

DRAFT

Walworth County Aging & Disability Resource Center Governing Board

April 4, 2016 Meeting Minutes

Walworth County Health and Human Services Center

W4051 County Road NN, Elkhorn, WI 53121

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

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

Others in attendance:

County staff: Lori Muzatko, Health and Human Services Division Manager; Jennifer Selz, ADRC Director; Anne Prince, Director of Aging and Nutrition Program Supervisor; Volunteer Services Coordinator Colleen Lesniak; Becky Bechtel, Administrative Clerk

Members of the public: Michael McKay, Fontana, Wisconsin

Chair Duncan introduced Michael McKay, candidate to fill Chair Duncan's position on the ADRC Board in July. Board members shared information on their backgrounds and length of service.

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

Approval of minutes

Chair Duncan noted that on page 2 of the March 7 minutes, under Reports, the reference to Dane County should be changed to Milwaukee County. **On motion by Board Members Kelly and Scheuerman, the March 7, 2016 meeting minutes were approved as amended.**

Public Comment – There was none.

Unfinished Business

- Letter of Approval for ADRC Annual Update 2016

Jennifer Selz reported that the ADRC annual update was submitted, and the State acknowledged receipt and approved the report. Selz added they were pleased with the 2015 Change Project.

New Business

- Wisconsin Farm Technology Days Presentation by Colleen Lesniak, Volunteer Coordinator
Walworth County Volunteer Coordinator Colleen Lesniak gave a presentation on the upcoming Farm Technology Days (FTD), which will be held this year in Zenda on July 19 – 21. FTD is an independent business organization, and the host county provides significant fund raising and all leadership and volunteers. The mission of FTD is to promote technology and share knowledge of agriculture and related industries through the joint efforts of communities, business and industry, education and agencies. UW-Extension and other state and federal agencies play a big participatory role in the event. There will be a 60-acre exhibit area, 250 acres for field demonstrations, 100 acres of parking space, and an anticipated attendance of 30,000-40,000. Upwards of 1,500 volunteers will participate. ADRC and Public Health staff will have an information table at the event in the Family Living Tent, which will also house UW Extension programs, on-stage entertainment and a country mercantile with artisans and crafters. There will be a Progress Pavilion tent, an Innovation Square, a Youth Campus, Conservation tent, and an Equine Area. In addition to providing leadership development and education, the projected economic benefit to Walworth County is \$1.86 million.

Lori Muzatko said having an information table at FTD will allow ADRC and Public Health to a more diverse population, and will help meet the goal of expanded community outreach.

Lesniak distributed a brochure on volunteer opportunities, which includes her phone number and email address, and encouraged Board members to distribute information to those interested in volunteering.

- **Recommendation to Appoint Board Member – Michael McKay – Term 7/1/2016-6/30/2019**
At the last meeting, the Board was provided the information on interested Governing Board candidates. Chair Duncan and Muzatko conducted phone interviews, and they recommend Michael McKay to replace Chair Duncan on the Board. His term would begin July 1, 2016 and terminate on June 30, 2019. The recommendation will go to the County Executive Committee for approval and then to the County Board for appointment. **Vice Chair Jordan made a motion, seconded by Board Member Scheuerman, to recommend the appointment of Michael McKay to ADRC Governing Board. The motion carried 4-0.** Chair Duncan said Mr. McKay is invited to attend the Board meetings before his term, and in the interim he will receive copies of the agenda and packet.

- **Relocation of Senior Dining Center**
Anne Prince said the senior dining center in Delavan will move from Woodview Park to another facility owned by the same company. Woodview no longer provides housing primarily for seniors age 60 and over, which is the target population for the senior dining program. Staff has obtained approval from the Advisory Council for Nutrition to move the meal site to Westshire Farms, which is centrally located and has a majority of senior residents. GWAAR will need to be notified of the change and approve the relocation. No action from the Board is needed on this item.

- **ADRC Governing Board Bylaw Review**
Chair Duncan asked at the last meeting that this item be placed on the agenda. Muzatko said the Bylaws were revised in 2012. Subsequently, changes in the Department, laws and reporting requirements have occurred, and revisions need to be made. She asked if two Governing Board members could meet with her to review the Bylaws and make recommendations. Board Member Scheuerman commented it is a good idea to look at the document; much of the responsibilities set forth in the Bylaws don't apply directly to the Board members. Muzatko said state statutes have to be reviewed to update the bylaw changes. Chair Duncan added that policy oversight for both Aging and ADRC will also have to be included. **Board Member Scheuerman made a motion, seconded by Board Member Kelly, to approve Chair Duncan and Vice Chair Jordan working with Muzatko to draft the Bylaw revisions for input/approval by the Board. The motion carried 4-0.**

Reports

- **Transportation Coordinating Committee – Meeting Minutes – 2/01/2016**
Muzatko reported at the March Transportation Coordinating Committee (TCC), Governing Board Member Judy Atkinson asked the TCC to consider expanding transportation for young adults with disabilities to include employment and social activities. The TCC will be holding listening sessions to provide information on current transportation services and to identify what future services are needed. Dates, times and locations of the sessions will be included in upcoming ADRC newsletters. Vice Chair Jordan asked about the public comment on Uber taxi services. Muzatko said the committee is interested in alternate modes of transportation in the future to accommodate demand.

- Chair Duncan distributed the March 28, 2016 GWAAR Advocacy Brief and noted the State

passed Dementia Bills, which are part of the Wisconsin Cares legislative package. The U.S. House of Representatives passed the Older Americans Act Reauthorization Act of 2015, and it is pending final Senate approval.

Confirmation of next meeting dates and times: May 9 or June 6, 2016

Vice Chair Jordan made a motion, seconded by Board Member Scheuerman, to hold the next meeting on Monday, June 6 at 9:00 a.m. The motion carried 4-0. Elections of Chair and Vice Chair of the Board will be conducted at the meeting.

Announcement – Muzatko sadly reported that Ryan Keller, who served on the Board for a year as a representative for the disabled population, passed away recently.

Adjournment

On motion by Vice Chair Jordan and Board Member Kelly, Chair Duncan adjourned the meeting at 10:00 a.m.

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

**WALWORTH COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT – ECONOMIC DEVELOPMENT
Crunch Foods (a.k.a. Pinnacle Foods d.b.a. Birds Eye Foods)
Monday, April 4, 2016 at 5:00 p.m.**

**Walworth County Government Center
County Board Room 114
100 West Walworth Street, Elkhorn, WI 53121**

David A. Bretl, Walworth County Administrator

Minutes

The meeting was called to order at 5:03 p.m. by David A. Bretl, Walworth County Administrator.

Others in Attendance:

Cathy Anderson, Walworth County Economic Development Alliance (WCEDA), Kimberly S. Bushey, Walworth County Clerk, Trisha Sommers, Administrative Clerk

Introduction to Community Development Block Grant – Economic Development Program (CDBG-ED) –

Administrator David A. Bretl stated the public hearing agenda was published as a Class I Notice and posted. Bretl gave a brief introduction of the Community Development Block Grant (CDBG) – Economic Development Program as it pertains to funds released to Pinnacle Foods d.b.a Birds Eye Foods.

Project Description – Kathy Anderson of Walworth County Economic Development Alliance (WCEDA) provided a brief update on the Birds Eye (CDBG) – Economic Development loan that was granted in 2011. Anderson stated the grant was a project between Walworth County and Wisconsin Economic Development Corporation (WEDC). She said Birds Eye was working on a \$28.5 million project and requested \$1.3 million of (CDBG) money from the County and the funds were granted. Birds Eye’s deliverables were to retain and maintain employment. Anderson stated the loan was forgivable based on executing the deliverables, which have been met. Administrator Bretl inquired as to written documentation that could be given to the Clerk. Anderson stated she would provide supplemental documentation once it was finalized by the Department of Administration.

Public Comment Period – No citizen comments were made.

Adjournment – David A. Bretl adjourned the public hearing at 5:08 p.m.

Submitted by Trisha Sommers, Administrative Clerk
Posted:

Walworth County Board of Supervisors
DRAFT **April 4, 2016 Transportation Coordinating Committee Meeting Minutes**
Walworth County Government Center, County Board Room 114
100 W. Walworth Street, Elkhorn, Wisconsin

The meeting was called to order by Chair Nancy Russell at 1:33 p.m.

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

Others in Attendance

County Staff: County Administrator David Bretl; Senior Accountant Todd Paprocki, Transportation Consultant David Lowe; Vicki Price, Administrative Clerk

Members of the public: Eric Russow, 1527 Meadow Lane, Elkhorn, Wisconsin

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

On motion by Vice Chair Kerwin, second by Mr. Grant, the March 7, 2016 meeting minutes were approved by voice vote.

Public Comment – There was none.

Old Business

- Approve Mobility Manager job description

County Administrator Bretl asked to postpone review/approval of the job description until the May committee meeting. He has incorporated the input from the Committee and Human Resources staff is reviewing the document.

- Discussion and possible action regarding listening sessions

Vicki Price from Administration contacted the groups and facilities discussed last month and gave a list of those interested in the sessions, contact information and available dates. She also included helpful comments on the handout. Price noted that she added the Walworth County Senior Travel Club to the list. Volunteer Coordinator Colleen Lesniak will be giving a presentation to the group on July 2, and the listening session could be conducted on the same day. Shirley Grant has offered to coordinate a session for the Walworth County AARP Chapter 5310, who meet at Peoples Bank in Elkhorn. Discussion ensued on target groups and locations, and the Committee scheduled the preliminary listening sessions as follows:

<u>Group/Location</u>	<u>Date/Time</u>	<u>Committee Members</u>
Heritage Senior Apartments, East Troy	Monday, 5/2 Noon	Kerwin/Lowe
School Fest, Lakeland School, Elkhorn	Saturday, 5/7 9:00 a.m.-11:00 a.m. 11:00 a.m.-1:00 p.m.	Russell/Lowe To Be Determined
Parkside Village, Delavan	Monday, 5/9 10:00 a.m.	Lowe/Bretl

<u>Group/Location</u>	<u>Date/Time</u>	<u>Committee Members</u>
Lakes Area Senior Club Highlands Crossing, Lake Geneva	Tuesday, 5/17 11:00 a.m.	Kerwin/Bretl/Lowe
Senior Card Club, Genoa City/Pell Lake	Friday, 5/20 Time: ?	Monroe to confirm
AARP, Peoples Bank, Elkhorn	Tuesday, 5/24 9:30 a.m.	Grant/Lowe
Whitewater Senior Center, Whitewater	Tuesday, 5/24 11:00-11:30 a.m.	Grant/Lowe
Senior Citizens Card Club, Elkhorn Library	Thursday, 5/26 11:00 a.m.-3:00 p.m.	Russell/Lowe
Silver Screen/Showboat, Lake Geneva	Thursday, 6/2 8:30 a.m.	Russell/Kerwin/Muzatko/Lowe
Walworth County Senior Travel Club, Como Church, Lake Geneva	Friday, 7/1 10:00 a.m.	Russell/Lowe

Chair Russell said she will be speaking at the fundraiser for the Walworth County ARC on April 9, and will notify attendees of the upcoming listening sessions.

Vice Chair Kerwin suggested reviewing the listening sessions conducted to date at the June committee meeting. Further sessions could be scheduled in June/July if the committee wishes.

Bretl will complete the draft of the survey questions and talking points and distribute the drafts to Committee members for review prior to the May 2 meeting.

New Business

- Discussion regarding any transportation service concerns
There were no service concerns. Bretl said he will keep this on the agenda as an ongoing item so concerns can be addressed as they arise.

- Update regarding grants

Bretl said he and Transportation Consultant David Lowe had a teleconference with State officials regarding the transit grant. Lowe reported federal funds won't be allowed this year for general public transportation. Bretl said an RFP for 2017 transportation services will have to be issued no later than early fall. The Mobility Manager position would be partially grant funded (approximately 57%). Senior Accountant Todd Paprocki said there are 85.21 funds plus \$100,000 in tax levy for service expansion which could be used to pay the 43% balance for the Manager.

Chair Russell asked if 85.21 funds can be used for non-senior/non-disabled individuals. Lowe replied they can if services to the senior/disabled population are not displaced by doing so. Lowe said he doesn't expect ridership to increase more than 10-15% initially when services are expanded in 2017.

Chair Russell said committee consensus was that under a new contract, services would be billed at an hourly rate vs. trips. She also noted that discussion was held concerning using volunteers for some types of trips. Bretl said the transportation contract would be put on the agenda for discussion concerning possible bid alternates, separate contracts, etc.

Transportation financial summary

Paprocki reported that he hasn't had an opportunity to meet with Ms. Simonsen to determine who can more easily provide the requested information on individual riders. There were no questions on the summary.

Announcements - There were none.

Confirmation of Next Meeting: The next committee meeting was scheduled for Monday, May 2, 2016 at 1:30 p.m.

Adjournment

On motion by Ms. Muzatko, second by Mr. Grant, Chair Russell adjourned the meeting at 2:36 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.

County Zoning Agency
MINUTES
March 17, 2016 – 4:30 p.m.
100 West Walworth Street
Elkhorn, Wisconsin
*** * * D R A F T * * ***

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

Roll call – Committee members present were Chair Rich Brandl, Vice-Chair Dave Weber, Supervisor Paul Yvarra and Citizen Members Richard Kuhnke, Sr. Citizen Member Jim Van Dreser arrives at 4:33 p.m. Supervisor Tim Brellenthin was absent, excused. A quorum was present.

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

A “sign-in” sheet listing attendees on March 17, 2016, is kept on file as a matter of record.

Details of the March 17, 2016 meeting / hearing are on a digital recording which is on file and available to the public upon request / video to view on our website: www.co.walworth.wi.us

Dave Weber motioned to approve the agenda. Seconded by Paul Yvarra. Motion carried. 4-favor 0-oppose

Dave Weber motioned to approve the February 18, 2016 Minutes. Seconded by Richard Kuhnke, Sr. Motion carried. 4-favor 0-oppose

Zoning / Sanitation / Land Conservation Enforcement – Michael Cotter
Disc Count #4:35:27 – 4:35:35

Subdivision Items – Old Business - none

Subdivision Items – New Business – none

Old Business - Ordinance Amendments – none

Old Business – Discussion Items – none

1. Discussion/Possible Action – Walworth County Resolution to Amend Statutory Provisions in State of Wisconsin 2015-2017 Budget Relating to Shoreland Zoning Standards (Act 55) – Michael Cotter, Deb Grube
Richard Kuhnke, Sr. motions to put this matter on file. Seconded by Dave Weber. Motion carried. 5-favor 0-oppose
Disc Count #4:35:37 – 4:37:06

2. Discussion/ possible action regarding town responses to Wedding Barns as a farm family business in the A-1 and A-2 districts – Deb Grube

Jim Van Dreser motions to move the matter forward as an ordinance proposal at the May CZA hearing. Seconded by Dave Weber. Motion carried. 5-favor 0-oppose
Disc Count #4:37:07 – 4:41:33

New Business - Ordinance Amendments –

1. Amendment to Sections 74-55, 74-62, and 74-131 of the Zoning Ordinance and Section(s) 74-182, 74-189, and 74-263 of the Shoreland Zoning Ordinance regarding Special Event Campgrounds.

Jim Van Dreser motions to send to County Board for approval. Seconded by Dave Weber. Motion carried. 5-favor 0-oppose.

This item will be forwarded to the April 21, 2016 County Board meeting for discussion/possible action.

Disc Count #4:41:37 – 4:45:24

New Business – Discussion Items –

1. Discussion/Possible Action – Short term rentals and recent State legislation – Shannon Haydin

No action is required.

Disc Count #4:45:30 – 4:46:25

2. Discussion/Possible Action – **Bennett Family Trust, owner, James L Bennett, applicant:** Amendment to existing conditional use to add additional building less than 25% of the existing building for recreational vehicle and boat storage. Tax Parcel OA2413-1 – Matt Weidensee

Amend 3-17-2016 #1, 14 additional building same use, less than 25% of building area

NAME: Bennett Family Trust – owner, James L Bennett - applicant

TOWN: Spring Prairie

A conditional use permit for conducting recreational vehicle and boat storage in an existing 40 ft. by 80 ft. agricultural building as a Farm Family Business, and **amended 3-17-2016 for the same use in an adjacent 16 ft. by 42 ft. smaller building and removal of five year time restriction** described as follows:

Part of Tax Parcel #OA241300001

Has been APPROVED subject to the following conditions:

General:

1. Approved as per plan submitted **and amended 3-17-2016 for the same use in an adjacent 16 ft. by 42 ft. smaller building and removal of the five year time restriction** for RV and boat storage in an existing agricultural structures as a Farm Family Business with all additional conditions.
2. Any changes in the proposed use of the property will require additional County approvals.
3. The site must meet all applicable Federal, State, County and local regulations.
4. The applicant shall obtain a Walworth County sign permit prior to placement of any sign on site.

5. A rezone and conditional use approval will be required for any proposal to expand the business beyond the use of existing building on site.
6. The business is limited to two non-farm family employees.
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 hours of operation shall be from 6:00 a.m. to 6:00 p.m.
10. The facility shall be subject to fire department and or Zoning or Conditional Use compliance inspection at any time.
- ~~11. The conditional use permit shall be valid for five years from the date of approval as per the Town. A reevaluation and extension of the conditional use permit may be granted if requested within six months prior to the expiration.~~
12. No outside storage of any items not belonging to the owner is allowed (as per the Town) except for drop off and pick up of RVs and boats. RVs and boats for drop off and pick up shall be moved into the building or removed from the site on the same day.
13. The property owner shall consult with the Town of Spring Prairie Building Inspector regarding compliance and permitting that may be required as per the Town.
14. **There shall be not contractor storage yard activities conducted on site without additional conditional use review and approval. Buildings are to be used for recreational vehicle and boat storage only.**

Dated this 15th day of September, 2011.

COUNTY ZONING AGENCY
RICK STACEY, CHAIRMAN

Dave Weber motions to approve. Seconded by Jim Van Dreser. Motion to approve carried. 5-favor 0-oppose.
Disc Count #4:46:25 – 4:49:22

Public Hearing: 5:30 p.m.

Ordinance Amendments – none

Rezones with Conditional Uses –

1. **Robert C. and Gail A. Hansen Trust – Owner, Robert C. Hansen – Applicant**, Section 21, Darien Township. The property owner is requesting to rezone 5.39 acres of A-1 Prime Agricultural land to the B-4 Highway Business District for a vehicle sale and service facility along with a small area of auto body repair as conditional uses. Part of Tax Parcel B D-21-3C.

Possible Conditions:

General:

1. Approved as per plan submitted for vehicle sale and service and auto body repair with all additional conditions.
2. There shall be No outside storage of stock or trade other than the cars for sale.
3. All storage areas, materials and equipment shall be located as defined on the plan of operations.
4. All cars shall be parked in the marked spaces as identified on the approved plan of operations. Use capacity of the site shall be restricted by the cars capable of being parked in the marked spaces as identified on the plan. Parking must meet with requirements of the county zoning ordinance. All parking must be setback 25 feet from the roadway. The off street parking area shall be graded and surfaced so as to be dust free and properly drained. All parking areas shall be clearly marked. All parking must be in compliance with County requirements within 60 days of this approval.
5. The applicant must obtain a Land Disturbance, Erosion Control and Stormwater permit from Land Conservation if required by ordinance. The applicant must comply with all established standards of the Land Restoration and Land Disturbance, Erosion Control and Stormwater Management permits.
6. All outside lighting shall be shielded and directed on site. No additional lighting shall be allowed in the street yard setback areas.
7. The owner must provide a waste disposal plan stating where all trash, drain oil and other auto fluids are disposed.
8. No business activities other than specified in the plan of operations may be conducted from out of the facilities.
9. No burning of waste materials shall occur on site.
10. Hours of operation shall be Monday through Thursday 8:00 a.m. to 8:00 p.m., Friday & Saturday, 8:00 a.m. to 6:00 p.m. and closed on Sunday for the vehicle sale and service and 6:00 a.m. to 6:00 p.m. seven days a week for auto body repair.
11. The project must meet all applicable Federal, State, County and local regulations.
12. The applicant must obtain all required zoning permit approvals including a sign permit. The applicant must obtain a sign permit from the County Zoning Office and/or State DOT.
13. The project site must be kept neat, clean, and mowed in all areas.
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:

Robert Hansen speaks regarding the application.

Richard Kuhnke, Sr. motioned to approve, being consistent with the 2035 Land Use Plan Map. Seconded by Dave Weber. Motion carried. 5-favor 0-oppose.

Disc Count #5:37:08 – 5:43:53

The rezone petition will move forward to the April 21, 2016, Walworth County Board for possible action.

2. **Kevin and Teresa Akey – Owners, Section 1, Richmond Township.** The property owners are requesting to rezone approximately .6 acres of C-2 Upland Resource Conservation District property to A-4 Agricultural Related Manufacturing Warehousing and Marketing District in

order to obtain conditional use approval for contractor storage and an office for an off-site swimming pool maintenance facility in existing buildings. Part of Tax Parcel CA 192-1.

Recommended Conditions:

General:

1. Approved per plans submitted for a contractor storage facility and office within existing buildings for a pool maintenance services business with all additional conditions.
2. All storage areas, materials and equipment shall be located as defined on the plan of operations.
3. The site shall meet all applicable Federal, State, County and local regulations.
4. The applicant must obtain all required zoning permit approvals including a sign permit.
5. No filling shall be allowed in any wetland areas.
6. No filling shall occur on site without proper permit approvals.
7. Access approval must be obtained from the County Highway Department.
8. 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.
9. Hours of operation shall be from 6:00 a.m. to 6:00 p.m. Monday – Saturday with hours for return of equipment from off site until 9:00 p.m.
10. No burning shall be allowed on site without a State burning facility license and any required local approvals.
11. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.
12. Failure to actively exercise this conditional use within three years of the approval date shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original three year period. Any extension requested during the three year active exercise period greater than one year beyond the original three year period shall require additional Town and County committee approvals.

Specific:

13. 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.
14. No parking or outside storage shall occur in the side yard setback area between the existing storage building and the neighboring property to the north.
15. The property owner shall contact the local fire department and the County Emergency Government Coordinator regarding the chemical storage so they are aware of any potential hazard.

Kevin Akey speaks regarding the application.

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

Disc Count #5:43:00 – 5:49:10

The rezone petition will move forward to the April 21, 2016, Walworth County Board for possible action.

3. **Mieczyslaw Ozga – Owner**, Sections 27, 28, Spring Prairie Township. The property owner is requesting to rezone approximately .23 acres of A-2 Agricultural District property to A-4 Agricultural Related Manufacturing Warehousing and Marketing District in order to obtain conditional use approval for contractor storage for a Dish Network satellite business in an existing shed with outside parking. Part of Tax Parcel OA4220-1.

Recommended Conditions:

General:

1. Approved per plans submitted for contractor storage for a satellite dish distributor with all additional conditions.
2. All storage areas, materials and equipment shall be located as defined on the plan of operations.
3. The site shall meet all applicable Federal, State, County and local regulations.
4. The applicant must obtain all required zoning permit approvals including a sign permit.
5. No filling shall be allowed in any wetland areas.
6. No filling shall occur on site without proper permit approvals.
7. Access approval must be obtained from the County Highway Department.
8. 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.
9. Hours of operation shall be from 7:00 a.m. to 6:00 p.m. seven days a week with hours for return of equipment from off site until 9:00 p.m.
10. No burning shall be allowed on site without a State burning facility license and any required local approvals.
11. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.
12. Failure to actively exercise this conditional use within three years of the approval date shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original three year period. Any extension requested during the three year active exercise period greater than one year beyond the original three year period shall require additional Town and County committee approvals.

Specific:

13. The contractor storage facility shall serve a maximum of three distribution technicians as per plan submitted.

Art Ozga, applicant's son, speaks regarding the application.

Dave Weber motioned to approve. Seconded by Paul Yvarra. Motion carried.

5-favor 0-oppose.

Disc Count #5:49:15 – 5:55:13

The rezone petition will move forward to the April 21, 2016, Walworth County Board for possible action.

Rezoning – none

Conditional Uses -

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

Reclamation Plan and Permit Modification-

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

General:

1. This project is approved as per plan submitted as a conditional use for a wash plant, well and wash ponds subject to all conditions.
2. The project shall meet all applicable Federal, State and local regulations.
3. The applicant must submit a revised reclamation plan to include the addition on the wash plant and settling ponds. The applicant must obtain a Land Disturbance, Erosion Control and Stormwater permit from The Land Conservation Department. The applicant must follow phases of excavation and restoration as part of the approval under the County's Land Disturbance Erosion Control and Stormwater Management Ordinance and mining reclamation standards. The applicant will be responsible for paying all county fees associated with the revised reclamation plan review, approval and monitoring for compliance with this approval.
4. The removal of the wash plant and restoration of the wash plant location and all wash basins shall occur as specified in the approved reclamation plan for the mineral extraction site.
5. The applicant shall submit an acceptable form of bonding as part of the revised restoration plan – The bond shall remain in place for the life of the pit plus one full year after final restoration to allow for final stability review. A copy of the bond and any renewals shall be submitted to the County Land Conservation section of the Land Use and Resource Management Office. The bond shall be release after final restoration.
6. Hours and days of operation for the wash plant shall be set at ~~6:00 a.m. to 6:00 p.m.~~ 8:00 a.m. to 5:00 p.m. Monday through Friday ~~and 6:00 a.m. to noon on Saturday.~~ No work washing shall be conducted on **Saturday**, Sundays or holidays.
7. Implementation of dust control measures shall occur at all times on site.
8. The county will not be liable for any damage to neighboring wells due to the operation of this conditional use.
9. All material storage locations associated with the washing of materials must be in an approved M-3 zoning district.
10. No materials to be washed by the wash plant shall be brought in from off-site.
11. No storage of chemicals and petroleum products associated with the wash plant shall occur on site unless stored in a containment facility meeting state requirements.
12. The applicant must stipulate that adequate liability insurance will be held at all times during excavation and restoration to cover any damages resulting from installation of the wash plant and ponds. The applicant has agreed to provide a copy of the liability insurance coverage document for the file.
13. By the act of exercising this conditional use the property owner is agreeing to release, indemnify and hold harmless Walworth County and its agents and employees from all liability, claims, demands, causes of action, costs, or losses for personal injuries, property damage or loss of life or property as a result of exercising this approval.
14. Adequate setbacks from the proposed wash plant and ponds to neighboring properties shall be provided to prevent damages resulting from potential cave in of the excavation walls. The applicant will be held solely responsible for maintaining support rights of neighboring property owners.

15. Any additional office/trailer or structures shall obtain approved zoning and sanitary permits.
16. Any changes to the character, intensity or use of this site not capable of being discerned by the Land Management Department as consistent with this approval must be brought before the County Zoning Agency for additional conditional use review.
17. 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:

18. The applicant shall be responsible for protecting the normal stormwater outfall from the mineral extraction site from contamination by overflow from the wash plant basins and sediment deposits from the wash basins.
19. The wash plant ponds shall be built as a closed system with berms that will separate the settling ponds from onsite drainage and the stormwater management system. No release of wash water from the wash plant and/or settling ponds to the stormwater management system shall be allowed without prior approval meeting all State and local requirements. All site dewatering shall be conducted so as to prevent sedimentation outside of the project area in accordance with the Erosion Control and Stormwater Management permit. The site may not be dewatered until all sediment has settled in the open water area of the pit.
20. The settling ponds shall be inspected on a minimum of a weekly basis to ensure the integrity of the berms and associated weirs. The owner shall keep record of the required weekly inspections.
21. The settled materials removed from the settling basins shall be placed in a County approved location or locations as part of the reclamation plan so as to prevent contamination of on-site drainage and stormwater management system.

Brad Austin/President CCI, AJ Simms/Pit Manager CCI; Atty Buck Sweeney/Axley Law and Rob Montgomery/Montgomery Assoc. speak concerning the wash plant.

Bob Vyskocil, Bill Andrews, and Carol Atwood speak against the proposal. Merilee Holst spoke regarding her perspective / clarification of the Town meetings and vote.

Buck Sweeney spoke in rebuttal.

Jim Van Dreser discusses the Application and concerns of the citizens including hours of operation, and the proposed liner. Response by Buck Sweeney to use the best possible liners available.

Chairman Brandl asked for public comment on the Revised Nonmetallic Reclamation Plan operated by CCI. No public comment was presented or submitted.

Jim Van Dreser motions to approve with an amendment to paragraph 6 to include hours of operation being 8:00 a.m. to 5:00 p.m. and no washing on Saturdays. Seconded by Dave Weber, to include the Town recommended concerns as a friendly amendment. Jim Van Dreser concurs with amendment. Motion to approve carried. 5-favor 0-oppose.

Disc Count #5:55:25 – 6:59:50

2. **Transformative Arts, Inc. – Owner, Section 36, Delavan Township.** The property owner is seeking conditional use approvals for the Belfry Music Theatre to be used for theater and musical performances, meeting, conferences, weddings and receptions and related activities as public assembly and a dwelling outside of the principle business structure. Tax Parcel F D-36-1.

General:

1. The Conditional Use is approved and per plan and plan of operations submitted for use of the existing Belfry Theater public for assembly uses as a conditional use including: theater, musicals performances, meetings, conferences, weddings and receptions and related activities.
2. Use of the Theater shall be limited to the uses as stated in the plan of operations.

3. The project must meet with all State, Federal and local approvals.
4. The applicant must obtain all required County Zoning permit including a sign permit for any proposed signage.
5. Sufficient adult supervision must be present at all times when facilities are in use.
6. The applicant must obtain an approved Land Disturbance, Erosion Control and Stormwater permit from Land Conservation if required by Ordinance.
7. The applicant is responsible for obtaining adequate liability insurance and keeps the insurance current during the life of this conditional use.
8. All lighting must be shielded and directed on to the property.
9. All parking must occur in the areas identified on the approved plan. Parking must meet with requirements of the county zoning ordinance. All parking must be graded and surfaced so as to be dust free. All parking must be in compliance with County requirements within 60 days of this approval.
10. The property owner must obtain the required County sanitary permit approval for facilities to be located on site.
11. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.
12. Failure to actively exercise this conditional use within three years of the approval date shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original three year period. Any extension requested during the three year active exercise period greater than one year beyond the original three year period shall require additional Town and County committee approvals.

Specific:

13. All outdoor lighting shall be "dark sky" and shielded from the neighboring properties as per the Town.
14. The hours of operation shall be 8:00 a.m. to 10:00 p.m. during and surrounding the days of performances as per the Town.
15. All garbage will be enclosed and removed as per the Town.
16. There shall be no outdoor performances or outdoor speakers/sound systems as per the Town.
17. The Theater shall be connected to a septic or sanitary sewer system within 2 years as per the Town.
18. All traffic must exit the property by use of the Hwy 67 exit as per the Town.
19. Directional traffic signage shall be provided indicating the one-way use of the drive access and exit to the site.
20. The Theater shall have a maximum capacity of 235 people including caterers, band employees, and staff.
21. The property owner shall provide a copy of approval from the appropriate building inspector for the County file prior to use of the Theater for public assembly events.
22. There shall be no enclosure of the drainage swale between the Theatre and the on-site residence without first contacting the WI. D. O. T. for culvert sizing and design standards and obtaining a construction site erosion control and stormwater permit from the County Conservation Office.

Michael Deutsch/Transformative Arts speaks regarding the application.

Dave Weber motions to approve. Seconded by Richard Kuhnke, Sr. Motion to approve carried. 5-favor 0-oppose.

Disc Count #6:59:58 – 7:16:20

3. **Leonard R. & Bonnie L. Pitt – Owners**, Section 28, LaGrange Township. The property owners are seeking conditional use approval for a wood pellet for fuel and shavings for bedding business to operate out of an existing A-1 zoned agricultural structure as a Farm Family Business. Part of Tax Parcel H LG-28-7A.

Possible Conditions:

1. Approved as per plan submitted for sales of wood fuel pellets and wood bedding shavings in an existing farm structure as a Farm Family Business with all additional conditions.
2. Any changes in the proposed use of the property will require additional County approvals.
3. The site must meet all applicable Federal, State, County and local regulations.
4. Hours of operation for the sales of wood fuel pellets and wood bedding shavings in an existing farm structure as a Farm Family Business shall be from 6:00 a.m. to 6:00 p.m.
5. The applicant shall obtain a Walworth County sign permit prior to placement of any sign on site.
6. A rezone and conditional use approval will be required for any proposal to expand the business beyond the use of existing building on site.
7. The business is limited to two non-farm family employees.
8. No business activities other than specified in the plan of operations and approved by this conditional use permit may be conducted from out of the facility.
9. Outside storage shall be limited to temporary outside storage for pick up and drop off of wood fuel pellets and wood shavings. Materials stored outside must be removed the same day.
10. Outside lighting shall be shielded and directed on site.
11. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.
12. Failure to actively exercise this conditional use within three years of the approval date shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original three year period. Any extension requested during the three year active exercise period greater than one year beyond the original three year period shall require additional Town and County committee approvals.

Specific:

13. The area identified on the plan on the neighboring property to the south as “Area being mowed and occupied by Leonard and Bonnie Pitt” shall not be part of this conditional use approval or used for an propose related to a County approval.
14. There shall be no sales allowed on site other than the sales of wood fuel pellets and wood shavings. The sales of wood pellet stoves shall not be allowed on site. Any additional items to be sold will require conditional use permit approval consistent with the requirements of a Farm Family Business.

Leonard Pitt speaks regarding the application.

Jim Van Dreser motions to approve. Seconded by Richard Kuhnke, Sr. Motion to approve carried. 5-favor 0-oppose.

Disc Count #7:16:21 – 7:23:50

4. **Robert A Pearce Farms, Inc. – Owner, Robert W. Pearce – Applicant**, Section 3, Walworth Township. The applicant is requesting amendment of an existing conditional use approval to expand a vegetable stand by 2625 square feet, ~~and~~ adjust the dates and times of operation **and add non for profit human foosball events on the existing play area** within the A-4

Agricultural Related Manufacturing Warehousing and Marketing District. A portion of the expansion area would allow for a commercial kitchen to be used for the preparation of bake goods under a proposed new conditional use for seasonal farm food services. The seasonal farm food service would be subject to an approved detailed list of agricultural and ancillary foods as specified in the application proposed to be sold from the site. Part of Tax Parcel E W-3-1.

Possible conditions:

Amended 3/17/2016: add new CU for Farm Food Service # 1, 18, 19, expand vegetable stand by 2625 square feet, non for profit human foosball and adjust the dates of operation # 1, 4

Amended 5/15/14

Amended 2/20/14

Amended 4/18/13

NAME: Robert A. Pearce Farms, Inc. – Owner, Robert W. Pearce - Applicant

TOWN: Walworth

Part of Tax Parcel E W 300001

Has been APPROVED subject to the following conditions:

General:

1. Approved as per plan submitted and amended 3/17/2016 to add a new CU for Farm Food Service subject to an approved detailed plan of all ancillary item to be sold, expand the vegetable stand by 2625 square feet, add non for profit human foosball and adjust the dates of operation. Amended 5/15/2014 for a farmer's market with a haunted house with a 16' x 80' mobile trailer, helicopter rides, hayrides crossing Hwy F, a petting zoo, non-concert/non-paid venue stage and concession stand, a 40' x 60' expanded pavilion, *small car shows (maximum of 50 cars), tethered hot air balloon rides (only on days when the helicopter is not present), craft fair (max 30 vendors with 25% of vendors presenting agricultural products), food demonstrations (using foods that are locally grown and prepared in a healthy manner), BBQ cook offs (entries open to the public), corn maze and pick your own apples on the adjacent A-1 land and pumpkin launching events, with all additional conditions.
2. Sales allowed on site shall be limited to the products identified in the project narrative on a seasonal basis. The business shall be open during the months of July, August, September and ~~October~~ **November to the 15th**.
3. Storage shall be limited to material and goods directly associated with business. Outside storage shall be limited and located as identified on the plan of operations. No outside storage areas including displays of goods shall be allowed in the required setback areas.
4. On site seasonal hours of operation from ~~August July~~ through ~~October~~ **November 15th** shall be from 6:00 a.m. to 6:00 p.m. seven days a week for the farm market with concession stand and all events (helicopter rides, petting zoo, non-concert/non-paid venue stage, small car shows, balloon rides, craft fairs, food demonstrations, BBQ cook offs, pick your own apples, pumpkin launching) and with hayrides and corn maze until 11:00 p.m. and the haunted house from 11:00 a.m. to 4:00 p.m. and 6:00 p.m. to 11:00 p.m.
5. A Special one year hour of operation shall allow the haunted house to be open until 12:00 a.m. (midnight) on Friday, Saturday and Sunday of Columbus Day weekend and all weekends during the month of September and October for 2014. The Special one year midnight extra hour of operation shall become permanent upon staff review if there is no complaint filed during the year. If there is a complaint filed the Special midnight hour of operation for the haunted house shall need additional Town and County review and approval.
6. The site must meet all applicable Federal, State, County and local regulations.
7. Outside lighting shall be shielded and directed on site.
8. The applicant must obtain all required zoning permit approvals including a sign permit.
9. The number of employees shall be limited to the owners and five employees.
10. No fill, debris, branches or leaves may be disposed of on site. No burning of waste materials shall occur on site.

11. The property owner must maintain adequate liability insurance during use of the property.
12. The helicopter landing pad must meet all requirement of the Federal Aviation Administration.
13. The applicant must obtain a County Land Disturbance Erosion Control and Stormwater Management Permit from the County Conservation Office if required by the ordinance.
14. All parking and access to the site shall meet County and State D.O.T. requirements. All parking shall be installed according to County requirements within 60 days of this approval.
15. The project site must be kept neat, clean, and mowed.
16. 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:

17. Helicopter rides and balloon rides shall not occur on site during the pumpkin launching events.
18. The approval of a new conditional use to allow Farm Food Service with a commercial kitchen for baked goods is limited to retail sales of ancillary non-agricultural and agricultural items not produced on the farm subject to a detailed plan approval (see attached list of items to be sold on site as specified). Fruits, vegetables, herbs, jams, jellies, mustard, jarred goods, honey syrup, nuts, cheese, cheese spreads, meat, butter, popcorn, soda, bottled water, juice, milk, apple cider, candy, pizza (concessions only), chips, pretzels, crackers, hot drinks, nachos, donuts, bread, bake good mixes, pies, cookies, fudge, caramel apples, knives, corn butterers, vegetable brushes, wood produce baskets, fresh cut flowers, dried flowers, sunflowers, live plants, pumpkins, squash, gourds, hay, straw, Indian corn, broom corn, corn stalks, painted pumpkins, painted gourds, firewood, eggs.
19. The commercial kitchen for bake good preparation shall operate seasonally from July through October November 15th a maximum of three days a week. All bake goods prepared on site shall be sold on site from the concessions area.

Robert Pearce speaks regarding the application.

Jim Van Dreser motions to approve. Seconded by Richard Kuhnke, Sr. Motion to approve carried. 5-favor 0-oppose.

Disc Count #7:23:52 – 7:30:34

Adjournment

Dave Weber motioned to adjourn. Seconded by Paul Yvarra. Motion carried. 5-favor 0-oppose

The meeting was adjourned at 7:30 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
March 17, 2016 Finance Committee Meeting Minutes
Walworth County Government Center, County Board Room 114
100 W. Walworth Street, Elkhorn, Wisconsin**

The meeting was called to order by Chair Russell at 9:30 a.m.

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

Others in Attendance

County staff: County Administrator David Bretl; Deputy County Administrator-Finance Nicki Andersen; County Treasurer Valerie Etzel; Comptroller Jessica Conley; Sheriff's Office Business Manager Amanda Lagle; Capt. Scott McClory, Brian Kilpin, Todd Neumann, Howie Sawyers and Patrick Duffy-Sheriff's Office

Members of the Public: Jeff Schroeder and Kathleen Walters, PFM Asset Management; Ed Yaeger, 421 Water Street, Lake Geneva

Supervisor Schaefer made a motion, second by Supervisor Yvarra, to approve the agenda. The motion carried 4-0.

Vice Chair Kilkenny made a motion, seconded by Supervisor Schaefer, to approve the February 18, 2016 committee meeting minutes. The motion carried 4-0.

Public Comment – There was none.

Unfinished Business – There was none.

Consent Items

Chair Russell and Vice Chair Kilkenny asked to consider items 8.b.4, C.2 and C.4 separately. Vice Chair Kilkenny made a motion, seconded by Supervisor Yvarra, to approve the remainder of the consent items. The motion carried 4-0.

8A, Budget Amendments

- 1) Sheriff
 - a) SH002 – Transfer funds for washer and dryer at the jail
 - b) SH003 – Transfer funds for automatic floor scrubber at the jail
 - c) SH004 – Transfer funds for floor polishing at the jail

8B, Bids/Contracts

- 1) Emergency Warning Systems and Accessories for Police Interceptor Vehicles for the Sheriff's Office
By motion approving the consent items, the award was made to General Fire Equipment.
- 2) Purchase of Snowmobiles for the Sheriff's Office
By motion approving the consent items, the award was made to A+ Power Sports & Trailer Sales, LLC.

- 3) Award sale(s) of tax foreclosure properties
- 4) Discussion and possible action regarding establishment of minimum bids for unsold tax foreclosure property.
Treasurer Val Etzel reported there is only one unsold property. She recommended sending it for bid at the same minimum price. **Supervisor Schaefer made a motion, seconded by Vice Chair Kilkenny, to approve the Treasurer's recommendation of the minimum bid for the unsold tax foreclosure property. The motion carried 4-0.**

8C, Reports

- 1) Quarterly sales tax report – 4th quarter 2015
- 2) Update on Status of Changes to Wisconsin Statutes related to Tax Incremental Financing Districts (TID)
Comptroller Jessica Conley said the biggest change in the law is Act 257, which requires the Joint Review Board (JRB) to be a standing committee for the life of the TID. It also requires the JRB to meet annually, and an annual report must be submitted to the overlying districts and contain specified information. Conley added that if TIDs do not have a JRB they will have create one within the next couple of months. Vice Chair Kilkenny suggested the changes in the law should be communicated to our municipalities and school boards.
- 3) Out-of-state travel
 - a) Finance
 - 1) Todd Paprocki, Government Finance Officers Association (GFOA) Advanced Financial Reporting, Fort Lauderdale, FL
 - b) Lakeland School
 - 1) Holly Smith/Emily Thompson, Illinois Association for Education and Rehabilitation of the Blind and Visually Impaired (AER) Conference, Jacksonville, IL
 - c) UW-Extension
 - 1) Jenny Wehmeier, Joint Council of Extension Professionals (JCEP) Leadership Conference, Las Vegas, NV
- 4) Report and Update on IRS Audit of 2007 School Debt Issuance
Andersen said the Internal Revenue Service (IRS) will be auditing the 2007 Lakeland School debt issuance. An eight page listing of questions was received from the IRS and staff submitted responses on March 14. Andersen said staff is waiting for the reply from IRS and anticipating more detailed questions. The purpose of the audit is to ensure that the funds were used for the purpose intended and that the facility has not been leased to other entities. Andersen said the county met the arbitrage guidelines and exceeded the spend-down timeframe, and she doesn't anticipate any problems as a result of the audit.

New Business

- Discussion and possible action regarding PFM Asset Management, LLC presentation of the 2015 OPEB Investment Report

Jeff Schroeder, PFM Asset Management LLC, introduced his colleague Kathleen Walters, who gave an overview of the County's 2015 OPEB Investment Report. Walters said 2015 was challenging in the equity bond markets, but the County's portfolio performed relatively well. Walters gave an update on the international and U.S. markets, interest rates, trends and concerns. Walters reviewed the Market Index Performance, noting that bonds did poorly during the 4th quarter of 2015. Chair Russell stated her concern over bond performance, and Walters said PFM's opinion is that the Federal Reserve will be systematic and it is unlikely that large, multiple increases in the interest rates will occur. Market estimates predict a 1–3% return on fixed income over the next three years. Schroeder summarized the

asset allocations and performance of the County's investments, which outperformed the blended benchmark. Since inception, returns on investments have been close to 7%. Schroeder said there will be short-term fluctuations, but an over 6% return is good. He doesn't anticipate that rates will go up significantly. Discussion and questions from the Committee ensued. Chair Russell thanked Schroeder and Walters for their insightful presentation.

- Discussion and possible action regarding Year End Inventory Adjustments related to Public Works Deputy County Administrator-Finance Nicki Andersen noted there was a memo from Director of Central Services Eric Nitschke in the packet requesting write off of a loss of inventory for several accounts. No one from Public Works was present at the meeting; however, Andersen discussed the write offs with Nitschke and he will be looking more closely at the inventory process at Public Works to see where improvements might be made. Chair Russell requested a report from Public Works with Nitschke's findings and recommendations when he completes his review. **Supervisor Schaefer made a motion, seconded by Vice Chair Kilkenny, to approve the write off requests from Public Works. The motion carried 4-0.**

- Ordinance **-04/16 Amending Section 30-286 of the Walworth County Code of Ordinances Relative to Public Works Trail Pass Fees

Andersen said the purpose of the ordinance amendment was to update Trail Pass Fees to comply with State changes. **Supervisor Schaefer made a motion, seconded by Vice Chair Kilkenny, to approve the ordinance amendment. The motion carried 4-0.**

- Ordinance **-04/16 Amending Sections 46-61 and 30-286 of the Walworth County Code of Ordinances Regarding Prisoner Fees for Huber and Home Detention

County Administrator Bretl said the purpose of the ordinance amendment is to clarify county ordinance pertaining to charges for prisoners with Huber privileges who reside in the Huber dorm or are under a program of home detention (electronic monitoring). The amendment makes it clear that the cost of electronics worn by prisoners is paid for by tax levy and not by the prisoner, and therefore is exempt from Wisconsin sales tax. Bretl said the County only bills a fraction of the cost to maintain prisoners in the Huber facility or in their homes. The non-taxable portion of what the inmate is charged will be used for operating expenses. **Vice Chair Kilkenny made a motion, seconded by Supervisor/Schaefer, to approve the ordinance amendment regarding prisoner fees for Huber and home detention. The motion carried 4-0.** Chair Russell noted for the record that the Huber/home detention fees will not change; they are still \$18/day and \$126/week.

- Discussion and possible action regarding City of Lake Geneva Tax Incremental Financing District #4 advance

Bretl said the City of Lake Geneva has notified the County that TID #4 will close before May 15, 2016. The City drafted an Advance Agreement and sent it for review/approval. Bretl said the document was a template from another jurisdiction and scrivener's errors need to be corrected. He said there is no deadline to enter into the Agreement, nor is it mandatory to do so. Chair Russell recommended accepting the 69.5% of the refund due while it is available. Vice Chair Kilkenny expressed concern that by signing the agreement and accepting the advance, the County would forfeit the right to assert its statutory rights.

Supervisor Schaefer was excused at 11:00 a.m.

Bretl recommended if the Committee is considering accepting the advance that paragraph 18 of the Agreement relative to indemnification be stricken or revised. Chair Russell said she was amenable to waiting until after May 15 to accept the advance and sign an agreement. Bretl said he has had positive conversations with Lake Geneva's mayor and administrator, and he will discuss with them revisions to the Agreement. Chair Russell said the City's renovation of the theater and sale of the hotel for another purpose will generate property taxes and bring revenue to the City. She said with the clearing up of the ambiguities in the law and tighter restrictions on the TIDs, she is optimistic. **Chair Russell made a motion, seconded by Vice Chair Kilkenny, to direct Corporation Counsel to revise the draft TIF District No. 4 Advance Agreement, provide the revisions to the City of Lake Geneva, and review/approve the Agreement at a special Finance Committee meeting before the April 21 County Board meeting, provided the Agreement is finalized in time. The motion carried 3-0.**

Correspondence – None

Confirmation of next meeting: The next meeting was confirmed for Thursday, April 28, 2016 at 9:30 a.m., Government Center County Board Room 114.

Adjournment

On motion by Vice Chair Kilkenny, seconded by Supervisor Yvarra, Chair Russell adjourned the meeting at 11:25 a.m.

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

DRAFT

**Walworth County Board of Supervisors
Health and Human Services Board Meeting Minutes
Wednesday, March 16, 2016
Walworth County Government Center
County Board Room 114
100 West Walworth Street, Elkhorn, WI 53121**

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

Roll call was conducted. Members present included Chair Ken Monroe, Supervisor Charlene Staples, Supervisor Joe Schaefer, Citizen Representatives Dr. James Seegers, Bernice Solis (arrived at 2:03 p.m.), and William Wucherer. Vice Chair Tim Brellenthin, Supervisor Kathy Ingersoll and Citizen Representative Sandra Wagie-Troemel were excused. A quorum was declared.

Others in Attendance:

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

On motion by Supervisor Schaefer, second by Supervisor Staples, the agenda was approved with no withdrawals.

On motion by Supervisor Schaefer, second by Supervisor Staples, the February 17, 2016 Health and Human Services Board meeting minutes were approved.

Public Comment – There was none.

Unfinished Business

- Collections and Ability to Pay Policy

Elizabeth Aldred, Director of Health and Human Services (HHS), referred to Enclosure 2 of the packet and gave a brief overview of the Walworth County Department of Health & Human Services Billing Policy & Procedure. Discussion then focused on the various procedures, cost savings, and whether an individual understands the payment policy.

New Business

- Request to Temporary Upgrade the Behavior Analyst Position

Aldred referred to Enclosure 3 of the packet and gave a brief overview of the vacant Behavior Analyst position and the current Manager of the Children's Division position. She stated that children's developmental services are changing significantly, prompting HHS and Lakeland School to review alternative ways to address the needs of the students while possibly including a wraparound or in home approach to care. Aldred requested to temporarily upgrade the Behavior Analyst position and change the title to Manager of Children's Developmental Services. She said the temporary position would be downgraded to Behavior Analyst no later than January 31, 2017, or upon Ms. Wilberding's retirement. Aldred stated this would allow HHS to move the department forward in a variety of administrative areas while allowing Ms. Wilberding to concentrate on the regulation changing programs.

Supervisor Staples made a motion, second by Supervisor Schaefer, to upgrade the Behavior Analyst position and change the title to Manager of Children's Developmental Services. Motion carried 6-0.

- Approval of Children and Family Services Mission and Vision Statement

Aldred referred to Enclosure 4 of the packet and stated there have been changes within the Division of Children and Family Services. She gave a brief overview of the Mission and Vision statement while highlighting the mission of HHS. She stated one of the mandates is to reunify children with their families. Aldred stated HHS will be looking

at recruiting more foster care and providing more training. HHS will also be looking at ways to provide voluntary services to prevent families from entering the system, thus providing a full range of services.

Reports

- **Update on the Community Health Improvement Plan (CHIP)**

Janis Ellefsen, Public Health Officer (HHS) referred to Enclosure 5 of the packet and said 6,000 surveys were sent to UW Extension, various school districts and municipalities within the county, Immediate Care Centers (ICC) and other networking groups. She said the survey, along with graphics, were created with Survey Monkey in anticipation that the various groups would post a link to their Facebook page. Ellefsen stated HHS already received 100 responses via Survey Monkey, of which 99 were in English and 1 was in Spanish. She stated approximately 20 individuals attended the stakeholder meeting for the Community Health Assessment (CHA) held in February and that there are some focus groups set up for later this month.

- **Update on Family Care/IRIS 2.0**

Aldred referred to the Family Care/IRIS 2.0 Concept Paper submitted by the Wisconsin Department of Health Services (DHS) and stated there are still many unanswered questions and concerns relating to Walworth County with such items as:

- Concern that an individual may lose their current provider since contracting with any willing and qualified provider would be in place for a minimum of three years.
- Clarification as to who will be providing services and maintaining the Aging and Disability Resource Centers (ADRCs).
- Will peer support specialists be included with behavioral health services, as it is considered to be one of the best practices within the state?
- Does not ensure access to county based behavioral health services such as Community Support Programs (CSP), Comprehensive Community Services (CCS), and Community Recovery Services (CRS).
- How will the county share payments be used to support this program and will there be any change in what the county's share will be?
- How will the changes be rolled out?

Discussion then focused on making these issues known to the Wisconsin Counties Human Services Association. Aldred stated the Concept Paper has been presented and received by the Joint Committee on Finance and HHS will remain involved in the process.

- **Mental Health Peer Review: Walworth County Department of Health and Human Services**

Aldred stated HHS met with the Wisconsin Department of Health Services (DHS) in November 2015 as part of their requirement for receiving Federal funding. She said the State received a federal block grant for mental health dollars, of which HHS received approximately \$22,000. Aldred referred to Enclosure 7 of the packet, Mental Health Peer Review for Walworth County, and stated the review was positive overall. She gave a brief overview of the highlights and barriers encountered. Aldred stated two notable issues were the lack of transportation and the long wait time for appointments and callbacks. The purpose of the report was to provide written documentation of the meeting.

Correspondence

- **Farm Technology Days Booth Acceptance Letter (Public Health and the ADRC of Walworth County)**

Aldred stated both Public Health and ADRC will be participating in Farm Technology Days.

- **Recertification and On-Site Survey Findings on Community Support Program**

Aldred stated HHS received a two-year certification of the Community Support Program (CSP). She said this review reflects the dedication of the staff to the consumers with whom they work.

- **Car Seat Grant Award**

Aldred stated HHS was awarded the Walworth County Health and Human Services Child Safety Seat Grant for a maximum of \$4,000 to support the purchase of car seats for families in need.

- **Referral from the County Board: Milwaukee County Resolution No. 16-110 – A resolution urging the County Executive to explore all available options to improve the conditions at Lincoln Hills for Milwaukee County youth, authorizing the Department of Health and Human Services to consider alternative secure detention options, and supporting State legislation examining alternative juvenile justice models.**

Aldred stated the Milwaukee County Resolution relates to an investigation that was performed at Lincoln Hills, which is a state run children's correctional facility. She said there were allegations of abuse and neglect. Aldred stated none of the allegations were made by or affect any Walworth County residents. **(Motion and action taken below.)**

- **Referral from the County Board: Rusk County Resolution in Support of the Department of Health Services Enhancing the Quality of the Medicaid Non-Emergency Medical Transportation System**

Aldred gave a brief overview of the Rusk County Resolution and stated transportation has been a significant issue throughout the state. Aldred stated a couple of years ago the state went from a county based transportation system to a state based transportation system. She said during the last budget cycle the state looked at pulling out the southeast region from the transportation provider, as most of the problems and complaints were from this region due to a higher population. Aldred stated the budget change did not go through. She said the resolution consisted of two components: 1) Feedback from consumers to guide substantive changes to the program, address the inconsistency of trips, cost growth and contract payment structure; and 2) Consideration of reinstatement of a county operated Medicaid transportation system. Administrator David Bretl stated Walworth County disbanded the transportation program which was a permanent decision and the County no longer has the infrastructure to provide a county based transportation. Discussion then focused on implementation of the program, rising costs, inconsistencies, problems, possibility of adding more providers, and holding the providers accountable.

Citizen Representative Wucherer made a motion, second by Supervisor Staples, to place Enclosure No. 11, Referral from the County Board: Milwaukee County Resolution No. 16-110 and Enclosure No. 12, Referral from the County Board: Rusk County Resolution, on file. Motion carried 6-0.

Announcements – There were none.

Confirmation of Next Meeting – The next meeting was confirmed for April 27, 2016 at 2:00 p.m.

Adjournment

On motion by Supervisor Schaefer, seconded by Supervisor Staples, Chair Monroe adjourned the meeting at 2:53 p.m.

DRAFT

**Walworth County Board of Supervisors
Lakeland Health Care Center Board of Trustees Meeting Minutes
Wednesday, March 16, 2016
Walworth County Government Center
County Board Room 114
100 West Walworth Street, Elkhorn, WI 53121**

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

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

Others in Attendance

County Board Supervisors: County Board Chair Nancy Russell

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

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

On motion by Supervisor Schaefer, second by Supervisor Staples, the minutes of the February 17, 2016 minutes were approved by voice vote.

Public Comment – Guy Schenk, N3169 Kale Road, Lake Geneva, said he is an employee at Lakeland Health Care Center. He stated his concern about overtime mandating for employees on their days off, and asked how the overtime mandate was determined for Easter weekend.

Old Business

- Review proposed changes to the Walworth County Code of Ordinances – Chapter 51 regarding Limitations on Admissions and adding section on Corporate Compliance

Lakeland Health Care Center (LHCC) Administrator Bernadette Janiszewski said review of Chapter 51 was discussed last month, and it was suggested that the Board review the Ordinance and discuss revisions over the next several months. Janiszewski revised the sections discussed in February. She recommended changing the language in the section concerning Limitations on Admissions to eliminate the general language on background checks and include all the specific searches conducted on admission. In addition, she added a section on Corporate Compliance, as required by state and federal guidelines. Bretl said this Board can approve amendment sections one at a time, and he would hold the entire ordinance for approval by the County Board until the review is completed. **Supervisor Staples made a motion, seconded by Supervisor Schaefer, to approve the recommended changes to Sec. 51-52 of Chapter 51 and to approve adding a new section on Corporate Compliance. The motion carried 3-0.**

New Business

- Discussion and possible action regarding overtime statistics
- Janiszewski said the overtime statistics for January and February were included in the agenda packet. She said they are being proactive in filling positions and are actively recruiting for Certified Nursing Assistants (CNA). Last fall, because of the priority to fill open nursing positions, recruitment fell off a little. In addition, Janiszewski said she doesn't want to hire too many new employees at once to ensure a

smooth transition. Janiszewski said the training programs have been revamped, and they have established a mentoring program. Next month, she will have suggestions for the Board on acuity based scheduling and may be requesting additional positions in April or May.

Regarding Easter weekend, Janiszewski said management staff put the schedule out ahead of time to allow employees to find their own replacements if they want the weekend off, and encourage others to volunteer. Easter Sunday is no longer a holiday; several years ago the holiday was changed to the Friday preceding Easter. She asked the Board to consider switching the holiday back to Easter Sunday, as it is difficult to staff the weekend when employees aren't being paid holiday time. Janiszewski added that if overtime was mandated at the last minute, people would be forced to work extra hours with no notice.

Supervisor Staples said she brought up staffing difficulties on weekends at an earlier meeting. She questioned whether the pool staffing was working out as originally expected. Janiszewski said she will present their proposed "Weekend Warrior" program in May or June, which will help alleviate the overtime mandates. Supervisor Schaefer asked if the weekend personnel would get extra pay, and Janiszewski said they are considering it. LHCC pays shift premiums. Supervisor Staples is opposed to taking away the every other weekend schedule from regular employees, saying she is concerned about losing experienced staff.

LHCC Staff and Support Services Manager Seth Rehbaum said there are currently 24 open CNA positions. He commented that many of them started school again in the spring. Of the open positions, 14 of them were vacated because those people took pool positions at LHCC. The turnover rate for CNAs has been reduced since 2014. Rehbaum said that he is holding sessions for employees tomorrow and Friday to address concerns on mandating overtime.

Supervisor Staples asked if the County should be doing more to recruit employees. Human Resources Director Dale Wilson said staff has been trying to attract more employees, including attending career fairs and distributing literature, but there haven't been many applications. He said he doesn't feel that wages or benefits are the reasons for the lack of interest. Rehbaum said that December to March is a bad time for recruiting because Gateway training ends in November and begins again in February. In November, 16 nursing students from Gateway will be coming to LHCC for training. Rehbaum said one option in the hiring process is to offer applicants positions before they are certified, contingent upon them obtaining certification after hire. Wilson's concern is that if those individuals don't obtain their certifications, the County will have wasted its efforts in recruiting and training. Wilson was directed to research amending county ordinance to add Easter as a holiday for LHCC staff. It will be placed on the April LHCC Board of Trustees and Human Resources Committee agendas.

- Dry sprinkler system – options for repair

Janiszewski reported that during the five-year in-depth inspection of the sprinkler system, a large amount of organic matter was discovered to be plugging the system. Options for resolving the issue are flushing out the system, which would include having to go into the drywall and could take up to two months; or utilizing a chemical system whereby one chemical would be introduced to digest the organic matter, followed by another chemical to coat the pipes to avoid buildup. There is concern over the thickness of the piping; if the pipes corrode during flushing they would have to be replaced. She will update the Board and provide a repair recommendation at the next meeting after she meets with the vendor.

Administrator's Report

There were nine worker's compensation injuries in February; seven were strains from assisting residents, one was a slip on a wet floor, and one was caused by a slip on the ice.

Announcements – There were none.

Upcoming Events

During the week of July 25th there are many activities planned for the 10th anniversary of the facility. Janiszewski said every six months a memorial service is held at LHCC and encouraged people to attend the April 26th service if they have never done so.

Confirmation of next meeting: The next regular meeting was confirmed for April 27, 2016 at 1:00 p.m.

Adjournment

On motion by Supervisor Staples, second by Supervisor Schaefer, Chair Monroe adjourned the meeting at 1:45 p.m.

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

DRAFT

Walworth County Board of Supervisors
March 14, 2016 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, FSA/Ag Representative Matt Polyock, Citizen Members Michael Krejci, Mary Kaye Merwin and Kelly Pickel. Rosalie Riewer was excused. A quorum was declared.

Others in Attendance

County Staff: Christine Wen, Co-Department Head/Horticulture Educator; Jenny Wehmeier, Co-Department Head/Family Living Educator; County Administrator David Bretl; Debbie Burkman, 4-H Educator; Yolanda Pena, WNEP Coordinator; Kristine Ely, Agriculture Educator

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

On motion by Supervisor Russell, second by Citizen Member Merwin, the January 18, 2016 meeting minutes were approved by voice vote.

Public Comment – There was none.

Unfinished Business

- nEXT Generation Reorganization Update and Discussion

Christine Wen, Co-Department Head/Horticulture Educator, reported that the map delineating Walworth County's regional model has been approved. The region includes Rock and Jefferson Counties. Subgroups are being formed of area educators to formulate and implement plans. Wen said most likely the implementation of the model won't occur until November of 2016.

New Business

- LaCrosse County Resolution #83-2/16 – Opposition to the UW-Cooperative Extension Multi-County Reorganization Plan

Jenny Wehmeier, Co-Department Head/Family Living Educator, said this was referred by the County Board of Supervisors. A number of similar petitions are circulating statewide. Supervisor Russell said Walworth County has already addressed their concerns directly with the State on the issues. **Supervisor Russell made a motion, seconded by Citizen Member Krejci, to place LaCrosse County Resolution #83-2/16 on file. The motion carried 7-0.**

- Discover Extension Event Invitation

Wen said the Discover Extension event was created as a result of the Needs Assessment developed by staff. There will be informative sessions from each of Extension's program areas. The purpose of the event is also to strengthen, cultivate and engage partners within the community as well as the public. There will be two separate sessions on April 11 and 12. Citizen Member Merwin asked how the event is being publicized. Wen said all of the community partners have received the invite via email; emails were also sent to the public from their master email list; the event is posted on their Facebook page and on the Extension website. Merwin encouraged staff to also issue press releases for the general public. Citizen Member Krejci suggested contacting local churches to see if they would include the information in their bulletins.

Reports

- Family Living Educator Report – Jenny Wehmeier

Wehmeier said she included the report in January's packet, and asked if there were any questions. There were none.

- Wisconsin Nutrition Education Program (WNEP) – Yolanda Pena, Coordinator

Yolanda Pena distributed her 2015 year-end report on SNAP-Ed/WNEP programs conducted during the year. Major teaching events were Food Resource Management 81, Food Safety Topics 205, and Nutrition/Dietary Quality Topics. WNEP reached 571 individuals with newsletters/printed materials, using curricula newsletters and 10 tips from MyPlate, as indirect education. In the schools, 1,117 educational contacts were made through various programs; 532 were made at after school/summer programs; 146 preschoolers and parents were reached at Head Start Programs in 5 different locations in Walworth County; 227 contacts were made with parent groups at Head Start, CLC and RTC programs; 250 contacts were made with learners at WIC; 151 were made with senior adults at various locations; 225 contracts were made with adults at the Housing Authority in Elkhorn, the Association for Prevention of Family Violence in Elkhorn, and Latino groups in Whitewater and Elkhorn and at the Job Center in Elkhorn. Pena said they have cooperated and participated with six food pantries within the county, talking about specific topics such as how to cook the food they receive and create different recipes with meat, canned vegetables and fruit. Citizen Member Krejci asked Ms. Pena what her biggest challenges were over the last year, and she replied it was retaining the interest of people who have attended programming and offering additional programs for their benefit. Pena added that one of the things she would like to accomplish is in helping food pantries to be able to offer more healthy choices. Chair Kilkenny asked if she knew the percentage of individuals getting food from the local pantries and how much extra do they have to buy after getting provisions from the food pantry. Pena said families can use one food pantry per month, and how much they receive is dependent upon how large their families are. Also, families may also visit the Elkhorn food pantry in addition to their local pantry. She provides information to them on the food stamp program and names of churches who donate food to make ends meet.

- 2016 Farm Technology Days Update

Wehmeier said she is chairing the Education exhibit and Family Living tent. Kohl's Cares for Kids will be coming with safety-related items; county libraries are joining together and bringing books and explaining the services they offer; Aurora Health Care will do some health screenings and even dental exams.

Wen said she is on the Education committee and there will be various gardening projects, native bee hotels and classes on pollination. They are offering the programs to groups and 20 classrooms have already signed up.

Citizen Member Krejci said the Executive Committee will be meeting March 15th. The general exhibitor areas are filling up, but the booths within the tents still need to be filled. If anyone is interested, he encouraged them to contact Peg Reedy or to download an application from the Extension website. Chair Kilkenny suggested contacting local farmers' markets. Krejci said Fundraising and Youth Committees have done a great job. Parking and traffic control have been meeting with the Sheriff's Office. Citizen Member Merwin reported that she is in charge of the opening ceremonies and they have engaged some

special entertainment. Krejci said there are still plenty of volunteers needed for the event, and brochures are available at the Extension office to be distributed.

Kristine Ely, Agriculture Educator, is chairing the Equine area and is on the Education Committee. She added that some of the garden projects will address crop rooting depths. The equine area will feature working demonstrations of horses with sheep or cattle, and working dog demonstrations.

Debbie Burkman, 4-H Educator, said she is in charge of the youth village, which will consist of multiple smaller tents and one major tent. The smaller tents will each have a single focus, i.e, a children's farm, arts and crafts, natural sciences, etc. A lot of groups (daycares, youth camps, etc.) have been invited and as of now there will be 200 children attending each morning.

Citizen Member Merwin said there will be a scale model of Geneva Lake designed on the property, and historic and other events related to agriculture in in Lake Geneva.

Supervisor Russell asked if the Walworth County Fair Foundation will have a booth, noting that it would be a great venue to promote the fair. Krejci said he would investigate.

Chair Kilkenny asked about contingent plans in case of severe weather, and Krejci said the Executive Committee is holding a three hour tabletop session with emergency personnel to prepare.

Supervisor Russell said that committee meetings in July have been postponed for a week to allow people to attend Farm Progress Days. County Board will meet on July 12, and committees will meet the week of July 25.

- UW-Extension outreach and educational events. Information was included with the agenda packet.
- Chairperson's Report – None.

Announcements

- State WACEC meeting, June 20-21, 2016, Wausau "nEXT Generation: Balancing Tradition with Transition"

Wehmeier reported that no agenda or registration information has been distributed yet. She noted it might be a good year for committee members to attend if they haven't in the past. There is money in their budget for the event, and told members to contact her if they were interested.

Confirmation of Next Meeting. The next committee meeting was confirmed for Monday, May 16, 2016 at 1:00 p.m. – County Board Room 114 in the Government Center

Adjournment

On motion by FSA Representative Polyock, seconded by Citizen Member Krejci, Chair Kilkenny adjourned the meeting at 1:43 p.m.

DRAFT

**Walworth County Board of Supervisors
Executive Committee Meeting Minutes
Monday, March 14, 2016
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

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

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

Others in Attendance

County staff: County Administrator David Bretl; Walworth County Clerk Kim Bushey; Deputy County Administrator-Finance Nicki Andersen

Members of the public: Bryan Albrecht, President of Gateway Area Technical College

Vice Chair Kilkenny made a motion, seconded by Supervisor Staples to move item 9.a. for consideration before item 7., and to approve the agenda as amended. The motion carried 5-0.

On motion by Supervisor Brandl, second by Supervisor Staples, the February 15, 2016 meeting minutes were approved 5-0.

Public Comment – There was none.

- Presentation by Bryan Albrecht, President of Gateway Technical College, and discussion regarding the Gateway Promise

Bryan Albrecht, President of Gateway Technical College, said this is his 10th year at Gateway, and he is proud of the advances made at the institution during his tenure. He reported 24,000 people were impacted this year by the classes, programs and activities the College offers. He said he appreciates the efforts of Supervisor Russell and the Workforce Development Board and County Administrator Bretl and Walworth County Economic Development Authority (WCEDA) in increasing service capacity.

Albrecht summarized some of the improvements made at the Elkhorn campus, including a new library, health sciences area and student center. Gateway has added a new veterinary science program and there already are students on the waiting list. On April 20, a ribbon cutting will be held for the Reading Precision and Manufacturing Center, and machining programs and technology are being expanded.

President Albrecht gave a presentation on the Gateway Promise, which was launched on February 11. The Gateway Promise is funded by community support and will provide tuition and fees for students in Kenosha, Racine and Walworth Counties. Support is calculated after federal and state grants are applied. Eligible students will receive funding for six semesters up to 18 credits a semester, or \$10,500 total. The Gateway Promise requires that students maintain 12 credits or more full time status, have a 2.0 program grade point average and participate in academic planning, career and other workshops. Expected Family contribution must be \$3,000 or lower as calculated from the FAFSA. The Gateway Promise will help fill skilled worker shortages and improve employability and opportunities. Approximately 1,700 families in Walworth County are in need of tuition assistance.

In order to achieve the vision, a \$3 million endowment is required. \$1.6 million has been raised to date, and the foundation is hoping to raise the \$3 million within 18 months. Albrecht made a request for a contribution from the County. Once the endowment is fulfilled, no further funding requests would be

made. Supervisor Russell said Walworth County has made a commitment to teaching special needs children, and supporting the Lakeland Health Care Center is another priority. There is a cap on the amount of money that can be spent, and she expressed concern over adding another expense to the budget. Also, this program is for students eligible for FAFSA, and she feels the majority of the middle class won't benefit from the Gateway Promise. Vice Chair Kilkenny agreed that budgetary constraints are the primary consideration. Education is not the Board's priority, and he feels state and local officials and school boards are responsible for setting and achieving educational goals. Supervisor Russell said she is appreciative of the initiatives Gateway has taken in helping the community. Vice Chair Kilkenny agreed, stating that he has had very positive feedback from graduates on Gateway's improved programs. Chair Weber said unfortunately, money drives all issues. He is excited about the advances in manufacturing and technology programs, and applauds their effort to reach students regardless of their economic situations. Weber stated that industry is in crisis with the lack of skill base, and added that educators need to understand what specific employment needs are. President Albrecht thanked the Committee for their time and asked that they inform people about the opportunities available at Gateway.

Appointments. Recommendations regarding County Administrator's nominations:

- Wisconsin River Rail Transit Commission – reappointment of Eric Nitschke
- Lakeshores Library System Board of Trustees – reappointment of Signe Emmerich
- 911 Governing Board – reappointment of Bruce VanderVeen, David Fladten and Nancy Russell; appointment of Captain Jamie Green

Vice Chair Kilkenny made a motion to approve all of the County Administrator's recommendations, with the exception of the reappointment of Nancy Russell to the 911 Governing Board. Supervisor Russell seconded the motion and it carried 5-0. Vice Chair Kilkenny made a motion to recommend the reappointment of Nancy Russell to the 911 Governing Board. The motion was seconded by Supervisor Brandl and carried 4-0. Supervisor Russell abstained.

Consent Items – approval of expense/mileage reimbursement claims:

- Allan Polyock, county representative on WRRTC, in the amount of \$131.00

Vice Chair Kilkenny and Supervisor Staples moved to approve the reimbursement to Allan Polyock. The motion carried 5-0.

- Richard Brandl, County Board Vice Chair, in the amount of \$15.66

Vice Chair Kilkenny and Supervisor Staples moved to approve the reimbursement to County Board Vice Chair Brandl. The motion carried 4-0. Supervisor Brandl abstained.

New business

- Walworth County Board of Supervisors 2016-2017 meeting schedule

County Administrator Bretl said that the meeting schedule would be forwarded to the new Board in April for final approval. Drafting the schedule gives new members a starting timeframe to work with, and it is important to finalize the budget dates because of the significant planning involved and publication requirements. A recommendation to approve was not made by the Finance Committee meeting because there was objection to the suggestion to move two Board meetings to the afternoon because of upcoming elections and possible inclement weather. November 8, 2016 is the fall general election, and Bretl said the County Clerk staff would be working late and extended hours during that week. He supports holding the November 7 meeting in the afternoon to give the Clerk and staff an opportunity for a break before the election. The budget workshop and public budget hearing are scheduled for the evening, which gives the public an opportunity to provide input, although there has been meager public attendance in the past.

Vice Chair Kilkenny said he supports the proposed schedule, and added that most of the public input occurs at the committee meetings, which are held in the afternoons. Supervisor Russell said Board members are all conscientious and know the issues. By the time the County Board meets, members have already decided how they will vote. Public participation at Board meetings is rare, and the meetings are all video streamed live so the public can watch the proceedings. Vice Chair Kilkenny added that when issues have become contentious, the Board has always accommodated the public for input and comment. **Supervisor Russell made a motion, seconded by Vice Chair Kilkenny, to approve the proposed 2016-2017 County Board of Supervisors meeting schedule.** Supervisor Staples expressed concern about people who work during the day not being able to participate in the Board meetings. She asked that meetings scheduled for 2:00 p.m. in March and November be rescheduled to 3:30 p.m. Discussion ensued. Supervisor Brandl said he would endorse scheduling all future County Board meetings in the afternoons.

Supervisor Russell made a friendly amendment to her motion to hold all regularly scheduled County Board of Supervisors meetings at 3:30. The amendment was seconded by Vice Chair Kilkenny and the motion carried as amended, 5-0.

County Clerk Kim Bushey reminded the Committee that the April 19th and 21st Board meetings would be at 6:00 p.m.

- Discussion/possible action regarding a possible Committee of the Whole meeting relating to County Board Room upgrades.

Bretl said a placeholder has been put in the 2017 budget for renovation of the Board Room space. He requested a Committee of the Whole meeting be scheduled for input from Supervisors. **Vice Chair Kilkenny made a motion, seconded by Supervisor Staples, to schedule a Committee of the Whole meeting in July 2016 before the County Board meeting for the purpose of discussing County Board Room upgrades. The motion carried 5-0.**

Reports/announcements by Chairperson – None

Next meeting date and time – The next meeting was confirmed for Monday, April 25, 2016 at 10:00 a.m.

Claims and Litigation

The committee convened in closed session at 11:11 a.m. on motion and second by Vice Chair Kilkenny and 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 and Deputy County Administrator-Finance Nicki Andersen.

- a. Notice of Claim and Circumstances of Event – Cieara E. Kendall
- b. Notice of Claim and Circumstances of Event – William C. Hotz
- c. Claim for Vehicle Damage – Kristi Herek
- d. Notice of Injury and Notice of Claim – Rod Lee Steffen
- e. Class Action Settlement Notice – Marvin Bondhus MD v. Henry Schein, Inc.

The committee reconvened in open session at approximately 11:34 a.m. on motion and second by Vice Chair Kilkenny and Supervisor Brandl.

Vice Chair Kilkenny made a motion, seconded by Supervisor Brandl, to proceed as discussed in closed session on items a., b., c. and d., and to authorize Corporation Counsel to accept the settlement offer on item e. The motion carried 5-0.

Adjournment

On motion by Supervisor Brandl, second by Vice Chair Kilkenny, Chair Weber adjourned the meeting at 11:35 a.m.

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

DRAFT

**Walworth County Board of Supervisors
Land Conservation Committee Meeting Minutes
Monday, March 14, 2016 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 Charlene Staples at 2:03 p.m.

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

Others in Attendance:

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

Chairperson Nominations/Elections

Chair Staples announced that nominations for the Land Conservation Committee Vice Chairperson were open.

On motion by Supervisor Kilkenny, seconded by USDA/FSA Representative Matthew Polyock, Supervisor Kilkenny was nominated for Land Conservation Committee Vice Chairperson.

Chair Staples asked if there were any other nominations. There were none.

Supervisor Kilkenny moved to close nominations, second by Supervisor Russell. Motion carried 4-0. Supervisor Kilkenny was unanimously elected as Land Conservation Committee Vice Chairperson.

On motion by Supervisor Kilkenny, second by Supervisor Russell, the agenda was approved with no withdrawals.

On motion by Supervisor Kilkenny, second by Supervisor Russell, the January 18, 2016 Land Conservation Committee meeting minutes were approved.

Public Comment – There was none.

New Business

- Discussion/Possible Action – SE Area Tour – Shannon Haydin

Shannon Haydin, Deputy Director of Land Use and Resource Management (LURM), stated annual tours are conducted by the various land conservation departments throughout Wisconsin and Walworth County is scheduled to host the tour for the southeastern region in September. Haydin requested guidance and suggestions from the Committee relative to tour destinations. Discussion then focused on tours hosted in the past for approximately 50 to 70 people, which included boat tours of Lake Geneva, various farms, Andes Candies and Kikkoman. Suggestions from the Committee included possible tours of Southeastern Wisconsin Regional Planning Commission (SEWRPC), White River County Park, Lake Geneva Museum, Apple Barn Orchard and Winery, Staller Estate Winery, Kishwaukee Nature Conservancy, and Williams Bay pit. Michael Cotter, Director of LURM/Deputy Corporation Counsel, stated it would be beneficial to tie in the land conservation efforts with the wineries and how the water is being treated in and around the gravel pit. Haydin stated the matter would be brought back to the Committee for final approval.

- Discussion/Possible Action – LURM Annual SWRM Work Plan – Shannon Haydin

Haydin referred to the State of Wisconsin Memorandum sent by Richard Castelnuovo, Bureau of Land and Water Resources, relating to applications for grant money and the requirement for an annual work plan. She stated the Walworth County Land and Water Resource Management Plan: 5-Year Work Plan (2016-2020) was generally in the format required by the Department of Agriculture Trade & Consumer Protection (DATCP). Haydin said the Annual Work Plan being presented is reasonable and within the 2016 budget. Supervisor Russell expressed concern with chlorides in water runoff and the possibility of incorporating information to make the public aware of the situation. Haydin stated that making this part of the work plan would be beneficial, as it relates to the Rock River Basin Partnership and the Total Maximum Daily Loads (TMDL).

Supervisor Kilkenny made a motion, second by USDA/FSA Representative Matthew Polyock, to approve the proposed SWRM Work Plan. Motion carried 4-0.

- Discussion/Possible Action – LURM Conservation Annual Report – Shannon Haydin

Haydin gave a brief overview of the LURM Annual Report. She stated department wide there was an increase in revenue for 2015 and there is a trajectory of growth within Walworth County. Haydin said conservation inspections have been beneficial in eliminating problems. Cotter stated the staff is implementing a new computer system and offered the benefits of the equipment to the Committee. He said there are issues with the Federal Aviation Administration (FAA) rules and regulations with the use of drones. He stated Walworth County is not considered commercial or recreational. Discussion then focused on drone rules and regulations, files and their retention period. David Bretl, County Administrator, stated the Executive Committee would have to execute a policy prior to drone usage.

- Discussion/Possible Action – Farmland Preservation Non Compliance Recipients **Voluntary Waivers** (Larry Albrecht, William/Terese Baar Trust, Dennis Jacobs, Rose E Jacobsen Trust Life Est/Kenneth Jacobsen, Denis M McNamara/Alice A Antczak, Kathleen Roelli, James/Verena Schaefer, Andrew C Terpstra Trust) and **Failure to Certify** (Carter Johnson, Jason/Sasha Johnson) – Brian Smetana

Brian Smetana, LURM Sr. Rural Technician, gave a brief overview on the Farmland Preservation Non Compliance Recipients. He said participants choosing not to continue the program have signed Voluntary Waivers. Smetana stated that certified letters have been sent to those individuals who have not responded. He said there are approximately 330 participants.

Supervisor Kilkenny made a motion, second by Supervisor Russell, to approve the Farmland Preservation Non Compliance Recipients Voluntary Waivers and cancellation for the Failure to Certify. Motion carried 4-0.

Confirmation of next meeting – The next meeting was confirmed for Monday, April 25, 2016 at 2:00 p.m.

Adjournment

On motion by Supervisor Kilkenny, second by Supervisor Russell, the meeting adjourned at 2:42 p.m. Motion carried 4-0.

DRAFT

**Walworth County Board of Supervisors
March 14, 2016 Public Works Committee Meeting Minutes
Walworth County Government Center, County Board Room 114
100 W. Walworth Street, Elkhorn, Wisconsin**

The meeting was called to order by Chair Nancy Russell at 3:36 p.m.

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

Others in Attendance

County staff: County Administrator David Bretl; Deputy County Administrator-Finance Nicki Andersen; Director of Central Services Eric Nitschke; County Engineer Joe Kroll; Facilities Manager John Miller; Public Works Finance Manager Penny Bishop; Health and Human Services Director Elizabeth Aldred

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

On motion by Supervisor Schaefer, second by Supervisor Yvarra, the February 15, 2016 meeting minutes were approved 4-0.

Public comment – There was none.

New Business

- Approval to create a new Capital Improvement Plan (CIP) project for the purchase of an automated floor cleaner

Central Services Director Eric Nitschke reported the Jail Administrator is requesting purchase of an automated floor cleaner. Funds have been identified for the project. **Vice Chair Monroe made a motion, seconded by Supervisor Schaefer, to approve the creation of a capital project for the purchase of an automated floor cleaner, contingent upon Finance Committee approval of a budget amendment. The motion carried 4-0.**

- Approval to create a new CIP project for polishing the floors in the Superpod Circulation area of the Jail

Nitschke said approximately 2,500 square feet of flooring in Superpod at the Jail is badly deteriorated. The floor tile is lifting, presenting a safety hazard. The project was originally scheduled for 2017, but because of the condition of the floor, the Sheriff's Office is requesting to do the work this year. **Vice Chair Monroe made a motion, seconded by Supervisor Schaefer, to approve the creation of a 2016 CIP project for polishing the floors in Superpod, contingent upon Finance Committee approval of a budget amendment. The motion carried 4-0.**

- Approval to create a new CIP project for reconditioning the existing base cove moldings in the Jail
Nitschke reported that the Finance Committee has approved \$30,000 from Jail Assessment funds to repair the base cove moldings in the Jail corridor areas. **Supervisor Schaefer made a motion, seconded by Vice Chair Monroe, to approve the creation of a 2016 CIP project for reconditioning the base cove moldings in the Jail. The motion carried 4-0.**

- Approval of preliminary design engineering services award to Baxter Woodman for CTH H within the incorporated limits of the Village of Genoa City

Supervisor Schaefer made a motion, seconded by Vice Chair Monroe, to approve the preliminary award of the design engineering services to Baxter Woodman. Chair Russell emphasized the importance of including Village officials involved in project communication and planning. She said

Genoa City is building a new Village Hall and hopes that project can be coordinated with the road construction. Nitschke said he met with Village representatives last week, and there will be a follow up meeting the first week in June. He reminded the Committee that the 2017 roadwork will only include the segment with the lowest PASER rating, which is within the Village corporate limits. **The Chair called for a vote and the motion carried 4-0.**

- Award of bid for four tandem axle dump trucks, complete with snow removal equipment (Project 16-002)

One bid was received from CIT Trucks, LLC. Nitschke said another firm was interested, but they were disqualified because they bid the wrong transmission. There is \$907,200 in the budget for the truck purchases. **Supervisor Schaefer made a motion seconded by Vice Chair Monroe, to award the bid to CIT Trucks, LLC in the amount of \$902,894.52. The motion carried 4-0.**

- Award of bid for reconstruction of CTH NN-East Campus limits to CTH H – Elkhorn to Lake Geneva (Project 16-009)

Supervisor Schaefer made a motion, seconded by Supervisor Yvarra, to approve the bid award to Payne & Dolan, Inc. for the CTH NN East Campus Limits to CTH H-Elkhorn to Lake Geneva. The bid is well within the \$2.7 million project budget, Chair Russell noted. She requested that all future bid recommendations include the project budgets for committee information. **The motion carried 4-0.**

- Award of bid for asphalt paving – parking lot at White River County Park (Project 16-029)

Supervisor Schaefer made a motion, seconded by Vice Chair Monroe, to approve the bid award for the asphalt paving at White River County Park to Asphalt Contractors, Inc., in the amount of \$26,347. The motion carried 4-0.

- Discussion concerning knives in Walworth County buildings

Bretl reported that the State Legislature recently changed the law pertaining to knives. Several years ago, the law changed to permit individuals to carry concealed knives if they had a concealed gun carry permit. The most recent change allows persons to carry knives, including switchblades and butterfly knives, without a permit. A provision in the law allows municipalities to prohibit knives in their buildings. Sheriff Picknell and Director of Health and Human Services Elizabeth Aldred have requested an ordinance amendment to prohibit the public from carrying knives into the Sheriff's Office and Health and Human Services (HHS). State law already prohibits knives in Lakeland School and the Judicial Center. Bretl agreed the ban in the Sheriff's Office and HHS is reasonable because of the nature of the business transacted in those facilities. Aldred said that she spoke with Central Services Director Nitschke, and she is comfortable allowing Facilities staff to continue to carry utility knives, etc., necessary in their work. Bretl said the ban would need to be posted at entrances to those facilities. **Supervisor Schaefer made a motion, seconded by Vice Chair Monroe, to authorize an ordinance prohibiting the public to carry knives in the Sheriff's Office and Health and Human Services. The motion carried 4-0.**

Old Business – There was none.

Reports

- Report on Current Public Works Projects
 - Review of Change Order No. 1 to Project 15-045-Concrete floor polishing at Sheriff's Office
No action on this change order is required, because of the creation of the new capital project for the floor polishing.

➤ Update on CTH H-Voss Road (Elkhorn) to CTH A

Nitschke distributed colored aerial maps of the proposed project, which show intersections and land acquisitions. The project is scheduled for 2017, but most likely will be pushed back to 2018 because of the time involved in the necessary land acquisitions. In addition, the grant funding cycle starts late this year, so it would be difficult to commence construction by 2017. The project still falls under the 80/20 grant funding. Chair Russell expressed a concern over the curves on Schmidt Road posing a safety hazard. Nitschke responded that the curves will flatten out before the intersection. One of the upgrades on the road will be adding bike lanes all the way to CTH A, which will allow for wider shoulders and improve safety throughout.

➤ Report on payments on construction projects over \$100,000

Nitschke said that the Finance Department informed him that county ordinance requires reporting on partial payments on construction projects over \$100,000. He asked for input from the committee on what format they would prefer for the report, what information should be included, and how frequently they want the reports. Supervisor Schaefer said the budgets for the projects are already approved by the Committee and asked why partial payments other than change orders need separate approval. Bretl said he would research the reporting requirements and provide options. **Supervisor Schaefer made a motion, seconded by Vice Chair Monroe, to direct staff to research the requirements for construction project payments and provide information at the next committee meeting. The motion carried 4-0.**

➤ Status of Underground Storage Tank project

Nitschke reported that the closing documents are at the Department of Natural Resources (DNR) for approval. Facilities Manager John Miller said the tanks were removed years ago, and this relates to the ongoing site monitoring since the remediation of the tanks.

➤ Report on Change Order No. 8 to provide a concrete stoop and foundations at Door 109.2 and report on Change Order No. 9 to provide a prefab attic access hatch in Mechanical Room for the Sheriff's Office Range Remodel project

Both of the change orders are under \$5,000, which do not require committee approval. The specifics on the change orders are included in Nitschke's memo to the Committee.

➤ Report on increasing Venture Architects' fees for Health and Human Services (HHS) facility Feasibility Study

Nitschke said he believes it will be beneficial to conduct another feasibility study for a new HHS facility, in addition to the one Plunkett Raysich Architects developed for remodeling the existing building. Nitschke and Public Works staff met with HHS Director Liz Aldred and her staff to discuss facilities and programming needs and provided the information to Venture Architects. The results of the studies on remodeling and building a new facility will be presented to the Committee in June.

➤ CTH NN pedestrian trail.

Nitschke said it may be necessary to hold a special Public Works Committee meeting on April 21 before the County Board meeting concerning land acquisition for the pedestrian path on CTH NN, depending on the information he receives from the Department of Transportation.

- Reports/Announcements by Chair. There were no reports or announcements.

Correspondence – There was none.

The next meeting was confirmed for Monday, April 25, 2016 at 3:30 p.m.

Adjournment

On motion by Supervisor Schaefer, second by Vice Chair Monroe, Chair Russell adjourned the meeting at 4:27 p.m.

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

DRAFT

**Walworth County Criminal Justice Coordinating Committee
March 11, 2016 Meeting Minutes
Walworth County Judicial Center, Jury Assembly Room
1800 County Road NN, Elkhorn, Wisconsin**

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

Roll call was conducted. Members present included: Chair Judge David Reddy, Capt. Jon Anzalone-Elkhorn Police Department, Judge Phil Koss, Sheriff Kurt Picknell, Julia May-Public Defender's Office, Professor John Kozlowicz, District Attorney Daniel Necci, County Board Chair Nancy Russell, Director of Health and Human Services Elizabeth Aldred, Penny Vogt-Department of Corrections, County Administrator David Bretl, Elizabeth Aldred-Director of Health and Human Services, Sheila Reiff-Clerk of Circuit Court. A quorum was established.

Others in Attendance:

County staff: Treatment Court Coordinator Katie Behl; Jail Administrator John Delaney; Court Office Manager Kristina Secord

Members of the public: Julie Bonogofsky, Southeastern Monitoring

Agenda Approval

Chair Reddy requested that item 8.a., Election of Chair and Vice Chair, be postponed until after the election. It was suggested that a Judge in the criminal rotation should be Chair of the Committee.

County Board Chair Russell made a motion to table item 8.a. and to approve the agenda as amended. The motion was seconded by Sheriff Picknell and approved by voice vote.

Approval of December 11, 2015 Committee meeting minutes

Health and Human Services (HHS) Director Elizabeth Aldred asked that under Treatment Court Housing, second line, the word "providing" be changed to "receiving." **Aldred made a motion, seconded by Clerk of Courts Sheila Reiff, to approve the December 11, 2015 minutes as amended. The motion carried by voice vote.**

Public Comment – There was none.

Unfinished Business

• **OWI Court Report** – Judge Reddy

Judge Reddy reported that the proposal to allow participants in Treatment Courts to be given leeway in obtaining occupational licenses made it into an act, but failed in the Assembly. However, proposals may be reintroduced at the second session. Clerk of Courts Sheila Reiff suggested attempting to get someone on the Joint Finance Committee to introduce it into the budget. Chair Reddy said he would pursue the suggestion.

Judge Reddy reported he isn't sure of the status of the proposed Amendment to Act 100 to make 3rd and 4th OWI offenders eligible for treatment court funding. A bill to make 4th OWI offenses felonies has reached the Governor's desk, which may have an adverse effect on the proposal.

A draft of the OWI Court evaluation has been received from Dr. Gregory, and the final product should be ready for Committee review by June. Judge Reddy said the rate of recidivism for those not participating in treatment court is 35%; Walworth County has a less than 1% recidivism rate among participants.

Treatment Court Coordinator Katie Behl reported that two more participants will graduate next week. There are currently 26 active participants and six referrals. OWI Treatment Court has an 87% completion

rate and 83 have graduated since its 2011 inception. County Administrator Bretl asked if there was a reason that Walworth County was doing so well with the program. Judge Reddy said he feels staff's level of training and dedication, adherence to practice standards and appropriate treatment all contribute to the program's success. Behl added the program model has been well received by participants.

- **Drug Court Report** – Judge Reddy

Judge Reddy reported that the first Drug Court graduation was a huge success and attracted good media coverage. All participants in Drug Court were heroin users, and unfortunately there have been several relapses by participants in the later stages of the program. Staff is considering additional treatment alternatives to address the problem. Out of 29 participants, there have been five terminations from Drug Court. Two of those terminated because of crimes related to drug use. Bretl commented public perception is that these individuals will continue to commit crimes. District Attorney Necci said he sees two distinct types of individuals in Drug Court: One group's sole problem is their drug use; the other group has multiple problems in addition to their addiction, i.e., mental health issues. Behl said currently there are 23 active members in Drug Court and the referrals are ongoing.

- **Treatment Court Housing** – Liz Aldred

HHS Director Liz Aldred said two people are currently in treatment court housing. One has received two payments, and the other has received one. Others in Treatment Court have showed interest in housing but haven't followed through. At the next CJCC meeting Aldred will review the data on the current housing participants and referrals, and discuss budgeting if the Committee wishes to continue the program. Chair Reddy noted that he emailed Mr. Dimiceli and thanked him for his support and asked if he was interested in doing an article on the housing, but received no reply.

- **EBDM** – Judge Koss

Judge Koss said this program is only a bond bail matrix. Trying to obtain criminal records has been difficult and they are relying on self-reports. The program includes signature and cash bonds, ordering someone to be subject to GPS tracking, regular drug and alcohol testing, reporting to law enforcement, etc. Currently, there is no way of tracking to ensure bond compliance. Bonds from non-violent misdemeanors to violent felonies will be based upon the Virginia model evidence studies. Judges will receive a report based on the matrix to assist in making informed decisions. The matrix should be launched by April 15.

New Business

- **Election of Chair and Vice Chair** – postponed to June meeting.

- **TAD and CJCC Electronic Survey**

Behl said the survey on Treatment Alternatives and Diversion (TAD) program was received from the Department of Justice (DOJ). She has sent the County's program data to them. The survey contains questions on the composition of the local CJCCs and how often they meet. There have been many changes within DOJ in the past year, and she believes they are moving toward standardizing CJCCs throughout the State. The survey will assist them to determine how many CJCCs are operating within the state and what has proven effective. The TAD grant, which funds drug court, has become competitive, and the County has to reapply this year. Questions related to TAD included our drug court structure, frequency of drug testing, how often participants appear before the judge, risk assessment tools, outcomes, etc. The grant application is due by the end of June, and should be awarded before the end of

September if Walworth County is again selected. The results of the survey will be presented at the State CJCC meeting in May, and then disseminated to the local committees.

Confirmation of Next Meeting – The next meeting was confirmed for Friday, June 10, 2016 at 11:30 a.m.

Judge Koss made a motion, seconded by County Board Chair Russell, to authorize CJCC Chair Reddy and Vice Chair Christensen to serve until the elections for Chair and Vice Chair at the June 10, 2016 meeting. The motion carried by voice vote.

Adjournment

On motion by Sheriff Picknell, second by Clerk of Courts Reiff, Chair Reddy adjourned the meeting at 12:00 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
Human Resources Committee Meeting Minutes
Friday, March 11, 2016
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

The meeting was called to order at 9:30 a.m. by Chair Rich Brandl.

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

Others in Attendance

County Board members: County Board Chair Nancy Russell

County staff: County Administrator David Bretl; Human Resources Director Dale Wilson; Director of Health and Human Services Elizabeth Aldred; Deputy Director of Health and Human Services Robert Williams

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

On motion by Vice Chair Brellenthin, second by Supervisor Monroe, the minutes of the February 17, 2016 meeting were approved 3-0.

Public comment – There was none.

New Business

- Discussion and possible action regarding amending section 15-17 of the Walworth County Code of Ordinances Relating to Various Changes at Health and Human Services

Bretl thanked the committee for coming in for the special meeting because of time sensitive issues. He said both of the items under New Business are proposed reorganizations at Health and Human Services and Public Works.

Health and Human Services (HHS) Director Elizabeth Aldred said whenever a position opens up in her department staff reviews the vacant positions for added efficiencies, updates, etc. A Behavior Analyst position, originally funded for HHS and Lakeland School, has been open since August 2015. Aldred requested to reclassify that position to an HS Manager of Children and Families. In addition, an occupied position, HS Manager – Children’s Services, would be retitled to HS Manager – Children’s Developmental Services. The current Manager of the Children’s Division, Ety Wilberding, has announced her intention to retire in January 2017. She currently provides direct supervision to Birth to Three, CLTS, FSP and Children’s COP programs in addition to supervising the Child Welfare, Child Protective Services and Juvenile Justice programs. Aldred wants to utilize the vacant Behavior Analyst position to provide a solid transition for the impending retirement of the current Manager, which would allow programs to be transferred to the supervision of other management staff. No later than January 31, 2017, the HS Manager-Children’s Developmental Services would be downgraded to the Behavior Analyst position. The plan also allows Wilberding to train the new individual and focus more on her administrative management skills and experience until retirement. Due to the vacancy in the Behavior Analyst position, the department has available funds for the position. **Supervisor Monroe made a motion, seconded by Vice Chair Brellenthin, to recommend authorization to amend section 15-17 of**

the Walworth County Code of Ordinances Relating to Various Changes at Health and Human Services. The motion carried 3-0.

- Discussion and possible action regarding request to waive recruitment per 15-52(3) due to reorganization

Human Resources Director Dale Wilson said Director of Central Services Eric Nitschke was not able to attend the meeting, but included a memo with his request in the agenda packet. Nitschke is requesting to appoint the Acting Purchasing Manager to Purchasing Manager and waive recruitment. The open Senior Buyer position, vacated by the Acting Purchasing Manager, would be filled. Recruitment for a Buyer (which was reclassified from a Senior Buyer) is underway. Wilson noted that Nitschke may upgrade the Buyer position to Senior Buyer as the individual gains experience and knowledge. Public Works has sufficient budget to cover the proposed reorganization in Purchasing. Vice Chair Brellenthin said he was confused by the proposed chain of command. Wilson said with the potential transition to two Senior Buyers, each would have an assistant reporting to them, and the Senior Buyers would report to the Purchasing Manager.

County Board Chair Russell questioned the levels of authority within a small division, as multiple layers of supervision become cumbersome and communication suffers. She thinks the Purchasing Manager should have supervision over all of the positions. Chair Brandl agreed, asking if the reporting structure could be simplified. Wilson said he would convey the Committee's concerns to Nitschke. County Administrator Bretl said the reorganization is a work in process. He supports the plan to downgrade the Senior Buyer position to Buyer. Government Purchasing doesn't transfer well into the private sector because of the diversity in our organization. Thus, it makes sense to grow individuals within the department who have good work ethics, computer and personal skills. **Vice Chair Brellenthin made a motion, seconded by Supervisor Monroe, to approve waiving recruitment for the Purchasing Manager position pursuant to sec. 15-52(3) of the County Code of Ordinances due to reorganization. The motion carried 3-0.**

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

Confirmation next meeting: The next meeting was confirmed for Wednesday, April 27, 2016, at 3:30 p.m.

Adjournment

On motion by Vice Chair Brellenthin, seconded by Supervisor Monroe, Chair Brandl adjourned the meeting at 9:51 a.m.

Walworth County Board of Adjustment

MINUTES

March 9, 2016 - Hearing – 9:00 AM

March 10, 2016 – Meeting – 9:00 AM

County Board Room

Government Center – Elkhorn, Wisconsin

A hearing and decision meeting of the Walworth County Board of Adjustment was held on March 9 & 10, 2016, in the County Board Room of the Government Center in Elkhorn, Wisconsin. Those present on March 9, 2016, were Vice-Chair Elizabeth Sukala, Secretary Ann Seaver and 1st Alternate Franklin B. Jones. Deb Grube, Senior Zoning Officer and Wendy Boettcher, recording secretary were in attendance. Those present on March 10, 2016, were Vice-Chair Elizabeth Sukala, Secretary Ann Seaver, and 1st Alternate Franklin B. Jones. Michael Cotter, Director of the Land Use & Resource Management Department, was in attendance for a portion of the meeting. Deb Grube, Senior Zoning Officer and Wendy Boettcher, recording secretary were in attendance. “Sign-in” sheets listing attendees on March 9, 2016, and March 10, 2016, are kept on file as a matter of record.

The March 9, 2016, hearing was called to order by Acting Chair Elizabeth Sukala at 9:00 A.M. Wendy Boettcher conducted roll call and verified that there was a quorum. Those present were same as listed above. **Ann Seaver motioned to approve the agenda as amended to remove item 7A3. Joshua D. & Sally J Witkowski / Geneva Township. Seconded by Franklin B. Jones. Motion carried. 3-favor, 0-oppose. Ann Seaver motioned to approve the February 10 & 11, 2016, Minutes and dispense with the reading. Seconded by Franklin B. Jones. Motion carried. 3-favor, 0-oppose. After testimony of all cases, Ann Seaver motioned to recess until 9:00 A.M. on Thursday, March 10, 2016. Seconded by Franklin B. Jones. Motion carried. 3-favor, 0-oppose.** The March 9, 2016, hearing went into recess at approximately 10:32 A.M.

On March 10, 2016, at 9:00 A.M., Acting Chair Elizabeth Sukala called the decision meeting to order. Wendy Boettcher conducted roll call and verified that there was a quorum. Those present were same as listed above. **Ann Seaver motioned to approve the agenda as amended to remove item 5A3. Joshua D. & Sally J. Witkowski / Geneva Township. Seconded by Franklin B. Jones. Motion carried. 3-favor, 0-oppose. After the decisions were completed, Ann Seaver motioned to adjourn until the April 13, 2016, hearing at 9:00 A.M. Seconded by Franklin B. Jones. Motion carried. 3-favor, 0-oppose.** The March 10, 2016, decision meeting adjourned at approximately 10:39 A.M.

Six variance hearings were scheduled and details of the March 9, 2016, hearings and the March 10, 2016, decisions are digitally recorded and available to the public upon request / video to view on our website: www.co.walworth.wi.us.

Old Business - none

New Business – Variance Petitions

Hearing – Count #9:06:15 – 9:16:15 / Decision – Count #9:03:40 – 9:05:49

The First Hearing was Douglas L. & Jeanne M. Frederick Trust, owner / Doug Frederick, applicant – Section(s) 16 – Linn Township

Applicants are requesting a variance from Section(s) 74-38 / 74-52 / 74-92 of Walworth County's Code of Ordinances – Zoning to permit the location of a pool.

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

VARIANCE REQUEST: The applicants are requesting a 16' side yard setback. The request is a variance from Section(s) 74-38 / 74-52 / 74-92 of Walworth County's Code of Ordinances – Zoning to permit the location of an above ground pool.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of March 9 & 10, 2016, for the petition of Douglas L. & Jeanne M. Frederick Trust, owner / Doug Frederick, applicant, voted to **APPROVE with condition** the request for a 16' side yard setback.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found to approve the variance request with the condition the variance is for this pool only. The above ground pool has a life expectancy of approximately another 8 – 10 years. The Board found that when the pool has reached the end of its life and is removed, it will be replaced in a compliant location or receive a new variance. The Board found the request to be a small increment of relief for the temporary structure. The Board found to approve the variance request would cause no harm to public interests. There were letters of support from the Town of Linn and four neighboring property owners. There was no opposition.

Hearing – Count #9:16:16 – 9:49:48 / Decision – Count #9:05:50 – 9:11:53

The Second Hearing was John J. & Margaret E. Tourville, owners / John Tourville, applicant – Section(s) 33 – Delavan Township

Applicants are requesting a variance from Section(s) 74-167 / 74-181 of Walworth County's Code of Ordinances – Shoreland Zoning to construct a boathouse, retaining walls, a patio and to do grade changes within 75' of the shore.

REQUIRED BY ORDINANCE: The Ordinance requires boathouses to be on slopes of less than 12% and requires structures such as retaining walls and patios to meet a 75' shore yard setback and prohibits grade changes within 75' of the shore.

VARIANCE REQUEST: The applicants are requesting a boathouse on slopes of 29%, to construct a patio with a 35.6' shore yard setback, to install retaining walls and grade changes approximately 12' from the ordinary high water mark. The request is a variance from Section(s) 74-167 / 74-181 of Walworth County's Code of Ordinances – Shoreland Zoning to construct a boathouse, retaining walls, a patio and to do grade changes within 75' of the shore.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of March 9 & 10, 2016, for the petition of John J. & Margaret E. Tourville, owners / John Tourville, applicant, voted to **APPROVE with condition** the request for a boathouse on slopes greater than 12% and to **DENY** the request to construct a patio with a 35.6' shore yard setback, retaining walls and grade changes approximately 12' from the ordinary high water mark.

A motion was made by Ann Seaver to approve the boathouse with conditions and to deny the patio and the retaining wall. Seconded by Franklin B. Jones. Motion carried. 3-favor 0-oppose

BOARD OF ADJUSTMENT FINDINGS: The Board found to approve the variance request for the boathouse with the condition the boathouse is relocated to the west side of the lot approximately 3 feet from the existing staircase. The Board found to relocate the boathouse will allow the owner to use the existing permitted shore yard path for access. The Board found to approve the variance request as conditioned will allow the owner to continue to keep marine equipment under cover. The Board found the owner has worked with the County Land Conservation Division to minimize land disturbance in the shore yard.

The Board found to deny the request for the patio, retaining wall and grade changes approximately 12' from the ordinary high water mark will aid in the preservation of the shoreline with as little disturbance in the shore yard as possible. The Board found the movement of soil on the hillside can be more readily addressed by repairing the existing retaining wall and with proper landscaping to hold the hill in place. The Board found the owner intends to continue to work with the County Conservation Division. The Board found to approve the variance request would not benefit the water quality of Delavan Lake. The Board found the owner does have use of an existing patio that lies outside of the 75' shore yard setback. The Board found there will be no infringement allowed on the sanitary easement that crosses the property.

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

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

The Third Hearing was Joshua D. & Sally J. Witkowski, owners – Section(s) 33 – Geneva Township

Applicants are requesting a variance from Section(s) 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to repair and replace portions of upper and lower decks in the shore yard.

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

VARIANCE REQUEST: The applicants are requesting an approximate 16' shore yard setback. The request is a variance from Section(s) 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to repair and replace portions of upper and lower decks in the shore yard.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of March 9 & 10, 2016, did not vote on the petition of Joshua D. & Sally J. Witkowski, owners.

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

Hearing – Count #9:49:49 – 09:59:59 / Decision – Count #9:11:54 – 9:19:29

The Fourth Hearing was Kevin T. & Teresa L. Akey, owners – Section(s) 1 – Richmond Township

Applicants are requesting a variance from Section(s) 74-51 of Walworth County's Code of Ordinances – Zoning to permit the location of buildings upon rezone to A-4.

REQUIRED BY ORDINANCE: The Ordinance requires a 75' setback from side and rear property lines.

VARIANCE REQUEST: The applicants are requesting one building with a 10.68' side yard and 32.12' rear yard setback and a second building with a 42.50' side yard setback for a pool business. The request is a variance from Section(s) 74-51 of Walworth County's Code of Ordinances – Zoning to permit the location of buildings upon rezone to A-4.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of March 9 & 10, 2016, for the petition of Kevin T. & Teresa L. Akey, owners, voted to **APPROVE with condition** the request for one building with a 10.68' side yard and 32.12' rear yard setback and a second building with a 42.50' side yard setback for a pool business.

A motion was made by Ann Seaver to approve the variances if the proposed rezone and conditional use requests are approved by the Walworth County Zoning Agency. Seconded by Franklin B. Jones. Motion carried. 3-favor 0-oppose

BOARD OF ADJUSTMENT FINDINGS: The Board found to approve the variance request with the condition the County Zoning Agency grant rezone and conditional use approval. The Board found the owner did receive approval from the Town. The Board found the buildings have existed for some time. The Board found the buildings are located back from the road and are not easily seen from the road. The Board found the need for a variance was created by the change in setback requirements for the existing buildings brought about by the proposed rezoning of the property. The Board found to deny the variance request would cause unnecessary hardship and require the owner to move the buildings. The Board found to approve the variance request would cause no harm to public interests. There was one letter of support from the Town of Richmond. There was no opposition.

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

Hearing – Count #10:00:00 – 10:17:43 / Decision – Count #9:19:30 – 9:22:13

The Fifth Hearing was Robert C. & Gail A. Hansen Trust, owner / Robert Hansen, applicant – Section(s) 21 – Darien Township

Applicants are requesting a variance from Section(s) 74-55 of Walworth County's Code of Ordinances – Zoning to permit the location of buildings upon rezone to B-4 for auto repairs, sales and body work.

REQUIRED BY ORDINANCE: The Ordinance requires a 40' side yard setback.

VARIANCE REQUEST: The applicants are requesting a 23.6' side yard setback. The request is a variance from Section(s) 74-55 of Walworth County's Code of Ordinances – Zoning to permit the location of buildings upon rezone to B-4 for auto repairs, sales and body work.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of March 9 & 10, 2016, for the petition of Robert C. & Gail A. Hansen Trust, owner / Robert Hansen, applicant, voted to **APPROVE** the request for a 23.6' side yard setback.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found the proposed business operation is compatible with uses on surrounding properties. The Board found the location of the building on the parcel and the angle of the road brings the existing building into noncompliance in the B-4 zoning district. The Board found the variance request to be a small increment of relief. The Board found the proposed rezoning of the property creates the need for a variance. The Board found the owner did receive Town approval. One person spoke in support. There was no opposition.

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

Hearing – Count #10:17:44 – 10:30:41 / Decision – Count #9:22:14 – 9:26:45

The Sixth Hearing was Jennifer A. Bierman & James E. Griffin, owners / Theodore N. Johnson of Godfrey, Leibsle, Blackbourn & Howarth, S.C., applicant – Section(s) 31 – Delavan Township

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

REQUIRED BY ORDINANCE: The Ordinance requires a 65.5' shore yard setback (average) for an addition, deck and patio; and prohibits grade changes within 75' of the shore.

VARIANCE REQUEST: The applicants are requesting an approximate 59.17' shore yard setback for an addition, a 49.74' shore yard setback for a deck and grade changes and a patio

with a 49.74' shore yard setback. The request is a variance from Section(s) 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to construct an addition to a single-family residence, to reconstruct a deck and proposes grade changes to install a patio in the shore yard.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of March 9 & 10, 2016, for the petition of Jennifer A. Bierman & James E. Griffin, owners / Theodore N. Johnson of Godfrey, Leibsle, Blackburn & Howarth, S.C. applicant, voted to **APPROVE** the request for a 59.17' shore yard setback for an addition, a 49.74' shore yard setback for a deck and grade changes and a patio with a 49.74' shore yard setback.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found variance approval would improve safety by putting this deck on the same level as the rest of house. The Board found the reconfiguration of roofline over the deck will improve a runoff drainage system that will prevent a cascade effect. The Board found the owner will remove the latticework and put a pervious surface under the deck. The Board found the owner will eliminate steps from one side of the deck and will also remove the hot tub. The Board found the deck was permitted at one time but ordinance changes in calculating shore yard setback averaging brought the deck out of compliance. The Board found to approve the variance request would cause no harm to public interests. There were letters of support from the Town of Delavan and a neighboring property owner. There was no opposition.

Other

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

Staff Reports

- A. Court cases update - none
- B. Distribution of reports, handouts and correspondence - none
- C. Board of Adjustment Training

Board members were informed of pending state legislation that could affect future Board of Adjustment decisions on variance requests. Board of Adjustment decorum and the decision making process were discussed. A question and answer session followed.

Proposed discussion for next agenda

The following items were requested to be put on the April 2016 agenda, if applicable:

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

ANN SEAVER
WALWORTH COUNTY BOARD OF ADJUSTMENT

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

DRAFT

**Walworth County Aging & Disability Resource Center Governing Board
March 7, 2016 Meeting Minutes
Walworth County Health and Human Services Center
W4051 County Road NN, Elkhorn, WI 53121**

The meeting was called to order at 9:01 a.m. by Chair LaVerne Duncan.

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

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

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

On motion by Board Members Scheuerman and Atkinson, the February 1, 2016 meeting minutes were approved by voice vote.

Public Comment – There was none.

Unfinished Business

- Notice of Interest Forms – Board Applicants

Health and Human Services Division Manager Lori Muzatko said Chair Duncan's term expires at the end of June. Three applications for the Board were received: Thomas D. Benzinger, Michael D. McKay and Vicki Nass. Muzatko and Chair Duncan will interview the three candidates, either in person or by telephone, and will bring back a recommendation for Board approval at the April meeting. It is important that the right mix of experience and qualifications be chosen to fit the complexion of the current Board. Chair Duncan said it is encouraging that more applications were received for this term. The Board meets the requirements for representation of the population age 60 or older; therefore, the candidate chosen does not need to be over 60.

New Business

- 2015 Aging Unit Self-Assessment

Director of Aging and Nutrition Support Supervisor Anne Prince included the three year Self-Assessment with the meeting agenda packet. The black text is for 2013, green represents 2014 and 2015 updates are in blue ink. The plan is a working document, with notes added for goals, achievements, programming and activities as they occur. ADRC's Marilyn Free has been extremely helpful in updating the plan and diligent in making sure deadlines are met. Muzatko said Prince and ADRC Director Jennifer Selz are both involved in the self-assessment and goals. Muzatko asked for Board input, and recommended approval of the plan. Once the Self-Assessment is approved, it will be forwarded to GWAAR for review/input and ultimate approval. Muzatko added that the Self-Assessment is a good tool for the department to assess progress and identify areas needing more attention. **Board Members Atkinson and Kelly moved to approve the 2015 Aging Unit Self-Assessment. The motion carried 5-0.**

- 2016 ADRC Contract Highlights

Aging Director Jennifer Selz said in previous years, the contract with the State of Wisconsin was fairly standard. This year, the Office for Resource Center Development (ORCD) has mandated considerable

operational changes in order to have consistency among all of the ADRCs throughout the state. Selz explained the changes that impact the County's ADRC, including: changing the current signage externally and internally to display the state-approved ADRC logo at the County's cost; all marketing materials, i.e., pens, folders, notepaper, newsletters, etc. have to be changed to include the ADRC logo, phone number and website address and have to be pre-approved by the State for compliance before ordering; tracking of consumer hold time and abandoned calls on the phone system; a portable hearing loop system is required, which allows persons with T coil hearing aids to hear more clearly. The system can be used at the receptionist desk, in interview rooms and offices. It will be purchased with grant funds. A new client tracking system with more reporting requirements has to be implemented to ensure uniformity among county ADRCs. Data entry has changed, requiring multiple entries for each consumer contact. Selz said the biggest change is that the ADRC is now required to compile a business plan, which is data focused on information the County hasn't previously collected. Staff has created a spreadsheet with a fiscal component, which tracks what each service provided to a consumer costs. This also involves staff's 100% time reporting, as they have to now record what type of service they were providing, whom they were serving, and whether the service is related to ADRC. This will be even more time consuming for staff and will require more supervisor oversight of employees' time reporting to minimize errors and to match internal timecards. Encounter reporting is now required monthly, as opposed to every three months. Selz said she would provide reports on compliance as updates occur. Chair Duncan commented that although the data collection should improve, it will require more extensive staff time. Selz commented that uniformity should have been required by the state when counties began the ADRCs.

- **ADRC Governing Board Bylaw Review**

Muzatko said the Bylaws were last revised in 2012. She spoke with Chair Duncan about having the Board review them for updates and eliminations, to consider whether the Board is performing the duties set forth in the Bylaws, and whether they feel changes should be made, such as the number of Board members. **Consensus was to hold this item for discussion/action at the April 4 meeting.**

Reports

- Transportation Coordinating Committee – Meeting Minutes – 12/07/2015
- Greater Wisconsin Agency on Aging Resources (GWAAR) Council Meeting Minutes – 10/29/2015
- Greater Wisconsin Agency on Aging Resources (GWAAR) Board of Director Minutes – 12/11/2015

Chair Duncan said that at the State Advisory Council meeting, members met with a dementia care specialist from Dane County who is eager to meet with other counties. He is willing to attend a future Board meeting to discuss the topic. The assembly bills for dementia care, Alzheimer's caregivers and increase in funding for dementia specialists have made it almost all the way through the legislature, which is encouraging news.

Announcements

- Colleen Lesniak, Walworth County's Volunteer Coordinator, will be attending the April 4 meeting to talk about the upcoming 2016 Farm Technology Days hosted by Walworth County. The event will be held in the middle of July and draws 45,000-60,000 people annually. ADRC and Public Health have applied to be exhibitors, which will be a good opportunity to reach target populations. Lesniak is hoping to recruit volunteers.

- Anne Prince said at the County Board meeting on March 8, outstanding county volunteers will be recognized for their service, including Chair Duncan! On April 13 is the annual volunteer recognition luncheon to thank all of those people who generously donate their time.
- Muzatko reported the May 2 meeting date conflicts with the annual Alzheimer's convention and asked the Board to consider canceling the meeting or moving the date to May 9.
- Board Member Judy Atkinson said she cannot attend the April 4 meeting, but will be available by phone.
- Elections for Chair and Vice Chair of the Board will be held at the June 2016 meeting.

Confirmation of next meeting date and time: The next meeting was confirmed for Monday, April 4, 2016 at 9:00 a.m.

Adjournment

On motion by Board Members Kelly and Scheuerman, Chair Duncan adjourned the meeting at 10:00 a.m.

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

Walworth County Board of Supervisors

DRAFT

**March 7, 2016 Transportation Coordinating Committee Meeting Minutes
Walworth County Government Center, County Board Room 114
100 W. Walworth Street, Elkhorn, Wisconsin**

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

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

Others in Attendance

County Staff: County Administrator David Bretl; Senior Accountant Todd Paprocki, Deputy County Administrator-Finance Nicki Andersen; Transportation Consultant David Lowe

Members of the public: Eric Russow, 1527 Meadow Lane, Elkhorn, Wisconsin; Judith Atkinson, W2335 County Road D, Elkhorn, Wisconsin

On motion by Hallatt, second by Leffelman, the agenda was approved by voice vote.

On motion by Monroe, second by Grant, the February 1, 2016 meeting minutes were approved by voice vote.

Public Comment

Eric Russow reported on behalf of the group to make Elkhorn a Dementia Friendly Community that VIP Services will be sending five employees for training in providing services to those with dementia. Those employees will train others at VIP.

New Business

- Review/approve listening sessions template and locations, dates, times and attendees

Chair Russell asked for comments on the draft Listening Session Plan – Locations. Vice Chair Kerwin said the suggestions are an attempt to get the best geographical and diverse representation of county residents. Transportation Consultant David Lowe suggested choosing one location focused on the senior population and another location with more disabled individuals. Cynthia Simonsen suggested libraries in each community. Locations for the sessions were agreed upon as follows:

- **Delavan:** Delavan Library and Parkside Village
- **East Troy:** The Heritage Senior Apartments and East Troy Village Hall
- **Elkhorn:** Matheson Library and VIP Services, Inc.
- **Lake Geneva:** Lake Geneva Library and Lakes Area Senior Club – Highlands of Geneva Crossing
- **Whitewater:** Brookdale Manor, Senior Center and Library
- **Pell Lake/Genoa City:** Tentative. Possibly Pell Lake Village Hall or Seniors Club. Supervisor Monroe will confirm.
- **Darien:** Library (the Senior Center is there also)
- **Williams Bay:** Library.

County Administrator Bretl said his office could prepare the press releases and will set up the listening sessions for May and June. If a target group doesn't meet in May or June, he will attempt to schedule those groups in April. Once the tentative dates are set, Administration will contact TCC members by

email to see when they are available to attend. Listening sessions will be hosted by no more than three Committee members.

Other groups and locations were discussed to solicit feedback and raise awareness. Consensus was to include other sessions and options as follows:

- Invite administrators from area assisted living and nursing homes to attend an upcoming TCC meeting or respond to a survey
- Post information about the sessions on bulletin boards. The ADRC newsletter also goes out to local churches, and they will provide information on upcoming sessions and locations.
- Silver Screen Movie Club at the Showboat Theatre in Lake Geneva
- Present transportation resources at the upcoming Walworth County Association for Retarded Citizens, Inc. (ARC) luncheon in April.
- Medical clinics: Consensus was to wait until several listening sessions are conducted, and then arrange to meet with senior case managers/senior resource nurses at Mercy and the Aurora Lake Geneva clinic. Jenni Hallatt and Susan Leffelman volunteered to facilitate those meetings.

Advertising for the listening sessions was discussed. Options include issuing a press release to all of the local papers, the Lake Geneva radio station and Wisconsin Public Radio. Bank newsletters geared towards seniors were also mentioned, as well as posting notices at local pharmacies. Lori Muzatko will do a feature in the next ADRC newsletter advising that listening sessions will be conducted and will put finalized dates in upcoming newsletters. Jenni Hallatt advised that manpower and budget for the advertising will have to be considered.

- Discussion and possible action regarding Mobility Manager job description

Mr. Lowe included a draft job description for a Mobility Manager in the agenda packet. He asked the Committee where they thought the person would be housed, and what his/her principal role would be. He sees the position as phasing out the role he is serving as transportation consultant and taking over his duties. Chair Russell feels this person needs to do outreach within the community to let people know what services are available and to provide input as to the need for expanded services. Lowe said VIP Services would continue to take transportation requests, but would refer individuals to the Mobility Manager if VIP cannot provide the transportation. Bretl suggested the position also be required to do troubleshooting when needed. He reminded the Committee the position is contingent upon the receipt of grant funds and has to go through the committee and County Board process for creation and recruitment. Vice Chair Kerwin asked how the position would fit into the larger scheme – i.e. would the Mobility Manager report to Health and Human Services, Administration, or another department? Chair Russell said oversight should be in Administration, as the Manager would be dealing with all individuals needing transportation, not just seniors and the disabled population. Grant asked if the Manager would be supervising employees. Bretl replied the transportation service is currently outsourced to one vendor, but if other providers are added, contract management would be a responsibility of that position. Lowe said the Manager needs to be a champion for expanded transportation and project the image that county transportation will eventually be for everyone, not just the seniors and disabled. Chair Russell asked that the word “elderly” in the job description be changed to “senior(s).” Bretl will work on additions/revisions to the job description and put it in the County’s format for final review at the April committee meeting.

- Update from VIP regarding transportation operations

Bretl said this item will be added to every agenda to address any questions during the month, or if Executive Director Simonsen has anything to report. Simonsen said they have received all of their new vehicles, three of which are Toyota rear-loading minivans which allow for bariatric wheelchairs and riders. There are 42 vehicles in the fleet. VIP has also changed some staffing patterns and offered full-time work to five of their drivers because of the increased demand.

Transportation financial summary

Senior Accountant Todd Paprocki said \$12,441 from 2015 section 85.21 funds was carried over to 2016. Jenni Hallatt said she would like a report on the number of actual riders periodically as well as the number of trips. Grant suggested a monthly report on individual riders. Simonsen said she would work with Paprocki to determine the easiest way to produce the report.

Announcements. There were none.

Simonsen asked about funding for shared ride taxis. Lowe said state 85.20 funds were put in the rural pool, and the County should receive a portion of those funds in this calendar year. He said he hasn't heard from the State about getting the increase in operating funds he requested.

Confirmation of Next Meeting: The next committee meeting was scheduled for Monday, April 4, 2016 at 1:30 p.m.

Adjournment

On motion by Vice Chair Kerwin, second by Supervisor Monroe, Chair Russell adjourned the meeting at 2:38 p.m.

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

Walworth County Board of Adjustment
MINUTES

February 10, 2016 - Hearing – 9:00 AM

February 11, 2016 – Meeting – 9:00 AM

County Board Room

Government Center – Elkhorn, Wisconsin

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

The February 10, 2016, hearing was called to order by Acting Chair Elizabeth Sukala at 9:00 A.M. Wendy Boettcher conducted roll call and verified that there was a quorum. Those present were same as listed above. **Ann Seaver motioned to approve the agenda as presented. Seconded by Franklin B. Jones. Motion carried. 3-favor, 0-oppose. Ann Seaver motioned to approve the January 13 & 14, 2016, Minutes and dispense with the reading. Seconded by Franklin B. Jones. Motion carried. 3-favor, 0-oppose. After testimony of all cases, Ann Seaver motioned to recess until 9:00 A.M. on Thursday, February 11, 2016. Seconded by Franklin B Jones. Motion carried. 3-favor, 0-oppose.** The February 10, 2016, hearing went into recess at approximately 9:58 A.M.

On February 11, 2016, at 9:00 A.M., Acting Chair Elizabeth Sukala called the decision meeting to order. Wendy Boettcher conducted roll call and verified that there was a quorum. Those present were same as listed above. **Ann Seaver motioned to approve the agenda as presented. Seconded by Franklin B. Jones. Motion carried. 3-favor, 0-oppose. After the decisions were completed, Ann Seaver motioned to adjourn until the March 9, 2016, hearing at 9:00 A.M. Seconded by Elizabeth Sukala. Motion carried. 3-favor, 0-oppose.** The February 11, 2016, decision meeting adjourned at approximately 9:28 A.M.

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

Old Business - none

New Business – Variance Petitions

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

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

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

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

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

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

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

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

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

The Second Hearing was Michael Dean & Tina Marie Chorneyko, owners – Section(s) 11 – Walworth Township

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Other

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

Staff Reports

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

Proposed discussion for next agenda

The following items were requested to be put on the March 2016 agenda, if applicable:

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



ANN SEAVER
WALWORTH COUNTY BOARD OF ADJUSTMENT

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

HONEY LAKE PROTECTION AND REHABILITATION DISTRICT

BOARD OF COMMISSIONERS

JOHN LUTZ: CHAIRMAN; (re-elected for 3-year term, 8/25/13)
SHELLEY HILDEBRANDT: SECRETARY; (appointed 12/15/15 for the balance of
Judith Correll's term, expiring 8/17, after Ms. Correll resigned 12/15)
JOE KOLOSSO: TREASURER; (re-elected for 3-year term, 8/24/15)
MICHAEL WEINKAUF: ROCHESTER VILLAGE TRUSTEE REPRESENTATIVE
DONALD TRIMBERGER: SPRING PRAIRIE TOWN SUPERVISOR AS OF APRIL 2011
ROBERT E. McINDOE: REP. OF WALWORTH COUNTY CONSERVATION THRU 5/1/16.

MARCH 15, 2016 MONTHLY MEETING

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

Meeting was called to order at 7:03 p.m. by Chairman Lutz.

Secretary Hildebrandt read the minutes of the Feb. 16, 2016 meeting which were subsequently approved. Treasurer Kolosso read the Feb. 2016 Treasurer's Report which was subsequently approved. (Copies of minutes and Treasurer's report attached.)

Old Business:

Chairman Lutz reported that the leaking flume pipe between Del-Monte and Honey Lakes has now been repaired. Repairs took one day.

Then followed a lengthy discussion on the proposed house construction in close proximity to the flood plane area below the dam. (Please reference the Jan, 2016, and Feb. 2016 reports for past info.) (Tim Leonard was NOT present at this March mtg.)

Comm. Weinkauf indicated that some Rochester residents (and Board members) are against this construction on the basis of the Village's strict stand against creating any holding tanks, in place of, or as an alternative to, a septic system.....EXCEPT IN CASES OF EMERGENCY!

That has then raised the issue of exactly what an "emergency" is. In this specific case, as I reported previously, there was a septic system in for the previous residence before it burned down. Now, a septic is no longer feasible. Taking into consideration the "set backs" required between house, well, lot lines, flood planes, etc., it now appears that the most practical positioning of a holding tank would be in that small portion of the construction site which is in Walworth County, whereas the house, well, etc would be in Racine County.

The Rochester Board is waiting for more "input" from the Honey Lake District. Comm. McIndoe indicated,, as has been previously stated, the District cannot either approve or deny this construction nor the "placement" of any aspects of such. It can only stress what these additional expenses will cost the District, and subsequently the taxpayers affected. (i.e., road improvements and maintenance being the biggest)

Chairman Lutz added that the property involved was platted years ago, so it remains a viable site for a residence.

Unless Mr. Leonard requests to be placed on the agenda for a future District meeting it appears that all future discussions/approvals will take place at the Rochester Village Board level.

New Business:

Comm.. Trimberger reported that the Spring Prairie Board is considering making changes for the annual Spring Cleanup....changes which would impact what materials could be disposed of at the Honey Lake site and what would have to be disposed of at the Town Hall site. This would be a fairly drastic change from the way things have been handled for many years and Spring Prairie residents would have to be notified well in advance. Also, Rochester residents are also eligible to dispose of items at the Honey Lake site during this day, and the card notification sent to Spring Prairie residents does not go to Rochester residents....so existing "communications" are lacking. The District Board therefore recommended to the Spring Prairie Board that the implementation of these changes be postponed until 2017, permitting clear and necessary communications to the residents involved.

Chairman Lutz indicated that the repairs/rebuilding of the draw down device are getting more imminent. He asked the Board members if they felt a search should be made for a "general contractor" or if Jeff Johnson should just be given that responsibility. It was unanimously voiced that giving that responsibility to Jeff Johnson was the practical way to go, considering his long association with the District and work he has done for the District over the years.

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

With no further items to address, a motion was made & seconded to adjourn at 8:10 p.m.

Respectfully submitted,



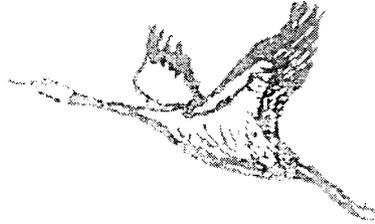
Robert E. McIndoe 3/16/16

HONEY LAKE

P.O. Box 565

Protection and
Rehabilitation District

Burlington, WI 53105



Commissioner's Meeting February 16, 2016

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

The minutes of the January 19, 2016 meeting were read. A motion to approve the minutes was made by Mike Weinkauf, seconded by John Lutz, and carried.

The treasurer's January 2016 report was read. A motion to approve the minutes was made by Mike Weinkauf, seconded by John Lutz, and carried.

OLD BUSINESS

- The snow plow service contract will end this year and will need to be re-bid for a 3 year term. The contract is usually bid in late summer (August-September).
- The HLPRD can regulate motorized vehicles, such as snowmobiles and 4-wheelers, on the lakes when they are frozen, if coordinated with the Town of Spring Prairie and Village of Rochester.
- Travis Schroeder is the DNR representative for Walworth County and Honey Lake, but Chairman Lutz will need to determine the new representative for Racine County.
- Chairman Lutz will contact Jeff Johnson regarding scheduling the flume pipe repair, and getting any required permits.

NEW BUSINESS

- Mr. Tim Leonard was present and inquired as to any potential issues, or approvals that would be required by the HLPRD, relating to the construction of a home on a property (tax key 18-228-00) within the district that had been purchased by his brother, Terry. The majority of the property is located within the Village of Rochester, in Racine County, although the western portion is within Walworth County, as shown on the attached plan. The entire property is within the HLPRD.

The HLPRD commissioners, and the representatives of Walworth County and the Village of Rochester expressed the following concerns:

- the ability to achieve the required setbacks for all utility services considering the lot size and and the proximity of the 100-year floodplain. The setback for the well is 50' in Walworth County, and may be 25' in Racine County. Mr. Leonard will meet with the well installer before the next meeting to obtain further information regarding potential locations for the well. If the well is placed in the southwest corner of the lot, as currently planned, it would be in Walworth County and subject to the Walworth County setbacks.

- A major concern is whether the Del-Monte Lake dike can bear the loads of the construction machinery traffic, and damage to the existing pavement. Therefore, the HLPRD would require a bond to cover any damages to the existing dikes and pavements.

- Concern was expressed that emergency vehicles would not be able to adequately respond to the property. Mr. Leonard has spoken with a representative of the Village of Rochester Fire Department, who indicated that a smaller fire truck would be able to access the property.

- Currently the roadway of Del-Monte Drive leading to the property is not paved or maintained. The roadway would need to be paved and maintained in the winter, which would result in unplanned costs to the HLPRD. In addition, the HLPRD has concerns regarding the ability to properly remove the snow as there is no runoff area. In addition, the road, even if paved, could not be widened to allow for better emergency vehicle access as it abuts wetlands.

- As long as the new house is beyond the 100-year floodplain the dam will not be re-qualified to a high hazard dam, according to Tonya Lorigan, a representative of the WDNR Dam Safety Unit; and Betty Novi, the secretary for the Village of Rochester.

- Permits may be required by the Walworth County Land Conservation district and/or State of Wisconsin as the property is located within shoreland zoning

**Commissioner's Meeting
February 16, 2016**

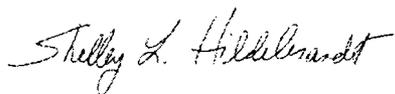
➤ February BILLS SUBMITTED AS FOLLOWS:

Commissioner compensation	John Lutz	\$200.00
Commissioner compensation	Shelley Hildebrandt	\$175.00
Commissioner compensation	Joseph Kolosso	\$175.00
Commissioner compensation	Donald Trimberger (absent)	---
Commissioner compensation	Mike Weinkauff	\$25.00
Commissioner compensation	Judith Corell	\$175.00
Office supplies	Shelley Hildebrandt	\$58.77
Membership	Wisconsin Lakes	\$375.00

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

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

Respectfully submitted,



Shelley Hildebrandt, Secretary
HLPRD

PLAT OF SURVEY

- 02 -

LOTS 1, 2 AND 3, BLOCK 26, HONEY LAKE SUBDIVISION, ACCORDING TO THE RECORDED PLAT THEREOF, SAID LAND BEING IN THE VILLAGE OF ROCHESTER, COUNTY OF RACINE AND STATE OF WISCONSIN.

SURVEY FOR: TERRY LEONARD
 SURVEY ADDRESS: 35504 DELMONTE DRIVE, BURLINGTON, WI 53105

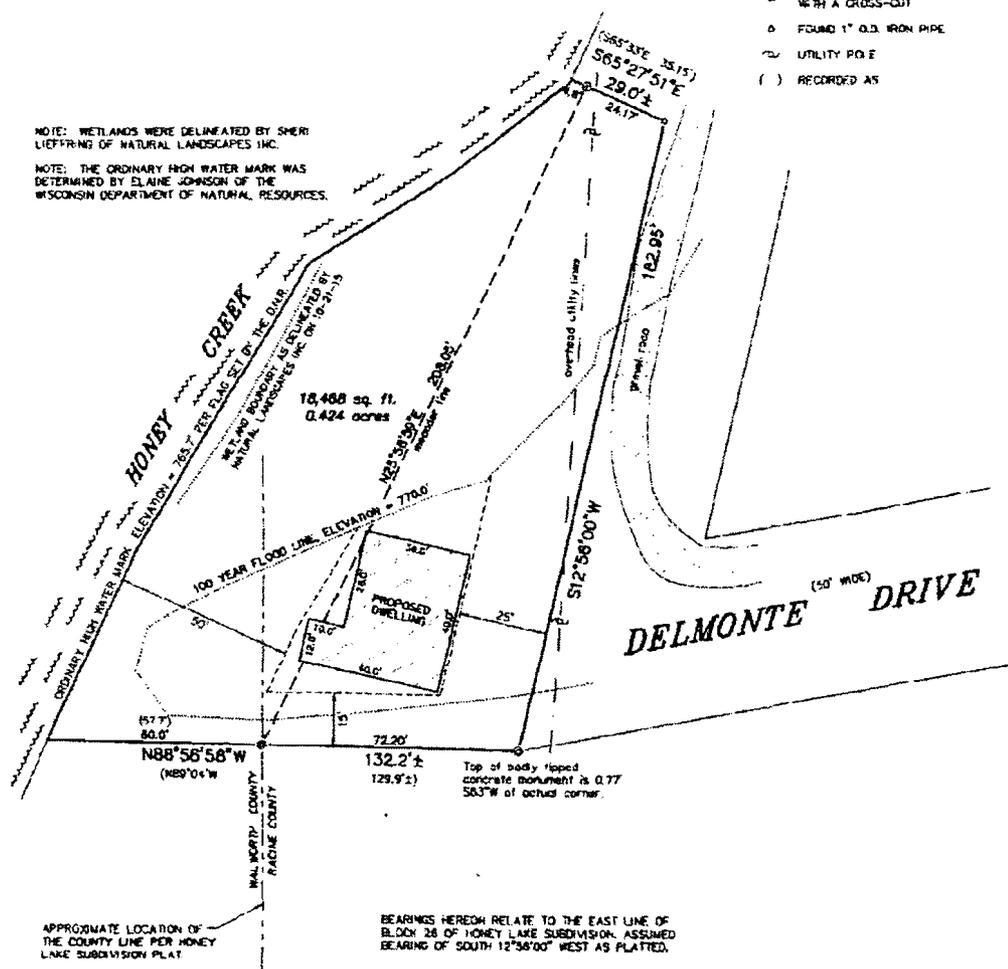
NOTE: REFER TO A CURRENT TITLE REPORT FOR EASEMENTS, RESTRICTIONS OR COVENANTS WHICH MAY AFFECT THIS PROPERTY.

LEGEND

- ⊙ FOUND CONCRETE MONUMENT WITH AN AXI FERD
- ⊕ FOUND CONCRETE MONUMENT WITH A CROSS-CUT
- △ FOUND 1" O.D. IRON PIPE
- ⌒ UTILITY POLE
- () RECORDED AS

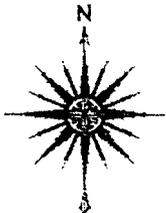
NOTE: WETLANDS WERE DELINEATED BY SHERI LIEFFRING OF NATURAL LANDSCAPES INC.

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



APPROXIMATE LOCATION OF THE COUNTY LINE PER HONEY LAKE SUBDIVISION PLAT

BEARINGS HEREDIN RELATE TO THE EAST LINE OF BLOCK 26 OF HONEY LAKE SUBDIVISION, ASSUMED BEARING OF SOUTH $12^{\circ}58'00"$ WEST AS PLATTED.

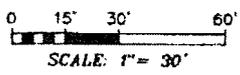


I HEREBY CERTIFY THAT I HAVE SURVEYED THE ABOVE DESCRIBED PROPERTY AND THAT THE ABOVE MAP IS A CORRECT REPRESENTATION THEREOF AND SHOWS THE SIZE AND LOCATION OF THE PROPERTY, ITS EXTERIOR BOUNDARIES, THE LOCATION OF ALL VISIBLE STRUCTURES AND ENCROACHMENTS OF ALL PRINCIPAL BUILDINGS THEREON, BOUNDARY FINISHES, APPARENT EASEMENTS, ROADWAYS AND ENCROACHMENTS, IF ANY.

THIS SURVEY IS MADE FOR THE USE OF THE PRESENT OWNERS OF THE PROPERTY, AND THOSE WHO PURCHASE, MORTGAGE, OR OTHERWISE TITLE THERE TO WITHIN ONE YEAR FROM DATE HEREOF.

THIS IS NOT AN ORIGINAL PRINT UNLESS THIS SEAL IS RED

SATTER SURVEYING, LLC
 LAND SURVEYS, MAPPING AND PLANNING
 272 ORCHARD STREET
 BURLINGTON, WI 53105
 262-681-4239



THOMAS L. SATTER S-2850
 REVISED: 11/17/15
 NOVEMBER 2, 2015 101501
 DATE JOB NUMBER

HONEY LAKE

P.O. Box 565

Protection and
Rehabilitation District

Burlington, WI 53105



COMMISSIONER'S MEETING
ROCHESTER VILLAGE HALL
300 W. SPRING ST.
March 15, 2016

AGENDA

1. CALL MEETING TO ORDER
2. SECRETARY'S REPORT: February 19, 2015
3. TREASURER'S REPORT: February 2015
4. OLD BUSINESS
 - 4.1 Lake Project
 - 4.2 Leonard Property
5. NEW BUSINESS
 - 5.1 Monthly Bills (March)
6. ADJOURN

Honey Lake Protection & Rehabilitation District

Treasurers Report

February 2016

Joseph Kolosso

Treasurer

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

<u>Date</u>	<u>Number</u>	<u>Transaction</u>	<u>Category</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
2/1/2016			Starting Balance			\$21,653.43
2/1/2016	4373	Snow Solutions LLC Snow Plowing Contract 16 of 18	Roads	\$3,200.00		\$18,453.43
2/22/2016	Deposit	Village of Rochester	Febuary Property Tax Settlement		\$4,487.68	\$22,941.11
2/22/2016	Deposit	Town of Spring Prairie	Febuary Property Tax Settlement		\$5,168.63	\$28,109.74
2/16/2016	4374	Wisconsin Lakes	Annual Membership	\$375.00		\$27,734.74
2/16/2016	4375	John Lutz	Commissioners Compensation	\$200.00		\$27,534.74
2/16/2016	4376	Shelley Hildebrandt	Commissioners Compensation	\$175.00		\$27,359.74
2/16/2016	4377	Joseph Kolosso	Commissioners Compensation	\$175.00		\$27,184.74
2/16/2016	4378	Mike Weinkauff	Commissioners Compensation	\$25.00		\$27,159.74
2/23/2016	4379	HLPRD	Transfer to Payroll Account	\$2,000.00		\$25,159.74
2/29/2016	Deposit	Chase Bank-Interest	Interest		\$0.17	\$25,159.91
2/29/2016			Ending Balance			<u>\$25,159.91</u>

Honey Lake Protection and Rehabilitation District

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

<u>Date</u>	<u>Number</u>	<u>Transaction</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
2/1/2016		Starting Balance			\$6,714.55
2/22/2016		Transfer from Regular Checking		\$2,000.00	\$8,714.55
2/29/2016	Deposit	Chase Bank-Interest		\$0.06	\$8,714.61
2/29/2016		Ending Balance			<u><u>\$8,714.61</u></u>

Honey Lake Protection and Rehabilitation District

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

<u>Date</u>	<u>Number</u>	<u>Transaction</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
2/1/2016		Starting Balance			\$75,001.18
2/29/2016	Deposit	Chase Bank-Interest		\$0.63	\$75,001.81
2/29/2016		Ending Balance			<u><u>\$75,001.81</u></u>



WHITEWATER-RICE LAKES MANAGEMENT DISTRICT

P.O. Box 301
Whitewater, WI 53190



MINUTES February 11th, 2016

The February 11th, 2016 Whitewater/Rice Lakes Management District board meeting was called to order at 6:00 PM by Secretary Ernie Roy. Board members present were, Chuck Chamberlain, Larry Brady Jerry Grant, Walworth County Supervisor, Norm Prusener Town Representative.

Board Members Absent: Rich Charts and Brad Corson

Standing Teams Present – None

Standing Teams Absent - All

Shoreline Management Team Present: Gerhard Stegemann, Theresa Stegemann

Clerk Present: Susie Speerbrecher

ADMINISTRATIVE

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

A motion to approve the January 14th, 2016 minutes as presented was made by Jerry, seconded by Larry. Motion Carried.

Public Input – None

COMMISSIONER REPORTS

Secretary – Correspondence – Ernie reviewed a letter received from the Walworth County Land Use and Resource Management Dept. regarding the recent survey Lake Management Districts responded to.

Finance – In Brad's absence Ernie reported the total expenses in January were \$272.83 consisting of a payment to the Town of Whitewater for a real estate tax adjustment and normal administrative expenses. Disbursements include the receipt and transfer to the Capital Fund of the Fee Box grant from the DNR (\$1215.75) as well as the reimbursement to the Operating Fund of capital expenses in the amount of \$10,288.84 for the transport anchors and harvester belting. The transfer from the capital fund resulted in a net credit to the Operating Fund of \$10,016.01. The 2016 Service Contract/Agreement with JNT Marine is fully executed. The first installment of Tax Proceeds from the Town of Whitewater (\$88,435.65) and Town of Richmond (\$18,292.43) was received.

Weed – No report

Chemical – Ernie has been in touch with SEWRPC and they are still working on completing the Lake Management Plan.

Bog – No report

Equipment – Chuck reported he had a conversation with a representative from Eagle Lake regarding the new transport they purchased and the grant dollars they received. The Wisconsin Waterways Commission issued a grant for 25%. It is possible our future grants could be greatly reduced. He went on to discuss the envelopes that will be needed at the collection boxes and what information should be printed on them. He will be sending out a draft to board members soon.

Wildlife Management – No report

Fish – No report

Safety – A Boating Safety class is scheduled for May 14th and 15th, 2016 at the Town Hall from 8 AM – 12PM. Norm discussed placement of the buoys on the lake. Deputy Shawn Blanton would like to see a better job with buoy placement and the town is considering hiring an outside firm to do the placement.

Water Quality – No report

2016 Schedule – Not Discussed

Audit – No report

AIS – No report

Shoreline Management Team – Theresa Stegemen spoke about the folder she has put together to give to new residents that move to the lake. These folders give new residents pertinent information they need to know about both Whitewater and Rice Lakes. She is in touch with realtors and they will notify her when new residents are moved in and she will personally deliver these informational folders to them.

OLD BUSINESS – None

NEW BUSINESS – The resolution regarding Act 79 and posting of meeting agendas has been dated and signed.

OTHER BUSINESS - News articles for the spring newsletter need to be in by March 31st, 2016.

Larry motioned to adjourn the meeting, seconded by Chuck Meeting adjourned at 6:50 PM

Next Meeting: March 10th, 2016 at 6 PM Respectfully Submitted Susie Speerbrecher, Clerk

**Wisconsin River Rail Transit Commission
Commission Meeting - Friday, February 5th, 2016 @ 10am
Dane County Hwy Garage, 2302 Fish Hatchery Rd, Madison, WI**

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

Crawford	Tom Cornford, <i>2nd Vice Chair</i>	x	Rock	Ben Coopman, <i>Alternate</i>	
	Rocky Rocksford	x		Wayne Gustina	x
				Alan Sweeney, <i>Chair</i>	x
Dane	Gene Gray, <i>Treasurer</i>	x		Terry Thomas	X (left 12:01 PM)
	Jim Haefs-Fleming		Sauk	Marty Krueger, <i>Alternate</i>	x
Chris James, <i>Vice Secretary</i>	excused	John Deitrich			
Grant	Gary Ranum	x		Scott Alexander	x
	Vern Lewison	excused	Dave Riek, <i>3rd Vice Treasurer</i>	excused	
	Robert Scallon, <i>1st Vice Chair</i>	x	Eric Nitschke	10:07 AM	
Iowa	Charles Anderson, <i>Secretary</i>	excused	Walworth	Richard Kuhnke, <i>2nd Vice Treasurer</i>	
	William G Ladewig	x		Allan Polyock	x
	Jack Demby	x	Waukesha	Karl Nilson, <i>4th Vice Chair</i>	x
John David	excused	Dick Mace		x	
Jefferson	Laura Payne	excused		Richard Morris	
	Augie Tietz, <i>3rd Vice Chair</i>	x			

Commission met quorum.

Others present for all or some of the meeting:

- Mary Penn, WRRTC Administrator, Katrina Hecimovic, SWWRPC
- Ken Lucht, WSOR
- Jim Matzinger, WRRTC Acct.
- Kim Tollers, Rich Kedzior, WisDOT
- Danielle Zimmerman, Rep. Loudenbeck Staffer (left 10:49 AM)

3. Action Item. **Certification of Meeting’s Public Notice – Noticed by Penn**
 - *Motion to approve posting of meeting – Cornford/Thomas, Passed Unanimously*
4. Action Item. **Approval of February Agenda – Prepared by Penn**
 - *Motion to approve February agenda with modifications – Ladewig/Nilson, Passed Unanimously*

Gary Ranum asked about the tax billing process regarding agenda item number 15. Alan Sweeney said his question would be answered at that time.

5. Action Item. **Approval of draft January 2016 Meeting Minutes– Prepared by Penn**
 - *Motion to approve draft January meeting minutes with editorial corrections – Mace/Tietz, Passed Unanimously*

Dick Mace requested clarification of Mary Brizca in the January minutes.

6. Updates. **Public Comment – Time for public comment may be limited by the Chair**

Mary Penn introduced Katrina Hecimovic to the Commission, saying that Hecimovic was hired by the Southwestern Wisconsin Regional Planning Commission (SWWRPC) to work on transportation related projects.

Danielle Zimmerman, staffer to Rep. Loudenbeck, introduced herself to the Commission, saying she was attending the meeting to request a letter of support for introduced legislation related to the Peters Road Bridge. Zimmerman said in order to get a vote on the legislative agenda, a support letter would be needed by February 11th. Sweeney said since it was not on the agenda the Commission could not act at this meeting. Zimmerman explained that due to time constraints she could not ask for a letter in time for the March WRRTC meeting. Jack Demby asked about the bill’s status. Zimmerman said there was a public hearing during the past week. Sweeney said Zimmerman should work with Allan Polyock to bring a support letter to the legislative committee. Bill Ladewig asked if the railroad would get involved on this issue. Sweeney was unsure. Zimmerman said the WisDOT had registered as against the bill. Polyock spoke of the sufficiency rating of the bridge being low but not low enough to fit state funding criteria. He said with the sufficiency ratings as they are, there was something wrong somewhere. Mace asked about other testimony at the public

hearing. Zimmerman said Town of Sharon representatives had spoken in favor of the bill. Demby said a letter could be on the March agenda but Zimmerman said that would not be in time. Sweeney repeated that Polyock should work with Zimmerman on the issue.

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

Karl Nilson reminded the Commission of the upcoming Mad City Model Railroad convention in Madison next weekend. Bob Scallon announced that Vern Lewison would be retiring and spoke highly of his service to both Grant County and the WRRTC.

REPORTS & COMMISSION BUSINESS

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

- *Motion to approve the Treasurer’s Report and pay the bill – Thomas/Gustina, Passed Unanimously*

Jim Matzinger presented the Treasurer’s Report to the Commission, noting that he needed to get final billing for the audit and from SWWRPC which would allow him to close out 2015. He said there was only one bill to be paid, payment of accounting services. He also said he had sent a bill to the member counties for their contribution (\$28,500.00) and distributed copies of each county’s letter to the respective Commissioners as well. Matzinger commented that since the 2015 projects had not been closed, the Commission looked very “flush”.

Ladewig spoke about attorney’s fees, wondering if the Commission needed to request a letter from Brownlee asking for her assurance that her rates would not change. He asked if another lawyer from Brownlee’s new firm were to do work for the Commission, would that attorney bill the Commission at their own rate. Penn said she had gotten confirmation from Brownlee that her rates were set by her, via her contract. Ladewig suggested getting reassurance from Brownlee to clarify the fee in the circumstances he had mentioned.

Sweeney advised the Commission that they would move the audit (item 13) and the 2015 audit engagement letter (item 14) up on the agenda to accommodate Matzinger.

9. **Discussion and Possible Action on 2014 Johnson Block draft WRRTC Audit – Mary Penn, WRRTC Admin.**

- *Motion to approve 2014 draft WRRTC Audit – Polyock/Thomas, Passed Unanimously*

Matzinger presented the audit and explained that all assets were being listed. He said it was intended for bonding agencies and was a reflection of new accounting rules. He said it was a number calculated, based on historical averages times the mileage of track and land: it was a ballpark figure for bonding. He said the auditors had to depreciate assets and said this appeared in some other places of the audit.

Nilson asked if the \$78,000,000 included the Commission’s property in Illinois, plus the percentage of the infrastructure. Sweeney asked if Nilson was suggesting it was a conservative number. Matzinger asked for the cost of the last WSOR railroad project. Ken Lucht said it was about \$8,000,000. Matzinger said total spending was added by the auditors. Ranum said he assumed the additional \$10,000,000 added in 2014 were assets of the Commission. There was discussion about the percentage of projects owned by the Commission.

Ranum asked how much of those were recoverable if the Commission needed to liquidate. Kim Tollers said WisDOT owned the land, the Commission the roadbed and anything that sat on it and the WRRTC owned 100% of that (infrastructure). She said the East Wisconsin Counties Railroad Consortium just uses the State railroad. Ranum asked to whom did improvements belong. Tollers said they would have to reread the contract(s). She said WisDOT was currently going through an asset management project and therefore the State needed to declare what they owned. For some RTC’s the State had had to remove some assets off their books. How those assets got distributed in liquidation she was not sure but said she could look into it. She believed WSOR would capture the 20% in a liquidation situation. If the liquidation value was less than the original purchase price, she did not know how much they would get. Ranum asked as an example, when they spent money on the Spring Green Bridge, who would own the bridge. Tollers said that was the WRRTC’s bridge. Rich Kedzior added that it also depended how recent a state funded improvement was done, giving the Fox Lake Sub as an example: with new Continuous Welded Rail (CWR) done this year and hypothetically liquidated the next year, the state would have a claim. He said that different subs had different agreements but after 20 years, the State ownership disappeared and it would be owned by WRRTC and WSOR. Ladewig asked if the Commission had bonding authority and was told they did not.

Ranum commented a requirement listed in the audit regarding the reporting and the Commission’s reliance on an outside auditor. He noted the WRRTC did not do this but the statement was null because the auditor did not do it either. Nilson said it would cost more money that way. Matzinger agreed and said it was not very meaningful to the auditors or the WRRTC. Ranum asked if there could be a statement to that effect since the Commission was required to do that but were not. Sweeney said it was up to the auditor to have that language. Nilson said the last sentence in the letter covered that.

Nilson asked if the approved audit was forwarded to the counties. Penn said she sent it to all the member county clerks electronically. Sweeney said every county financial official should get it. Mace asked for clarification. Nilson suggested sending two copies: one to the clerk and one to the treasurer. Ladewig suggested including a transmittal letter requesting the audit be forwarded to other financial officers in the respective counties.

10. **Discussion and Possible Action on 2015 Audit Engagement Letter with Johnson Block – Mary Penn, WRRTC Admin.**
- *Motion to approve 2015 Audit Engagement Letter to Johnson Block – Gustina/Thomas, Passed Unanimously*

Matzinger said Johnson Block had kept their fees reasonable and it was easy to work with them.

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

Lucht reported that monthly maintenance was going on, moving snow and ice. He said there was a huge problem with snowmobilers and groomers crossing the track, especially in Green and Grant Counties. He said WSOR would have to educate groomers to lift their equipment on the crossings. Lucht noted other maintenance operations continued.

On capital projects, due to the frozen ground, WSOR was not able to do much although they were able to replace broken ties when necessary. Lucht said WSOR was planning for construction for the upcoming year and on Feb 1st they submitted two grant projects, one a 7 mile CWR project on the OshKosh sub (7 miles) and the other of bridge replacements with \$10,000,000.00 for one structure on the east side of Wauzeka. He said that was possibly scheduled for 2018. Lucht noted that there were three major bridges over the Wisconsin River.

Lucht said WSOR also submitted a third application (a re-submit) for a potential TIGER grant submission. He said that WSOR thought there might be another funding cycle and if so, they would have the state portion of that project submitted. He cautioned the Commission that WSOR had not decided if they would pursue TIGER grant if funding came up: they would decide in the future.

On the railroad industry, Lucht spoke about Positive Train Control (PTC), explaining it was an unfunded federal mandate (\$15,000,000,000 nationwide) and it was technology that sensed when engines approached each other and would shut down both trains if they were headed for each other on the same line. He said PTC was for trains with commuter tracks and cars carrying certain hazardous materials. Lucht said WSOR believed they would have to have PTC on the Fox Lake Sub and had submitted 10 locomotives that would need to be equipped with PTC, costing roughly \$100,000 per engine and did not include the software necessary. He noted there was also some wayside technology needed. Lucht said this technology was supposed to be in place by December 31st, 2015 but the industry had only gotten about 1/3 implemented. Congress extended the deadline to 2020 for short lines railroads and Lucht said WSOR anticipated they would have theirs complete by 2018. He said he would keep the Commission updated on this.

Lucht next spoke about a pending bill (LRB 2302) by Rep. Nerison, Prairie du Chien, to allow trespass on railroad property for outdoor recreationists. He said this issue came up last summer and the bill was being circulated right now at the capital for co-sponsorship. He noted some cases of trespassers getting killed by trains and said this was a very bad bill. He asked the Commissioners to avoid supporting the bill or asking their representatives to support it. He said anyone permitted to go on railroad property currently required permission from the company and safety equipment and these would not be followed by trespassers. He said WSOR was working to defeat the bill. Tietz asked why this bill was being brought forward. Lucht said railroad police officers had stopped several people within the past few months and it was being pursued by the trespassers. He said Burlington Northern Santa Fe (BNSF) currently was refraining from ticketing: Lucht said this was more of an issue for BNSF but it was to let a few people go fish the Mississippi. Nilson said if you passed a law like that and someone was killed, you would be liable; Ladewig requested this be put this on the next agenda, to put the RTC on record in opposition to this legislation.

Lucht said he had brought WSOR calendars to share with the Commission and asked folks to take them. He said if anyone needed more to just let him know.

Bob Scallon asked Lucht and Tollers about a biking trail up in Boscobel and that he had been told by the County Chair that a Grant County biking organization was planning to put in their own bike bridge. He asked if they could do this. Tollers said with all the correct permits they could do so. Tietz talked about a snowmobile bridge that had been put in in his county.

Lastly, Lucht distributed the Watco One Pager to the Commission, specific to Wisconsin. It highlighted WSOR’s activities in the State, its capital, and top commodities. He said agriculture and aggregate represented over half of WSOR’s freight. He said these were local products, used within the State. He said WSOR was proud that over half of that.

Lucht said the new State Railroad Commissioner, Yash Wadhwa, was in the process of being formally appointed, replacing Jeff Plale. He suggested the Commissioner’s meet him if they could and Sweeney asked for Mr. Wadhwa’s contact information.

Nilson asked about the volume of freight listed on the One Pager. Lucht said it was in gross tons. Mace said if someone wanted to write to WSOR, why did they not include their mailing address. Lucht said it was on their website, thanked Mace for pointing that out and said it was something to consider.

12. Discussion and Possible Action on WRRTC’s 2015 / 2016 Capital Program – Ken Lucht, WSOR

- *Motion to approve WSOR 2015/2016 Capital Program as Presented - Nilson/Scallon, Roll Call Vote*

Crawford	Tom Cornford, <i>2nd Vice Chair</i>	yes	Rock	Ben Coopman, <i>Alternate</i>	
	Rocky Rocksford	yes		Wayne Gustina	yes
				Alan Sweeney, <i>Chair</i>	yes
Dane	Gene Gray, <i>Treasurer</i>	yes	Sauk	Terry Thomas	yes
	Jim Haefs-Fleming			Marty Krueger, <i>Alternate</i>	yes
	Chris James, <i>Vice Secretary</i>			John Deitrich	
Grant	Gary Ranum	yes		Scott Alexander	no
	Vern Lewison			Dave Riek, <i>3rd Vice Treasurer</i>	
	Robert Scallon, <i>1st Vice Chair</i>	yes		Eric Nitschke	no
Iowa	Charles Anderson, <i>Secretary</i>		Walworth	Richard Kuhnke, <i>2nd Vice Treasurer</i>	
	William G Ladewig	no		Allan Polyock	yes
	Jack Demby	yes	Waukesha	Karl Nilson, <i>4th Vice Chair</i>	yes
John David		Dick Mace		yes	
Jefferson	Laura Payne			Richard Morris	
	Augie Tietz, <i>3rd Vice Chair</i>	no			

13 yes’s, 4 no’s – Motion Carried

Since the projector Lucht had brought to the meeting did not work, he spoke to the Commission about WSOR’s Capital program and about not getting the TIGER Grant and the repercussion that had had. He said he had a proposal for the next meeting to direct the next 2 years of funding to bridges in the system. Because he did not have the PowerPoint, he wanted to show them at the next meeting, rather than just discuss it today. He said he had a lot of information on bridges, particularly the Spring Green Bridge, with photos to show. He explained where the Bridge was located. He also talked about the system as “in island” in Illinois, which was entirely owned by the WRRTC. Because there was no contract for capital improvements on the WRRTC Illinois property and the fact that there were 11 bridges in Illinois that are not eligible for any Wisconsin State funding, and all the bridges were the responsibility of the WRRTC and WSOR. Lucht said there was about 100 and higher pound rail in Illinois. However, the bridges remained a big deal for WSOR and they were proposing to rebuild three in Illinois, with WSOR and Commission funding. Lucht said one of the bridges which crossed Fox Lake he had spoken about previously. He told the Commission that this corridor was very much used and well taken care of, but it had its problems. He said about 85,000 cars were hauled on this sub every year.

Matzinger said he had a projector they could use and Sweeney suggested taking a short break to allow Lucht to hook it up (at 10:54 AM).

At 11:00 AM, Lucht began his presentation. He presented the 2015/2016 WSOR capital plan after giving some background on Watco as parent company, as well as WSOR freight percentages and type. He emphasized the need for bridges rehabilitation in the future both in Wisconsin (1 bridge) and Illinois (3 bridges). He listed each bridge’s needs and cost and made his proposal to the Commission, asking them to contribute their full county contribution from 2015 and 2016 towards the bridge projects as presented: this would be \$517,480 from the WRRTC and \$2,128,520 from WSOR. This was proposed in lieu of not getting the TIGER Grant.

Ladewig said he could never vote to take state dollars out of the state into Illinois. He could support taking WRRTC dollars to pay for the Prairie Sub. Lucht said these bridge projects were ready to go. Ladewig suggested that paying more towards the Spring Green Bridge would make more dollars available to WSOR for the Illinois bridge work. Mace asked about trackage rights WSOR had, to use CN track in Waukesha. Lucht said if the Fox Lake Sub were out of service WSOR could work with other carriers (Canadian Pacific (CP), Union Pacific (UP), or Canadian National (CN)) that they could use for detours. Nilson said the property in Fox Lake was owned by the WRRTC counties and therefore it would not be state dollars going to Illinois. Lucht said the WRRTC is assessed, and pays taxes on that line. Gene Gray asked about the customers on that line. Lucht said there were several, including Scot Forge. Demby asked if WRRTC could pay more towards the Spring Green Bridge (\$500,000) and put more WSOR dollars towards Illinois.

Matzinger interrupted Lucht briefly to tell him he had found that for 2015 there was \$252,000 available; for 2016 it would be \$258,480 as shown in Lucht's presentation. Lucht said it was all about timing as these bridges were a priority.

Sweeney commented that "this has been coming for a long time" and that it was a regional system with a main line that connected to the rest of the world via Chicago and "we can't have no bridges". Mace said the line benefited all 9 member counties.

Sweeney said the 2015/2016 budgets had been allocated to match the TIGER Grant. Since there had been no grant awarded, the proposal was to allocate those dollars to bridges. Sweeney asked Lucht whether WSOR would ask for other commitments from the WRRTC in the upcoming budgets and if something did come up would WSOR have the dollars to address those problems. Lucht said WSOR did have options as they had commitments to the system maintenance. He said WSOR did have a line of credit in the event of a catastrophic failure. He said WOSR had a good handle on other capital upgrades and did not foresee any other projects in 2015/2016.

Sweeney asked if Tollers and Kedzior had anything to say. Kedzior confirmed it was the WRRTC property and there was a lot of mileage in the overall system and this part of the system (Fox Lake Sub) was not a lot of mileage.

Mace asked what the impact would be if the WRRTC could not agree to spend the money as Lucht was proposing; what would be the alternative solution for traffic if the WRRTC did not agree to fund these Illinois bridge projects. Lucht said he did not have alternative projects as timing was not good for other projects in Wisconsin. He noted that WSOR had already contributed 2 years of funding on the Fox Lake Sub, as well as the Madison Sub. Mace said if they had to go to CN or CP, how realistic that was. Lucht said it was very realistic for a short period of time but noted it was a huge cost to WSOR and their customers and not preferred. There was no real quick, convenient way to detour around the Fox Lake Sub. The longer the travel the car went, the higher cost it was and the more likelihood of accidents.

Nilson said the commission needed to bear in mind that they owned the Fox Lake Sub and it was their lifeline to the national system and he thought they should really do this as it showed good fiduciary responsibility.

Tietz said since this was the first time they had heard about this idea, suggested putting it on the March agenda so he could discuss it with his county. There was confirmation that it was on today's agenda. Nilson said this had been talked about before. Sweeney said there was a motion and second on the floor. Eric Nitschke asked about the question regarding timing and funding. Lucht said the first project was starting in April. It would be a little hardship to delay until March due to scheduling contractors. If it were March, then WSOR would have to work with that. Nitschke said no one was denying the bridges needed work but for Walworth County, spending money out of state on such short notice without obtaining more information, he would have trouble supporting that, especially as there are bridges waiting in Wisconsin that they could fund more fully. Sweeney repeated that this was the life line to the larger rail system and if the bridges went down, "we're out of service".

Marty Krueger said he understood it was the lifeline and owned by the WRRTC, but 2 months ago he had heard about the desperate state of the Merrimac bridge in Sauk County and he had real problem spending half a million in Illinois. He added that if a solution was not reached on the Merrimac Bridge, they would have "hell to pay" with Sauk County. He said he certainly supported waiting a month and having time to think about it.

Allan Polyock said he was for fixing it because it was going to cost all the shippers more money if they have to detour. Krueger said at the Sauk County Board they have "major Items" introduced one month, and voted the next month. Gray said he had served a long time on the Commission and with equal contribution in each county but one system. He said he would like to see all the bridges that the Commission had in the next couple years that needed work, saying that would be very helpful to the Commission.

Sweeney said in his opinion there was a difference between the Merrimac Bridge and the Illinois bridges since there were WisDOT dollars for the Merrimac Bridge, not the Illinois bridges. Tietz said he would just like to have a month to talk to his constituents to discuss the issue. Terry Thomas said if "we bought a farm, we wouldn't let the barn fall down just because it's in another state". Ladewig said as to regards to maintenance, all the cost of maintenance went to WSOR. Lucht said these were at priority 2 repair status and if repairs were not made, the line goes out of service. In Wisconsin, WSOR collectively funded capital upgrades so this would be an Illinois upgrade and therefore a WRRTC and WSOR upgrade. Mace asked for the amount of money paid on projects on the Fox Lake Sub from Zenda to Janesville. Lucht said from Zenda to Janesville they paid into the CWR project, \$250,000 to \$500,000. Mace said so they had displayed a commitment to that line. He asked if there was a major discussion on these Fox Lake Sub CWR projects at the time, and if there were any issues raised on those projects as there were now. Lucht said those projects were in Wisconsin. Mace said the lifeline was in both Wisconsin and Illinois and why not fix the whole line, not parts. Gray said a precedent had been established as the Commission had paid for other projects in Illinois. Krueger said Tietz's point was well taken,

pointing out that if Matzinger had not found a projector for Lucht's presentation, the Commission would not be talking about this until March. Krueger said the reason they did this was so they did have an opportunity to clarify any points. He was clear that he would very reluctant to vote on this.

Motion to call the question – Polyock/Wayne

Sweeney said he had asked Lucht to give this presentation to PRTC and to ask them to also contribute to this work.

13. WDOT Report–Kim Tollers, WDOT

Tollers spoke about bridge work in the City of Baraboo and getting a Temporary Access Permit (TAP) in place to do the work. She said this was a WisDOT responsibility and an FYI to the Commission.

Kedzior started by saying he had made the FRRP announcements, saying that WisDOT participated in a \$3.9 million grant for Avoca to Crawford grant. He said WSOR was currently operating under funding that ended in March but once they got bond approval that contract would be approved. He added that they had received grant applications affecting the WRRTC: two for bridge replacements on various subs and also were expecting an update on the Fox Lake Sub in Walworth County.

Kedzior then spoke about the Town of Sharon Peters Road Bridge. He said the bill proposed to use \$800,000 FRIIP dollars to pay for the bridge and set a bad precedent. He anticipated that if the law passed, any community unwilling to fund railroad projects would come to the state for funding and the revolving loan fund would go to zero. He reminded the Commission of the communities this fund had provided funding for in the past few years and those currently borrowing money for projects. He gave more examples of other borrowers and said WisDOT would like to protect the funding as once those funds went away they would be very, very hard to get back from the State Legislature.

Kedzior said had received a request from Evansville for railroad service who had talked to UP and had in turn referred them to the WRRTC to help. Ranum asked about what the City was looking for. Kedzior said he thought they were open to either UP or the WRRTC providing service. He suggested that perhaps in the long run the WRRTC might be a better partner.

Ranum said it was clear bridge infrastructure was bad throughout the State and asked if WisDOT was doing anything about it. Kedzior said Walworth County evaluated their bridges for Local Road Funding. He said the Town of Sharon (Peters Road Bridge) was at the bottom due to so little traffic and the County was not willing to put it forward. He said the State was always looking at projects and counties could nominate bridges for State funding. Ranum said his point was that the bridge situation in the State was very bad and there was no money for it and what could be done because local towns could not pay for projects. Polyock said he was not willing to support the Loudeneck bill if it would take money from FRIIP.

Nitchenske stated requests for funding of this nature would continue if WisDOT did not put forward a greater plan to deal with the statewide bridge issue, and he asked Kedzior if WisDOT was working toward such a plan per Ranum's earlier question. Kedzior said he was not encouraging them to talk to legislators and trying to get money for projects, as "mega" projects were using the greatest amount of funding: there were flat revenues. Mace said therefore was there no plan by WisDOT to address bridges statewide. Kedzior said he could only comment on State owned bridges and they responded to bridge applications from WSOR. If a legislator proposed to remove money from their program, WisDOT got asked to respond to that. Tollers said there were approximately six of these timber bridges on State owned property. It is not a statewide issue: for six bridges it was very individualized.

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

Penn listed the correspondence she had received or sent in the past month. Next, she listed the administrative tasks she had addressed since the January meeting including final questions regarding the 2014 audit and forwarding a utility permit application and fee schedule to Trotter and Associates, Inc. who is working on a utility project involving the WRRTC in Lake County, IL.

15. Update on Illinois Counties Tax Billing Process – Mary Penn, WRRTC Admin.

Penn gave the Commission the background on this issue, saying that a conversation with Matzinger had prompted her to start determining the process of the WRRTC paying their taxes in Illinois. She said Lucht had sent her information on WRRTC owned parcels in Lake County, Illinois, noting that Lake County had never billed WRRTC directly for taxes to her knowledge: apparently they sent all bills to WSOR directly. She said she would be contacting the County to make sure their tax bill mailing address was to the WRRTC Administrator and cross checking the parcel numbers from Lake County to corridor parcels (as part of ongoing efforts to map the corridor).

In regards to McHenry, Penn reported that some bills were sent to her. Matzinger interjected that it was these bills that were sent to the old WRRTC administrator address last year which resulted in the Commission having to pay a late fee. He wondered if the Commission could preauthorize the payment of taxes if that bill was mailed just after the WRRTC met. If he had authorization to pay the tax bill up to a certain amount, it would prevent late fees. Nilson said that could be added to the March agenda.

Penn continued, explaining how the tax bills were received by her, scanned for her records, and then forwarded Matzinger for payment. She said she had contacted McHenry County to determine if there were any parcels not being paid by the WRRTC but in fact paid by WSOR. She was forwarded a copy of a 2014 tax bill addressed to WSOR as payee for \$54,670.76. She requested McHenry County change the mailing address to the WRRTC Administrator, rather than WSOR. She discussed this with Matzinger, giving the amount and he said he had never seen this bill nor paid that amount and asked if it was possible that WSOR owned property in IL along corridor. She emailed Lucht a copy of this invoice, who responded that he believed where the bill was mailed was at the discretion of the local community or township and suggested her notifying the County to have them start mailing to her. She asked Lucht as to whether a greatly increased tax bill might impact the amount of dollars available to the WRRTC for projects if this happened. Lucht responded that it would not impact the Commission's funding of capital projects, saying "This would be considered an operating expense and is 100% reimbursable by WSOR. Once you pay the taxes, you send us a bill and we reimburse you. No effect whatsoever on your capital budget."

Penn said she would contact Lake County to direct their tax bills and other mailings to the WRRTC Administrator. Mace asked how wide the ROW was in McHenry County and how the tax bill was so much. Lucht said WSOR got a lot of tax bills. Ranum asked what the outcome of this process was. Penn explained she would document the process of how taxes were handled in order to have transparency and also assist the next Administrator. Mace expressed disbelief as to the amount of tax charged and wanted to know the total amount. Sweeney said the Commission would get this information at the next meeting so they could review it.

16. Action Item. **Adjournment**

- *Motion to adjourn at 12:21 PM – Krueger/Cornford, Passed Unanimously*

**WISCONSIN RIVER RAIL TRANSIT COMMISSION
PLATTEVILLE, WISCONSIN**

**REQUIRED AUDIT COMMUNICATIONS
TO THE COMMISSION BOARD**

Year Ended December 31, 2014

**Johnson Block & Company, Inc.
Certified Public Accountants
406 Science Drive, Suite 100
Madison, Wisconsin 53711
(608) 274-2002**

**WISCONSIN RIVER RAIL TRANSIT COMMISSION
PLATTEVILLE, WISCONSIN**

Year Ended December 31, 2014

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Certified Public Accountants

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**AUDIT MATTERS REQUIRING COMMUNICATION
TO THE GOVERNING BODY**

January 20, 2016

To the Commission Board
Wisconsin River Rail Transit Commission
Platteville, Wisconsin

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Wisconsin River Rail Transit Commission for the year ended December 31, 2014, and have issued our report thereon dated January 20, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 15, 2015. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Wisconsin River Rail Transit Commission are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2014. We noted no transactions entered into by the Commission during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Depreciation

Management's estimates of the depreciable lives of infrastructure are based on the expected use of the respective assets and management's experience with similar assets used by the Commission.

Allowance for Doubtful Accounts

Management's estimate of the allowance for doubtful accounts is based on outstanding receivables from prior years and management's experience with the collection of those receivables.

We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.



Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. The material misstatements detected as a result of audit procedures were corrected by management.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated January 20, 2016.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Commission's financial statements or a determination of the type of auditor's opinion that may be expressed on these statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of principles and auditing standards, with management each year prior to retention as the Commission's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.



Restrict on Use

This information is intended solely for the use of the Commission Board and management of Wisconsin River Rail Transit Commission and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

Johnson Block & Company, Inc.

Johnson Block & Company, Inc.
Certified Public Accountants
Madison, Wisconsin



Certified Public Accountants

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COMMUNICATION OF SIGNIFICANT DEFICIENCIES

January 20, 2016

Commission Board
Wisconsin River Rail Transit Commission
Platteville, Wisconsin

In planning and performing our audit of the financial statements of the Wisconsin River Rail Transit Commission as of and for the year ended December 31, 2014, in accordance with auditing standards generally accepted in the United States of America, we considered Wisconsin River Rail Transit Commission's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Wisconsin River Rail Transit Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Wisconsin River Rail Transit Commission's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency in Wisconsin River Rail Transit Commission's internal control to be a significant deficiency:

- 2014-1 A consequence of the size, combined with the specific expertise of your accounting and financial reporting department, is that management has elected to rely on the knowledge of its auditors to prepare its annual financial statements and related disclosures. Again, your Commission, like many others, has made the determination that because of the ever changing and numerous reporting requirements associated with preparing financial statements that are in conformity with accounting principles generally accepted in the United States of America, it is more cost advantageous to rely on the expertise of its outside auditors to assist in the preparation of its financial statements.



However, since the financial statements are the responsibility of the Commission's management, the control over the financial statements being prepared in conformity with accounting principles generally accepted in the United States of America, lies with management. Currently, the Commission has elected not to dedicate its resources to providing for sufficient internal control over the preparation of its financial statements in conformity with accounting principles generally accepted in the United States of America, resulting in a more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the Commission's internal control.

This communication is intended solely for the information and use of management, Commission Board, and others within the administration, and is not intended to be and should not be used by anyone other than these specified parties.

Johnson Block & Company, Inc.

Johnson Block & Company, Inc.
Certified Public Accountants
Madison, Wisconsin



Johnson & Block
AND COMPANY, INC.

Certified Public Accountants

**WISCONSIN RIVER RAIL
TRANSIT COMMISSION**

**FINANCIAL STATEMENTS
WITH AUDITOR'S REPORT**

For The Year Ended December 31, 2014

Quality service through our commitment to clients and staff.

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WISCONSIN RIVER RAIL TRANSIT COMMISSION

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Certified Public Accountants

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INDEPENDENT AUDITOR'S REPORT

January 20, 2016

Commission Members
Wisconsin River Rail Transit Commission
Platteville, Wisconsin

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Wisconsin River Rail Transit Commission ("the Commission") as of and for the year ended December 31, 2014, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatements, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.



Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Commission as of December 31, 2014, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on pages 14 and 15 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted a management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Johnson Block & Company, Inc.

Johnson Block & Company, Inc.
Certified Public Accountants
Madison, Wisconsin

WISCONSIN RIVER RAIL TRANSIT COMMISSION
Statement of Net Position
December 31, 2014

	<u>Governmental Activities</u>
<u>Assets</u>	
Current assets:	
Cash and cash equivalents	\$ 292,336
Accounts receivable	<u>5,089</u>
Total current assets	<u>297,425</u>
Land	386,844
Capital assets	78,324,521
Construction work in process	208,390
Less: Accumulated depreciation	<u>(40,711,193)</u>
Net capital assets	<u>38,208,562</u>
Total Assets	<u><u>\$ 38,505,987</u></u>
<u>Liabilities</u>	
Current liabilities:	
Accounts payable	\$ 8,259
Total current liabilities	<u>8,259</u>
<u>Deferred Inflows</u>	
County Assessments	<u>252,000</u>
Total deferred inflows	<u>252,000</u>
<u>Net Position</u>	
Net investment in capital assets	38,208,562
Unrestricted	<u>37,166</u>
Total Net Position	<u>38,245,728</u>
Total Liabilities, Deferred Inflows and Net Position	<u><u>\$ 38,505,987</u></u>

The accompanying notes are an integral part of this statement.

WISCONSIN RIVER RAIL TRANSIT COMMISSION
Statement of Activities
For the Year Ended December 31, 2014

	<u>Governmental Activities</u>
<u>Operating Revenues</u>	
Member Charges	\$ 302,112
Rent	49,030
Capital Contribution	12,334,048
Permits	6,200
Total Operating Revenues	<u>12,691,390</u>
<u>Operating Expenses</u>	
Administration	59,362
Depreciation	2,520,581
Total Operating Expenses	<u>2,579,943</u>
Operating Income (Loss)	10,111,447
<u>Non-operating Income (Expense)</u>	
Interest Income	330
Total Non-operating Income (Expense)	<u>330</u>
Change in Net Position	10,111,777
Net Position-Beginning of year	<u>28,133,951</u>
Net Position-End of year	<u><u>\$ 38,245,728</u></u>

The accompanying notes are an integral part of this statement.

WISCONSIN RIVER RAIL TRANSIT COMMISSION
Balance Sheet
Governmental Funds
December 31, 2014

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Totals</u>
<u>Assets:</u>			
Cash and Investments	\$ 21,442	\$ 270,894	\$ 292,336
Due from Other Governments, Net of Allowance for Doubtful Accounts of \$82,560	-	-	-
Accounts Receivable	5,089	-	5,089
Internal Balances	<u>(10,860)</u>	<u>10,860</u>	<u>-</u>
 Total Assets	 <u>\$ 15,671</u>	 <u>\$ 281,754</u>	 <u>\$ 297,425</u>
<u>Liabilities:</u>			
Accounts Payable	<u>\$ 8,259</u>	<u>\$ -</u>	<u>\$ 8,259</u>
 Total Liabilities	 <u>8,259</u>	 <u>-</u>	 <u>8,259</u>
<u>Deferred Inflows:</u>			
County Assessments	<u>-</u>	<u>252,000</u>	<u>252,000</u>
 Total Deferred Inflows	 <u>-</u>	 <u>252,000</u>	 <u>252,000</u>
<u>Equity:</u>			
Fund Balance:			
Restricted	-	29,754	29,754
Unassigned	<u>7,412</u>	<u>-</u>	<u>7,412</u>
 Total Fund Balance	 <u>7,412</u>	 <u>29,754</u>	 <u>37,166</u>
Total Liabilities, Deferred Inflows and Fund Balance	<u>\$ 15,671</u>	<u>\$ 281,754</u>	<u>\$ 297,425</u>

The accompanying notes are an integral part of this statement.

WISCONSIN RIVER RAIL TRANSIT COMMISSION
Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
For the Year Ended December 31, 2014

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Totals</u>
<u>Revenues:</u>			
Member Charges	\$ -	\$ 302,112	\$ 302,112
Leases/Easements	49,030	-	49,030
Permits	6,200	-	6,200
Interest	325	4	329
	<u>55,555</u>	<u>302,116</u>	<u>357,671</u>
<u>Expenditures:</u>			
Capital Project Costs	-	208,390	208,390
Evansville Project Cost		59,142	59,142
Staff Services	25,257	-	25,257
Other Expense	34,105	-	34,105
	<u>59,362</u>	<u>267,532</u>	<u>326,894</u>
Excess of Revenues Over (Under) Expenditures	(3,807)	34,584	30,777
Fund Balance (Deficit) January 1, 2014	<u>11,219</u>	<u>(4,830)</u>	<u>6,389</u>
Fund Balance December 31, 2014	<u>\$ 7,412</u>	<u>\$ 29,754</u>	<u>\$ 37,166</u>

The accompanying notes are an integral part of this statement.

WISCONSIN RIVER RAIL TRANSIT COMMISSION
Reconciliation of the Balance Sheet - Governmental Funds
to the Statement of Net Position
December 31, 2014

Total fund balances - governmental funds: \$ 37,166

Amounts reported for governmental activities in the statement
of net position are different because:

Capital assets used in governmental activities
are not financial resources and therefore
are not reported as assets in governmental funds:

Land	386,844	
Governmental capital assets	78,324,521	
Construction work in process	208,390	
Governmental accumulated depreciation	<u>(40,711,193)</u>	38,208,562

Total net position - governmental activities \$ 38,245,728

The accompanying notes are an integral part of this statement.

WISCONSIN RIVER RAIL TRANSIT COMMISSION
Reconciliation of Statement of Revenues, Expenditures and Changes
in Fund Balances - Governmental Funds to the Statement of Activities
For the Year Ended December 31, 2014

Net change in fund balances-total governmental funds	\$ 30,777
Amounts reported for governmental activities in the statement of activities are different because:	
The acquisition of capital assets are reported in the governmental funds as expenditures. However, for governmental activities those costs are shown in the statement of net position and allocated over their estimated useful lives as annual depreciation expenses in the statement of activities.	
Capital outlay reported in governmental fund statements	267,532
Depreciation expenses reported in the statement of activities	<u>(2,520,581)</u>
Amount by which capital outlays are greater (less) than depreciation in the current period.	(2,253,049)
The net effect of various miscellaneous transactions involving capital assets is an increase to net position. The Commission received \$12,334,048 in capital contributions.	
	12,334,048
Rounding	<u>1</u>
Change in net position-governmental activities	<u><u>\$ 10,111,777</u></u>

The accompanying notes are an integral part of this statement.

WISCONSIN RIVER RAIL TRANSIT COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Wisconsin River Rail Transit Commission (“the Commission”) conform to accounting principles generally accepted in the United States of America as applicable to government entities.

A. FINANCIAL REPORTING ENTITY

The Commission was organized in 1980 to acquire and rehabilitate rail lines. It was organized by six counties under State Statute 66.30 and now includes nine counties. The member counties are: Crawford, Dane, Grant, Iowa, Rock, Sauk, Walworth, Waukesha and Jefferson. The Commission is governed by three representatives from each member county. It is a joint venture of the member counties and is not a component unit of any county. The Commission prepares its financial statements in conformity with accounting principles generally accepted in the United States of America as applied to governmental units.

The Commission derives its revenues mainly from the Wisconsin Southern Railroad, member counties and property leases and use permits.

The Commission is considered to be a “stand-alone government” as defined by GASB. The financial reporting entity of the Commission is defined by GASB to consist of (a) the stand-alone government, (b) organizations for which the stand-alone government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the stand-alone government are such that the exclusion would cause the reporting entity’s financial statements to be misleading or incomplete. The basic financial statements of the Commission consist solely of the stand-alone government. No other organizations were identified for inclusion in the financial reporting entity of the Commission.

B. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

Government-Wide Financial Statements

The statement of net position and statement of activities display information about the reporting government as a whole. They include all funds of the reporting entity. The statements include fees charged to external parties for goods or services.

Fund Financial Statements

Financial statements of the reporting entity are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounting which constitute its assets, liabilities, net position/fund equity, revenues, and expenditure/expenses. An emphasis is placed on major funds.

The Commission reports the following major governmental funds:

General Fund - The general fund is the general operating fund of the Commission. It is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Fund - Special revenue funds are used to account for the proceeds of specific revenue sources that are restricted to expenditures for specified projects.

WISCONSIN RIVER RAIL TRANSIT COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

C. MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND FINANCIAL STATEMENT PRESENTATION

Government-Wide Financial Statements

The government-wide statement of net position and statement of activities are reported using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Grants and similar items are recognized as revenue when earned. Unbilled receivables are recorded as revenues when services are provided.

Fund Financial Statements

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recorded when they are both measurable and available. Available means collectible within the current period or soon enough thereafter to pay current liabilities. For this purpose, the Commission considers revenues to be available if they are collected within sixty days of the end of the current fiscal period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on long-term debt, claims, judgments, compensated absences, and pension expenditures, which are recorded as a fund liability when expected to be paid with expendable available financial resources.

Operating revenues and expenses are distinguished from nonoperating items in the statement of revenues, expenses and changes in Net Position. Operating revenues and expenses result from providing services in connection with the Commission's principal ongoing operations. Principal operating activities of the Commission are charges to members. Operating expenses include the cost of providing administrative services and project costs.

D. BUDGETARY ACCOUNTING

The Commission prepared a budget for the general fund and the special revenue fund in 2014. These budgets are adopted in accordance with State Statutes and are presented in accordance with accounting principles generally accepted in the United States of America. The budgetary data presented in the Budgetary Comparison Schedules reflects the original approved budgets of the above funds and subsequent revisions authorized by the Commission's Board. Changes to the overall budget must be approved by a two-thirds Commission board action. Budget control is exercised at the total fund level for all funds.

E. CAPITAL ASSETS

Government-wide Statements

In the government-wide financial statements, fixed assets are accounted for as capital assets. The Commission defines capital assets as assets with an initial individual cost of more than \$5,000 and an estimated useful life of three or more years. Capital assets are recorded at cost. Donated fixed assets are recorded at their estimated fair value at the date of acquisition. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend the assets' lives are not capitalized.

WISCONSIN RIVER RAIL TRANSIT COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

E. CAPITAL ASSETS, CONTINUED

Depreciation is being recorded over the estimated service lives of the assets using the straight-line method. Service lives used for recording annual depreciation were as follows:

Rail Improvements	15 - 30 years
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Depreciation is not provided on construction in progress until the project is completed and placed in service.

Fund Financial Statements

In the fund financial statements, fixed assets used in governmental fund operations are accounted for as project costs of the governmental fund upon acquisition.

F. ACCOUNTS RECEIVABLE / DUE FROM OTHER GOVERNMENTS

Accounts receivable and amounts due from other governments are recorded at the gross amount. An allowance of \$82,560 has been recorded for an amount due from other governments that is not expected to be collected in the future.

G. NET POSITION / FUND BALANCE

Government-Wide Statements

Equity is classified as net position and displayed in three components:

- a. Net Investment in Capital Assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted Net Position – Consists of net position with constraints placed on their use either by 1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments or, 2) law through constitutional provisions or enabling legislation.
- c. Unrestricted Net Position – All other net position that does not meet the definition of “restricted” or “net investment in capital assets”.

When both restricted and unrestricted resources are available for use, it is the Commission’s policy to use restricted resources first, then unrestricted resources as they are needed.

WISCONSIN RIVER RAIL TRANSIT COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

H. NET POSITION / FUND BALANCE, CONTINUED

Fund Statements

In the fund financial statements, governmental fund balance is presented in five possible categories:

Nonspendable – resources which cannot be spent because they are either a) not in spendable form; or b) legally or contractually required to be maintained intact.

Restricted – resources with constraints placed on the use of resources are either a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws and regulations of other governments; or b) imposed by law through constitutional provisions or enabling legislation.

Committed – resources which are subject to limitations the government imposes upon itself through formal action of the Commission Board, and that remain binding unless removed in the same manner.

Assigned – resources neither restricted nor committed for which a government has stated intended use for a specific purpose. This intent can be express through the Commission Board or through the Commission Board delegating this responsibility to a specific member through the budgetary process.

Unassigned – resources which cannot be properly classified in one of the other four categories. Unassigned balances also include negative balances in the governmental funds reporting resources restricted for specific purposes.

When restricted and other fund balance resources are available for use, it is the Commission's practice to use restricted resources first, followed by committed, assigned, and unassigned amounts, respectively.

I. DEFERRED INFLOWS AND OUTFLOWS OF RESOURCES

Deferred outflow of resources represent a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until then.

Deferred inflow of resources represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time.

J. USE OF ESTIMATES

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

K. CLAIMS AND JUDGMENTS

There were no significant claims or judgments at year-end.

WISCONSIN RIVER RAIL TRANSIT COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2014

2. CASH AND INVESTMENTS

Investment of Commission funds is restricted by state statutes. Available investments are limited to:

1. Time deposits in any credit union, bank, savings bank, trust company or savings and loan association maturing in three years or less
2. Bonds or securities of any county, city, drainage district, technical college district, village, town, or school district of the state. Also, bonds issued by a local exposition district, a local professional baseball park, or by the University of Wisconsin Hospital and Clinics authority.
3. Bonds or securities issued or guaranteed by the federal government.
4. Bonds or securities issued under the authority of the municipality.
5. The local government investment pool.
6. Any security maturing in seven years or less and having the highest or second highest rating category of a nationally recognized rating agency.
7. Securities of an open-end management investment company or investment trust, subject to various conditions and investment options.
8. Repurchase agreements with public depositories, with certain conditions.
9. Agreements in which a public depository agrees to repay funds advanced to it by the Commission plus interest, if the agreement is secured by bonds or securities issued or guaranteed as to principal and interest by the federal government.

Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. The Commission has no investment policy that would limit its investments choices beyond the statutory limits listed above.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the Commission would not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial risk for investments is the risk that, in the event of failure of the counterparty (e.g. broker-dealer) to a transaction, the Commission would not be able to recover the value of its investment of collateral securities that are in the possession of another party. The Board does not have an investment policy for custodial credit risk.

Deposits in banks are insured by the FDIC in the amount of \$250,000 for demand accounts and \$250,000 for time accounts. Bank accounts are also insured by the State Deposit Guarantee Fund in the amount of \$400,000. Due to the relatively small size of the Guarantee Fund in relationship to the total deposits covered and other legal implications, recovery of material principal losses may not be significant to individual municipalities.

The Wisconsin Local Government Investment Pool (LGIP) is part of the State Investment Fund (SIF), and is managed by the State of Wisconsin Investment Board. The SIF is not registered with the Securities and Exchange Commission, but operates under the statutory authority of Wisconsin Chapter 25. The SIF reports the fair value of its underlying assets annually. Participants in the LGIP have the right to withdraw their funds in total on one day's notice. At December 31, 2014, the fair value of the Commission's share of the LGIP's assets was substantially equal to the amount reported in these statements.

As of December 31, 2014 the Commission had no bank deposits that were in excess of federal and state depository insurance/guarantees.

WISCONSIN RIVER RAIL TRANSIT COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2014

2. CASH AND INVESTMENTS, CONTINUED

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates.

The Commission does not have a formal investment policy that limits investment maturities as a means of managing its exposure of fair value losses arising from increasing interest rates.

3. CASH AND INVESTMENTS – SPECIAL REVENUE PROJECTS

The cash balance in the special revenue fund consists of cash related to the following projects:

Project 13-Evansville Line	\$ 11,974
Fox Lake CWR Project - Janesville to Avalon	<u>258,920</u>
	<u>\$ 270,894</u>

4. ACCOUNTS RECEIVABLE/RENTAL INCOME

The Commission receives rental income from Wisconsin and Southern Railroad of \$48,150 per year. As part of the terms of the agreement, any rental funds paid over the operating funds needed by the Commission may be returned to the Wisconsin and Southern Railroad for infrastructure improvement projects along the Commission corridor. The rental agreement is to remain in effect for the term of the operating agreement between the Commission and Wisconsin and Southern Railroad which expires December 31, 2047. The financial statements for 2014 include rental income of \$49,030.

5. DEFERRED INFLOWS

These amounts are advances received from counties for specific projects. These advances will be reported as revenue when needed to pay each county's share of rehabilitation costs. Unneeded amounts may be refunded to the counties after completion of the project or applied to other projects.

6. CAPITAL ASSETS

A summary of fixed assets at December 31, 2014 follows:

	Balance 1/1/14	Additions	Retirements	Balance 12/31/2014
Land	\$ -	\$ 386,844	\$ -	\$ 386,844
Work in Progress	850,480	208,390	850,480	208,390
Rail Improvements	<u>65,467,695</u>	<u>12,856,826</u>	<u>-</u>	<u>78,324,521</u>
Totals	<u>\$ 66,318,175</u>	<u>\$ 13,452,060</u>	<u>\$ 850,480</u>	<u>\$ 78,919,755</u>

WISCONSIN RIVER RAIL TRANSIT COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2014

6. CAPITAL ASSETS, CONTINUED

The accumulated depreciation of the fixed assets at December 31, 2014 is \$40,711,193 as shown below:

	Balance 1/1/14	Depreciation	Balance 12/31/2014
Rail Improvements	\$ 38,190,612	\$ 2,520,581	\$ 40,711,193
Totals	38,190,612	\$ 2,520,581	40,711,193
Net Asset Value	\$ 28,127,563		\$ 38,208,562

Capital assets consist of Rail improvements owned and maintained by the Commission. However, approximately 80% is paid for by the Wisconsin Department of Transportation. The Commission reflects Contributions in Aid of Construction as non-operating income on the government-wide financial statements for 95% of the capital asset value.

7. EXCESS EXPENDITURES OVER APPROPRIATIONS

The Commission controls expenditures at the individual fund level. Some individual line items experienced expenditures which exceeded appropriations. The detail of those items can be found in the Commission's year-end actual to budget reports on pages 14 and 15. General fund total reported expenditures was in excess of the budgeted amounts by \$7,662 for 2014.

8. RISK MANAGEMENT

The Commission is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; and error and omissions. All risks are covered through the purchase of commercial insurance, with minimal deductibles. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Commission

9. COMMITMENTS

Janesville Avalon Project

At December 31, 2014, the Janesville to Avalon project started in 2014 was still in progress. As of December 31, 2014, the Commission contributed \$208,390. An additional contribution of \$252,000 was made in 2015. The total budget for this project is approximately \$7 million.

REQUIRED SUPPLEMENTARY INFORMATION

Required Supplementary Information

**Wisconsin River Rail Transit Commission
Statement of Revenues, Expenditures and Changes in Fund Balances - Actual and Budget
General Fund
For the Year Ended December 31, 2014**

	Budgeted Amounts		Actual	Variances with Final Budget Positive (Negative)
	Original	Final		
<u>Revenues:</u>				
Charges for projects/services:				
Lease Revenue	\$ 49,900	\$ 49,900	\$ 49,030	\$ (870)
Permits	1,500	1,500	6,200	4,700
Interest	300	300	325	25
Total Revenues	51,700	51,700	55,555	3,855
<u>Expenditures:</u>				
Administration				
General expense	500	500	-	500
Management expense - SWWRPC	22,600	22,600	22,550	50
Accounting expense	3,500	3,500	2,707	793
Audit expense	4,600	4,600	3,900	700
Attorney fees	3,000	3,000	14,095	(11,095)
Insurance	16,500	16,500	16,110	390
Other	1,000	1,000	-	1,000
Total Expenditures	51,700	51,700	59,362	(7,662)
Excess (deficiency) of revenues over expenditures	\$ -	\$ -	\$ (3,807)	\$ (3,807)

Required Supplementary Information

**Wisconsin River Rail Transit Commission
Statement of Revenues, Expenditures and Changes in Fund Balances - Actual and Budget
Special Revenue Fund
For the Year Ended December 31, 2014**

	<u>Budgeted Amounts</u>			Variances with Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	
<u>Revenues:</u>				
Charges for projects/services:				
Counties revenue	\$ 476,000	\$ 476,000	\$ 302,112	\$ (173,888)
Total Revenues	<u>476,000</u>	<u>476,000</u>	<u>302,112</u>	<u>(173,888)</u>
<u>Expenditures:</u>				
Project Expense				
Land Improvements	460,390	460,390	208,390	252,000
Evansville Line Project	-	-	59,142	(59,142)
Total Expenditures	<u>460,390</u>	<u>460,390</u>	<u>267,532</u>	<u>192,858</u>
 Excess (deficiency) of revenues over expenditures	 <u>\$ 15,610</u>	 <u>\$ 15,610</u>	 <u>\$ 34,580</u>	 <u>\$ 18,970</u>