attorney, Steven Koch, have requested the Board study the need for dredging in the east Bay navigational channel and Bay entrance. The water depth is the issue. Steps have been taken in the past to have the question of dredging be considered. The Pleasant Lake District board and Town of LaGrange requested the DNR complete the "Sensitive Area Designation for Pleasant Lake" report that was done in 2009. The two parts of the east Bay are designated most sensitive. The small bay near Bear North is the third. All the areas around the undeveloped shorelines are also sensitive areas. Pleasant Lake is considered a high priority lake by the DNR. The District board requested a Town ordinance to regulate environmentally sensitive areas on Pleasant Lake. On 2/14/11, the Town adopted Ordinance No. 2011-01 An Ordinance to Regulate Environmentally Sensitive

Areas on Pleasant Lake. Section II D reads "Limited dredging to maintain the navigational channel may be considered if the water depth in the navigational channel becomes less than 30 inches deep. The navigational channel is located mainly along the currently developed shoreline". The DNR report states "less than 24 inches". The DNR opinion is that 2 feet of water is deep enough for a navigational channel. A process has been established for District projects that would require budgeting action. This project would need to follow the same steps: 1. Board receive authority from district members to get recommendations and costs with DNR involvement in all steps; 2. Apply for grant with DNR input; 3. Obtain proposals for options approved by the DNR and costs; 4. Bring recommendations approved by the DNR and costs to annual meeting for member approval and authorization. There is an understanding of the concern and the desire to make sure the lake is beneficial for everyone. An exploration committee will be set up from a list of volunteers, including those who are most affected, and board members to investigate the issue of dredging. The committee will advise and recommend to the Board. Motion to authorize the Board to obtain recommendations and costs for dredging the east Bay navigational channel and Bay entrance and revisit the issue on the specified date of the next annual meeting in 2016 (Ryan Mertes/Anne Goodwin). After discussion the motion carried, none opposed.

8. By-Laws revision of Section 7, Project Approval, increase project spending limit from \$5000 to \$10,000: Peter reviewed the law that requires expenses over \$10,000 to be specified in the budget. For unanticipated, unbudgeted expenses that arise, the Board needs to have spending authority. The current By-Laws state "The annual meeting shall approve or disapprove all proposed projects by the District having a cost to the District in excess of \$5000 by special vote of the voters". Given the projects that are on the table, the Board needs the flexibility to do something for more than the current limit of \$5000 and recommends extending the authority to \$10,000 if and when it would become necessary. The alternative is additional meetings with all district members. Motion to revise the current By-Laws of 6/18/11, Section 7, Project Approval, increasing the amount of \$5000 to \$10,000 (Rick Callaway/Phil Holland). Motion carried, none opposed.
9. Annual resolution authorizing additional project spending if needed: Motion to adopt the resolution authorizing the District Board of Commissioners to approve or disapprove additional projects having a total cost to the District not to exceed \$10,000.00 for all projects and to enter into contracts accordingly for 2016 (Rick Callaway/Phil Holland). Motion carried, none opposed. There was discussion of giving the Board authority for spending up to \$10,000 for the current year. Motion to amend the resolution for 2015 authorizing the District Board of Commissioners to approve or disapprove additional projects having a total cost to the District not to exceed \$5000 for all projects and to enter into contracts accordingly to \$10,000 for 2015 (Jim Mueller/Roy Brodersen). The resolution has been applied for the \$5000 for 2015. This would give the Board an additional \$5000 before the end of the year. Additional discussion. Motion carried, none opposed.
10. Audit report: One part of the audit was the review of financial records. Generally, everything appeared in order. The other part was recommendations for the Board to develop a plan for future spending. Motion to approve the audit report (Dave Stamm/Roy Brodersen). Motion carried, none opposed.
11. Weed Control report: On June 17, 2015, chemical treatment of milfoil in the Bay was done and hand pulling of curly leaf pondweed. On July 31, 2015, purple loose strife in and around the Bay was treated using hand pulling and chemicals. Two to three additional beds of milfoil were surveyed of about 1.5 acres. Additional treatment of milfoil is expected in mid-September.
12. Goose Control report: Ryan Mertes and Tomm Girman oiled the eggs about 2 to 3 weeks after the lake opened. They found 3 nests and oiled 15 eggs. The nests were located in the Bay and behind the island and in the other bay. There have been few geese this summer. This project will be continued next year.
13. Aquatic Plant Management Plan Update report/SEWRPC presentation: Beverly Saunders, Senior Biologist Specialist with the Southeastern Wisconsin Regional Planning Commission presented the overview of the draft report. SEWRPC gives at cost services for planning projects. The issues of concerns addressed in the plan are aquatic plant growth, algal blooms, water quality, water quantity, wildlife and implementation. Having a plan addressing areas of concern is advantageous in the grant application process in the future. The plan update is similar to the existing plan.
14. Approval of 2016 budget and tax levy: Peter reviewed the budgets for 2014, 2015 and the proposed budget for 2016 and explained the most challenging areas for budgeting due to their unpredictability;

weed control, drain maintenance, legal fees, and goose control. To better control the fluctuations, the board plans to establish reserve funds for them. The proposed budget expenses for 2016 are the same as for 2015 being \$30,800. The tax levy for many years has been \$18,000 with the difference coming from reserves. After expenses are paid for the drain project west of Pleasant Lake Rd and the other costs being incurred for 2015, the reserves will be greatly reduced. If we continue with the same revenue amount, in a few years we will have depleted the reserves and will have to significantly increase the tax levy to cover expenses. The current tax levy mil rate is \$.52 per \$1000 or \$52.00 per \$100,000. A chart showing tax increases per increments of assessed property value was distributed. The Board requests a budget with expenses of \$30,800 and increasing the tax levy from \$18,000 to \$24,000. Motion to approve the proposed budget and tax levy for 2016 as presented with a tax levy of \$24,000.00 and with the balance coming from reserves and with using funds from the grant fund account to cover the District grant expenses (Dave Stamm/Matt Goodwin). Motion carried, none opposed. Motion to transfer the \$5151.53 overage amount from the 2014 budget to reserves (Marcia Sahag/Dave Stamm). Motion carried, none opposed.

15. Other business for discussion: The front table has sheets for updating directory information, signing up for the exploration committee, and signing up for POA volunteer opportunities. Requests were made for the District board to be more involved with the Town regarding the launch ramp area and the pier placement closer to the launch ramp, the swim buoys, the fishing line disposal box and the fence repair.

16. Adjourn: Motion to adjourn at 11:03 (Rick Callaway/Paul Higdon). Motion carried, none opposed.

Respectfully submitted,
Marcia M Sahag, secretary
PLPRD



WHITEWATER-RICE LAKES MANAGEMENT DISTRICT

P.O. Box 301
Whitewater, WI 53190



MINUTES August 22, 2015

A brief Whitewater/Rice Lakes Management District board meeting was called to order at 11:45 AM following the Annual Meeting and Budget Review. All board members including Jerry Grant county representative were present.

Election of officers: A motion was made by Chuck seconded by Larry that all officers remain their same position. Motion Carried

Brad spoke about the expenses of \$23,229.02 in the July 2014 minutes that had not been approved and so moved they be approved. Seconded by Larry. Motion Carried Expenses for July 2015 totaled \$58,350.25 and so moved to approve them. Seconded by Ernie. Motion Carried.

Rich motioned this meeting be adjourned. Seconded by Chuck. Motion Carried

Meeting adjourned at 11:55 AM

Next meeting September 10th, 2015

Respectfully submitted

Susie Speerbrecher
Clerk

County Zoning Agency

MINUTES

August 20, 2015 – 4:30 p.m.

100 West Walworth Street

Elkhorn, Wisconsin

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

Vice Chair Dave Weber called the meeting to order at 4:30 p.m.

Roll call – Committee members present were Vice-Chair Dave Weber, Supervisors Rich Brandl, Tim Brellenthin and Paul Yvarra, Citizen Members Richard Kuhnke, Sr. and Jim Van Dreser. A quorum was present. Chair Rick Stacey was absent/excused; Chair Stacey arrived at the meeting at 5:00 p.m.

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

A “sign-in” sheet listing attendees on August 20, 2015, is kept on file as a matter of record.

Details of the August 20, 2015 meeting / hearing are on a digital recording which is on file and available to the public upon request / video to view on our website: www.co.walworth.wi.us

Rich Brandl motioned to approve the agenda as amended to table items 8.e.2.) Robert Bern. Seconded by Richard Kuhnke, Sr. Motion carried. 6-favor 0-oppose

Richard Kuhnke, Sr. motioned to approve the July 16, 2015, Minutes. Seconded by Rich Brandl. Motion carried. 6-favor 0-oppose

Zoning / Sanitation / Land Conservation Enforcement – Michael Cotter
Disc Count #4:34:44 - 4:36:29

Subdivision Items – Old Business - none

Subdivision Items – New Business –

1. **Roger A. Pillsbury**, proposed 1-lot, 1-outlot Certified Survey Map, located in Sections 4 and 9, Town 4 North, Range 17 East, Town of Troy. Parcel # LT 00009 also known as Lot 9 of the unrecorded plat of Timber Lake. The proposed CSM contains 8.35 acres of land and is zoned C-2: Upland Resource Conservation District, C-4: Lowland Resource Conservation District (Shoreland), and C-1: Lowland Resource Conservation District. The purpose of this CSM is to separate the existing lake dam located on lot 9 by creating an outlot. The ownership of the outlot will be transferred to a proposed Lake District.

Recommended Conditions:

1. Approval is subject to the creation of a lake management district.
2. Approval is subject to establishing that the proposed outlot will have legal use of the existing 40 foot easement for ingress and egress.
3. Approval is subject to meeting all requirements of state statutes and county ordinances.

Jim Van Dreser motions to approve the CSM with the recommended conditions. Second by Tim Brellenthin. Motion carries. 6-favor 0-oppose

Disc Count #4:36:32 – 4:52:03

Old Business - Ordinance Amendments -- none

Old Business – Discussion Items – THIS ITEM DISCUSSED BY COMMITTEE TO BE HEARD AFTER 8.b.1 (Charles Moelter Trust amendment)

- ~~1. Discussion/Possible Action – Staff review/town response summary correspondence regarding short term rental ordinance – Michael Cotter / Deb Grube~~

~~XX motions to . Seconded by XX . Motion carried. 7-favor 0-oppose
Dice Count #4:~~

New Business - Ordinance Amendments – None

New Business – Discussion Items –

- 1. Charles Moelter Trust and the Moelter Foundation – Owners, Joanne Gasperik Sec./ Vice President – Applicant, Sections 32, 33, Lyons Township. The property owner to amend the conditional use to allow for temporary outside storage of boats. Parts of Tax Parcels N LY-33-2A1 and N LY-32-4.**

AMENDED: Approval date 4/23/2015

AMENDED: Approval date 8/20/2015 see #1

NAME: Charles B. Moelter Family Trust
Moelter Foundation, Ltd.

TOWN: Lyons

The property owner had applied for a zoning permit to construct a new building to be used as a shelter for boy scouts. The property owner has been allowing the boy scouts to use the C-2 portion of the property through the Moelter Foundation for camping purposes. The Code Enforcement Officer of the Land Use and Resource Management Department (LURM) indicated a new permit for the proposed structure could not be issued until such time as the uses on the property are brought into compliance. There are three separate uses identified on site which are in need of conditional use approval. Those uses are an agricultural related airstrip, indoor and outdoor boat storage in the proposed A-4 area and a recreational camp for boy and girl scouts in the C-2 area of portions of all three current parcels. The property owner will need to lotline adjust lands between two of the parcels to provide a parking lot area for the recreational camp. The agricultural landing strip is used exclusively by the property owner Charles Moelter. The boat storage business in and around the existing barns is conducted by the son of the owner. In addition to bringing the current uses into compliance the Planning Office of LURM has informed the Zoning Office that the M-3 portion of the property is required to be rezoned out of the M-3 district to an appropriate permanent district as a condition of the original M-3 approval for a temporary barrow for the completed Hwy 50 project. The property owner is requesting to rezone the M-3 area to C-2 to allow for parking for the proposed recreational camp and the remainder of the M-3 area back to the original A-I district.

Tax Parcels N LY3300002 and N LY3300002A1

Has been **APPROVED** subject to the following conditions:

A-4 Boat Storage Facility

General Conditions

1. Approved as per plan submitted for outdoor and indoor boat storage **as amended 8-20-2015 to allow temporary outside storage for spring pick up (April – May) and fall drop off (October – November) of boats to be stored in doors as per revised plan submitted** with all additional conditions.

...

**Rich Brandl motions to approve. Seconded by Richard Kuhnke, Sr. Motion carried.
6-favor 0-oppose
Disc Count #4:52:47 – 4:56:50**

**Jim Van Dreser motions to adjourn for 10 minutes until 5:05 p.m. Seconded by Rich Brandl.
Motion carried. 6-favor 0-opposed**

Meeting recalled at 5:06 p.m. by Chair Rick Stacey.

Old Business – Discussion Items –

1. Discussion/Possible Action - Staff review/town response summary correspondence regarding short term rental ordinance – Michael Cotter / Deb Grube

Discussion by Committee members regarding facets of changes to the short term rental ordinance, including staffing costs, notices and hearings. Jim Van Dreser requests staff explore options where town decisions can stop the application for STR from reaching the county level – short of a zoning change.

**Rich Brandl motions to continue this matter until next month to have staff investigate Jim Van Dreser's request to explore options to allow town decisions to stop the application process for STR from reaching the county level. Seconded by Jim Van Dreser. Motion carried. 7-favor 0-oppose
Disc Count #5:07:35 – 5:41:46**

Public Hearing: 5:41 p.m.

Ordinance Amendments – None

Rezones with Conditional Uses –

1. **Timothy and Renee Richter – Owners, Section 24, Spring Prairie Township.** Rezone approximately .62 acres of A-1 Prime Agricultural zone property on a farm separation parcel to the A-4 Agricultural Related Manufacturing, Warehousing and Marketing district. The A-4 rezone is being requested to allow for existing greenhouse to be used commercially with a landscaping contractor storage yard, and snow removal business both as conditional uses. The request also includes rezoning approximately .14 acres of P-1 Park District property approved as part of a wedding barn business back to the A-1 district to allow area for the relocation of an existing greenhouse to be used whole sale or agriculturally. Parts of Tax Parcel OA2153-1.

General:

1. Approved per plans submitted for a contractor storage yard for a landscaping business with a greenhouse and snow plowing business with all additional conditions.
2. Use of the A-4 area shall be limited to the uses specified in the plan of operations. There shall be no additional uses allowed on site without specific additional conditional use approval. (i.e. firewood cutting and sales, custom welding, vehicle sales and service etc.)

3. All storage areas, materials and equipment shall be located as defined on the plan of operations.
4. The site shall meet all applicable Federal, State, County and local regulations.
5. The applicant must obtain all required zoning permit approvals including a sign permit.
6. No filling shall be allowed in any wetland areas.
7. No filling shall occur on site without proper permit approvals.
8. Access approval must be obtained from the Town Highway Department.
9. The applicant must obtain a Land Disturbance, Erosion Control & Stormwater approval from Land Conservation Office prior to construction if required by Section 26 of the Walworth County Code of Ordinances. The construction activities of this development must comply with the Walworth County Land Disturbance, Erosion Control and Stormwater Management standards contained in Section 26 of the Walworth County Code of Ordinances.
10. The owner/applicant must obtain County Land Conservation Office approval of a spill prevention plan (SPP) and a stormwater pollution prevention plan for this site if require by ordinance.
11. All waste oil and fluids from maintenance of the allowable landscape equipment shall be disposed of according to all State, Federal and local regulations.
12. Hours of operation shall be from 6:00 a.m. to 6:00 p.m. Monday – Friday and 6:00 a.m. to noon on Saturday with hours for return of equipment from off site until 9:00 p.m. Hours of operation for the snow plowing business would be seven days a week 24 hours per day.
13. No burning shall be allowed on site without a burning facility license and any required local approvals.
14. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.
15. Failure to actively exercise this conditional use within three years of the approval date shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original three year period. Any extension requested during the three year active exercise period greater than one year beyond the original three year period shall require additional Town and County committee approvals.

Specific:

16. The greenhouse in the A-4 area is to be used by the landscaping business with no onsite retail sales.
17. The greenhouse in the A-1 zone district is to be wholesale agricultural use with no onsite retail sales.
18. The use of the wedding barn shall not extend into the greenhouses or A-1 and A-4 areas.
19. Storage of equipment and materials may not occur in the 12 foot wide access corridor thru the A-4 zoned area.
20. The A-4 area for the contractor storage yard may not be separated from the parent parcel.
21. *The property owner may not use the P-1 or A-1 zoned area for contractor storage, landscaping and snow plowing business use.
22. *The proposed building for the A-4 contractor storage for landscaping and snow plowing shall be constructed within 12 months of the date of the Walworth County Board of Adjustment approval or this conditional use shall expire.

*added conditions

Dave Weber motioned to approve as amended. Seconded by Paul Yvarra. Motion carried. 7-favor 0-oppose.

The rezone petition will move forward to the September 8, 2015, Walworth County Board for possible action.

Disc Count #5:45:44 – 5:58:06

Rezoning –

1. **James A Bowey – Owner**, Section 1, Geneva Township. The property owner is requesting to rezone approximately 2.29 acres of A-1 Prime Agricultural zoned land to A-5 Agricultural-Rural Residential District in order to create a new residential lot for a family member. The property of concern is located on the southeast corner of the intersection of Bowers and Loveland roads and is identified as part of Tax Parcel JA185500001.

Rich Brandl motioned to approve as the land is better suited for a use not allowed in the farmland preservation zoning district and being substantially consistent with the county certified farmland preservation plan. Seconded by Tim Brellenthin. Motion carried. 7-favor 0-oppose.

The rezone petition will move forward to the September 8, 2015, Walworth County Board for possible action.

Disc Count #5:58:10 – 6:03:57

THIS MATTER NOT HEARD – NO TOWN DECISION RECEIVED

- ~~2. **Robert Bern – Owner**, Section 9, East Troy Township. The property owner is requesting to rezone approximately .87 acres of C-4 Lowland Resource Conservation District (Shoreland Wetland) to the R-1 Single Family Residential District in order to match the wetland boundary to delineated field conditions. The property of concern is located on the east side of East Shore Road approximately 600 feet south of the intersection of East Shore Road and Beach Road and is identified as parts of Tax Parcels P ET 900008 and PMGH 00001.~~

Conditional Uses -

1. **Mark Baker – Owner, John Favreau, Evergreen Designs Inc. – Applicant**, Section 29, Delavan Township. The property owner is seeking conditional use approval for a land restoration project for grading work in excess of 25,000 square feet in the A-3 Agricultural Holding District. The grading work is for a future home location and spoils area for a pond. Parts of Tax Parcel FA1511-3

General:

1. Approved as per plan submitted for land restoration for a pond, soil location area and excavation for a future home site with all additional conditions.
2. The applicant must obtain a Land Disturbance, Erosion Control and Stormwater permit from Land Conservation. The applicant must comply with all established standards of the Land Restoration and Land Disturbance, Erosion Control and Stormwater Management permits.
3. The applicant must follow phases of excavation and restoration as part of the approval under the County's Land Disturbance Erosion Control and Stormwater Management Ordinance. The applicant must submit a project-sequencing schedule for each phase leading to completion prior to approval.
4. Implementation of dust and noise control measures shall occur at all times on site.
5. Hours and days of operation shall be set at 6:00 a.m. to 6:00 p.m. Monday through Friday and 6:00 a.m. to noon on Saturday. No work shall be conducted on holidays.
6. Road access and maintenance agreements shall be filed with the State, Township and/or County prior to hauling materials to the site on the respective municipal roads.

7. Any additional Office/trailer or structures shall obtain approved County zoning and sanitary permits.
8. The project shall meet all applicable Federal, State and local regulations.
9. All soil and equipment storage must be in an approved location.
10. No materials shall be brought in from off-site other than those materials specified in the approved operations plan.
11. All soil generated from the site must remain on site for use in restoration. All topsoil will be graded evenly on the disturbed area consistent with the approved restoration plan.
12. All site dewatering shall be conducted so as to prevent sedimentation outside of the project area. The site may not be dewatered until all sediment has settled in the open water area of the disposal site.
13. No storage of chemicals and petroleum products shall occur on site.
14. The County shall not be party to the soil disposal project. The applicant shall be held solely responsible for any damages resulting from use of the disposal site. The County will not be liable for any damage to the property affected by the fill or to any neighboring property or drain tiles due to the project.
15. ~~The applicant must provide the County with documentation of notice to all neighboring property owners regarding the intent to fill on site. The notice must specifically request any known information details regarding drain tiles and stormwater management concerns. (*struck by CZA at meeting – remember remaining conditions)~~
16. The applicant must stipulate that adequate liability insurance will be held at all times during excavation and restoration to cover any damages resulting from the project. The applicant has agreed to provide a copy of the liability insurance coverage document for the file.
17. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.
18. Failure to actively exercise this conditional use within three years of the approval date shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original three year period. Any extension requested during the three year active exercise period greater than one year beyond the original three year period shall require additional Town and County committee approvals.

Specific:

Ron Combs appears for applicant. Requests that condition #15 be removed as they have done research on the property and area.

Dave Weber motioned to approve with the removal of condition #15 as approved by staff.

Seconded by Jim Van Dreser. Motion carried. 7-favor 0-oppose.

Disc Count #6: 03:57 – 6:10:19

2. **Patricia Brockwell – Owner**, Section 17, Richmond Township. The property owner is requesting conditional use approval to construct a second residence on a farm parcel for a son and his family who works on the farm. The property of concern is located on the east side of Hwy 89 approximately 1000 feet south of the intersection of Hwy 89 and Lake Lorraine Road and is identified as part of Tax Parcel CA247800002.

General:

1. Approved per plan submitted for a second residence on a farm parcel for farm purposes with all additional conditions.
2. Must meet all applicable Federal, State, County and local regulations.
3. The applicant must obtain Township approval for access prior to construction on site.

4. No further land divisions of the parcel will be allowed without County approvals.
5. The applicant must obtain the required zoning approval for the construction of the residence prior to plat review and approval. The residence shall be used for the stated agricultural purpose consistent with this approval. The residence must be under construction prior to separation from the farm parcel.
6. Only one additional residence of any kind shall be allowed on the parcel without further County approval.
7. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.
8. Failure to actively exercise this conditional use within three years of the approval date shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original three year period. Any extension requested during the three year active exercise period greater than one year beyond the original three year period shall require additional Town and County committee approvals.

Specific:

Richard Kuhnke, Sr. motioned to approve as a second residence on a farm parcel is consistent with farmland preservation. Seconded by Dave Weber. Motion carried. 7-favor 0-oppose.

Disc Count #6:10:20 – 6:13:20

3. **Walworth County/Walworth County Facilities Management – Owner, Plunkett Raysich Architects, LLP – Applicant, Section 7, LaFayette Township.** Walworth County is seeking conditional use approval to expand the County shooting range to include a new building with classroom area and an indoor shooting range replacing the existing structure in excess of 25% of the prior structure size and therefore requiring conditional use approval as if the use was being established anew. The property of concern is located on the west side of Hodges Road approximately 1900 feet north of the intersection of Hodges Road and Hwy ES and is identified as Tax Parcel K LF 700003A.

General:

1. Approved per plans submitted as the Walworth County Shooting Range with all additional conditions.
2. All signage must be identified on the plan of operations and the applicant must obtain the required sign permit from the County Zoning Office.
3. The project shall meet with all applicable Federal, State, County and local regulations.
4. Toilet facilities. Toilet facilities shall be made available. Portable toilets are acceptable. All sanitation facilities must meet with State requirement including a sanitary permit if required by ordinance.
5. Garbage removal from the site shall meet with local requirements and containment shall be as identified in the plan of operations.
6. All chemicals shall be disposed of according to State standards.
7. Access to the site is approved as per plan submitted.
8. All cars shall be parked in the marked spaces as identified on the approved plan of operations. Parking must meet with requirements of the county zoning ordinance. All parking must be setback 25 feet from the roadway. The off street parking area shall be graded and surfaced so as to be dust free and properly drained. All parking areas shall be clearly marked. All parking must be in compliance with County requirements.
9. Hours of operation shall be from 6:00 a.m. to 11:00 p.m. for normal daily use except hours for use by a law enforcement officer defined in s. 165.85 (2)(C), a member of the U.S. armed forces or a private security person as defined in s.440.26

(1m) (h) who meets the requirements under 167 (4) (a) 4 shall be 24 hours per day. The County Sheriff's Office shall be considerate of the neighbors to the range and their interests when the range is in operation.

10. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.

Specific:

11. All explosive materials and ammunition must be stored in a secure locked compartment when stored on site and not in use.
12. The firearms range shall be supervised by a qualified Range Safety Officer (or a law enforcement officer defined in s. 165.85 (2)(C), a member of the U.S. armed forces or a private security person as defined in s.440.26 (1m) (h) who meets the requirements under s.167 (4) (a) 4) when the range is in use by children under the age of 18.
13. Materials used in the construction of target brackets or holders shall be designed so as not to create any ricochet hazard.
14. An adequate communications system should be available at the range site. This system should be conveniently located near the Range Safety Officer in order to minimize the loss of time between the emergency and the call for assistance.
15. Rest Area. A rest or break area should be available in a location that is safe from any firing line.
16. Emergency Vehicles' Access. Suitable access to the range site should be provided for emergency vehicles. Emergency personnel should be familiar with the access road(s) and location of the range site.

Jim Van Dreser motioned to approve. Seconded by Richard Kuhnke, Sr. Motion carried. 7-favor 0-oppose.
Disc Count #6:13:21 – 6:18:60

Adjournment

Rich Brandl motioned to adjourn. Seconded by Dave Weber. Motion carried. 7-favor 0-oppose

The meeting was adjourned at 6:19 p.m.

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

Walworth County Board of Adjustment

MINUTES

August 12, 2015 - Hearing – 8:30 AM

August 13, 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 August 12 & 13, 2015, in the County Board Room of the Government Center in Elkhorn, Wisconsin. Those present on August 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. Those present on August 13, 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 August 12, 2015, and August 13, 2015, are kept on file as a matter of record.

The August 12, 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 printed. Seconded by Elizabeth Sukala. Motion carried. 3-favor, 0-oppose. Elizabeth Sukala motioned to approve the July 8 & 9, 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, August 13, 2015. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose.** The August 12, 2015, hearing went into recess at approximately 11:03 A.M.

On August 13, 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 printed. Seconded by Elizabeth Sukala. Motion carried. 3-favor, 0-oppose. After the decisions were completed, Elizabeth Sukala motioned to adjourn until the September 9, 2015, hearing at 8:30 A.M. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose.** The August 13, 2015, decision meeting adjourned at approximately 9:12 A.M.

Five variance hearings were scheduled and details of the August 12, 2015, hearings and the August 13, 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 #8:34:40 – 8:46:07 / Decision – Count #8:33:30 – 8:35:30

The First Hearing was David L. & Patricia R. Polivka, owners – Section(s) 28 – Geneva 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 25' street yard setback and a 25' rear yard setback.

VARIANCE REQUEST: The applicants are requesting an approximate 10.03' street yard setback and an approximate 9.19' rear yard setback. 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 August 12 & 13, 2015, for the petition of David L. & Patricia R. Polivka, owners, voted to **APPROVE** the request for an approximate 10.03' street yard setback and an approximate 9.19' rear yard setback.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found the abandoned railroad right-of-way and the narrow lot being split by South Shore Drive to be unique property limitations. The Board found no harm to public interests as other parcels on South Shore Drive have similar situations. The Board found the existing septic system and well did not allow for placement of the accessory structure on the same side of the road as the residence. There was one letter of support from the Town of Geneva. There was no opposition.

Hearing – Count #8:46:08 – 8:57:55 / Decision – Count #8:35:31 – 8:37:53

The Second Hearing was David C. & Juli A. Markham, owners – Section(s) 26 – East Troy Township

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

REQUIRED BY ORDINANCE: The Ordinance requires a 25' street yard setback and a 20' side yard setback.

VARIANCE REQUEST: The applicants are requesting a 7.30' street yard setback and a 5.97' side yard setback. The request is a variance from Section(s) 74-38 / 74-52 of Walworth County's Code of Ordinances – Zoning to construct an accessory structure (garage).

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of August 12 & 13, 2015, for the petition of David C. & Juli A. Markham, owners, voted to **APPROVE** the request for a 7.30' street yard setback and a 5.97' side yard setback.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found the property owner did prove exceptional or unique circumstances to the property. The Board found the slope of the property and wetland and wooded areas elsewhere on the property limited options for placement of the

accessory structure. The Board found to approve the variance request would cause no harm to public interests as the structure is set back from the road and the parcel is surrounded by family-owned land. The Board found to approve the variance request will permit the equipment used to maintain the road to be stored under cover and will help prevent deterioration of the equipment. There was a petition of support from neighboring property owners and one letter of support from the Town of East Troy. There was no opposition.

Hearing – Count #8:57:56 – 09:28:24 / Decision – Count #8:37:54 – 8:42:38

The Third Hearing was Timothy R. & Renee A. Richter Trust, owner / Attorney Theodore N. Johnson of Godfrey, Leibsle, Blackbourn & Howarth, S.C., applicant – Section(s) 24 – Spring Prairie Township

Applicants are requesting a variance from Section(s) 74-51 of Walworth County's Code of Ordinances – Zoning to construct a contractor's storage building on land proposed to be rezoned to A-4.

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

VARIANCE REQUEST: The applicants are requesting a 10' side yard setback. The request is a variance from Section(s) 74-51 of Walworth County's Code of Ordinances – Zoning to construct a contractor's storage building on land proposed to be rezoned to A-4.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of August 12 & 13, 2015, for the petition of Timothy R. & Renee A. Richter Trust, owner, Attorney Theodore N. Johnson of Godfrey, Leibsle, Blackbourn & Howarth, S.C., applicant, voted to **APPROVE** the request for a 10' side yard setback **subject** to rezone and conditional use approval by the Walworth County Zoning Agency.

A motion was made by Ann Seaver to approve the variance request. Ann Seaver rescinded her motion.

A motion was made by Elizabeth Sukala to approve the variance request only with condition of approval granted by the County Zoning Agency. Seconded by Ann Seaver. Motion carried. 3-favor 0-oppose

BOARD OF ADJUSTMENT FINDINGS: The Board found the Walworth County Zoning Agency is scheduled to meet on August 20, 2015, for a rezone and conditional use request, therefore the variance request was approved subject to approval of the rezone and conditional use request of the County Zoning Agency. The Board found the uses on the property to be clearly defined and separated. The Board found to approve the variance request would cause no harm to public interests as the parcel is surrounded by farmland. The Board found to approve the variance request will allow the owner to put the equipment under cover and improve safety of the property. The Board found existing structures on the parcel limit options for the placement of the proposed accessory structure. There were letters of support from a neighboring property owner and the Town of Spring Prairie. There was no opposition.

Hearing – Count #9:28:25 – 10:09:43 / Decision – Count #8:42:39 – 8:54:39

The Fourth Hearing was Linda W. Wagner Trust, owner – Section(s) 27 - Whitewater Township

Applicants are requesting a variance from Section(s) 74-163 / 74-167 / 74-181 / 74-219 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to permit the location of a residence, porch, deck and boathouse and for the construction of an addition to a single-family residence and for the construction of an accessory structure (shed).

REQUIRED BY ORDINANCE: The Ordinance requires a 75' shore yard setback for a residence, porch and deck, a 25' street yard setback for a residence and shed, a 10' street yard setback for a boathouse and a 15' side yard setback for a shed.

VARIANCE REQUEST: The applicants are requesting a 56.6' shore yard setback for a deck, an approximate 60' shore yard setback for an enclosed porch, an approximate 71' shore yard setback for a residence, a 22.5' street yard setback for a residence, a 5' street yard setback for an addition to a residence, a 2' street yard setback for a shed, a 12.9' side yard setback for a shed and a 3.9' street yard setback for a boathouse. The request is a variance from Section(s) 74-163 / 74-167 / 74-181 / 74-219 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to permit the location of a residence, porch, deck and boathouse and for the construction of an addition to a single-family residence and for the construction of an accessory structure (shed).

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of August 12 & 13, 2015, for the petition of Linda W. Wagner Trust, owner, Linda Wagner, applicant, voted to **APPROVE** the request for a 56.6' shore yard setback for a deck, an approximate 60' shore yard setback for an enclosed porch, an approximate 71' shore yard setback for a residence, a 22.5' street yard setback for a residence, a 5' street yard setback for an addition to a residence, a 2' street yard setback for a shed, a 12.9' side yard setback for a shed and a 3.9' street yard setback for a boathouse.

A motion was made by Elizabeth Sukala to approve the setbacks for the existing structures. Seconded by Ann Seaver. Motion carried. 3-favor 0-oppose

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

A motion was made by John Roth to approve the proposed shed. Seconded by Ann Seaver for discussion. Motion carried. 3-favor 0-oppose

BOARD OF ADJUSTMENT FINDINGS:

APPROVAL to permit the location of a residence, porch, deck and boathouse:

The Board found a unique property limitation in the unimproved 60' wide public access road to the lake on the north edge of the property. The Board found the undulating shoreline impacts the shore yard setback measurements. The Board found to approve the variance request for the existing structures would cause no harm to public interests as the structures have existed since the 1980's without complaint.

APPROVAL to permit construction of an addition to a single-family residence:
The Board found the steep slopes of the lot and location of the existing septic system and well did affect the options for placement of the addition.

APPROVAL to permit construction of an accessory structure (shed): The Board found to approve the variance request would cause no harm to public interests. The Board found to approve the variance request would permit the owner to put equipment under roof which would improve the safety of the property. The Board found the variance request met the criteria necessary for approval.

There was one letter of support from a neighboring property owner. There was a letter of comment from the Wisconsin Department of Natural Resources.

Hearing – Count #10:09:44 – 11:02:18 / Decision – Count #8:54:40 – 9:02:05

The Fifth Hearing was Lawrence R. & Diane M. Jacob, owners / Larry Jacob, applicant – Section(s) 35 – Whitewater Township

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

REQUIRED BY ORDINANCE: The Ordinance requires an 18' street yard setback (average), an 11.04' side yard setback (16%) and a 46.94' shore yard setback for a residence; prohibits grade changes and retaining walls in the shore yard unless walls are necessary for erosion control; and requires accessory structures (decks) to meet a 75' shore yard setback and 11.04' side yard setback.

VARIANCE REQUEST: The applicants are requesting an addition and a deck to a single-family residence with a 10.66' street yard and 3.92' side yard setback; grade changes and retaining walls with a 0' shore yard setback; and an accessory structure (decks) in the shore yard with a 0' shore yard and 0' side yard setback . The request is a variance from Section(s) 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to construct an addition and deck to a single-family residence and grade changes, retaining walls and a deck in the shore yard.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of August 12 & 13, 2015, for the petition of Lawrence R. & Diane M. Jacob, owners / Larry Jacob, applicant, voted to **APPROVE** the request for an addition and a deck to a single-family residence with a 10.66' street yard and 3.92' side yard setback; grade changes and retaining walls with a 0' shore yard setback; and an accessory structure (decks) in the shore yard with a 0' shore yard and 0' side yard setback.

A motion was made by Ann Seaver to approve all the variances as requested. Seconded by Elizabeth Sukala. Motion carried. 3-favor 0-oppose

BOARD OF ADJUSTMENT FINDINGS: The Board found unique and exceptional circumstances to the property in the configuration of the lot and the extremely steep slopes. The Board found that grade changes were needed to stabilize slopes and correct an eroding

shoreyard. The Board found the decks at the shore existed since 1968 and needed to be moved to correct an encroachment. The Board found the owner did consider the stormwater issues on the property in the rehabilitation proposal and the owner also planned to use a rain garden to manage water drainage. The Board found the owner put much thought and research into the products to be used to protect and stabilize the shoreline. The Board found the location of the existing septic system and shared well and the physical limitations of the property did limit options for placement of structures on the property. The Board found approval of the variance request would permit safety issues on the property to be resolved. The Board found approval would allow the owner to bring the property more into compliance.

There were three letters of support from neighboring property owners. There was an e-mail of support from the Town of Whitewater. There was a letter of comment from the Wisconsin Department of Natural Resources. There was no opposition.

Other

- A. Discussion / possible action regarding a reconsideration request for Timothy R. & Mari J. Z. Leroy, owners – East Troy Township

After discussion **a motion was made by Ann Seaver to approve. Seconded by Elizabeth Sukala. Motion carried. 3-favor 0-oppose**

REQUIRED BY ORDINANCE: The Ordinance requires a 73.2' shore yard setback (average).

VARIANCE REQUEST: The applicants are requesting a 26.8' shore yard setback. The request is a variance from Section(s) 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to construct a deck and stairway.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of July 8 & 9, 2015, for the petition of Timothy R. & Mari J. Z. Leroy, owners, voted to **DENY (**see reconsideration below)** the request for a 26.8' shore yard setback.

BOARD OF ADJUSTMENT FINDINGS: (see reconsideration below)** The Board found the owner did not prove unique circumstances to the property not generally found on other neighboring properties rather than considerations personal to the property owner. The Board found to deny the variance request would not cause unnecessary hardship. The Board found to approve the variance request would cause harm to public interests in adding to the existing impervious surface. The Board found ingress / egress to the structure does exist without variance approval. The Board found the owner had not provided the Town of East Troy recommendation as requested by the Board. The Board found the variance request does meet the criteria for approval as presented. A contractor spoke in support. There were letters of opposition from the Wisconsin Department of Natural Resources and the Walworth County Land Conservation Division.

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

****RECONSIDERATION ON AUGUST 13, 2015**

**BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting on August 13, 2015, for the petition of Timothy R. & Mari J. Z. Leroy, owners, voted to APPROVE the variance reconsideration request for:
a 26.8' shore yard setback.**

8-13-15 BOARD OF ADJUSTMENT FINDINGS: The Board found to reconsider their decision and approve the variance request for a 26.8' shore yard setback to construct a deck and stairway. The Board found their request for a Town Review, while delayed, had now been met. The Board found the size of the deck and stairway to be minimal. The Board found to approve the variance request would address safety concerns and better access to the lake. The Board found to approve the variance request would cause no harm to public interests. There was a letter in support from the Town of East Troy.

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

Staff Reports

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

Proposed discussion for next agenda

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

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



ANN SEAYER
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, AUGUST 7TH, 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, 2nd Vice Chair	excused	Rock	Ben Coopman, Alternate	
	Rocky Rocksford	excused		Wayne Gustina	x
Dane	Gene Gray, Treasurer	x	Sauk	Alan Sweeney, Chair	x
	Jim Haefs-Fleming	excused		Terry Thomas	x
	Chris James, Vice Secretary	excused		Marty Krueger, Alternate 10:06	
Grant	Gary Ranum	x	Walworth	John Deitrich	
	Vern Lewison	excused		John Miller, Vice Treasurer	x
	Robert Scallon, 1 st Vice Chair	excused		Dave Riek	x
Iowa	Charles Anderson, Secretary	x	Waukesha	Kevin Brunner	x
	William G Ladewig	x		Richard Kuhnke, 2 nd Vice Treasurer	x
	Jack Demby	x		Allan Polyock	excused
Jefferson	John David	excused		Karl Nilson, 4 th Vice Chair	excused
	Laura Payne	x		Dick Mace	x
	Augie Tietz, 3 rd Vice Chair	excused		Carl Pettis	x

Commission met quorum.

Others present for all or some of the meeting:

- Mary Penn, WRRTC Administrator
- Ken Lucht, WSDOT
- Kim Tollers, WISDOT
- Dave Simon, WISDOT
- Alan Anderson, Pink Lady 10:07 AM

3. Action Item. **Certification of Meeting’s Public Notice – Noticed by Penn**
 - Motion to approve posting of meeting – Gustina/Ladewig, Passed Unanimously
4. Action Item. **Approval of Agenda – Prepared by Penn**
 - Motion to approve amended #2 agenda – Riek/Kuhnke, Passed Unanimously

There was discussion on the clarification on the correct agenda due to the two amended agendas.

5. Action Item. **Approval of draft July Meeting Minutes– Prepared by Penn**
 - Motion to approve July meeting minutes with corrections– Mace/Thomas, PA
6. Updates. **Public Comment – Time for public comment may be limited by the Chair**
There were no public comments.

7. Updates. **Correspondence & Communications – Discussion may be limited by the Chair**
Penn distributed the article submitted by Forrest Van Schwartz and reported on the correspondence she had addressed since the last meeting.

8. Updates. **Announcements by Commissioners – No Discussion Permitted**
There were no announcements by Commissioners.

REPORTS & COMMISSION BUSINESS

9. **WRRTC Financial Report – Gene Gray, WRRTC Treasurer**
 - Motion to approve the June Treasurer Report – Ranum/Anderson, Passed Unanimously
 - Motion to approve the July Treasurer Report – Gustina/Grey, Passed Unanimously

- Motion pay bills – Anderson/Ladewig, Passed Unanimously

Gene Gray said he had met with Jim Matzinger Thursday to discuss the bills and treasurer’s report from June. He said the check writing in the summer issue came up and he said these could be time sensitive. He said they could write up a check to the amount budgeted. Next he talked about the insurance and tax payments. He clarified that Matzinger said that as soon as there was a bill to be paid, he paid it. Grey said they talked about the proposed 2016 budget and the fact that nothing was being raised for counties: it will be very close to last year’s budget. Another issue was the fact that Gray was the “carrier” of information for Matzinger in the summer and it was sometimes hard to interpret the accounting procedures. Grey suggested to Matzinger that he come to the October meeting and give the Commission a workshop on the Commission’s accounting procedures. This would educate them on how the accounting was done.

Alan Sweeney asked Grey if he was asking the Commission to approve both the June and July treasurer reports. Grey said yes and that this would happen again in September.

Sweeney asked for questions on the June treasurer’s report. Gary Ranum said he would have to wait until October for his questions but said that he appreciated Grey’s explanation and said that a workshop in October would be helpful. Grey said it was very important that if you had questions to bring them in.

Ranum asked about the 2015 county payments and if those were reflected in June or July. Grey said they were in the July Treasurer Report. Ranum asked about the money paid in 2015 and whether it was on the 2014 or 2015 projects. Grey said the money came in before they paid the projects. Ranum asked if that were reflected on the Treasurer Report. Grey said it was shown on the July Treasurer Report. Sweeney confirmed this was for 2015 projects. Ranum said that showed income for this year. However, on the income statement “we’re not reflecting that there”. Grey could not confirm. Ranum said this was one of his questions for October. He said if the Commission had all this money from counties, it should be shown on the Treasurer Report. Carl Pettis said there was \$250,000.00 on the 2014 projects. Sweeney asked if this were revenue or expenses. Ranum said it was not listed under revenue or expenses. The only thing reflected was \$7,000.00 in revenue. Grey said \$252,000.00 had been collected. Ranum said he knew that but the budget was not reflecting that. Sweeney said that was two years plus the \$7,000.00. Grey said once the payment to the railroad was made, that amount would be much less. He said ideally if a question came up you should ask that. Sweeney asked if Ranum was comfortable approving the June and July treasurer reports without understanding the issue. Ranum said yes but the reporting was confusing. Grey said he was in the same spot.

Charles Anderson asked about the \$566 employee dishonesty blanket bond dollars to Richgels. Penn said Matzinger and she had this insurance outside of WRRTC. Anderson asked if they already had that through the counties. John Miller wondered if his presentation to Sauk County was not until the end of July or August and wondered if money was entered as it came in or did “they just expect it to come in”. Sweeney said the money was not recorded until it was received. Sweeney said they had never taken a vote on the dollar amount per county: it was assumed all contributions were the same. Mace said if the budget was approved, the Commission was telling the counties what is being asked. It was confirmed that invoices were sent to counties earlier in the year so they could do county budgets.

Grey said there were two bills, one for employee dishonesty blanket bond insurance for \$556, the other was Dane County for Jim Matzinger’s work for \$206.00.

10. Update and Possible Action to pay up to \$16,500 for insurance – Gene Gray, WRRTC Treasurer

- Motion to pay up to 16,500 as an insurance encumbrance - Kuhnke/Mace
- Motion to postpone the item 10 until October meeting – Ranum/Kunhke, Passed Unanimously

Grey reiterated the situation on checks and timeliness and authorizing insurance payments without it. Sweeney said he had explained to Penn that Rock County does encumbrances which gives them authority to pay bills up to a certain amount. He suggested that that language be changed in the future. Ranum asked if this would be annual or continually updated based on the budget. Grey said he would even say he would include the one on McHenry County: taxes. Sweeney suggested that taxes be called an encumbrance for the motion. Mace asked if that needed to be done via action under the motion. Anderson asked if encumbrances needed to be specific to each: taxes and insurance. Sweeney said they needed to be explicit and to the dollar, not a blanket amount.

There was more discussion on encumbrances using Rock County as an example. Terry Thomas said this should be done every year to reflect the costs: when the bills came in “we should do it”. Grey said he concurred with this on the budget as it was a line item but there was not one for taxes. Mace said that needed to be identified on the budget and that they did not necessarily know what the exact amount would be. Sweeney said they could set an amount and if it were more than budgeted, they could take care of that then. Marty Krueger said that was how they did it in Sauk. Sweeney asked Grey to explain this to Matzinger so they could 1) add taxes to the budget and 2) start and enact within the budget an encumbrance tool. Ranum asked if this was for next year and asked for confirmation that budget approval would be in October. Sweeney said yes. Ranum said in the future they should do it in the budget so why not do it this year. Sweeney said they could do that. Ranum asked if they could table this to budget time or would it need to be postponed.

11. Wisconsin & Southern Railroad’s Report on Operations – Ken Lucht, WSOR

Ken Lucht said routine maintenance continued on capital projects. Sidings had been installed for the last of the Continuous Welded Rail (CWR) on the Fox Lake sub and was going very well. He said the Waukesha crossing work was going well with hopefully five crossings completed for next

year and prepping for CWR within the next 5 years. He said the Watertown grant agreement was in place and hopefully that project would be under construction in the next 6 months.

Lucht said WSOR was creating their capital priorities for bridges and tracks and giving those to WisDOT so they could determine which to award and fund for next year. In order for WSOR to get next year's projects active, Lucht said you needed a good 4 to 5 months "to get things set up". He said WSOR did not have a lot of time at this point so the capital bridge priorities had already been given to WisDOT and track would be given in the next few weeks. He said WSOR wanted to get some awarded projects going but still needed grant agreements.

Lucht announced that last week WSOR had showed the Sheboygan sub to a US Congressman and noted that that track should be in service as of October 2015. He said this will also happen in Madison to show the Prairie sub.

Next, Lucht reminded the Commission that the TIGER app had been submitted and WSOR hoped to hear back next month. He also reminded the Commission that this was their fifth try.

At a future meeting Lucht said he wanted to discuss private crossing. With lots of private crossings on the Prairie sub, WSOR wanted to make sure that everyone had access so WSOR would be revisiting that issue to see how to manage those crossings moving forward. He said there were a lot of illegal crossings on that sub but hopefully in the next month or so the Commission could talk about at a meeting.

Sweeney asked Lucht if accurate maps could be brought to the meeting and asked if Lucht wanted to cover this in September since October would be budget month. Lucht said he would do it in September and continue on from there as needed.

Carl Pettis asked if illegal crossings were put in by people who did not know they needed permits or if this was a long term issue. Lucht said it was a "real combination" and the majority were people throwing down gravel and then crossing the track and not meeting standards. Pettis asked if the process of getting a crossing were simple and would applicants get a crossing. Lucht said this happened every year with one just a month ago. Kim Tollers said she could provide some mapping based on FRA crossings reports and she could print those out. She noted that WisDOT also inherited information from Milwaukee Road and said it was almost a case by case basis.

Mace asked Lucht about an excursion tour. Lucht said WSOR was taking ideas and suggested the Prairie sub but noted it was long and remote and WSOR thought a 2-4 time slot might be more desirable. He suggested they contact him and come up with some dates. Anderson asked if they could tour the new Reedsburg sub. Grey asked Lucht about new WATCO acquisitions and their number of miles. Lucht did not know the number of miles and said they were in Arizona, acquired from Union Pacific. He spoke about the WATCO's specialty in short lines and opportunities for growth and said this was another example of that.

Krueger seconded Anderson's suggestion that the excursion be the Reedsburg sub and the Merrimac Bridge as it might benefit everyone. Sweeney and Mace said they liked this suggestion too. Anderson asked more about Watco and what they moved in the southwest US. Lucht did not know but said he would follow up.

12. WISDOT Report—Dave Simon, Kim Tollers, WisDOT

Dave Simon spoke on the budget passing July 12th, 2015. He said \$29.8M was authorized in the budget from the Freight Rail Preservation Program (FRPP), \$14.9 per year for the biennium, and that this was less than they had hoped. He said WisDOT had created a continuing appropriation for FRPP which was a big deal since it was so politicized and said FRRAP was ordinarily funded by bonded money. In order to "prime the pump" WisDOT had moved money from Freight Railroad Infrastructure Improvement Program (FRIIP), hoping that in the future money would be from transportation funds, rather than appropriating. This would make for a less complicated funding scenario.

Simon noted they would collaborate with WSOR on bridge funding and spoke of other applicants who need funding. He said there were some applications for fiscal year 2015 but there were also a bunch of applications from 2014 and 2013 and these projects needed to be addressed. He said he had been informed by WSOR that the Spring Green Bridge was becoming a number one priority.

Simon said WisDOT had made some awards and was trying to get grant agreements in place. He acknowledged there was a slow down due to a staff change although WisDOT had been doing interviews and were trying to replace this staffer by Monday. He said there was a new consultant on board, Frank Huntington, who would be helping them on the FRRAP program. Simon said Huntington brought a lot of experience to the team.

Next, Simon said two FRIIP projects would soon be announced and some FRPP projects as soon as bonding and paper work was complete.

Ranum asked about the Spring Green Bridge and whether it would be completely replaced or just the approaches. Lucht said in February 2014 this project had been submitted for complete bridge replacement (bridge and approaches). He explained what had been done to date on the bridge to stabilize it. He said it was a \$13 M bridge and that WSOR had been working with WisDOT to try to determine scenarios on how to replace it. He said it was the lifeline for the harbor and Prairie and that it was a very busy sub now. There was nothing more to be done on the maintenance and it needed a grant agreement to completely replace it. Ranum asked if it was a TIGER candidate but Lucht said this was a FRPP project. Simon said at this point it was for the approaches and said there may be higher priorities in the system but the approaches had very long spans and were very long and needed immediate attention and those would be the number one priority as WisDOT completed grant agreements. There was discussion on the

difficulties of fixing this bridge. Alan Anderson asked how much of the \$13M would be for approaches. Lucht said half. Simon reiterated WisDOT would be working with WSOR to get the highest priorities funded.

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

Penn reported on her administrative duties of the past month. Sweeney asked commissioners that if they knew they would be missing the September meeting to let her or himself know ahead of time.

14. WRRTC concurrence for an extra width parcel sale to the City of Madison near the N. Shore Drive crossing – Mark Morrison, Railroads and Harbors Engineering Unit Supervisor, Kim Tollers, WISDOT

- Motion to approve with the concurrence be contingent upon the City of Madison's installation of a 110' fence and its financial responsibility for the upkeep for an extra width parcel sale from WISDOT to the City of Madison near the N. Shore Drive crossing– Krueger/Brunner, 7 opposed, 9 approved

Mark Morrison introduced himself and Tollers distributed a handout on the issue. He said this issue came to a head in the past month. The area in question was adjacent to North Shore Drive with a park in this vicinity. He said there had been a lot of new housing in the area and a new sidewalk had been put in. They were going to extend the sidewalk to hook up to the other side. Morrison talked about the trespass issues occurring. He said the issue went to the Office of Commissioner of Railroads (OCR) and that created an issue for Madison as the City was ordered to put up a fence on non-city property. He said that the City, in exchange for this slice of land, would put in and pay for the maintenance of the fence. He explained what used to be there and what the situation on the ground was: at this point it made sense to turn it over to the City as a part of the park. The exchange would be the City got the fence with maintenance with a lump sum. Morrison explained what the fence would look like in response to Miller's question. Morrison said would be 6' tall. Miller asked if fencing would needed on the other side as well. There was discussion on future fencing needs to prevent more trespassing. Morrison said the City has said the entire corridor would need fencing throughout the City to prevent trespass. Morrison said OCR had ordered this so WisDOT was "getting what they can give".

Lucht asked about the maintenance. Morrison said the initial installation cost would be \$5000.00. There would be funds saved for future maintenance. Mace asked if it were WRRTC property or WisDOT's. He then asked about the fence was shown and its length (110' long) and did that include a continuation of an existing fence. Morrison said they "would connect to that".

Grey asked about pedestrian impacts. Morrison said right now there was a lot of trespassing, walking "willy nilly" and this fence would force them to go down to the sidewalk. Mace asked what they were being asked to transfer ownership of. Morrison said WisDOT would be transferring ownership to the City.

Ladewig asked if there was a transfer of property from WisDOT to the City of Madison. Jack Demby asked if the fence needed replacement, would the Commission repair or replace in that event. Morrison said there was only so much money available and said the money could go to WSOR or WRRTC and be held for the day the fence needed to be maintained or replaced.

Ranum said he was concerned about unintended consequences for taking responsibility (not financial). If the fence broke down, where did the liability land in the case of an accident. He asked if the railroad was assuming some sort of liability. Sweeney said he thought the liability would be lowered because of the fence. Laurie Payne asked if there was a need for the new walkway and the crossing. Morrison said that was an issue for the OCR. As to the other issue, it became the responsibility of the railroad. The public paid to put it in and then WSOR would become responsible for the maintenance.

Lucht asked if WisDOT needed a new permit for the crossing. Tollers said they had and they had not. Lucht pointed out that the sidewalk already had been built and he had understood they needed a permit to building within the ROW and that would include the responsibility of the fence. Tollers said in the past new crossings had occasionally put in without permits. She said on a highway it was an easement but easements were used on state owned ROW and there had been cases where there was no paper trail. Morrison said the City had the right to put it in due to OCR's order.

Tollers said a permit rather than an MOU details could be established in the permit. Mace said he was not opposed to the fence but was bothered that money was being put in some place and that in 20 years the railroad or WRRTC had the liability to fix it up to that dollar amount and asked why the City did not take full responsibility rather than just financial responsibility. Marty Krueger suggested financial responsibility would imply both but with a set amount of dollars it bothered him and he could not support it as drafted. Tollers said the maintenance of the fence was on WISDOT property so the City did not have access and said the turnover of the lump sum was in order to not come onto WisDOT property. Mace said WisDOT had access. He saw nothing wrong that the maintenance of the fence be the responsibility of the City for all time and included physical and financial responsibility with permission to go on the property to fix it if need be.

Miller said from what he could see, the City was becoming a contractor for WSOR to put up the fence and that was why they were not going on to maintain the fence because they did not own the land. He said if there were no resolution, the Commission should ask Eileen Brownlee for an opinion. Lucht said the City would not be a contractor and instead was acting like an applicant to partner with WSOR. He said WSOR had had a representative out on site who had agreed with the concept as presented but WSOR was having problems with the financial upkeep versus physical upkeep. He spoke of other crossings in the system where fences were involved. In those cases it was both financial and physical and WSOR gave them right of access within 25' of the ROW. He said they would let WSOR know when they were doing maintenance. He said Madison was party to agreements where the City was responsible for installation and upkeep. He said any action taken today would be contingent to all parties agreeing on

the details. He also said he was confused as to the financial upkeep and access. In response to Anderson's question, he said the railroad did not provide railroad protection outside the 25' of the ROW.

Ladewig said he was still confused, saying that his understanding was that the City, WISDOT, and the railroad could do what they wanted. If the WRRTC could not stop them, why were they being asked to concur. Tollers said the grant agreement did allow WisDOT the right of decision outside 35' of the ROW and that this was how things had been done in the past.

Simon said it sounded like the details were not completely settled and Morrison said they also had concerns but pointed out that if the OCR ordered it, the railroad could have to pay for and install everything.

15. Update on Peters Road Bridge Closure / Replacement – Kevin Brunner, Walworth County

Kevin Brunner said he had wanted to brief the Commission on this issue and noted that it had been brought up before. He gave the history on the bridge's need and because it was state owned, the County had stepped in and created a memo of understanding with the Town and would be the fiscal agent for the bridge replacement. He said they had shared this with Lucht and filed for local bridge assistance the end of July.

Mace asked if that were the same funds they had talked about. Brunner said it was a road bridge so was under a different program. Simon said a local bridge program was an 80/20 split. Brunner said the County was not obligated at this point but there apparently was some discussion that the railroad and Town would be working on details.

16. Discussion and Possible Action 2016 SWWRPC contract – Mary Penn, SWWRPC

- Motion to approve the 2016 SWWRPC contract – *Ranum/ Mace, Passed Unanimously*

Penn gave the agreement to Sweeney who read it to the Commission. She said this was identical to the past year's contract with only the years changed. She explained that while \$22,600 was the contract amount, no indirect costs as read had ever been billed in her experience. Ladewig asked whether it could be an encumbrance. Sweeney said that was an excellent idea and could add it to the list (i.e. taxes, insurance). Pettis said having a staffer was marvelous. Penn repeated that no indirect costs had ever been charged although they were in the contract. Grey said in the proposed budget for 2016 there were a \$900 amount that could be used for such, if need be.

17. Action Item. Adjournment

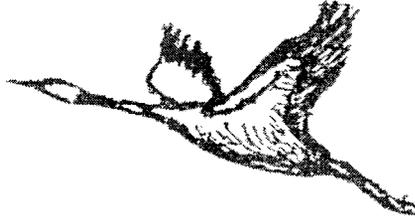
- Motion to adjourn at 11:33 AM – *Gustina/Ladewig, Passed Unanimously*

HONEY LAKE

Protection and
Rehabilitation District

P.O. Box 565

Burlington, WI 53105



Commissioner's Meeting

July 21, 2015

Chairman Lutz called the meeting to order at 7:04 P. M. Commissioners present were John Lutz, Judith Correll, Joseph Kolosso, Donald Trimberger and Michael Weinkauf.

The minutes of the June 16, 2015 meeting were read. A motion to approve the minutes was made by Michael Weinkauf, seconded by Donald Trimberger and carried.

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

OLD BUSINESS

The maintenance person that was hired has not worked out. She did not report for work for five days because she was sick but did not call Chairman Lutz. We received a notice from the weed commissioner because of the weeds on the berm. Chairman Lutz had Ken Moser cut the berm. Chairman Lutz has been doing all the work and would like to get paid. Michael Weinkauf made a motion to pay John Lutz the maintenance person wages of ~~\$9.00~~ per hour until a new maintenance person can be hired. Donald Trimberger seconded the motion and it was carried.

The woody trees and stumps have been removed from the dike. The roadside trimming will be done this fall. There are a couple of areas where it is really bad so he will do that first. There was storm damage on one property but the homeowner cleaned it up. There is the matter of getting rid of the brush so Chairman Lutz told him to call Bienemann Tree Service and the district would pay half the cost to remove the brush. There is another area where limbs are hanging over electric wires so we will call the electric company and see if they will trim the trees.

There is a new tree trimming company that did some work for the Village of Rochester and charged about half of what the other tree companies wanted. The name is Bills Top Notch Tree Service.

NEW BUSINESS

The meeting with the DNR water specialist Heidi Bunk regarding the weed problem in Honey Lake was good. The curly leaf pondweed is a real problem in a lot of lakes. It is expensive to get rid of. There has to be a survey done which could cost \$3000.00 to show where the weed is so it can be cut out. The survey is required to get the permit from the DNR unless you remove the weeds by hand. We did get the names of a couple of companies that do this type of work. Discussion took place on different options that we can look into. The cost of cleaning up the lakes will be a new item on the budget at the annual meeting.

There is a garage being built on W Lakeshore DR that we need to check into with the building inspector. The owner asked us to change the unused roadway to a walkway so that he could build a garage. It is a two-story building that could be used as living quarters above the garage.

The question of the maintenance person wage was discussed. A motion to raise the wage from \$9.00 to \$10.00 per hour was made by Michael Weinkauff, seconded by Donald Trimberger and carried.

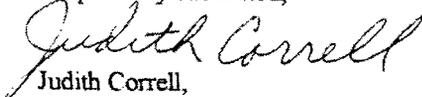
BILLS SUBMITTED AS FOLLOWS:

Comm. Comp.	John Lutz	\$200.00
“ “	Judith Correll	\$175.00
“ “	Joseph Kolosso	\$175.00
“ “	Donald Trimberger	\$ 25.00
“ “	Michael Weinkauff	\$ 25.00
Kwik Trip	Gasoline	\$ 33.50
Walworth County Lakes Assoc.	Annual Membership	\$ 50.00
Cutting Edge Lawn Maintenance	Mowing 6-19-15	\$145.00

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

A motion to adjourn, subject to recall, was made by Michael Weinkauff, seconded by Donald Trimberger and carried at 8:03 P. M.

Respectfully submitted,



Judith Correll,

Secretary, HLPRD

Honey Lake Protection & Rehabilitation District

Treasurers Report

July 2015

Joseph Kolosso

Treasurer

Honey Lake Protection and Rehabilitation District
Regular Checking-July 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>
7/1/2015			Starting Balance			\$9,040.08
7/13/2015	4307	Kwik Trip, Inc	Maintenance/Equipment Gasoline	\$33.50		\$9,006.58
7/21/2015	4308	Walworth County Lakes Assoc.	WLP/Conventions/Meetings Annual Membership Dues	\$50.00		\$8,956.58
7/21/2015	4309	Cutting Edge Lawn Maintenance & Landscaping	Beaches,Parks & Trees 6/19 \$145	\$145.00		\$8,811.58
7/21/2015	4310	John Lutz	Commissioners Compensation	\$200.00		\$8,611.58
7/21/2015	4311	Judith Correll	Commissioners Compensation	\$175.00		\$8,436.58
7/21/2015	4312	Joseph Kolosso	Commissioners Compensation	\$175.00		\$8,261.58
7/21/2015	4313	Donald Trimmerger	Commissioners Compensation	\$25.00		\$8,236.58
7/21/2015	4314	Mike Weinkauf	Commissioners Compensation	\$25.00		\$8,211.58
7/25/2015	4315	John Lutz	WLP/Conventions/Meetings Mileage to attend DNR special meeting with Heidi Bunk in Waukesha 48 miles x .51 = \$24.48 on 7/17/2015	\$24.48		\$8,187.10
7/31/2015	Deposit	Chase Bank-Interest	Interest	~	\$0.08	\$8,187.18
7/31/2015			Ending Balance			<u>\$8,187.18</u>

HONEY LAKE

**Protection and
Rehabilitation District**

P.O. Box 565

Burlington, WI 53105



Commissioner's Meeting

June 16, 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 Trimberger and Michael Weinkauf.

The minutes of the May 19, 2015 meeting were read. A motion to approve the minutes was made by Robert McIndoe, seconded by Michael Weinkauf 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

The brush along the roads needs trimming. We have not had this done for about three years. We received three contracts from Bienemann Tree Service. One for roadside trimming on Spring Prairie side with the exception of West Lakeshore Dr. for \$1,800.00, one for roadside trimming on Rochester side with the exception of East Lakeshore Dr. for \$1,800.00 and one for brushing the dike from the north beach to the dam for \$4,500.00. All contracts stated that half the total was due on signing and the balance was due at completion. However, because there is no need to purchase anything that would involve money up front, Chairman Lutz is removing the phrase stating half to be paid up front the rest at completion from all three contracts.

Discussion took place regarding a new tree company that started up. The Village of Rochester checked into this company and had them do some work, which was considerably less costly than a couple other companies. Will look into this company for future work.

A motion to approve the contract for trimming trees on the Spring Prairie roads of \$1,800.00 was made by Donald Trimberger, seconded by Michael Weinkauff and carried. A motion to approve the contract for trimming trees on the Rochester roads of \$1,800.00 was made by Donald Trimberger, seconded by Michael Weinkauff and carried. A motion to approve the contract for clearing brush and trees off the dike from the north beach to the dam of \$4,500.00 was made by Michael Weinkauff, seconded by Robert McIndoe and carried.

NEW BUSINESS

Chairman Lutz received a call from a neighbor of Gary Schumacher stating that Mr. Schumacher had put down a concrete slab on land near the lake. Chairman Lutz called the Rochester Village Treasurer to check for shoreland zoning requirements. Mr. Schumacher called Chairman Lutz to inquire about purchasing that parcel of land giving the district a permanent easement to do maintenance on the flume pipe. Chairman Lutz told him that at the present time there is too much going on and that we will look at this sometime in the future.

A few months ago Mr. Fabian came to the district regarding a section of roadway that goes to the lake and asked if we could change it to a walkway so that he could build a garage. We did change the roadway to a walkway for him. He is building a two-story garage, which could have issues with shore land zoning.

Chairman Lutz called the company that did the paving on County Line Blvd. stating that we need to meet with them regarding the redoing of the paving. The road was supposed to be pitched to the east instead it was put down with a crown so the water still puddles on the west side of the road in front of the houses and into the yards.

Chairman Lutz talked to Heidi Bunk with the DNR regarding the weed problem in our lakes. The weed is called curly leaf pondweed. She agreed to set up a meeting on July 17, 2015 at her office at 10:00 A.M. in Waukesha with the residents of Honey Lake. This meeting will outline the procedures and options we may have to treat this problem. This could be a five-year project because this weed does not respond to chemicals. This program is also costly.

Chairman Lutz went on line and found a weed razer and rake to help cut the weeds in the lakes. Discussion took place. A motion to approve the purchase of a weed razer at \$137.96 and weed rake at \$124.95 was made by Robert McIndoe, seconded by Michael Weinkauff and carried.

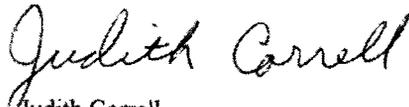
BILLS SUBMITTED AS FOLLOWS:

Comm. Comp.	John Lutz	\$200.00
“ “	Judith Correll	\$175.00
“ “	Joseph Kolosso	\$175.00
“ “	Donald Trimberger	\$ 25.00
“ “	Michael Weinkauff	\$ 25.00
Cutting Edge Lawn Maintenance	Lawn Mowing 5-29-15	\$145.00
John Lutz	Reimburse. – supplies	\$ 42.72
Judy Correll	Reimburse. – cassette recorder	\$ 24.88

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

A motion to adjourn, subject to recall, was made by Michael Weinkauff, seconded by Donald Trimberger and carried at 8 P. M.

Respectfully submitted,



Judith Correll,

Secretary HLPRD

Honey Lake Protection & Rehabilitation District

Treasurers Report

June 2015

Joseph Kolosso

Treasurer

**Wisconsin River Rail Transit Commission
Full Commission Meeting - Friday, July 10th, 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, 2nd Vice Chair	x	Rock	Ben Coopman, Alternate	
	Rocky Rocksford	x		Wayne Gustina	x
				Alan Sweeney, Chair (until 10:33 AM)	x
				Terry Thomas	x
Dane	Gene Gray, Treasurer	x	Sauk	Marty Krueger, Alternate	
	Jim Haefs-Fleming	excused		John Deitrich	
	Chris James, Vice Secretary	x		John Miller, Vice Treasurer	x
				Dave Riek	x
Grant	Gary Ranum	x	Walworth	Kevin Brunner	x
	Vern Lewison	x		Richard Kuhnke, 2 nd Vice Treasurer	x
	Robert Scallon, 1 st Vice Chair	x		Allan Polyock	x
				Karl Nilson, 4 th Vice Chair	x
Iowa	Charles Anderson, Secretary	x	Waukesha	Dick Mace	x
	William G Ladewig	excused		Carl Pettis	x
	Jack Demby	x			
Jefferson	John David	x			
	Laura Payne	excused			
	Augie Tietz, 3 rd Vice Chair	excused			

Commission met quorum.

Others present for all or some of the meeting:

- Mary Penn, WRRTC Administrator
- Ken Lucht, WSOR
- Kim Tollers, WisDOT

3. Action Item. **Certification of Meeting’s Public Notice** – Noticed by Penn
 - Motion to approve posting of meeting – Thomas/Gustina, Passed Unanimously
4. Action Item. **Approval of Agenda** – Prepared by Penn
 - Motion to approve agenda – Cornford/Kuhnke Passed Unanimously
5. Action Item. **Approval of draft June Meeting Minutes**– Prepared by Penn
 - Motion to approve June meeting minutes with minor edits – Mace/Lewison, Passed Unanimously
6. Updates. **Public Comment** – Time for public comment may be limited by the Chair
There were no public comments.
7. Updates. **Correspondence & Communications** – Discussion may be limited by the Chair
Mary Penn listed the correspondence of the past month and distributed the articles submitted by Forrest Van Schwartz. Alan Sweeney said he needed to leave at 10:30 for a funeral and said that Robert Scallon, 1st Vice-Chair would chair the remainder of the meeting.
8. Updates. **Announcements by Commissioners** – No Discussion Permitted
There were no announcements by Commissioners.

REPORTS & COMMISSION BUSINESS

9. **WRRTC Financial Report** – Gene Gray, WRRTC Treasurer
 - Treasurer’s Report for July and Payment of Bills

Gene Gray gave the Treasurer’s Report, saying that there was a McHenry County IL tax penalty for a late payment on the first round of tax bills. Penn added that due to the McHenry County tax office mailed the penalty letter to the wrong address (despite being advised of the new address), there had been no chance for Jim Matzinger to make the correct payment so there was now a penalty for late payment. Gray also said the insurance check had been sent to Richgel-Schaefer. He spoke of the challenges related to checks during the summer when Matzinger was out of the office on Fridays. Gary Ranum asked about the balance sheet and treasurer’s report, asking about a \$28,000 fund and what that was. He also asked about the income statement on county contributions which showed 2 years’ worth of budget. He had noticed a note on the 2016 proposed budget which had been sent out early for the Commissioner’s review and he said revenue and expenses for the 2014 budget was posted in the 2015 budget. He said the budget showed 2014 project dollars which was confusing. Tom Cornford noted that a \$7,000 county contribution was for Crawford County’s bad debt.

Ranum said that should be reflected in revenue and asked if Gray could double check with Matzinger about this. He said the first six months of income reflected last year's county contributions and listed two years of income for one year. There was discussion of the balance sheet in regard to income. Ranum said the thing that was causing his question was the income statement that showed the WRRTC had budgeted two years' worth of county contributions into the 2015 budget. Gray said it was a county procedure of some sort. Mace said that did not reflect the budget and also did not show income from the 2015 county contribution. Ranum said it showed the \$252,000 for the 2014 projects which came from last year's budget. Sweeney said Matzinger needed to come and explain to the Commission or explain it to Gray so Gray could report back to the Commission in August.

- *Motion to postpone June Treasurer's Report – Ranum/Gray, Passed Unanimously*
- *Motion to approve payment of checks – Anderson/Ranum, Passed Unanimously*

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

Ken Lucht reported that everything was going very well with not much new since the last meeting. He said work on the Oregon spur continued and all new signals at Lacey Rd were in. He said trains were operating at 10mph at this point. All the remaining signals would be done by the end of the month and train speeds would increase to 25 mph.

Lucht said the Milton siding was working well and thanked the Commission for their support of that project.

Lucht said the Fox Lake Continuous Welded Rail (CWR) project was ongoing with work going through General Motors (GM) and some other road crossings. Mace asked about the GM issue with its private crossings. Lucht said the GM drive issue had been slated for reconstruction and GM wanted to retain it.

In Watertown, Lucht reported that WSOR was putting in ties and they were going to award that job soon. He said the Waukesha work was going to bid as well.

On the Prairie sub, Lucht said WSOR was talking to DNR on the importance of updating the sub. At this point WSOR was at Phase 1 of tie work with CWR work as well. He said there was a lot of grain coming in and with a lot of BNSF special service trains picking up grain. Lucht said about two or three unit trains were going out a month and they needed to get the trains to Chicago and back to Crawford County in 52 hrs. which was very tight. He said if track speed were up to 25 mph that would help a lot.

Next, Lucht announced WSOR celebrated its 35 anniversary on July 1st with a commemoration celebration. He said there were lots of pictures and said WSOR was "ready to roll for another 35 years". He noted that WSOR was putting business cars back together and said there was the possibility of a train outing and asked for suggestions on places to see. He suggested the Oregon sub or the Prairie sub to show the Commissioners what was needed: because of the slow speeds, it could make for a long day. He said that if they did the Prairie sub, they would see the new Trans load facility which just went into operation. He said that facility had definitely reduced congestion on St. Feriole Island. He also said that next year with ties done, they could do the Watertown sub. He said there was the Stone Gardner field car and also a sleeper car available which could both accommodate up to 50 or 60 people.

Ranum asked if there was a timetable on the improvements on the Prairie sub's tie and CWR work. Lucht said WSOR wanted to get Phase 1 of that project going this year. Although there had been no award yet WSOR was hoping for an award quickly. He said WSOR had asked the DOT if they could go forward to get the ties to begin work this year, risking the chance WSOR would not be awarded. He said DOT had not given them the go ahead at this point but they hoped to get ties on property this fall and then start CWR next year. He said the work would probably take 2 years. Ranum asked for confirmation on the Prairie sub CWR and Lucht said getting that going was the hoped for outcome.

Lucht displayed a 35 year anniversary map showing the rail system. The map also showed where all existing CWR was in the system. He said this would be helpful for the new members and planned to leave the maps at the meeting location to be available in the future. He also showed the rail cross section map which illustrated the need for new rail. Lucht said he had talked with the clerk at Dane County to see if the maps could be permanently displayed but had been denied. Mace asked if the maps could be online. Lucht said he could get the files to Penn.

Karl Nilson asked Lucht if he had reviewed the proposed State budget and if WSOR was in it. Lucht said rail had got cut but it was in it. He said \$35.2 million had been approved down from \$43 million.

Nilson next asked about the Creek Road bridge issue. Lucht said he was waiting for an updated agreement but noted that verbally they were moving forward. However they needed to get all the signatures.

Dave Riek asked what welded rail was. Lucht explained that CWR was a technology that allowed rail to be welded, rather than jointed. Because of higher maintenance and safety needs, the industry made ¼ mile "sticks" of rail which were welded together. Lucht said the ¼ mile "sticks" were welded in the field. Sweeney said they were pre-expanded. Lucht said when properly installed, CWR did not expand. Sweeney said You Tube was a good resource to view how CWR was installed.

Allan Polyock asked Lucht about the steel bridge in Richmond, IL and if traffic would be restricted. Lucht said he would have to follow up on that. Kevin Brunner asked Lucht about federal funding work. Lucht said they were working on that and said there would most likely be a new TIGER program. He said there was a loan program but it was not very suitable for rail (RIF Loan). He said that most funding was for roads and bridges, with not much for rail.

Gray asked Lucht about freight traffic. Lucht said it was becoming very dynamic, saying that frac sand shipping had dropped and grain was moving but farmers were holding back last year's harvest. Once grain started moving again, things should improve but there were no indications of a bad year.

10:33 AM: Sweeny left and Robert Scallon 1st Vice Chair came to chair.

11. WisDOT Report—Kim Tollers, WisDOT

Kim Tollers noted she had a very brief report. She spoke of the budget, saying that \$13 million went to the harbor assistance program and that WisDOT would know more when the Governor signed the budget. As far as the FRAPP program was concerned, two positions were empty but when one position was filled there would be program movement. She confirmed that Frank Huntington would be starting next week.

Ranum asked how the changes in the budget impacted the cost share of the TIGER Grant. Tollers said she was sure there would be some shifting of priorities and they would need to wait see how things would be affected. Lucht said that WisDOT had \$11.9 million that has not been awarded so in total, WisDOT had about \$47 million for freight rail projects. He said the \$11.9 million was a sort of rainy day fund and they would like to use it. He said they did need to use every single dime to try to prevent a major catastrophe.

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

Penn reported on her administrative duties of the past month, including the new policy of not sending out printed meeting packets. Nilson asked who had printed out the agenda and who had read the minutes. Charles Anderson said this was sort of kicking the can down the road and he did not think this was a good idea. Nilson said he thought it would not save money. Penn said information would be online. Ranum said it made it a lot easier to send stuff electronically but if you wanted a reference at a meeting, you had to print it out and that could be difficult. He acknowledged it would save postage. Mace said the only thing he spent money on was toner: he recycled the paper. Ranum said the toner/ink was way more expensive than paper.

Brunner asked if the county contribution amount was the same for this year. Penn said it had not changed from last year.

15. Discussion and possible action on Application for moving an At-Grade Private Rail Crossing from Milepost 152.46 (DOT # 178075T) to Milepost 152.285 for James S. Mulcahy Family Trust and Jean A. Mulcahy Survivors Trust, 6651 Mulcahy Rd., Dane, WI – James and Jean Mulcahy

The Mulcahy's were not in attendance. Nilson asked if the Commission wanted to authorize this. Lucht, when asked, said the WSOR was in favor of this work and described what was wanted by the applicant. He said WSOR had talked to the Mulcahy's and were sure to do the work.

- *Motion to approve an At-Grade Private Rail Crossing from Milepost 152.46 (DOT # 178075T) to Milepost 152.285 – Nilson/Mace, Passed Unanimously*

Anderson asked Lucht if WSOR was going to eliminate the upper crossing. Lucht said due to some transfer of ownership, the new location worked better. Penn confirmed this was an agricultural use crossing.

16. Discussion and possible action on utility permit process – Mary Penn, WRRTC Admin.

Penn said she had presented an updated utility permit form and process at the June meeting. She said Brunner had suggested approval of the process at the July meeting. She distributed the updated form and instructions to the Commissioners and reminded them that this form was only for work on WRRTC owned line. Anderson asked about other State owned RTC utility work issues. Tollers said trails did not have Trans 29 requirements and for the South Central Wisconsin Rail Transit Commission (SCWRTC), the WDNR took care of utility issues and permitting. She said the various ways of addressing crossings depended on the specific agreements in place. There was further discussion on the issue. Mace asked Lucht if WSOR approved of this process. Lucht noted that WSOR advised that number 3 of the instructions include the information that WSOR required \$500 for their review of the application. Penn said she would add this to the instructions.

- *Motion to approve updated WRRTC utility permit process – Brunner/Mace, Passed Unanimously*

John Miller asked Tollers about formal abandonment and she explained how a corridor could go into Rails-to-Trails and state and federal ramifications of same. She gave some history on past railroads and how they disposed of property which led to a discussion of abandoned lines. Mace asked about the time limit for permits listed in the permit instructions. He suggested additional language to extend the deadline if necessary. Lucht commented that what it was worth, utilities were generally very fast in their installing work and were usually "ready to go". Mace suggested that there be language that would require a fee of \$150 for an extension or reapplication if time had run out. Anderson asked for clarification on the fees. Penn reported that the utility permit fee was \$300. WSOR's fee was \$500 and clarified that the \$150 discussed would be added to the permit form in the event of a time overrun or the need to reapply. Vern Lewison called the question.

17. Action Item. Adjournment

- *Motion to adjourn at 11:10 AM – Cornford/Rockford, Passed Unanimously*



WHITEWATER-RICE LAKES MANAGEMENT DISTRICT

P.O. Box 301
Whitewater, WI 53190



MINUTES July 9th, 2015 Revised

The July 9th, 2015 Whitewater/Rice Lakes Management District board meeting was called to order by chairman Rich Charts at 6:01 PM. Board members present were, Chuck Chamberlain, Ernie Roy, Brad Corson, Jerry Grant County Representative, and Norm Prusener, Whitewater Town Representative. Board member Larry Brady present by tele=conference.

Absent - None

Standing Teams Present – Dave Cleven, Tom Potrykus

Standing Teams absent – Tom Garfield

Guest Present: Bernie Tangney and Patricia Ross

Clerk Present: Susie Speerbrecher

ADMINISTRATIVE

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

A motion to approve the June 11th, 2015 minutes as presented was made by Jerry and seconded by Ernie. Motion Carried...

Public Input - None

COMMISSIONER REPORTS

Secretary – No correspondence as of this meeting...

Finance – Brad reviewed the June expense handout. Expenses totaled \$107,234.67. Brad motioned to accept these expenses, seconded by Ernie. Motion Carried. Brad continued his report reviewing handouts: 2015 Monthly Spending Analysis, 2015 Summary Comparative Income Statement, and the Projected 2016 Budget Comparative. A surplus of \$24,419 is projected and will be left in the operating fund. The 2016 proposed budget was reviewed line item by line item and it was suggested to increase the fish and convention budget by \$500 each.

Weed – Larry reported the plants in the South Lobe are getting under control... The harvesters are cutting to maximum depth. There seem to be very few floaters this year.

Chemical – Ernie reported. the second chemical application in the South Lobe was very effective. The Aquatic Plant Management Plan has not yet been received, therefore, time is running out to apply for a whole lake treatment chemical grant and he will continue to proceed with this project into 2016.

Bog – No formal report.

:

Equipment – Chuck reported the following

The new transport is scheduled to be delivered on Friday July 10th, 2015 between 8:30 and 9 AM, Chuck and several board members will be present as well as Jeff and an Aquarius representative. Launch fee project: The Town of Whitewater board has approved the amended “fee text” and Chuck will submit the Amended Ordinance No. 042215 to the DNR.

Wildlife Management – Dave reported the geese round up on Whitewater and Rice Lake totaled 112. Sharp shooters have been out and destroyed 4 Cormorant birds on Bird Island. An investigation was done around the lake and no others nests were visible.

Fish – Tom reported, Luke Roffler, Senior Fisheries Biologist said they will be stocking an additional 1,340 3 to 4” fingerling northern pike in Rice Lake. Luke will not be able to attend our annual meeting. Tom has met with Carp Netter, John Heller, and they have a plan projected to harvest carp in cold water and pay a fee to net in warm water. Netting can now be done below the dam. He continues to research the building of a walleye habitat.

Safety – Larry reported a complaint was received about our trucks speeding. Jeff resolved the problem...

Water Quality – Bernie Tangney spoke of his concern on the murky water in Rice Lake. Many factors contribute to this such as carp, and having no plant growth. Introduced Northern Pike will eat baby carp and eventually the abundance of carp will lessen.

2015 Schedule – No report

Audit – Dominick Fashoda will be auditing the 2014 books in the next several weeks.

OLD BUSINESS – Jerry asked about the AIS program. Rich said vests are done and suggested the board wears them at the annual meeting. Student involvement will not happen this year; however we have materials and procedures in place to move forward with this program in Spring / Summer 2016

NEW BUSINESS – Rich discussed the printing of the summer newsletter. Brad discussed the bids received from printers in Fort Atkinson and Marlin Printing was \$300 less than the other bids. After discussion he motioned we stay with Marlin Printing on a probation level one more time. Ernie seconded the motion. Motion Carried. Rich will e-mail all articles to Susie on Sunday July 12, 2015 and she will forward them onto Marlin Printing with a notation of our disappointment of the untimely mailing of the spring newsletter and this one needs to be in the mail by July 22, 2015.

Rich then discussed the annual meeting agenda and the suggestion the meeting is limited to 2 hours. The board agreed the time frame appointed to the topics was adequate and should not be cut back.

OTHER BUSINESS - None

Next Meeting: September 10th, 2015. Due to the Property Owners Annual Meeting August 22, 2015 there will not be a regular board meeting on August 13th, 2015.

Rich motioned to adjourn the meeting. Seconded by Chuck, Motion Carried. Meeting Adjourned at 8:20 PM.

Respectfully submitted
Susie Speerbrecher, Clerk



WHITEWATER-RICE LAKES MANAGEMENT DISTRICT

P.O. Box 301
Whitewater, WI 53190



MINUTES OF BUDGET HEARING / ANNUAL MEETING

AUGUST 23rd, 2014

Revised / Recommendations: Brad/Ernie

The Whitewater/Rice Lakes Management Budget Hearing / Annual Meeting was held at Lakeview School and called to order by Chairman Rich Charts at 8:41 AM. Approximately 100 property owners were present. Power point presentations were given by the board and special teams.

Rich opened the meeting by giving recognition and thanking the volunteers that have given their efforts and service over the years making the lake what it is today. Those mentioned were, Lake Management Board and past directors, Special Teams, Task Forces, Committees, One-offs (goose round up), GWLPOA Board and Ski Team Board and volunteers. He gave recognition to Jerry Grant who has been re-assigned to be our Walworth County representative.

ADMINISTRATION

A motion to approve the minutes of the August 24, 2013 Budget Hearing / Annual Meeting was made by Don Oker and seconded by Stan Vesely. Motion Carried

REVIEW BY COMMISSIONERS

Ernie Roy, chemical leader, reported that the DNR controls when and where chemicals can be sprayed for the invasive weeds. Due to the harsh winter, spraying was delayed and did not occur until May. A goal is to have a Whole Lake Treatment in 2016. The DNR will want us to have an updated Aquatic Plant Management Survey done by 2015. Guest Beverly Saunders from SEWRPC spoke about the Aquatic Plant Management Plan they are doing for Whitewater and Rice Lakes and how beneficial this would be in controlling our invasive weed problem. A company by the name of Onterra, LLC, a lake management planning company, has bid on doing our lake study through a DNR Grant. Ernie asked the property owners to increase his budget by \$6000 to cover our cost of the \$24,000 grant for this study.

In the absence of Larry Brady, Rich gave a weed report as follows. Due to the harsh winter, the ice went out late, late May weed growth resulted in a late DNR survey and a late start in harvesting weeds. Zebra mussels are down but not extinct. Rice Lake was basically maintenance free all summer. South Bay was a continuous problem resulting in a Special Subcommittee Meeting of South Bay Concerned Property Owners held on August 11, 2015. Rich reviewed by power point some 2014 initiatives and possible 2015 options. South Bay residents were recruited to help guide with conflicting wants and in finding improvements. Cutting restarted with deficit funding after the resident meeting. Fridays have been designated as floater collection only.

Rich Charts, bog leader, reported the bog is coming up slower due to the cool summer. We have better equipment improvements to handle loads. A task force of Don Oker, Art Schmidt, and Rich

Gunter has been established to assess the current state and finite end horizon. We are in our 2nd year of the 10 year permit.

Chuck Chamberlain, equipment leader, reported the transport was not refurbished as suggested in the 10 year plan and it will continue to be utilized. A grant was submitted to purchase a T-45 Transport Barge and Trailer. Chuck attended the Wisconsin Waterways Commission hearing in Hayward, WI to represent our board and to be in attendance when grant decisions were made. Our management district was awarded a 40% grant amounting to \$63,800. The cost of the transport and trailer is \$159,500. The planned expenditure will amount to \$97,700. A motion to approve this expenditure was made by Stan Vesely and seconded by Bill ___?____. Motion Carried. GPS equipment is being looked into for the harvesters.

Five minute break took place.

Brad Corson, finance leader, reported by a power point presentation we had a \$1,245 surplus carry over from 2013. He spoke about the Operating Fund deficit and gave several options to fund this deficit.

The board recommends increasing the 2015 tax assessment by the amount necessary to fund the 2014 deficit through 2015 tax proceeds. He reviewed the operations budgets. He explained the weed harvesting budget will need to be increased \$10,000 from the proposed budget if it is going to implement the harvesting needs identified by the harvesting Special Subcommittee. A motion was made by Jerry McCarthy to increase the budget by \$10,000 and seconded by Jim Bartlett. Motion Carried. Brad spoke further saying that three motions needed to be made. He motioned the 2014 deficit of \$9,477 be approved by increasing the 2015 tax assessment by that amount. Seconded by Val Vesely. Motion Carried. Jerry McCarthy motioned to approve the 2015 Operations tax assessment of \$294,447, seconded by Val Vesely. Val Vesely motioned to approve the Capital Reserve Contribution budget of \$30,000 seconded by John Currie. Motion Carried. This brings the total 2015 tax assessment to \$324,447. As part and included in that budget, the following other motions were approved: A motion was made by Phil James to increase the Chemical budget by \$6,000 for Lake Monitoring Study Grant and seconded by Tom Potrykus. Motion Carried. South Bay residents expressed concerns of areas chemical spraying did not occur and would like more spraying done on their end. Brian Morris motioned to increase the chemical spraying budget to \$110,000 and seconded by Janet Lippincott. Motion Carried.

Dominick Fashoda gave a financial audit of the books by saying he went over all check book deposits, expenditures, minutes, contracts, and bid proposals and found no theft or fraud. He commended Brad and the board for a great job handling the property tax dollars.

Lowell Hagen the Town of Whitewater Chairman thanked the board for inviting him to this meeting. He spoke saying the town is in good shape and that taxes have not increased in three to four years. A plow truck was totaled out this past winter due to severe ice on the road, the insurance covered the cost and a different truck was purchased at no extra cost to the tax payers. A mower was also replaced. He commended Rod Wilson as being a great asset as Road Supervisor, and Carrie Hintz is doing a great job as Clerk/Treasurer. Everything is as good as can be.

Dave Cleven gave a short Goose Management Report saying this was another good year of attempting to manage the Canadian Goose Problem on our lakes. He thanked the volunteers for again helping with this project.

Lake Safety – In the absence of Larry Brady, Lillian Roy introduced Deputy Shawn Blanton who spoke about boating safety. There have been no mishaps on the water and no intoxicated boaters. Four deputies are patrolling during the week and on weekends. Citations are issued when buoys are damaged purposely. Anyone born after 1989 needs to have a boater safety certificate. The old orange horseshoe kapok life jackets are no longer coast guard approved and he encouraged boaters to check over their life jackets and remove those that are no longer approved.

Tom Potrykus gave a report on fish stocking. A fish survey is going to be done at the end of September by the DNR. Their report will be posted on the website. There is a virus going on in the Rock River Basin which is killing carp, and this could mean a better market for our carp if harvested this winter. There was some fish kill over the winter. So far 22 hundred walleye and pan fish have been stocked and they are growing nicely. This year 1700 6 -8" walleyes will be stocked in Whitewater Lake. Next year (2015) the DNR will be stocking 6,250 6-8- walleyes in Whitewater Lake.

Rich presented candidates Brad Corson and Ernie Roy running for re-election and motioned we approve their re-election. Seconded by Don Wickersheimer. Motion Carried

No resident discussion or resident input.

Stan Vesely motioned to adjourn the meeting. Seconded by Gene Vegely. Motion Carried.

Meeting adjourned at 12:05 PM.

GWLPOA held a short meeting following.

Brief District Board Meeting was held.

Respectfully Submitted

Susie Speerbrecher / Clerk