

**County Zoning Agency**  
MINUTES  
May 19, 2016 – 5:30 p.m.  
100 West Walworth Street  
Elkhorn, Wisconsin  
**\* \* \* D R A F T \* \* \***

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Chairman Tim Brellenthin called the meeting to order at 5:30 p.m.

Roll call – Committee members present were Chair Tim Brellenthin, Vice Chair Dave Weber, Supervisors Paul Yvarra, Susan Pruessing, and Citizen Member Jim Van Dreser. Supervisor Randy Timms and Citizen Member Richard Kuhnke, Sr. were 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.

A “sign-in” sheet listing attendees on May 19, 2016, is kept on file as a matter of record.

Details of the May 19, 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](http://www.co.walworth.wi.us)

**Jim Van Dreser motioned to approve the agenda as amended to table items 8.f.e.) Mary and Larry Puhl – Owners, Stephanie and Scott Guth – Applicants. Seconded by Dave Weber. Motion carried. 5-favor 0-oppose**

**Dave Weber motioned to approve the April 26, 2016, Minutes. Seconded by Susan Pruessing. Motion carried. 5-favor 0-oppose**

Zoning / Sanitation / Land Conservation Enforcement – Michael Cotter  
Disc Count #5:32:28 – 5:32:50

Subdivision Items – Old Business – None

Subdivision Items – New Business – None

Old Business - Ordinance Amendments – None

Old Business – Discussion Items – None

New Business - Ordinance Amendments - None

New Business – Discussion Items – None

**Public Hearing: 5:33**

**Ordinance Amendments –**

1. Amendment to Section(s) 74-51, 74-61 and 74-131 of the Zoning Ordinance and Section(s) 74-178, 74-188 and 74-263 of the Shoreland Zoning Ordinance adding a farm family business wedding barn in the A-1 and A-2 zoning district as a conditional use. The format of the text of this amendment does not allow publishing in this legal notice.

**Leonard Wardzala/Town of Lyons Planning Commission indicates the Town is not in favor as proposed and provides a commentary letter of requested changes. Copies are provided to the CZA members by staff.**

**Atty. Christina Green speaks in favor of the ordinance with some requested changes, including number of events and time frame for events, outdoor use and modifications to barns. Committee member requests summary of requested amendments by Staff.**

This item will be placed on the 4:30 P.M. agenda of the June 16, 2016 Walworth County Zoning Agency for a vote.

Disc Count #5:36:38 – 5:53:14

**Rezones with Conditional Uses**

1. **Tom Marek, David and Joanne Prudden - Owners, David L. Prudden – Applicant, Section 16, Walworth Township. Rezone of approximately 1.08 acres from the A-5 Agricultural-Rural Residential District to the A-4 Agricultural-Related Manufacturing, Warehousing & Marketing District in order to obtain conditional use approval for a recreational vehicle and boat storage facility. Tax Parcel EA172800001.**

General:

1. Approved as per plan submitted for an indoor recreational vehicle and boat storage facilities with all additional conditions.
2. No general public sales allowed from the storage facility. No business activities other than the storage specified in the plan of operations may be conducted from out of the storage facilities.
3. On site hours of operation shall be from 6:00 a.m. to 6:00 p.m. seven days a week.
4. Must meet all applicable Federal, State, County and local regulations.
5. Vehicles and boats to be stored indoors may be located outside for drop-off and pick-up only.
6. Outside lighting shall be shielded and directed on site.
7. The applicant must obtain all required zoning permit approvals including a sign permit.
8. No burning of waste materials shall occur on site.
9. The applicant must obtain the required Town, County and/or State Highway approval for the access.
10. The applicant must obtain a County Land Disturbance Erosion Control and Stormwater Management permit from the County Conservation Office if required by ordinance.

11. All cars shall be parked in the marked spaces as identified on the approved plan of operations. Use capacity of the site shall be restricted by the cars capable of being parked in the marked spaces as identified on the plan. Parking must meet with requirements of the county zoning ordinance. The off street parking area shall be graded and surfaced so as to be dust free and properly drained. All parking areas shall be clearly marked. All parking must be in compliance with County requirements within 60 days of this approval.
12. The project site must be kept neat, clean, and mowed in all areas.
13. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.
14. Failure to actively exercise this conditional use within three years of the approval date shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original three year period. Any extension requested during the three year active exercise period greater than one year beyond the original three year period shall require additional Town and County committee approvals.

Specific:

15. Only one driveway shall be allowed as per the Town.
16. The Town Board shall approve the outside color of the building as per the Town.
17. A plan for landscaping/berm shall be approved by the Town Board as per the Town.
18. There shall be no caretaker's residence without additional Town and County approval as per the Town.
19. There shall be no outside storage allowed on site.
20. Only down dusk to dawn lighting shall be permitted as per the Town.
21. Only off-season storage and personal maintenance use not during off-season shall be permitted as per the Town.
22. A one year Town Board review shall be required as per the Town.
23. ~~Conditional use shall revert upon sale of the property and~~ any other conditional use shall require Town Board approval ~~review~~ as per the Town.

**Applicant David Prudden and Tom Marek speak regarding the application. Jim Van Dreser motioned to approve. Seconded by Susan Pruessing with a friendly amendment to strike and amend condition 23 as indicated. Motion carried. 5-favor 0-oppose.**

The rezone petition will move forward to the June 14, 2016, Walworth County Board for possible action.

Disc Count #5:53:19 – 6:01:09

**Rezones** – none

**Conditional Uses**

1. **AMJ Properties, LLC – Owner, Dutton Welding & Millwright Service/ Josh Dutton – Applicant**, Section 21, Darien Township. Conditional use approval for a metal fabrication and manufacturing facility along with conditional use approvals for an on-site caretaker’s residence and two on- site signs on land zoned M-2 Heavy Industrial District. Tax Parcel B D 2100010.

General:

1. Approved as per plan submitted for multiple conditional uses as a Planned Unit Development (PUD) being a metal fabrication and manufacturing facility along with conditional use approvals for an on-site caretaker’s residence in an existing home and two on-site signs on land zoned M-2 Heavy Industrial District with all additional conditions.
2. All uses of the site shall meet applicable Federal, State, County and local regulations including commercial building inspection.
3. Outside lighting shall be shielded and directed on site.
4. The applicant must obtain all required zoning permit approvals including sign permits.
5. The applicant must obtain the required State Highway D.O.T. approval for any changes to the access.
6. No fill, debris, branches or leaves may be disposed of on site. No burning of waste materials shall occur on site.
7. The applicant must obtain a County Land Disturbance Erosion Control and Stormwater Management Permit from the County Conservation Office if required by ordinance.
8. All parking and access to the site shall meet County requirements. All parking shall be installed according to County requirements within 60 days of this approval. Vehicle parking shall be located as identified on the approved plan of operations.
9. The project site must be kept neat, clean, and mowed. The site shall be maintained in a nuisance free condition. The owner shall be held solely responsible for the control of dust, odors, fire, vermin, insects, rodents, filth, fluid/oils spills, groundwater and surface water contamination and windblown materials resulting from past and future operations on this site.
10. Implementation of dust and noise control measures shall occur at all times on site.
11. On site hours of operation shall be from 6:00 a.m. to 6:00 p.m. Monday through Saturday with No operation on Sundays or Holidays. Hours of operation shall be 24 hours per day for the caretaker’s facility.
12. All perimeter fencing shall be maintained as identified on the project plan.
13. The operator shall obtain adequate liability insurance and keep the insurance current during the life of this conditional use.
14. No on-site general public sales shall be allowed from the metal fabrication and manufacturing facility.
15. No business activities other than specified in the plan of operations may be conducted from out of the facilities.
16. No storage of chemicals, petroleum products and flammable materials shall occur on site unless stored in a containment facility meeting State requirements.
17. The owner must provide a waste disposal plan stating where all trash, metal filings, drain oil and other fluids are disposed and shall follow the approved plan during operations on site.
18. Walworth County staff may conduct inspections necessary to ensure site is operated and maintained according to applicable regulations.

19. 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.
20. 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:

21. No outside storage areas for materials are shown on the site plan. No outside storage of materials has therefore been approved by this conditional use. Outside storage is limited to the type, quantities and location of material identified on the plan of operations. No outside storage areas including displays of goods are allowed in the required setback areas.
22. All trucks, trailers and equipment in transit shall be allowed to be stored on site for a maximum of 90 contiguous days at which point they shall be removed from the property.
23. The County reserves the authority to require any outside stored materials to be removed from the site within 48 hours of a determination the storage is inconsistent with this approval, has become unsightly or is detrimental to human health and safety.
24. No outside storage of chemicals shall occur on site.
25. The industrial building must have proper ventilation meeting the requirements of the State and Federal codes. Exhaust system shall meet all requirements of the code including hours of operation and noise.
26. No dumping of chemical waste shall be conducted outside of the building. All discharge of chemical waste to the holding tank or septic system shall be pre-approved by the County sanitarian.
27. All flammable waste materials shall be stored in a non-flammable, enclosed container and be gated in a non-combustible fence.
28. The owner shall obtain approval of a pollution prevention plan from the County Land Conservation Office and a hazardous spill plan from the State if required by law.
29. No occupancy shall be allowed for the business activity approved by this conditional use until all conditions of approval are met.

**Josh Dutton speaks regarding the application, questions concerning equipment storage.**

**Dave Weber motioned to approve allowing applicant to work with staff regarding parking. Seconded by Jim Van Dreser. Motion carried. 5-favor 0-oppose.**

Disc Count #6:01:12 – 6:11:04

2. **Walworth Property, Inc. – Owner, Alpine Valley Music Theater/Live Nation Entertainment – Applicant, Section 1, LaFayette Township. Conditional use approval for special event camping in conjunction with music events at the Alpine Valley Music Theater on lands zoned B-5 Planned Commercial-Recreation Business District. Tax Parcel KA434300001.**

General:

1. The Conditional Use for special event camping is approved as per Option A or B site plan and operations narrative submitted with all additional conditions. The Option A site plan proposes a 50 exterior boundary setback subject to obtaining a variance from the Walworth County Board of Adjustment. Option A would allow for ~~554~~ 556 camping areas comprised of 45 46 larger RV areas and ~~509~~ 510 individual eight hundred (800) square foot camp areas. The Option B site plan proposes

meeting the required B-5 zone district 100 foot exterior boundary setback and would result in a lesser number being ~~415~~ **387** camp areas comprised of 29 large RV areas and ~~386~~ **358** individual eight hundred (800) square foot camp areas. This conditional use permit is approved for the Option A site plan conditioned subject to approval of an exterior boundary setback variance from 100 feet to 50 feet by the County Board of Adjustment. If the Board of Adjustment does not grant the required variance sought for Option A then Option B shall be the operative site plan.

2. The total capacity of the camp shall as specified in the plan of operations for Option A or B.
3. Use of the grounds shall be limited to special event camp use as stated in the plan of operations.
4. The project must meet with all State, Federal and local approvals.
5. The owner/applicant must obtain all required zoning permit and sanitary approvals prior to use of the site. The County reserves the right to require additional sanitation capacity beyond that required by State regulation if it is determined to be necessary.
6. The camp operator shall provide the name and contact information of sanitary waste pumping contractor for the conditional use file and keep this information current during the life of the conditional use. Records of the sanitary pumping schedule and volumes shall be made available to the County sanitarian upon request.
7. No additional structures shall be added to the plan without obtaining County conditional use approval. This permit does not include conditional use approval for any structure (patios, decks, additions, sheds, retain walls etc.) or use that is not specifically located on the plan and presented in the plan of operations.
8. The rules for camp users must be provided to the County for view and must be consistent with the plan, operations narrative and conditional use as approval. Any changes to the rules for camp users affecting the approval must receive additional approval.
9. The applicant must provide a tree cutting and restoration plan meeting ordinance requirements for review and approval. Tree cutting shall be limited to that specified on the approved plan of operations.
10. There shall be no alterations of the shoreland setbacks or wetlands without obtaining County required approvals.
11. The interior camp roads and parking shall meet with the requirements of the zoning code. All road maintenance shall be conducted as agreed to and specified in grading plan and the plan of operations.
12. The drainage ways shall be graded to eliminate any surface drainage concerns. A drainage plan for the entire Camp shall receive approval from the County Conservation Office prior to installation and use of the Green Lot for special event camping. The applicant must obtain a Land Disturbance, Erosion Control & Stormwater approval from Land Conservation Office. All stormwater amenities and areas shall be identified on the site plan and maintained on site. All grading must be conducted consistent with the approved Land Disturbance Erosion Control and Stormwater Management plan. All topsoil generated from the site must be evenly distributed back onto the site on the areas from which it was removed or in areas in need of the topsoil. No materials may be removed from the site. ~~The operator of the special event camp area shall apply for a Land Use and Resource Management Department onsite inspection of the special event camp (Green Lot) within 2 days of completion of each special event camp use.~~
13. The applicant shall submit an outdoor lighting plan for review and approval prior to construction. All lighting shall be shielded and directed on site.
14. The camp areas, unit pads and parking areas must be identified on a survey.
15. All camping shall occur in the units as identified on the plan.
16. Sufficient adult supervision must be present at all times when the camp is in use.
17. Hours of operation shall be as stated in the plan of operations. The campground shall be used on Fridays through Mondays. Camp users shall arrive at ~~12:00 p.m.~~ **10:00 a.m.** the day of concert events and leave by 12:00 p.m. the day after events. There may be multiple day concert events during which the Special Event camp is used.
18. The property owner shall maintain adequate liability insurance and keep the insurance current during the life of this conditional use.

19. Parking must meet with requirements of the county zoning ordinance. All parking must be in compliance with County requirements prior to use of the site.
20. 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.
21. The County reserves the right to rescind this conditional use upon any violation of County regulations.
22. 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:

23. The Special Event camping shall occur with a supply of pure potable water for drinking and domestic purposes located not more than 300 feet from any camp area unit. Any well or wells shall comply with DHS 178 and Wisconsin Well Construction Code. **Bottled water may be allowed as an option as per State Code.**
24. There shall be only one camping unit per Special Event camp area. Camp unit is defined as specified in the Walworth County Zoning Ordinance.
25. If the variance grants use of the buffer area for sanitary facilities then 8 additional camp areas would be approved in the existing location of the center facilities.
26. ~~The Special Event Camp shall be used for a maximum of five Alpine Valley Music Theatre concerts per year.~~
27. There shall be a maximum of 6 camp users per camp area.
28. No campfires shall be allowed. Camp users may cook on gas grills.
29. No pets shall be allowed in the Special Event Camp.
30. All trash removal and recycling shall occur as specified in the approved plan of operations.
31. No golf carts, ATVs, mini-bikes or other personal transportation vehicles may be used in the camp **by camp area users.**
32. The property owner shall be solely responsible for providing the security for the facility as specified in the approved plan of operations and as approved by Walworth County.
33. The special event camp shall be enclosed in a 6 foot high chain linked fence with entrances and exits as specified in the approved plan of operations. The area identified as primary environmental corridor on the Town and County Land Use Plans shall be located on the outside of the fence.
34. The special event camp shall provide with appropriate non-polluting lighting on the pathways and around the sanitary facilities.
35. The special event camp use is linked to the use of and number of people attending the adjacent Alpine Valley Music Theater as part of the operation plan for the theater. If the special event camp area property is sold separately from the Alpine Valley Music Theater, the conditional use for the special event camp area shall be automatically rescinded.
36. The conditional use shall be subject to an annual review commencing one year from this approval date as per the Town.
37. **On an annual basis, the Walworth County Sheriff's Office shall have the right to review and approve the camping operations plan for the individual shows for the upcoming season of special event camping.**
38. **The Walworth County Sheriff's Office shall control the number of special event camping functions.**

**Atty Christina Green and Brian Rutkowski/Live Nation speak regarding the application.**

**Dave Weber motioned to approve with amendments to paragraphs 1, 12, 17, 23, 26, 31 and 38. Seconded by Paul Yvarra. Motion carried. 5-favor 0-oppose.**  
Disc Count #6:11:10 – 6:45:32

**ITEM NOT HEARD DUE TO NO TOWN DECISION**

~~3. **Mary and Larry Puhl – Owners, Stephanie and Scott Guth – Applicants, Section 12, Troy Township. Conditional use approval for a commercial horse stable on lands zoned A-2 Agricultural District. Tax Parcel L T 1200007P.**~~

4. **Buttons Bay Land Development/Michael Lazeroni – Owner, The Boat House of Lauderdale Lakes – Applicant, Section 12, Linn Township. Conditional use approval to locate boats for sale in extra parking stalls of an existing restaurant parking lot. Part of Tax Parcel I L 1200003A.**

General:

1. Approved as per plan submitted as a Planned Unit Development for vehicle sale (boat displays) and a restaurant in the B-2 District with all additional conditions.
2. There shall be No outside storage of stock or trade other than the boats for sale.
3. All storage areas, materials and equipment shall be located as defined on the plan of operations. Boats shall be displayed in parking stall areas 1-14 as specified on a seasonal basis from May 1<sup>st</sup> through September 30<sup>th</sup> of each year.
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. There shall be no boat service in conjunction with the proposed boat sales (display area).
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 (boat display area).
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.
13. No storage of chemicals and petroleum products shall occur on site unless stored in a containment facility meeting state requirements.
14. The project site must be kept neat, clean, and mowed in all areas.
15. No acid washing of boats may be conducted at this facility.

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.
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:

18. The applicant shall not display more than four boats at any time in six front stalls on the lot and may use up to eight additional stalls for boat display in the back of the restaurant as per the Town.
19. The boat sales office in the upstairs portion of the building shall have a separate entrance and not use the main restaurant entrance as per the Town.

**No applicant appears.**

**Charles Coleman speaks against the proposed use.**

**Jim Van Dreser motioned to table to June for applicant to appear to address –**

**“What is the intent for the property”. Seconded by Dave Weber. Motion carried.**

**5-favor 0-oppose.**

**Disc Count #6:45:38 – 6:53:03**

5. **Steve Snudden – Owner, Executive Committee of the Wisconsin Farm Technology Days/ Jim Stowell, Peg Reed Wisconsin Farm Tech./UW Extension – Applicants, Sections 21, 22, 27, 28 Linn Township. Conditional use approval for Farm Technology Days 2016 as a governmental and cultural use and temporary park in the A-1 Prime Agricultural District. Tax Parcels I L 2100002B, 9A and 15, I L 2200002, 6, 7 and 8, Tax Parcels I L 2700006 and 7 and Tax Parcels I L 2800001, 2, 2A and 6**

General:

1. Approved as per plan submitted for Farm Technology Days 2016 as a governmental and cultural use and temporary park in the A-1 Prime Agricultural District with all additional conditions.
2. Use of the site for Farm Technology Days is approved beginning with set up starting on June 1<sup>st</sup>, until the show, the show on July 19-21<sup>st</sup> and clean up and take down until August 5<sup>th</sup>, 2016.
3. On site hours of operation shall be from 6:00 a.m. to 6:00 p.m. seven days a week. The show shall be open from 9:00 a.m. until 4:00 p.m.
4. 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. Zenda Road in the area of Tent City shall be deemed closed during the show and the required setback shall not apply.
5. The site must meet all applicable Federal, State, County and local regulations.
6. Outside lighting shall be shielded and directed on site.
7. The applicant must obtain all required zoning permit approvals including sign permits.
8. No fill, debris, branches or leaves may be disposed of on site. No burning of waste materials shall occur on site.
9. The applicant shall provide the name and contact information for the sanitary (toilet) facilities maintenance company for the conditional use file.

10. The property owners/applicant must maintain adequate liability insurance during use of the properties.
11. The applicant must obtain a County Land Disturbance Erosion Control and Stormwater Management Permit from the County Conservation Office if required by the ordinance.
12. All parking and access to the site shall meet County requirements. All parking and shall be setback 25 feet from road right of ways, outside of the 75 foot shoreland setback and outside of the vision triangle of all intersections. All access drives shall be outside of the 75 foot shoreland setback of all navigable streams. Zenda Road in the area of Tent City shall be deemed closed during the show and the required setback shall not apply.
13. The project site must be kept neat, clean, and mowed.
14. The owners of the property shall release, indemnify and hold harmless Walworth County, the Town of Linn and their 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 conditional use approval.
15. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.

Specific:

16. There shall be no camping allowed within the designated temporary park/public assembly area approved by this conditional use.

**Jim Stowell/Chairman 2016 Farm Tech Days speaks regarding the application. Dave Weber motioned to approve. Seconded by Jim Van Dreser. Supervisor Susan Pruessing abstains from voting as she has been on the Executive Committee for many years. Motion carried. 4-favor 0-oppose 1-abstain.**  
Disc Count #6:53:04 – 7:02:20

### Adjournment

**Dave Weber motioned to adjourn. Seconded by Susan Pruessing. Motion carried. 6-favor 0-oppose**

The meeting was adjourned at 7:02 p.m..

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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  
May 19, 2016 Finance Committee Meeting Minutes  
Walworth County Government Center, County Board Room 114  
100 W. Walworth Street, Elkhorn, Wisconsin**

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The meeting was called to order by County Chair Nancy Russell at 9:32 a.m.

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

**Others in Attendance**

County staff: County Administrator David Bretl; Deputy County Administrator-Finance Nicki Andersen; County Treasurer Valerie Etzel; Comptroller Jessica Conley; Sheriff's Office Business Manager Amanda Lagle; Central Services Director Eric Nitschke; Assistant Jail Administrator Howard Sawyers; Jail Administrator John Delaney; Capt. Rob Hall-Sheriff's Office; Health and Human Services (HHS) Director Elizabeth Aldred

Members of the public: Farm Technology Days Executive Director Jim Stowell

**Supervisor Schaefer made a motion, seconded by Vice Chair Kilkenny, to move the discussion on the TIF Districts for consideration after the consent items, and to approve the agenda as amended. The motion carried 5-0.**

**Supervisor Schaefer made a motion, seconded by Supervisor Ingersoll, to approve the April 28, 2016 meeting minutes. The motion carried 5-0.**

**Public Comment** – There was none.

**Unfinished Business**

- Update regarding Sheriff's Office Jail Inmate Deposit Fees  
County Administrator Bretl said the agenda packet includes a document from Trinity Services Group, Inc. with their fee changes and an explanation of the enhancements to their software. **Supervisor Schaefer made a motion, seconded by Supervisor Ingersoll, to accept the report. The motion carried 5-0.** Vice Chair Kilkenny suggested the Criminal Justice Coordinating Committee (CJCC) review the current fee structure to make recommendations on potentially simplifying and/or reducing inmate charges.

- Update on Public Works report on inventory management  
Central Services/Public Works Director Eric Nitschke said improvements in the County's salt distribution process are being considered. Staff is hoping to integrate new parts readers into the department's new software system, which will make inventorying more efficient. **Supervisor Ingersoll made a motion, seconded by Supervisor Schaefer, to approve the report. The motion carried 5-0.**

**Consent Items**

Chair Russell requested that items 8 B 4, 5 and 6 be considered separately. **Vice Chair Kilkenny made a motion, seconded by Supervisor Ingersoll, to approve the remainder of the consent items. The motion carried 5-0.**

**8A, Budget Amendments**

- 1) Finance
  - a) FN001 – Transfer funds for donations to 2016 Farm Technology Days to offset event license
- 2) Health and Human Services
  - a) HS002 – Reflect additional funding for 2016 Children's Long Term Support program
- 3) Public Works

- a) PW004 – Increase budget for Hwy DD Sugar Creek Bridge engineering/design work
- b) PW005 – Establish budget for Honey Creek Bridge design/engineering project to be done in 2016

### 8B, Bids/Contracts

- 1) Workforce Innovation Opportunity Act Services – business services coordination services.  
By motion approving the consent items, the award was made to Walworth County Economic Development Alliance, Inc.
- 2) Workforce Innovation Opportunity Act Services – youth services  
By motion approving the consent items, the award was made to Kaiser Group d/b/a Dynamic Workforce Solutions.
- 3) Workforce Innovation Opportunity Act Services – one-stop operator  
By motion approving the consent items, the award was made to Kaiser Group d/b/a Dynamic Workforce Solutions.
- 4) Prisoner transportation/extradition services for the Sheriff's office  
Bretl said PTS of America, LLC, one of the recommended bidders, owes the County over \$700 for damages caused by their van to the sally port sensor at the Sheriff's Office. Sheriff's Office Business Manager Amanda Lagle said the vendor called last week and gave her a check number, stating he mailed the check to the County late last week. **Supervisor Schaefer made a motion, seconded by Supervisor Ingersoll, to award the bid to Wisconsin Lock and Load and PTS of America, LLC, contingent upon receipt of money owed by PTS. The motion carried 5-0.**
- 5) Award sale(s) of tax foreclosure properties  
County Treasurer Valerie Etzel said her department accepted the bid for the final parcel and has received payment. **Supervisors Schaefer and Ingersoll moved to accept the award of the sale. The motion carried 5-0.**
- 6) Discussion and possible action regarding establishment of minimum bids for unsold tax foreclosure properties.  
Etzel reported there are no remaining unsold tax foreclosure properties. The foreclosure process on 2012 foreclosed properties is underway.

### 8C, Reports

- 1) Quarterly investment report – 1st quarter 2016  
Chair Russell noted that the Quarterly Investment Report is well done and informative and she appreciates the ongoing reports.
- 2) Update on tax incremental financing districts (TIDs)
- 3) Out-of-state travel
  - a) Finance
    - 1) Andy Lamping, Tyler Connect 2016 Conference, Phoenix, AZ
  - b) Health and Human Services
    - 1) Elizabeth Walsh, National Public Health Preparedness Summit, Dallas, TX
  - c) Human Resources
    - 1) Dale Wilson, National Public Employee Labor Relations Association (NPELRA) Conference, Memphis, TN

### **New Business**

- Discussion and possible action regarding 2016 Community Oriented Policing Services (COPS) Anti-methamphetamine Grant application

Sheriff's Office Captain Rob Hall said last year the County was awarded a grant for the anti-heroin initiative, a third of which has been used to date. Last year, Walworth County led the state in methamphetamine lab arrests. The Department of Justice (DOJ) has established a \$1.5 million anti-methamphetamine grant which will be administered by the Southeast Region operations group, similar to the anti-heroin grant. Walworth County's share would be approximately \$10,000-\$15,000, to offset costs from the Sheriff's Office general overtime fund. The grant application deadline is June 1, and there is no required match. **Vice Chair Kilkenny made a motion, seconded by Supervisor Schaefer, to approve the grant application. The motion carried 5-0.**

- Discussion and possible action regarding Office of Inspector General (OIG) Audit

Director of HHS Elizabeth Aldred said the Office of Inspector General (OIG) audited the HHS Comprehensive Community Services (CCS) program. Since the inception of the CCS program, the department has undergone four separate state CCS audits, and no adverse findings were revealed. The current audit is a result of the Governor's expansion of the CCS program to a statewide model in 2014. Walworth County entered into a shared service model with Jefferson and Rock counties to be able to draw down 100% reimbursement for the service. As a result of the statewide expansion, the legislature requested an educational audit for the CCS programs that were approved for 100% reimbursement. On April 5, 2016, HHS received official notification of the preliminary results of the audit, indicating that there was a potential overpayment attributed to non-covered services in the amount of \$994.90. HHS submitted additional information to OIG to refute the audit findings. OIG has 45 days to issue a Notice of Intent to Recover pending disagreement with the rebuttal information. **Vice Chair Kilkenny made a motion, seconded by Supervisor Ingersoll, to accept the report on the OIG audit, and to authorize staff to appeal appropriate portions of the state's findings when received. The motion carried 5-0.**

- Discussion and possible action regarding donation to 2016 Farm Technology Days to offset event license  
The Committee discussed the donation at last month's meeting. Chair Russell said the hearing on the license was conducted by the Executive Committee, and there was no public comment. Bretl said the County has already donated money and invested staff time to Farm Technology Days and recommended approval. **Vice Chair Kilkenny moved to approve the donation of \$2,500 to 2016 Farm Technology Days to offset the event license. The motion was seconded by Supervisor Schaefer and it carried 5-0.**

- Resolution \*\*-06/16 Committing Children with Disabilities Education Board Available Fund Balance  
Deputy County Administrator-Finance Nicki Andersen said this resolution is for committing 2015 funds returned, most of which will be put in future debt service to call both of the remaining bond issues, and the remainder into the equipment/building maintenance fund. **Supervisor Schaefer made a motion, seconded by Vice Chair Kilkenny, to recommend approval of the Resolution Committing Children with Disabilities Education Board Available Fund Balance. The motion carried 5-0.**

- Resolution \*\*-06/16 Authorizing Internal Allowances for Lakeland Health Care Center Net Position  
Andersen said the remaining \$1,298,100 above the county's policy to maintain a 20% minimum net balance would be transferred to the building internal allowance. **Supervisor Ingersoll made a motion, seconded by Supervisor Schaefer, to recommend approval of the Resolution Authorizing Internal Allowances for Lakeland Health Care Center Net Position. The motion carried 5-0.**

- **Resolution \*\*-06/16 Allocating/Transferring Public Works Fund Available Net Positions**  
Of the remaining \$1,267,388 over the 20% county recommended minimum available net position, Public Works requests to put \$400,000 into the capital project fund road/bridge contingency fund and \$867,388 into the equipment acquisition/equipment maintenance fund. **Supervisor Ingersoll made a motion, seconded by Supervisor Schaefer, to recommend approval of the Resolution Allocating/Transferring Public Works Fund Available Net Positions. The motion carried 5-0.**
- Discussion and possible action regarding Tax Incremental Financing (TIF) Districts guidance  
Bretl provided a summary in the packet prepared by the Department of Revenue on the four bills recently enacted that impact TIF law. Comptroller Jessica Conley included a memo regarding the annual meeting date and submission deadlines for annual reports. Conley recommends waiting to see the State's annual report format before amending the county ordinance. The October 1 deadline will affect meeting dates of the Joint Review Boards. Vice Chair Kilkenny suggested the list of items he presented last month be incorporated into future communication to the TIF districts. He proposed hosting presentations to Gateway, the school districts and municipalities on the statute requirements and procedures to promote better accountability and transparency. Chair Russell suggested an informal workshop/conference format. Bretl suggested involving the Finance Committee in the session so that staff wouldn't have to bear the entire burden. Conley said the report from the State will be released in October, which would allow time to provide workshop information to the Intergovernmental Cooperation Council in time for their October meeting. She suggested holding the workshop in January; by then, the State will have developed a specific format for electronic submission of reports by the districts. **This item will be placed on the agenda for the June meeting for further input and a status update.**
- Discussion and possible action regarding revised Finance Committee meeting dates/times  
The July committee meeting schedule has been moved because of Farm Technology Days. The Finance Committee will meet on July 28 at 9:30 a.m. Because of potential conflicts with other committees in September and December, Andersen requested that the September 15 and December 15, 2016 Finance Committee meetings begin at 10:00 a.m. **Vice Chair Kilkenny made a motion, seconded by Supervisor Ingersoll to approve the changes. The motion carried 5-0.**

**Correspondence** – There was none.

**Confirmation of next meeting:** The next meeting was confirmed for Thursday, June 23, 2016 at 9:30 a.m., Government Center County Board Room 114.

#### **Adjournment**

**On motion by Vice Chair Kilkenny, seconded by Supervisor Schaefer, Chair Russell adjourned the meeting at 10:20 a.m.**

**DRAFT**

**Walworth County Board of Supervisors  
Children with Disabilities Education Board Meeting Minutes  
Wednesday, May 18, 2016  
Walworth County Government Center  
County Board Room 114  
100 West Walworth Street, Elkhorn, WI 53121**

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The meeting was called to order at 5:08 p.m. by Chair David Weber

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

**Others in Attendance:**

County Board members: County Board Chair Russell

County staff: County Administrator David Bretl and Assistant Director of Special Education Suzanne Diestelmann

**On motion by Supervisor Staples, seconded by Supervisor Ingersoll, the agenda was approved 4-0.**

**On motion by Supervisor Ingersoll, seconded by Supervisor Staples, the April 27, 2016 CDEB minutes were approved 4-0.**

**Public Comment** – There was none.

**New Business**

- Staff retirement resolutions

Assistant Director of Special Education Suzanne Diestelmann reported that five staff are retiring at the end of the school year: Vicki Blakeslee (Elkhorn Middle School, 30 years of service); Sandy Johnson (Williams Bay, 35 years of service); Deb Olson (Williams Bay, 15 years of Service); Carrie Franzene (East Troy, 36 years of service); and Joanne Suchy (Lakeland School, 38 years of service). Diestelmann said their expertise and commitment will be greatly missed. The School's mentor program will assist new teachers with the transition into the School. A resolution signed by the Board of Trustees will be presented to each retiree.

- Resolution No. \*\*-06/16 Committing Children with Disabilities Education Board Available Fund Balance

Chair Weber said \$1,385,184 of remaining 2015 funds will be committed to paying off the last bonds for the School construction and \$125,500 will be transferred to the equipment/building maintenance fund.

**Secretary Monroe made a motion, seconded by Supervisor Ingersoll, to recommend approval of the resolution, contingent upon Finance Committee approval. The motion carried 4-0.**

- Discussion and possible action on school lunch price increase

Hoffman House, the School's food vendor, is requesting an increase in lunch prices to \$2.99 and a .0736% increase to milk prices for the 2016-2017 school year, which is a 2.7% price increase.

**Supervisor Ingersoll made a motion, seconded by Supervisor Staples, to approve the 2016-2017 pricing. The motion carried 4-0.** Chair Weber asked for statistics on the number of children who receive free/reduced meals. Staff will report the information at a future meeting.

- Position reclassification – Special Education Data Coordinator  
**Supervisor Ingersoll moved to approve the reclassification of the vacant Physical Therapist position to a Special Education Data Coordinator. The motion was seconded by Secretary Monroe and carried 4-0**

### **Reports and Correspondence**

- CDEB Chair –Chair Weber had no report.
- CDEB Director
  - **Update on School Fest**  
Diestelmann reported that there are still some invoices pending. Preliminary estimates are that the event raised approximately \$42,000.
  - **Graduation – June 6, 2016 @7:00 p.m.**  
There are 15 students who are ending their School careers, and 28 who are socially graduating but will remain for the adult program. Chair Weber requested a program.
  - **Senior Banquet – May 25, 2016 @6:00 p.m.**  
Diestelmann said all Board members are welcome to attend the banquet at Evergreen Country Club. Dinner is at 6:30 p.m., followed by a slide show.
  - **Last day of school for students – June 9, 2016**  
On the last day of school, the students going to the Special Olympics have a special send off. There are 14 students competing in track and 14 swimmers.
  - **Summer School – July 11 – July 29, 2016**
  - **Special Olympics – June 9 – 11, 2016**  
Students will compete on Friday and Saturday, June 10 and 11.

**Confirmation of next meeting** – The next meeting was confirmed for Wednesday, June 22, 2016 at 5:00 p.m.

### **Adjournment**

**On motion by Secretary Monroe, seconded by Supervisor Staples, Chair Weber adjourned the meeting at 5:21 p.m.**

**DRAFT**

**Walworth County Board of Supervisors  
Health and Human Services Board Meeting Minutes  
Wednesday, May 18, 2016  
Walworth County Government Center  
County Board Room 114  
100 West Walworth Street, Elkhorn, WI 53121**

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The meeting was called to order at 2:04 p.m. by Chair Monroe.

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

**Others in Attendance:**

County Board Supervisors: Nancy Russell

County staff: David Bretl, County Administrator; Elizabeth Aldred, Director of Health and Human Services (HHS); Robert Williams, Deputy Director of Health and Human Services; Janis Ellefsen, Public Health Officer (HHS); Erica Bergstrom, Environmental Health Specialist (HHS); and Mary Burpee, of Elkhorn, Wisconsin

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

**On motion by Supervisor Schaefer, second by Citizen Representative Wagie-Troemel, the April 27, 2016 Health and Human Services Board meeting minutes were approved.**

**Public Comment:**

Mary Burpee, of Elkhorn, Wisconsin, stated she attended the May 10, 2016 County Board Meeting for a presentation on the OWI Court relative to the alcohol and drug treatment program. Burpee expressed concern as to how the OWI Court program will affect the drug offenders.

**Unfinished Business**

• Wisconsin Counties Human Services Association (WCHSA) Priorities Platform  
Elizabeth Aldred, Director of Health and Human Services (HHS) gave a brief overview of the potential platform for the Wisconsin Counties Human Services Association (WCHSA).

Robert Williams, Deputy Director of HHS, stated that Child Protective Services (CPS) is one unit within the division of Children Services. Williams gave a brief overview of the three units within CPS.

- Access – Process of collecting information relative to an alleged abuse or neglect of a child and/or the need for services to help prevent the abuse or neglect of a child.
- Initial Assessment – Investigation of potential child abuse or neglect. Assessments are performed by the Division of Children's Services. Assessments could also be in collaboration with law enforcement or other state entities.
- Open Case Services – A substantiated report of child abuse or neglect has occurred within the home. A case manager may be assigned to the family.

Williams stated over a three year period, Walworth County:

- Averaged 1,483 reports of alleged child abuse or neglect; 1,050 were considered CPS reports within the home while 433 reports were considered services reports where a family may have been in need of services or referral of services to prevent child abuse or neglect.
- 40% of the reports that were accepted for initial assessment or investigation of child abuse or neglect were screened. The number of reports screened increased by 10% and continues to rise.

Williams said Walworth County is currently servicing 642 children and there are 295 cases open for ongoing services. Ongoing caseworkers carry a caseload of between 18 and 25 families. Initial assessment caseworkers

carry a caseload of between 15 and 17 investigations. Discussion then focused on adequate staffing and caseloads per worker, causes for spikes in caseloads, and funding. Williams stated Walworth County does not have the funding to perform the type of services necessary to meet the regulatory compliance required of Child Protective Services.

- Community Health Improvement Plan (CHIP)/Community Health Assessment (CHA) Update  
Janis Ellefsen, Public Health Officer (HHS) referred to Enclosure 3 and said the detailed information was for last month's presentation. She stated 6,000 surveys were sent out and that 24% of the surveys were returned with a margin of error of 2.6. Ellefsen said the stakeholders met in the morning to discuss the top ten initiatives relative to what the community is looking for and that number has been brought down to four, which will be discussed at the June meeting.

- Dental
- Healthy Lifestyle (physical activity, overeating, diabetes)
- Addictive Issues (alcohol, drugs, and smoking)
- Depression and Suicide

### **New Business**

- Overview of Public Health and 2015 Annual Report

Ellefsen referred to Enclosure 4, Page 6, which demonstrates the structure within the Division of Public Health. Ellefsen briefly highlighted the accomplishments of the Public Health Department in 2015.

- Women, Infants, and Children (WIC) Department implemented the E-WIC debit card.
- The WIC Breast Feeding initiative is greater than 10% higher than the state in their duration rate at one, three, and six months, which is over 85% of the initiation rate. The initiative for 2016 is for businesses within Walworth County to become breast feeding friendly.
- Compliance 140 Review is performed every five years. The Public Health Department received a great review from the state and they are using Walworth County's report as an example for other counties.
- The Seal-a-Smile Program received a certificate at their recent state conference for 100% school representation in 2014-2015. The number of students screened doubled in 2015 to over 2,000 students.

Erica Bergstrom, Environmental Health Specialist (HHS), stated she is a Certified Lead Hazard Investigator who performs investigations within the home once a child has reached a blood level above 10. She said the Human Health Ordinance is used for blood levels between 10 and 19.9 to write orders for removal of any lead hazards found within the home. State Statutes, Chapter 254 of the Department of Health Services (DHS), are used for children with a blood level over 20. She said the lead paint standards are set through DHS 163. Bergstrom stated HHS is working with an early intervention program through WIC that provides families with information about where lead comes from and how to remove it from a child's body. Discussion then focused on lead paint exposure and transference, jurisdiction over private and community wells, and emergency preparedness within the county.

- Application for Smoking Cessation Grant

Aldred stated the HHS Department was asked by NAMI Wisconsin to participate in the "Bucket List" program. She referred to Enclosure 5 of the packet and stated the letter is contingent upon the Board's approval. She said the Community Support Program (CSP) would implement the "Bucket Approach" offering staff different options and tools available to support those with an interest to quit smoking. Aldred stated the number of individuals smoking continues to increase and HHS is looking for opportunities to address the issue. She said the county is eligible for \$2,000-\$4,000, which will provide for the training.

**Citizen Representative Wagie-Troemel made a motion, second by Citizen Representative Seegers, to approve the application for the Smoking Cessation Grant. Motion carried 9-0**

- Office of Inspector General (OIG) Audit

Aldred gave a brief overview of the Comprehensive Community Services program audit and stated there was an adverse finding. She said OIG reviewed 41 consumers who received Medicaid paid services over a one year period of time in the approximate amount of \$450,000. OIG is looking to recoup \$994.90 of that amount. Aldred stated

that HHS has responded to all of OIG's comments and has submitted the required information and is currently waiting for the state to respond with a letter of intent as to the final dollar amount they plan to recoup. HHS will have an opportunity to appeal their decision. She said the next regular certification audit will be in January with the Department of Health Services.

#### Aging & Disability Resource Center (ADRC) Contract Compliance Plan

Aldred gave a brief overview of Enclosure 7 relative to the ADRC modifications in order to ensure compliance. She stated that ADRC has submitted a corrective action plan and are currently working on cost factors of the plan.

- Reception area is currently shared by ADRC and the Public Health Department, which does not offer a separate nor distinct access
- Telephone system is currently on the county network which does not have the capacity to track and report hold times and abandoned calls
- ADRC is working on posting location signage with the state specific logo
- ADRC is in the process of working on visibility within the webpage

Aldred said the state is willing to work with ADRC relative to the costs involved and that there may be some state funding.

#### Reports

- Walworth County 2016 Child Care Agency Subsidy Review

Aldred said there were no findings in the report. She stated HHS has set up monthly meetings and implemented a communication email process to address any cases that may be lagging or have not been communicated on in a timely fashion.

- Economic Support Update

Aldred gave a brief overview of the Economic Support Update (Enclosure 9). She said the FoodShare On-Demand was implemented through the state on May 2<sup>nd</sup> and that Walworth County received 14 applications the first day. Aldred gave a brief summation of the reduction of the Governor's last budget relative to economic support and PPACA (Patient Protection and Affordable Care Act) money, which is short term money to address the Affordable Care Act. She said the PPACA money was cut in half for 2016 and will be cut in half again in 2017. Aldred stated HHS has not received either the contract or the money for 2016, but believes the money will be received. Aldred stated the workload is expected to continue to rise. She has met with other Directors within the consortium to discuss ways to change the current model to sustain the work level.

#### Correspondence

There was none.

#### Announcements

- Safe and Savvy Seniors Open House

Aldred stated the Safe and Savvy Seniors Open House will be held June 23<sup>rd</sup> from 9 a.m. to 6 p.m. in the Auditorium and gave a brief overview of the opportunities available. Supervisor Russell recommended having some Transportation Surveys available at the open house.

**Confirmation of Next Meeting** – The next meeting was confirmed for June 22, 2016 at 2:00 p.m.

#### Adjournment

**On motion by Supervisor Ingersoll, seconded by Supervisor Staples, Chair Monroe adjourned the meeting at 3:10 p.m.**

**DRAFT**

**Walworth County Board of Supervisors  
Human Resources Committee Meeting Minutes  
Wednesday, May 18, 2016  
Walworth County Government Center, County Board Room 114  
100 West Walworth Street, Elkhorn, Wisconsin**

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The meeting was called to order at 3:30 p.m. by Chair Tim Brellenthin

Roll call was conducted with the following members present: Chair Tim Brellenthin, Vice Chair Ken Monroe, Supervisors Kathy Ingersoll and Susan Pruessing. Supervisor Randy Timms 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; Sheriff Kurt Picknell; Lakeland Health Care Center (LHCC) Administrator Bernadette Janiszewski; Risk/Benefits Manager Lisa Henke; Veterans Service Officer Chris Jordan; Deputy County Administrator-Finance Nicki Andersen; Senior Accountant Todd Paprocki; Director of CDEB Tracy Moate; Register of Deeds Donna Pruess; Assistant Director of CDEB Suzanne Diestelmann

Members of the Public: Ryan Barbieri, M3 Insurance

**On motion by Supervisor Ingersoll, seconded by Vice Chair Monroe, the agenda was approved by voice vote with no withdrawals.**

**On motion by Vice Chair Monroe, seconded by Supervisor Ingersoll, the minutes of the April 27, 2016 meeting were approved 4-0.**

**Public comment** – There was none.

**Old Business**

- Discussion concerning options on health insurance plan due to the Health Care Reform Act Excise Tax – Spousal Carve Out/Surcharge  
Human Resources Director Dale Wilson said this month's discussion to mitigate the excise tax focuses on spousal carve outs and spousal surcharges. Ryan Barbieri, M3 Insurance, said this is an emerging trend in benefit plans. There are two ways to do the carve out: if a covered employee has a working spouse who is eligible for his employer's qualified insurance, he/she would have to take their employee insurance plan. Another option would be to charge a spouse a surcharge to be on the County's plan. In 2014, 11% of larger companies implemented the spousal carve out/surcharge. Barbieri said the drawback is that the option would be highly disruptive to employees and remove a significant benefit. Another issue would be employer monitoring for compliance and the administrative challenge in managing that internally. Additional funds would need to be budgeted for a third party audit. The surcharge option would have different tier premiums for employees and spouses. There are currently 408 spouses covered under the county's plan, generating \$6.5 million in claims. A spousal surcharge would generate additional revenue to offset spousal claims. A spousal carve out, where spouses would be required to get coverage elsewhere, would eliminate \$8,061 per spouse per year. A spousal surcharge could result in \$200,000-\$250,000 in savings; a carve out could save nearly \$1 million, not including additional administration.

County Board Chair Russell asked if a variation or combination of options could be considered, i.e., if a spouse is offered qualifying coverage through an employer, he/she would have to take it, including the family coverage. Barbieri said derivatives could be considered. County Administrator Bretl asked if there

are plans based upon family size. Barbieri said there are three different approaches to implement those changes.

Wilson said of all of the options to mitigate the excise tax, the spousal carve out/surcharge is the least favorable to him. Although it would produce significant savings, it would be the most disruptive to staff and would be a difficult sell. Another option will be presented at the June committee meeting.

### **New Business**

- Discussion and possible action regarding health insurance plan alterations for 2017  
Wilson said the budget process for most departments begins in May/June, and salary and benefits are large portions of departmental expenditures. Human Resources staff needs to begin planning for 2017, and Wilson asked Barbieri to present some options for potential changes to implement in 2017 to help bring the plan value down without overreacting and still provide a competitive health plan. Wilson distributed a handout on some proposed changes to the 2017 plan modeling. The chart contains figures on the 2017 funding rate, which are projections based upon the 8% medical trend increase, a combination of medical inflation and increased utilization. Barbieri said he is meeting with the underwriter next week and will have preliminary budget calculations to begin more accurate rate projections. If the county makes no alterations to the plan in 2017, with the 8% increase, the total budget would be \$16 million. By making adjustments to the deductibles of the Tier 1 plan design, depending on the alternates, significant savings would be realized. Alternate #1 would generate 2.5% savings, or approximately \$400,000. Alternate #2, with a slightly higher deductible, would produce a 3.75% savings, or approximately \$600,000. Alternate #3 would have the highest deductible, at \$1,000 for the single plan, and would generate a 6% savings, approximately \$1 million. The increases in Tier 1 might also give an employee incentive to change to the Health Savings Account (Tier 2), which is less expensive. Barbieri said he does not favor a less aggressive alternative than Alternate #1. Wilson said he prefers Alternate #1, which would be a “softer landing” for employees, and might yield even more savings if the change in Tier 1 motivated employees to switch to Tier 2. If a substantial migration to Tier 2 occurred, future plan changes wouldn’t be as significant. Bretl said he also supports a less radical increase.

There is currently \$14 million in reserve. Wilson said the county needs to keep 4 – 6 months reserve in the health fund, and the county projects to use \$1.25 million to slowly progress to a reasonable level. County Board Chair Nancy Russell expressed concern that with the considerable changes in the Health Care Reform Act that one big claim could cause the county’s insurance rates to skyrocket. She agreed with the proposed changes to Tier 1. **Vice Chair Monroe made a motion, seconded by Supervisor Ingersoll, to recommend approval of the changes in Alternate #1 of the proposal, and no changes to Tier #2.**

Risk/Benefits Manager Lisa Henke said she could confirm the actual figures and rates on the Alternates and have them available at the June committee meeting. **Vice Chair Monroe withdrew his motion, seconded by Supervisor Ingersoll. Vice Chair Monroe made a motion, seconded by Supervisor Ingersoll, to direct staff to develop cost and rate information on Alternates #1 and #2, and bring the information to the June committee meeting for discussion/action. The motion carried 4-0.**

- Discussion and possible action regarding the overfilling of the Veterans Service Officer position as allowed per Section 15-18 of the Walworth County Code of Ordinances  
Wilson said Veterans Service Officer Chris Jordan is retiring on August 5 after a long and distinguished career with the County. County ordinance permits overfilling of a position up to 45 days. Bretl said he is typically not in favor of overfilling positions; however, the Veterans’ Office only has three employees, and given Ms. Jordan’s length of service and expertise, he supports this request to allow time for training and a smooth transition. In addition, Ms. Jordan said the Veterans Service Administration requires training and certification outside of the office. She has \$19,000 budgeted for the transition. **Vice Chair Monroe made a**

**motion, seconded by Supervisor Pruessing, to recommend approval of the overfilling of the Veterans Service Officer position. The motion carried 4-0.**

- Discussion and possible action regarding amending Section 15-17 of the Walworth County Code of Ordinances relating to the reclassification of a Physical Therapist position at Lakeland School  
Wilson said the Physical Therapist position will become vacant at the end of the year. Director of CDEB Tracy Moate said the data collection process and reporting accountability to the Department of Public Instruction (DPI) has increased significantly. Currently, Lakeland School handles all of the school district special education paperwork under one system. With the final transition of services, the School will have to provide separate reports to each of the 15 districts. The student-specific data is collected through multiple systems at the state level as well, and has become complicated to manage and maintain. For example, there are 240 students enrolled at Lakeland School, and each student has an Individual Education Plan that has to be reported to the state electronically. The Physical Therapist position vacancy is occurring because one of the therapists is returning to the Lake Geneva School district, and Moate requested to reclassify that position as a Special Education Data Coordinator. The Coordinator will need to have the advanced skills necessary to fulfill the Wisconsin Accountability Standards established by the DPI. **Supervisor Ingersoll made a motion, seconded by Vice Chair Monroe, to recommend the reclassification. The motion carried 4-0.**

- Discussion and possible action regarding amending Section 15-17 of the Walworth County Code of Ordinances relating to the creation of a Mobility Manager position at Administration  
Bretl said the Transportation Coordinating Committee (TCC) recommended the creation of a Mobility Manager at their May 2 meeting. Since 2013, the County has made efforts to improve the quality and scope of services to its senior and residents. When the oversight of the transportation program was transferred to Administration, a transportation consultant was hired to help navigate the grant process and to make recommendations to the TCC on reasonable steps to take to expand services. David Lowe, the County's transportation consultant, recommended the creation of the mobility manager to assume his duties in grant writing, supporting the TCC, coordinating transportation services, solving transportation issues, and doing outreach for the program. The fiscal impact of the position would be \$80,558 per year, including benefits. The salary would be offset by the 85.20 transportation grant, and the county can use the 85.21 grant for the match. The county is obligated under the grant conditions to provide a 20% levy match. Bretl said the tax levy amount has already been budgeted. The mobility manager would also be responsible for managing transportation services and contracts. Currently VIP Services is the only transportation vendor; however, other vendors and volunteer drivers will potentially be added as services expand and evolve. Wilson asked that the title be changed to "Mobility Coordinator," as the position will have no supervisory or management responsibilities. **Vice Chair Monroe made a motion, seconded by Supervisor Pruessing, to recommend approval of the creation of a Mobility Coordinator position, contingent upon Finance Committee approval. The motion carried 4-0.**

**Reports/announcements by Chair** – Chair Brellenthin had no reports or announcements.

**Confirmation next meeting:** The next meeting was confirmed for Wednesday, June 22, 2016, at 3:30 p.m.

**Adjournment - On motion by Supervisor Ingersoll, seconded by Vice Chair Monroe, Chair Brellenthin adjourned the meeting at 5:00 p.m.**

**DRAFT**

**Walworth County Board of Supervisors  
Lakeland Health Care Center Board of Trustees Meeting Minutes  
Wednesday, May 18, 2016  
Walworth County Government Center  
County Board Room 114  
100 West Walworth Street, Elkhorn, WI 53121**

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

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

**Others in Attendance**

County Board Supervisors: County Board Chair Nancy Russell

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

Members of the public: Mary Price, 209 Second Avenue, Elkhorn, Wisconsin

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

**On motion by Supervisor Schaefer, seconded by Supervisor Ingersoll, the minutes of the April 27, 2016 minutes were approved by voice vote.**

**Public Comment** – Ms. Mary Price stated she reviewed the agenda and minutes from the April 27, 2016 Board meeting and requested a copy of the CNA Coach job description for public review. Human Resources Director Dale Wilson said it will be distributed to the Board of Trustees when the position description is completed.

**Old Business**

- Discussion and possible action regarding options for repair to dry sprinkler system  
Lakeland Health Care Center (LHCC) Administrator Bernadette Janiszewski requested this item be postponed pending receipt of pricing information.
- Discussion and update regarding employee engagement survey  
Janiszewski reported during National Nurses Week quarterly employee awards were given at a recognition ceremony, along with various other thank you notes and treats for staff throughout the week. A staff meeting was held and another is scheduled for employee participation, including input as to assignments the CNA Coaches could perform to benefit residents and staff. Staff and Support Services Manager Seth Rehbaum said there was a presentation and review of the employee engagement survey for all three shifts.

**New Business**

- Role of the Lakeland Health Care Center Board of Trustees  
County Administrator David Bretl said roles of the individual committees were placed on all of last month's agendas for review. Also included in the agenda packet is an article from the Wisconsin Association of Homes and Services for the Aging (WAHSA) Board Briefings entitled *Management or Governance? Always a Tough Call*. Bretl said the Board of Trustees is a policy making board; the day-to-day operations of LHCC is the responsibility of its Administrator. The WASHA article does a good job of defining roles and authority of the policy-making board. Bretl suggested Board members attend

some of the events at LHCC, and recommended scheduling a tour of the facility at a future committee meeting.

- Impact Act of 2014

Janiszewski reported the Centers for Medicare and Medicaid Services (CMS) published its final rule the last week of April. She gave a presentation on the Impact Act of 2014. LHCC has been preparing for the changes the last several years, and implementation needs to proceed. CMS was required to implement standardized data in assessment tools, measurement of quality (i.e., 5 star ratings), measurement of resource use (payroll based journaling) measurement of hospitalizations (transitional care), and measurement of discharge outcomes. Continuum of care is emphasized to: enhance communication between hospitals, physicians and nursing homes; ensure the residents and their families are engaged as partners in care; promote effective coordination of care; and make quality care more affordable by developing new healthcare delivery models. There are additional quality measures including resource use, acuity based scheduling, and tracking care costs for each individual resident. There are three models to make quality care more affordable: bundled payments, gain sharing, and value based payments. Under the new Act, hospitals won't admit to LHCC if quality indicators have not been met. LHCC is a five-star facility. Janiszewski is meeting with Aurora and Mercy Healthcare on how to better share information without duplication of effort. Most all of the rules have been incorporated at LHCC; the next step is enhancing affordable quality care. Health care is changing; approximately 21-25% of Medicare recipients are in some type of Medical Advantage Plan. In addition, admissions are changing. Hospitals are encouraging discharge patients to move to facilities that contract with HMOs.

- Discussion and possible action regarding Leading Choice Network

Janiszewski said the Board previously discussed Accountable Care Organizations, bundled payments and the value based payment system. Those healthcare delivery models promote affordable combinations of care. Over the next several months, staff will be discussing contracting with individual managed care insurance companies based on a community needs assessment. Janiszewski requested the committee approve her applying for membership in the Leading Choice Network. Because LHCC is a member of Leading Age (formerly WAHSA), it is eligible for membership in the network. The network contracts with managed care entities on behalf of network member providers. Janiszewski said since this is the first time LHCC will be contracting in this manner, she feels joining the network will alleviate some risk in negotiating within the payment systems. Staff can learn to navigate the system and join committees in the network to gain additional knowledge. The yearly dues are \$1,900. **Supervisor Ingersoll made a motion, seconded by Supervisor Schaefer, to authorize the LHCC Administrator to apply for membership in the Leading Choice Network, subject to Corporation Counsel's suggested language changes to the contract. The motion carried 5-0.**

- Resolution No. \*\*-06/16 Authorizing Internal Allowances for Lakeland Health Care Center Net Positions

This resolution is part of the 2015 closing, and authorizes the \$1,298,190 above the county's 20% net minimum position balance to be put in the building allowance fund. **Supervisor Ingersoll made a motion, seconded by Supervisor Schaefer, to recommend approval of the resolution. The motion carried 5-0.**

- Report on Senior Management Vacancies

Janiszewski reported the former Director of Nursing resigned after an extended leave, and interviews for that position will be conducted next week. The MDS Coordinator has moved into a vacant RN position, and a nurse manager took the MDS Coordinator position.

- First quarter write offs – The information was included with the agenda packet.

**Administrator's Report – March**

**Administrator's Report – April**

There were no questions on the March and April reports.

**Announcements** – Janiszewski reminded the Board that there won't be a golf outing this year. The tenth anniversary of the facility will be celebrated July 25-30, with the picnic for residents, their families and employees and their families scheduled for the 30<sup>th</sup>.

**Upcoming Events** – The listing of events was in the agenda packet.

**Confirmation of next meeting:** The next regular meeting was confirmed for June 22, 2016 at 1:00 p.m.

**Adjournment**

**On motion by Supervisor Ingersoll, seconded by Supervisor Schaefer, Chair Monroe adjourned the meeting at 1:55 p.m.**

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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  
May 16, 2016 Agriculture & Extension Education Committee Meeting Minutes  
Walworth County Government Center, County Board Room 114  
100 W. Walworth Street, Elkhorn, Wisconsin**

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The meeting was called to order by UW-Extension Co-Department Head Jenny Wehmeier at 1:00 p.m.

Roll call was conducted. Members present included Supervisors Daniel Kilkenny, Nancy Russell and Charlene Staples; and Citizen Members Mary Kaye Merwin, Kelly Pickel and Rosie Riewer. Citizen Members Michael Krejci and Matt Polyock were absent. 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; Yolanda Pena, WNEP Coordinator; Program Intern Rose Reible

**On motion by Supervisor Kilkenny, seconded by Supervisor Russell, the agenda was approved by voice vote with no withdrawals.**

**On motion by Supervisor Russell, seconded by Citizen Member Merwin, the March 14, 2016 meeting minutes were approved by voice vote.**

**Public Comment** – There was none.

**Special Order of Business**

- Nominations and election of Chair

Wehmeier opened the floor for nominations. **Supervisor Russell made a motion, seconded by Supervisor Staples, to nominate Supervisor Dan Kilkenny for Chair.** Wehmeier asked three more times for nominations. **There being none, the vote was conducted and the motion carried 6-0.**

- Nominations and election of Vice Chair

Chair Kilkenny opened the floor for nominations. **Chair Kilkenny made a motion, seconded by Supervisor Russell, to nominate Supervisor Charlene Staples for Vice Chair.** Chair Kilkenny asked three more times for nominations. **There being none, the vote was conducted and the motion carried 6-0.**

- Role of the Committee

Wehmeier said the duties of the Committee were in the agenda packet. All members have previously served on the committee, and there were no questions.

**Unfinished Business**

- nEXT Generation Reorganization Update and Discussion

Wehmeier said she is sending updates to the Committee via email. Reorganization committees are being formed.

**New Business**

- Introduction of Summer Affirmative Action Intern Program – Intern Rose Reible

Wehmeier introduced Rose Reible, who will work at UW-Extension this summer as part of the Summer Affirmative Action Intern program. Ms. Reible is attending UW-Whitewater as an elementary education major. Another intern will be working during June and July in the public health sector, and will assist

with Farm Technology Days. The department has participated in the intern program for 11 years, and UW-Extension and the state split the costs.

- Calumet County Resolution #2015-36 – Opposition to the UW-Cooperative Extension Multi-County Reorganization Plan (referred from the May 10, 2016 County Board meeting)
- Chippewa County Resolution #07-06 – Opposition to the UW-Cooperative Extension Multi-County Reorganization Plan (referred from the May 10, 2016 County Board meeting)

Supervisor Russell said the County has already expressed its concerns directly to UW-Extension officials. **Supervisor Russell made a motion, seconded by Citizen Member Merwin, to place the above resolutions on file. The motion carried 6-0.** General discussion ensued over the potential effect of the reorganization on Walworth County.

- Request for AEE participation in upcoming Wisconsin Nutrition Education Program (WNEP) Educator final interviews

Wehmeier said that Debbie Johnson, the current WNEP Educator, is leaving employment, and asked if any committee members would assist with the final interviews for her replacement. WNEP Coordinator Yolanda Pena said the final interviews wouldn't be conducted until June or July. Citizen Member Merwin volunteered if the interviews are conducted in June, and Citizen Member Pickel said she could also participate, depending on her summer schedule.

## Reports

- Public Issues Leadership Development (PILD) – Michael Krejci  
The report will be provided at the next committee meeting.

- Horticulture Educator Report – Christine Wen

Co-Department Head/Horticulture Educator Christine Wen thanked the County for its support of her position, which is 100% county funded. She reported that the main focus this year is recruiting and retaining more volunteers for the Master Gardener program. Last week, 21 new Master Gardeners completed the program, which consists of 12 weeks of training for three hours per week. As part of the volunteer education, Wen held a program at the Lakeland Health Care Center to teach residents about horticulture. Wen distributed a Horticulture overview handout. In 2015, there were 2,362 participants in programs, and 3,109 direct contacts. The handout also contains a list of organizations and businesses which have benefited from partnerships with the Master Gardeners. A total of 4,646 service hours were donated last year, which equates to a value of over \$99,000 (using the estimated dollar value of volunteer time in Wisconsin of \$22.24/hour). Since the program's inception in Walworth County, 44,880 hours have been donated, at a value of over \$845,800. The County currently has 100 – 110 active volunteers. One of the youth horticulture projects this year was to construct bee hotels for native solitary bees. Pollinators will be a focus at Farm Technology days, and the students' bee hotels will be featured at the event. Afterward, some bee hotels will be displayed at the County parks. A lawn mower safety class is still being planned. On July 9, the Master Gardeners will conduct a walk along the Lake Geneva shore, which will feature unique landscapes and native species, the grounds at Black Point, and a tour of a creamery.

Supervisor Russell commented that she met the person from the Friends of the White River County Park who will be assisting with the prairie planting and garden to be developed in the front of the Park. She is excited that the Master Gardeners will be working with them and providing education on native species and conducting demonstrations. Wen added that plants from Farm Technology Days will be relocated to

the Park when the event closes. Citizen Member Merwin asked about the longevity of the Master Gardener volunteers. Wen said some long-term volunteers are active, but don't report the 24 hours per year requirement, and some have physical limitations. Many volunteers go to the weekly farmers' markets in the area to provide information and answer questions. Volunteers also help write articles for the newsletters.

- 2016 Farm Technology Days Update – Peg Reedy, Executive Secretary
  - Update of Farm Technology Days and UW-Extension Roles

Farm Technology Days Executive Secretary/Agriculture Educator Peg Reedy said a media day will be held before the event on June 2 at the Snudden farm. There will be tour of the grounds, introduction of the hosts and committee chairs, and a tasting preview of all the food that will be served. County Board Supervisors will be receiving VIP invitations. All of the food tents will be run by non-profit organizations. Junior or senior high school youth who participate who are FFA or 4-H members will be eligible to apply for state Farm Technology Days scholarships. On June 20<sup>th</sup>, the tent company will arrive and buildings and pole barns will be erected on the site. Headquarters is scheduled to open July 5. Reddy acknowledged everyone's involvement in coordinating the event, particularly the grounds and tent city committees, and Volunteer Coordinator Colleen Lesniak for her phenomenal efforts in recruiting volunteers.

- UW-Extension outreach and educational events  
Information on outreach and educational events were included with the agenda packet.
- Chairperson's Report. The Chair had no report.

### **Announcements**

Wehmeier announced she met with Administrator Bretl and her co-workers earlier in the day. She has turned in her resignation, effective sometime in August, and has accepted a position with the Elkhorn Area School District. The Chair thanked her for her service and wished her well.

- State WACEC meeting, June 20-21, 2016, Wausau "nEXT Generation: Balancing Tradition with Transition"  
Information on the meeting was included in the agenda packet.

**Confirmation of Next Meeting.** The next committee meeting was confirmed for Monday, July 25, 2016 at 1:00 p.m. – County Board Room 114 in the Government Center

### **Adjournment**

**On motion by Citizen Member Riewer, seconded by Supervisor Russell, Chair Kilkenny adjourned the meeting at 1:58 p.m.**

**DRAFT**

**Walworth County Board of Supervisors  
Executive Committee Meeting Minutes  
Monday, May 16, 2016  
Walworth County Government Center, County Board Room 114  
100 West Walworth Street, Elkhorn, Wisconsin**

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The meeting was called to order by Chair David Weber at 10:04 a.m.

Roll call was conducted. Members present included Chair David Weber, Vice Chair Charlene Staples, Supervisors Daniel Kilkenny, Susan Pruessing and Nancy Russell. A quorum was declared.

**Others in Attendance**

County Board Members: Kathy Ingersoll

County staff: County Administrator David Bretl; Deputy County Administrator-Finance Nicki Andersen; UW Extension Agriculture Educator Peg Reedy; Sheriff Kurt Picknell; Treatment Court Coordinator Katie Behl; Clerk of Courts Sheila Reiff, Emergency Management Coordinator Lt. John Ennis; Court Office Manager Kristy Secord

Members of the public: Marilyn Putz, Workforce Innovation and Opportunity Act (WIOA) consultant; Jim Stowell, Executive Director of Farm Technology Days; Town of Lyons Fire Chief Neal Lara

**Supervisor Russell made a motion, seconded by Vice Chair Staples, to approve the agenda with no withdrawals. The motion carried 5-0.**

**On motion by Supervisor Pruessing, seconded by Vice Chair Staples, the April 25, 2016 meeting minutes were approved 5-0.**

**Public Comment** – there was none.

**Appointments.** Recommendations regarding County Administrator's nominations:

- Transportation Coordinating Committee – appointment of Cathy Duesterbeck  
County Administrator Bretl said the appointment of Cathy Duersterbeck would fill the unexpired term of Ken Sathern. **Supervisor Russell made a motion to approve Ms. Duesterbeck's appointment. The motion was seconded by Supervisor Pruessing and carried 5-0.**

- County Zoning Agency - reappointment of Richard Kuhnke, Sr. and Jim Van Dreser  
**Vice Chair Staples made a motion, seconded by Supervisor Russell, to recommend the reappointment of Richard Kuhnke, Sr. and Jim Van Dreser to the County Zoning Agency. The motion carried 5-0.**

- Board of Adjustment – reappointment of Joseph Pappa  
Chair Weber asked Mr. Pappa a series of questions on his credentials, eligibility and relevant experience. Mr. Pappa has served as an alternate on the Board of Adjustment. **Supervisor Pruessing made a motion, seconded by Vice Chair Staples, to recommend the reappointment of Joe Pappa to the Board of Adjustment. The motion carried 5-0.**

**Consent Items** – approval of expense/mileage reimbursement claims:

- Richard Kuhnke, county representative on WRRTC, in the amount of \$120.20  
**Supervisor Russell made a motion, seconded by Vice Chair Staples, to approve the reimbursement claim of Richard Kuhnke. The motion carried 5-0.**

### Unfinished business

- Public Hearing and Consideration of Farm Technology Days July 19-21, 2016 Business and Sanitary License Application and Operations Plan (after the close of the public hearing, the Committee may grant the license).

Bretl said the public hearing was held open from the April 25 meeting in order to allow the Sheriff to review the security and emergency preparedness plans. Lt. John Ennis, Emergency Management, has been involved in coordinating the plans. Sheriff Picknell said there were a few items to be finalized concerning roles of specific departments, which will be determined at the upcoming tabletop exercise and meeting with the involved law enforcement agencies. He is comfortable with the plans.

Chair Weber asked for public comment, and there was none. **Supervisor Russell made a motion to close the hearing, seconded by Vice Chair Staples. The motion carried 5-0.** Chair Weber commented that this is a marvelous opportunity for the county, which will bring in revenue and provide enjoyment and education. Supervisor Russell thanked everyone for their commitment and time in bringing the event to fruition. **Supervisor Russell made a motion, seconded by Vice Chair Staples, to approve Business and Sanitary License Application and Operations Plan for Farm Technology Days 2016. The motion carried 4-0.** Supervisor Pruessing abstained.

### New Business

- Approval of Treatment Alternative Diversion Program grant

Clerk of Courts Sheila Reiff, Treatment Court Coordinator Katie Behl and Court Office Manager Kristy Secord were present to give specifics on the Treatment Alternative Diversion (TAD) Program grant. Chair Weber thanked them for the presentation on OWI and Drug Court at the Committee of the Whole meeting. He said the testimony of graduates was very impactful and illustrated the success of the programs. Katie Behl said the TAD program, which began in 2006, is operating in over half of the jurisdictions within the State. The program is funded on a five-year cycle and has become highly competitive. The grant has a 25% required match, which funds Behl's position as Treatment Court Coordinator. The Department of Justice wants to enhance the TAD program to focus on arrest through entering treatment court by using risk assessment tools using Evidence Based Decision Making (EBDM). The grant includes funds for a Case Manager. The application deadline has been extended past June 30. Grant eligibility requirements include having a Criminal Justice Coordinating Committee and an established definition of a violent offender, which Walworth County has. Quarterly reporting is required and year-end data goes into the State's core reporting system. Behl and Court Office Manager Kristy Secord attended a seminar for writing the grant. **Supervisor Russell made a motion, seconded by Vice Chair Staples, to approve the submittal of the TAD Program Grant. The motion carried 5-0.**

- City of Delavan Resolution 2016-R-685 – Encouraging and Supporting the Undertaking of a Study by Walworth County on Alternative Long-Term Service Delivery Options Relative to Fire and/or Emergency Medical (EMS) Services

Bretl reported that a resolution supporting a study on alternative long-term fire and EMS services was received from the City of Delavan. Four entities have submitted supportive resolutions. As directed, he mailed a copy of the requests to every town, city, village and Fire Chiefs association in the County. He also sent an information request to former Walworth County Detective Dave Fladten, who is heavily involved in EMS in the County. Bretl asked for response before the June Executive Committee meeting, so if the County Board authorized the study, it could be budgeted for in 2017. Bretl said it is imperative to have buy-in from the municipalities, fire departments and EMS units in order to define the scope of the study and identify objectives. He added that State Senator Stephen Nass is chairing a study committee in the legislature on alternative provision of services, so if the Committee wished, the study could be

postponed until the State committee makes its findings. Bretl said a couple of representatives may be appointed from each county to serve on the legislative committee. Supervisor Russell encouraged a concurrent study by the County. Vice Chair Staples agreed, stating the Board should proactively plan and budget for an independent study. If circumstances/statutes change as a result of the State study, the County study could be canceled.

Lyons Fire Chief Neal Lara said more personnel are needed in every department, particularly from 5:00 a.m. to 6:00 p.m. daily. Many volunteers work quite a distance away from home and are unable to respond during those hours. He added that at the last Fire Chiefs' Association meeting, discussion on a study wasn't held. Supervisor Pruessing said the principals involved should share information and input – i.e., the fire chiefs could communicate the requests to the town boards, etc., to get a perspective from both entities. Supervisor Kilkenny asked if information from other studies conducted by the municipalities, fire and EMS departments could be collected and used in preparing the scope of a county study. Chair Weber added that Walworth County should survey other counties/states who have implemented alternative service delivery. Supervisor Russell emphasized that the County didn't initiate the idea of a study; this discussion is a response to requests received from county municipalities. The County has no desire or funding to undertake responsibility for fire/emergency service operations, but is willing to assist with a study for alternatives if warranted. **Vice Chair Staples made a motion, seconded by Supervisor Russell, to include discussion/action on this item on the June committee agenda. The motion carried 5-0.**

- Wisconsin Counties Association (WCA) consideration of Walworth County advisory resolutions at WCA annual business meeting

Bretl said the County annually forwards advisory resolutions to Wisconsin Counties Association (WCA) for inclusion in their platform. The convention will be held in September in Milwaukee this year, and he encouraged Supervisors to attend. Supervisor Russell is on the WCA committee that reviews the resolutions. The resolutions proposed for submission to WCA were included with the agenda packet. **Supervisor Russell made a motion, seconded by Vice Chair Staples, to approve submission of the ten advisory resolutions, and any other advisory resolutions passed between now and the deadline, to the WCA for the fall annual business meeting. The motion carried 5-0.**

- Award of Workforce Innovation and Opportunity Act (WIOA) Services – Business Coordination Services (pending Finance Committee approval)
- Award of WIOA Services – Youth Services (pending Finance Committee approval)  
Kaiser group
- Award of WIOA Services – One-Stop Operator (pending Finance Committee approval)

Bretl said one bid for each of the services was received. Bretl, Purchasing Manager Nick Cramer, Marilyn Putz, Workforce Innovation and Opportunity Act (WIOA) consultant, and Senior Accountant Todd Paprocki evaluated the proposals. Putz said because these services are so specific, they weren't concerned about not receiving more proposals. She said the allocation allotment was received last week, and there will be a 5–9% cut next year in federal funding. A conservative estimate for costs of services was included in the proposals, so the funding reduction can be absorbed without eliminating services.

**Supervisor Russell moved approval of the proposal recommendations for all three services, seconded by Supervisor Pruessing. The motion carried 5-0.** Putz said the contract for Business Services Coordination is \$20,000; the other pricing is preliminary.

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

**Next meeting date and time** – The next meeting was confirmed for Monday, June 20, 2016 at 10:00 a.m.

### **Claims and Litigation**

The committee convened in closed session at 11:22 a.m. on motion and second by Supervisor Kilkenny and Vice Chair Staples, pursuant to the exemption contained in Section 19.85(1) (g) of the Wisconsin Statutes, “conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved,” relative to the items below. A roll call vote was conducted and all members voted “aye.” Remaining in closed session were County Administrator David Bretl, Deputy County Administrator-Finance Nicki Andersen, Sheriff Picknell and County Board Supervisor Kathy Ingersoll.

- a. Notice of Receiver’s Motions for Entry of an Order Approving Eighth Extension of Financing Agreement, Order Authorizing Receiver to Borrow Funds or Use Cash Collateral and to Grant Additional Liens and Security Interests, and Final Order Authorizing Receiver to Borrow Funds or Use Cash Collateral and to Grant Additional Liens and Security Interests, and For Entry of an Order Extending the Time for the Receiver to File the Settlement of Receiver’s Accounts – In re: B.R. Amon & Sons, Inc., Amon & Sons, Inc., Amon Land Company, LLC, and Lake Mills Blacktop, Inc.
- b. Notice of Injury Pursuant to Section 893.80(1d), Wis. Stats. – Eric Christian Olsen.
- c. Claim of Rod Lee Steffen.
- d. Thomas Jones v. Walworth County Highway Department, Walworth County Public Works, Walworth County and Dennis Jacobs (Sheriff Picknell excused himself at 11:58 a.m.)

**The committee reconvened in open session at approximately 12:08 p.m. on motion and second by Supervisor Kilkenny and Vice Chair Staples.**

**Supervisor Kilkenny made a motion, seconded by Vice Chair Staples, to proceed as discussed in closed session on items a, b and d, and to serve a notice of disallowance of claim on item c, above. The motion carried 5-0.**

### **Adjournment**

**On motion and second by Supervisors Kilkenny and Pruessing, Chair Weber adjourned the meeting at 12:09 p.m.**

**DRAFT**

**Walworth County Board of Supervisors  
Monday, May 16, 2016 Public Works Committee Meeting Minutes  
Walworth County Government Center, County Board Room 114  
100 W. Walworth Street, Elkhorn, Wisconsin**

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The meeting was called to order by Chair Nancy Russell at 3:32 p.m.

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

**Others in Attendance**

County Board Members: Supervisor Kathy Ingersoll

County staff: County Administrator David Bretl; Director of Central Services Eric Nitschke; County Engineer Joe Kroll; Facilities Manager John Miller; Public Works Finance Manager Penny Bishop; Deputy County Administrator-Finance Nicki Andersen; Lakeland Health Care Center Administrator Bernadette Janiszewski

**On motion by Supervisor Timms, seconded by Supervisor Schaefer, the agenda was approved 5-0.**

**On motion by Vice Chair Monroe, seconded by Supervisor Schaefer, the April 21, 2016 meeting minutes were approved by voice vote.**

**On motion by Vice Chair Monroe, seconded by Supervisor Yvarra, the April 25, 2016 meeting minutes were approved by voice vote.**

**Public comment** – There was none.

**Unfinished Business** – There was none.

**Consent items**

- Approval of DPW Vehicle Maintenance Facility Project Change Orders

County Administrator Bretl said the consent items are a new feature on the agenda. They can be approved by a single vote, or individual items can be considered separately. He said the County's change order request form includes all the current pertinent information concerning ongoing capital projects. The form includes the amount of the change order, the project budget status, the contingency available, pending commitments and contingency remaining. Before it comes before the committee for review, the department head reviews and signs off on it, the Deputy County Administrator-Finance reviews it for adequate budget balance, and the Administrator approves proceeding to committee for approval. Bretl said the most important information on the form is the type of change order: work has already been performed because it could have resulted in cessation of work and financial loss; proposed work is beyond the original scope; the work couldn't be foreseen by the architect, contractor or owner; and whether the change order was due to an error or omission by the architect, contractor or owner. He encouraged the Committee to review the forms and ask for clarification if needed. **Supervisor Schaefer made a motion, seconded by Supervisor Timms, to approve items 8, 9 and 10 below, and to consider the remainder of the items separately. The motion carried 5-0.**

Scherrer Construction

- 1) Owner Direct Purchases
- 2) Direct Owner Direct Purchases

3) Tax Savings on Addendum Items

The change order for Owner Direct Purchases is a deduct of \$671,315. In order to take advantage of tax savings, the general contractor deducts the cost of materials and purchases them through their designated suppliers. The Direct Owner Direct Purchases adds back the cost of the owner direct purchases. The Tax Savings on Addendum Items is a \$3,380 deductive change order to the general contractor's construction contract. **Supervisor Schaefer made a motion, seconded by Vice Chair Monroe, to approve the three change orders. The motion carried 5-0.**

4) Ceiling Paint Savings

**Supervisor Timms made a motion to approve, seconded by Supervisor Schaefer. The motion carried 5-0.**

5) Relocate Eyewash

**Vice Chair Monroe made a motion to approve, seconded by Supervisor Timms. The motion carried 5-0.**

6) Change to Polyurea Sealant

**Supervisor Timms moved approval, seconded by Vice Chair Monroe. The motion carried 5-0.**

7) Dewatering Site/Add Trench

Central Services Director Eric Nitschke said this change order was discussed at the last meeting. When spring began, a high water table was discovered between layers of soil. The drain has been installed and is working well. **Vice Chair Monroe made a motion, seconded by Supervisor Schaefer to approve the change order. The motion carried 5-0.**

8) Communications, Cabling and Networking Emergency Purchase

9) MTF Equipment Sales – replacing two in-ground lifts with larger above-ground lifts

10) City of Elkhorn/WALCOMET Impact Fee. **Approved above herein as consent items.**

Scherrer Construction

11) Revise Lighting Controls

**Supervisor Schaefer moved approval, seconded by Supervisor Timms. The motion carried 5-0.**

12) Modify Door Height

Chair Russell asked by the door height wasn't confirmed before the project began. Nitschke said after discussion with the Facilities Manager and Shop Superintendent, consensus was to increase the door heights to enhance functionality. **Supervisor Timms made a motion, seconded by Vice Chair Monroe, to approve the change order. The motion carried 5-0.**

**New Business**

- Approval of specifications for concrete floor polishing – Super Pod, Project 16-064

County Engineer Joe Kroll said the project consists of removal of existing vinyl tile, cleaning, grinding and polishing of 2,500 square feet of concrete flooring in Super Pod of the Jail. Supervisor Timms asked if the porous concrete will be sealed. Kroll said a densifier is applied to the concrete that hardens the surface, and with normal maintenance, the surface shouldn't stain. Supervisor Timms suggested performing humidity tests on the slabs. **Supervisor Timms made a motion to approve the specifications, seconded by Vice Chair Monroe. The motion carried 5-0.**

- Approval of summary specifications – Memory Care Corridor Connector at Lakeland Health Care Center, Project 16-067

This project includes construction of a 700 square foot connector corridor between the Memory Care unit and another building wing, which will allow free mobility of patients in the unit and allow staff to function more efficiently. There is \$345,000 budgeted for the project. Of the project budget, \$45,000 is included for moving the Memory Care doors. **Vice Chair Monroe made a motion, seconded by Supervisor Yvarra, to approve the specifications. The motion carried 5-0.**

- Approval of specifications for base cove coating – County Jail, Project 16-065  
**Supervisor Timms made a motion, seconded by Vice Chair Monroe, to approve the specifications for the Jail base cove coating. The motion carried 5-0.**

- Approval of final payment for Government Center basement renovation, Project 15-058  
Nitschke said this is the final payment to Glen Fern Construction. A final payment will need to be issued to Venture Architects. **Vice Chair Monroe made a motion, seconded by Supervisor Yvarra, to approve the final payment to Glen Fern Construction. The motion carried 5-0.**

- Award bid for a picnic shelter at White River County Park, Project 16-060  
Nitschke distributed the bid recommendation prior to the meeting. He recommended award to Glen Fern Construction, the low bid. A budget amendment will be needed to fund the project. Bretl noted that the bids received were within a narrow range, which is an indication that the pricing was reasonable even though the project bids came in much higher than anticipated. **Supervisor Timms made a motion to approve the bid award to Glen Fern Construction, contingent upon Finance Committee approval of the budget amendment. The motion carried 5-0.** Public Works Finance Manager Penny Bishop said the budget amendment will be on the June 23 Finance Committee agenda.

- Approval of plans and specifications for State Project #3841-04-70 – CTH NN – Pedestrian/Bike Trail – City of Elkhorn to White River Trail, Project 16-069  
Nitschke said this is part of the federal CMAQ grant. The project can't be advertised for bids until approval is granted from the Department of Transportation. **Supervisor Schaefer made a motion, seconded by Supervisor Timms, to approve the plans and specifications. The motion carried 5-0.**

- Update on reconstruction of CTH NN from Bray Road to County Campus, Project 16-069  
The final paperwork is being completed. Nitschke said some cleanup remains to be done, and anticipates the project closing will be ready for the June meeting. He advised the Committee that there may be a final change order request based on quantities.

- Approval of Resolution No. \*\*-06/16 Allocating Transferring Public Works Fund Available Net Position.  
Public Works has \$1,267,388 available over the 20% county recommended minimum net position. Staff recommends transferring \$867,388 to the equipment fund, and \$400,000 to the road/bridge fund. **Vice Chair Monroe moved approval of the resolution, seconded by Supervisor Timms. The motion carried 5-0.**

- Approval of Design of CTH DD over Honey Creek bridge for construction in 2017  
**Supervisor Schaefer made a motion, seconded by Supervisor Timms to approve the design for the CTH DD bridge over Honey Creek. The motion carried 5-0.**

- Approval of change order for Sheriff's Office Indoor Range Remodel project  
**Supervisor Timms made a motion, second by Vice Chair Monroe, to approve the \$8,327 change order for the Indoor Range remodel. The motion carried 5-0.**

**Old Business** – There was none.

### **Reports**

- Report on Current Public Works Projects  
Change Orders to Project 15-119; 2016 Roof Repairs, various County buildings  
Nitschke reported the change order amount is \$3,600, for roof repairs at Health and Human Services, the Sheriff's Office and Public Works. **Supervisor Timms made a motion to accept the report and place it on file. The motion carried 5-0.**
- Reports/Announcements by Chair

**Correspondence** – There was none.

The next meeting was confirmed for Monday, June 20, 2016 at 3:30 p.m.

### **Adjournment**

**On motion by Supervisor Yvarra, seconded by Vice Chair Monroe, Chair Russell adjourned the meeting at 4:35 p.m.**

Walworth County  
Bid Recommendation

**Project Name:** Picnic Shelter at White River County Park

**Recommendation By:** Eric Nitschke  
Department Head EN  
Initials

**Date:** March 12, 2016

**Award To:** Glen Fern Construction, LLC.

**Proposed Contract:** \$ 52,979.00

**Funding Source:** 2016 Budget – Grant or Other Financing

**Current Budget Amt:** **\$31,975.00**  
*Pending Finance Committee Budget Amendment Approval*

**Contract Term:** Agreement shall commence on July 1, 2016 and shall terminate upon completion and acceptance of work.

**Scope of Project:** Project involves construction of a 24-ft. x 36-ft. pre-engineered, glue laminated wood, factory fabricated picnic shelter at White River County Park. Work includes minor site preparation; construction of circular concrete post foundations; shelter installation; fiberglass shingle roofing; concrete slab-on-grade construction; and minor site restoration.

**Bids Solicited:** 12

**Bids Received:** 3

Vendor	Total Base Bid
Glen Fern Construction, LLC.	\$52,979.00
Native Construction & Landscaping	\$54,900.00
Bluemel's Maintenance Service, Inc./Garden & Landscape Center	\$65,000.00

**Bids Rejected:** 0

County Solicitation-Reviewed By: N. Cramer 5/13/16  
 Consultant Solicitation-Reviewed By: \_\_\_\_\_  
 Awarded by: \_\_\_\_\_  
 Vendor: \_\_\_\_\_  
 Date: \_\_\_\_\_

Approved  
Enacted

## Walworth County Board of Adjustment

### MINUTES

May 11, 2016 - Hearing – 9:00 AM

May 12, 2016 – Meeting – 9:00 AM

County Board Room

Government Center – Elkhorn, Wisconsin

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A hearing and decision meeting of the Walworth County Board of Adjustment was held on May 11 & 12, 2016, in the County Board Room of the Government Center in Elkhorn, Wisconsin. Those present on May 11, 2016, were Chair John Roth, Vice-Chair Elizabeth Sukala and Secretary Ann Seaver. Deb Grube, Senior Zoning Officer and Wendy Boettcher, recording secretary were in attendance. Those present on May 12, 2016, were Chair John Roth, Vice-Chair Elizabeth Sukala, Secretary Ann Seaver and 2<sup>nd</sup> Alternate Joseph J. Pappa. Deb Grube, Senior Zoning Officer and Wendy Boettcher, recording secretary were in attendance. “Sign-in” sheets listing attendees on May 11, 2016, and May 12, 2016, are kept on file as a matter of record.

The May 11, 2016, hearing was called to order by Chair John Roth 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 postpone hearing #6 Raymond Hohe Trust / La Grange Township to the July 2016 agenda and to postpone hearing #7 Basso Builders, Inc. / Geneva Township to the June 2016 agenda. Seconded by Elizabeth Sukala. Motion carried. 3-favor, 0-oppose. Ann Seaver motioned to approve the April 13 & 14, 2016, Minutes and dispense with the reading. Seconded by Elizabeth Sukala. Motion carried. 2-favor, 1-abstain (John Roth). After testimony of all cases, Ann Seaver motioned to recess until 9:00 A.M. on Thursday, May 12, 2016. Seconded by Elizabeth Sukala. Motion carried. 3-favor, 0-oppose. The May 11, 2016, hearing went into recess at approximately 10:59 A.M.**

On May 12, 2016, at 9:00 A.M., Chair John Roth called the decision meeting to order. Wendy Boettcher conducted roll call and verified that there was a quorum. Those present were same as listed above. **Elizabeth Sukala motioned to approve the agenda as amended to postpone hearing #6 Raymond Hohe Trust / La Grange Township to the July 2016 agenda, to postpone hearing #7 Basso Builders, Inc. / Geneva Township to the June 2016 agenda and to withdraw hearing #2 William P. & Patricia A. Hite / Whitewater Township as requested by the applicant. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose. After the decisions were completed, Ann Seaver motioned to adjourn until the June 8, 2016, hearing at 9:00 A.M. Seconded by Elizabeth Sukala. Motion carried. 3-favor, 0-oppose. The May 12, 2016, decision meeting adjourned at approximately 9:48 A.M.**

Nine variance hearings were scheduled and details of the May 11, 2016, hearings and the May 12, 2016, decisions are digitally recorded and available to the public upon request / video to view on our website: [www.co.walworth.wi.us](http://www.co.walworth.wi.us).

**Old Business – Donna O’Neill-Mulvihill Trust, owner / Linn Township**

Hearing – Count # N/A / Decision – Count #9:02:04 – 9:06:41

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 a screen porch and accessory structure / carport.

**REQUIRED BY ORDINANCE:** The Ordinance requires an 8' side yard setback requirement for the screen porch and accessory structure / carport.

**VARIANCE REQUEST:** The applicants are requesting a 3.2' side yard setback for a screen porch and a 3.5' side yard setback for an accessory structure / carport. 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 a screen porch and accessory structure / carport.

**BOARD OF ADJUSTMENT DECISION:** The Walworth County Board of Adjustment, during the meeting of April 13 & 14, 2016, for the petition of Donna O'Neill-Mulvihill Trust, owner / Donna O'Neill-Mulvihill, applicant, voted to **APPROVE** the request for a 3.2' side yard setback for a screen porch and voted to **POSTPONE** the decision on the request for a 3.5' side yard setback for an accessory structure / carport. (**\*\*see amended decision below**)

**BOARD OF ADJUSTMENT FINDINGS:**

**APPROVAL** of the 3.2' side yard setback for a screen porch: The Board found the addition of a screen porch to the existing residence will be placed on a portion of an existing deck. The Board found the size of the screen porch addition will not greatly increase water runoff. The Board found to approve the variance request would cause no harm to public interests. The Board found to approve the variance request would not affect the public's interest in navigable waters. The Board found there was no objection from neighboring property owners. The Board found the owner did receive Town approval.

**POSTPONE** decision on request for accessory structure / carport: The Board is requesting information to be submitted regarding the roof plan and the runoff plan of the proposed carport. The decision will be given at the May 12, 2016, Board of Adjustment meeting. (**see amended decision below**)

The Town of Linn sent a letter in support of the screen porch and opposing the carport.

**\*\*DECISION ON MAY 12, 2016**

**BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting on May 12, 2016, for the petition of Donna O'Neill-Mulvihill Trust, owner, Donna O'Neill-Mulvihill, applicant, voted to APPROVE the variance request for:**

**a 3.5' side yard setback for an accessory structure / carport.**

**A motion was made by Joseph J. Pappa to approve the variance as requested. Seconded by Elizabeth Sukala. Motion carried. 3-favor 0-oppose**

**5-12-16 BOARD OF ADJUSTMENT FINDINGS:**

**The Board found the applicant did submit the information requested by the Board on April 14, 2016. The Board found options for the location of the carport on the parcel are limited. The Board found the structure will have a drainage system. The Board found to deny the variance request for the carport would cause unnecessary hardship. The Board found to approve the request would cause no harm to public interests.**

#### **New Business – Variance Petitions**

Hearing – Count #9:03:12 – 9:44:22 / Decision – Count #9:06:42 – 9:14:45

**The First Hearing** was Cheryl B. Wormley Trust, owner – Section(s) 9 – Linn Township

Applicant is requesting a variance from Section(s) 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to replace a deck.

**REQUIRED BY ORDINANCE:** The Ordinance requires a 75' shore yard setback and a 3' side yard setback.

**VARIANCE REQUEST:** The applicant is requesting an approximate 1 foot shore yard setback and a 0' side yard setback. The request is a variance from Section(s) 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to replace a deck.

**BOARD OF ADJUSTMENT DECISION:** The Walworth County Board of Adjustment, during the meeting of May 11 & 12, 2016, for the petition of Cheryl B. Wormley Trust, owner, voted to **APPROVE** the request for an approximate 1 foot shore yard setback and voted to **DENY** the request for a 0' side yard setback.

**A motion was made by Ann Seaver to deny the variance request as presented.**

**A motion was made by Ann Seaver to approve the shore yard setback and deny the side yard setback. Seconded by Elizabeth Sukala. Motion carried. 3-favor 0-oppose**

**BOARD OF ADJUSTMENT FINDINGS:** The Board found unique property limitations in the narrow and steep parcel. The Board found the deck had existed since approximately 1949 without record of issued County permits and replaced in 1984 and 2011 without permits. The Board found options for placement of a deck on the parcel are limited. The Board found to approve the shore yard setback would not harm the public's interest in navigable waters.

The Board found to deny the side yard variance request would cause no unnecessary hardship and would still provide access to the pier. The Board found to deny the 0' side yard setback would bring the west side of the deck into compliance and allow room for maintenance of the structure without encroachment. The Board found the 3' side yard setback would protect public interests.

There were three letters of support from neighboring property owners and one letter of support from the Town of Linn. One person spoke in support. Two people spoke in opposition.

Hearing – Count #9:44:25 – 10:06:09 / Decision – Count #N/A

The Second Hearing was William P. & Patricia A. Hite, owners – Section(s) 34 – Whitewater Township

Applicants are requesting a variance from Section(s) 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to permit the location of patios, fire pit, retaining walls and landing.

**REQUIRED BY ORDINANCE:** The Ordinance requires a 75' shore yard setback and permits a 25 square foot landing in the shore yard and retaining walls where necessary for erosion.

**VARIANCE REQUEST:** The applicants are requesting a flagstone patio with a 0' shore yard setback, a flagstone patio and fire pit with an approximate 43' shore yard setback, retaining walls not necessary for erosion control and a 40 square foot landing for a shore yard landing. The request is a variance from Section(s) 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to permit the location of patios, fire pit, retaining walls and landing.

**BOARD OF ADJUSTMENT DECISION:** The Walworth County Board of Adjustment, during the meeting of May 11 & 12, 2016, for the petition of William P. & Patricia A. Hite, owners, did not vote on the request for a flagstone patio with a 0' shore yard setback, a flagstone patio and fire pit with an approximate 43' shore yard setback, retaining walls not necessary for erosion control and a 40 square foot landing for a shore yard landing.

**BOARD OF ADJUSTMENT FINDINGS:** After the hearing on May 11, 2016, and before the meeting on May 12, 2016, the variance request was **WITHDRAWN** at the applicant's request. There were two letters of support from neighboring property owners. There were letters of opposition from the Town of Whitewater and the Walworth County Land Conservation Division.

Hearing – Count #10:06:15 – 10:14:08 / Decision – Count #9:14:46 – 9:16:34

The Third Hearing was Gale & Dawn M. Shelbourn, owners – Section(s) 34 – Whitewater Township

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

**REQUIRED BY ORDINANCE:** The Ordinance requires a variance structure (granted 1987) to maintain footprint and envelope if reconstructed.

**VARIANCE REQUEST:** The applicants are requesting to reconstruct a deck approximately 3.1' higher in elevation with an approximate 22' 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 reconstruct a deck.

**BOARD OF ADJUSTMENT DECISION:** The Walworth County Board of Adjustment, during the meeting of May 11 & 12, 2016, for the petition of Gale & Dawn M. Shelbourn, owners, voted to **APPROVE** the request to reconstruct a deck approximately 3.1' higher in elevation with an approximate 22' shore yard setback.

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

**BOARD OF ADJUSTMENT FINDINGS:** The Board found the current deck is 3.1' lower than the elevation of the house. The Board found to approve the variance request will permit the deck to be reconstructed in the same footprint with an elevation to match the residence. The Board found to approve the variance request will provide safe ingress / egress between the handicapped accessible residence and the deck. The Board found the request to reconstruct the deck had not been included in the variance request and approval of April 2015 to reconstruct the residence. There were four letters of support from neighboring property owners and one letter of support from the Town of Whitewater. There was no opposition.

Hearing – Count #10:14:09 – 10:24:08 / Decision – Count #9:16:35 – 9:18:48

The Fourth Hearing was Virginia R. Jungmann Trust, owner / Dennis Jungmann, applicant – Section(s) 3 – Richmond Township

Applicants are requesting a variance from Section(s) 74-163 / 74-181 of Walworth County's Code of Ordinances – Shoreland Zoning to construct an accessory structure (30' x 40').

**REQUIRED BY ORDINANCE:** The Ordinance requires a principal structure to be present or under construction prior to the location of an accessory structure.

**VARIANCE REQUEST:** The applicants are requesting to locate an accessory structure on a vacant parcel. The request is a variance from Section(s) 74-163 / 74-181 of Walworth County's Code of Ordinances – Shoreland Zoning to construct an accessory structure (30' x 40').

**BOARD OF ADJUSTMENT DECISION:** The Walworth County Board of Adjustment, during the meeting of May 11 & 12, 2016, for the petition of Virginia R. Jungmann Trust, owner / Dennis Jungmann, applicant, voted to **APPROVE** the request to locate an accessory structure on a vacant parcel.

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

**BOARD OF ADJUSTMENT FINDINGS:** The Board found the owner has a residence across the road. The Board found the owner is not able to have a garage on the parcel with the residence. The Board found the owner has purchased the vacant lot directly behind the residence parcel. The Board found the proposed garage as placed directly behind the residence will not cause harm to public interests. The Board found the owner does not have intent to subdivide the 3-acre +/- parcel. There was one letter of support from the Town of Richmond. There was no opposition.

Hearing – Count #10:24:16 – 10:28:53 / Decision – Count #9:18:49 – 9:22:27

The Fifth Hearing was Vito M. & Rosalie M. Cappiello, owners – Section(s) 32 – Geneva Township

Applicants are requesting a variance from Section(s) 74-163 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to construct an accessory structure (storage shed 16' x 20').

**REQUIRED BY ORDINANCE:** The Ordinance requires a principal structure to be present or under construction prior to the location of an accessory structure with a 25' street yard setback and a 25' rear yard setback.

**VARIANCE REQUEST:** The applicants are requesting an accessory structure on a vacant parcel with a 19.1' street yard setback and a 10' rear yard setback. The request is a variance from Section(s) 74-163 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to construct an accessory structure (storage shed 16' x 20').

**BOARD OF ADJUSTMENT DECISION:** The Walworth County Board of Adjustment, during the meeting of May 11 & 12, 2016, for the petition of Vito M. & Rosalie M. Cappiello, owners, voted to **APPROVE** the request for an accessory structure on a vacant parcel with a 19.1' street yard setback and a 10' rear yard setback.

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

**BOARD OF ADJUSTMENT FINDINGS:** The Board found a unique property limitation in the parcel being part of the vacated railroad right-of-way. The Board found the owner has no option to place the structure on the parcel where the residence is located. The Board found similar variance requests in the area had been granted. The Board found to approve the variance request would allow the owner to put yard equipment under cover. The Board found to approve the variance request would cause no harm to public interests. The Board found to approve the variance request would not harm the public interests in navigable waters. There was one letter of support from the Town of Linn. There was no opposition.

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

**The Sixth Hearing was Raymond Hohe Trust, owner / Michael Raymond Homes LLC, Raymond Shafer, applicant – Section(s) 26 – La Grange Township**

Applicants are requesting a variance from Section(s) 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to construct an addition to a single-family residence (approximately 23' 6" height).

**REQUIRED BY ORDINANCE:** The Ordinance requires a 5' side yard setback (substandard structure).

**VARIANCE REQUEST:** The applicants are requesting a 3.2' side yard setback. The request is a variance from Section(s) 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to construct an addition to a single-family residence (approximately 23' 6" height).

**BOARD OF ADJUSTMENT DECISION:** The Walworth County Board of Adjustment, during the meeting of May 11 & 12, 2016, did not vote on the petition of Raymond Hohe Trust, owner / Michael Raymond Homes LLC, Raymond Shafer, applicant.

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

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

The Seventh Hearing was Basso Builders Inc., owner – Section(s) 27 – Geneva Township

Applicants are requesting a variance from Section(s) 74-54 / 74-92 of Walworth County's Code of Ordinances – Zoning to make a parcel a buildable parcel.

**REQUIRED BY ORDINANCE:** The Ordinance requires a lot or parcel to be of record in the County Register of Deeds Office before the effective date or amendment of the zoning ordinance to be a legally created lot or parcel in accordance with Section 74-92.

**VARIANCE REQUEST:** The applicant is requesting a parcel that was not legally created to be buildable. The request is a variance from Section(s) 74-54 / 74-92 of Walworth County's Code of Ordinances – Zoning to make a parcel a buildable parcel.

**BOARD OF ADJUSTMENT DECISION:** The Walworth County Board of Adjustment, during the meeting of May 11 & 12, 2016, did not vote on the petition of Basso Builders Inc., owner.

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

Hearing – Count #10:28:54 – 10:39:31 / Decision – Count #9:22:28 – 9:24:51

The Eighth Hearing was Douglas & Tracy Marconnet, owners – Section(s) 24 – La Grange Township

Applicants are requesting a variance from Section(s) 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to construct a walkway in the shore yard.

**REQUIRED BY ORDINANCE:** The Ordinance requires a 67.25' shore yard setback (average) for structures and permits a walkway in the shore yard for access to the shore.

**VARIANCE REQUEST:** The applicants are requesting a 44' shore yard setback for a walkway that does not provide access to the shore. The request is a variance from Section(s) 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to construct a walkway in the shore yard.

**BOARD OF ADJUSTMENT DECISION:** The Walworth County Board of Adjustment, during the meeting of May 11 & 12, 2016, for the petition of Douglas & Tracy Marconnet, owners, voted to **APPROVE** the request for a 44' shore yard setback for a walkway that does not provide access to the shore.

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

**BOARD OF ADJUSTMENT FINDINGS:** The Board found a unique property limitation in water bordering two sides of the narrow property. The Board found a variance had been granted in April 2015 to construct a new single-family residence. The Board found to approve the variance request will enable access to the house from the street and from the house to the patio without going through the residence. The Board found to approve the variance request would allow the owners to designate safe ingress / egress to the residence. The Board found to approve the variance request would cause no harm to public interests. The Board found the owners have worked closely with the Land Use & Resource Management Department to protect the shore by using permeable pavers. The Board found to approve the variance request will protect the public's interest in navigable waters. There was one letter of support from the Town of LaGrange. There was no opposition.

Hearing – Count #10:39:41 – 10:58:22 / Decision – Count #9:24:52 – 9:36:37

The Ninth Hearing was Casvic LLC, owner / Victor Leonhardt, applicant – Section(s) 25 – La Grange Township

Applicants are requesting a variance from Section(s) 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to construct a deck, landing, stairs and an at-grade patio.

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

**VARIANCE REQUEST:** The applicants are requesting an approximate 40' shore yard setback for deck, landing and stairs, an approximate 45' shore yard setback for an at-grade patio. The request is a variance from Section(s) 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to construct a deck, landing, stairs and an at-grade patio.

**BOARD OF ADJUSTMENT DECISION:** The Walworth County Board of Adjustment, during the meeting of May 11 & 12, 2016, for the petition of Casvic LLC, owner / Victor Leonhardt, applicant, voted to **APPROVE** the request for an approximate 40' shore yard setback for deck, landing and stairs, and voted to **APPROVE** an approximate 45' shore yard setback for an at-grade patio.

**A motion was made by Elizabeth Sukala to approve the upper deck, landing and the stairway down. Seconded by Ann Seaver for discussion. Motion carried. 3-favor 0-oppose**

**A motion was made by Ann Seaver to approve the patio just under the deck and not to exceed that. Seconded by Elizabeth Sukala. Motion carried. 3-favor 0-oppose**

**BOARD OF ADJUSTMENT FINDINGS:**

APPROVAL OF THE DECK, LANDING and STAIRS: The Board found unique property limitations in the steep lot. The Board found to approve the variance request would give the owner ingress / egress to the lake side and east side of the residence. The Board found the owner did receive approval from the Town of La Grange.

APPROVAL OF THE PATIO: The Board found to approve the variance request for the at-grade patio to be located underneath the deck. The Board found the patio will not extend beyond the deck. The Board found the patio will be constructed of a pervious material. The Board found to approve the variance request will help minimize erosion under the deck. The Board found to approve the variance request will cause no harm to public interests.

There was one letter of support from the Town of La Grange. 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

### **Proposed discussion for next agenda**

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

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

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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**  
**May 10, 2016 Land Information Advisory Council Meeting Minutes**  
**Walworth County Government Center, County Board Room 114**  
**100 W. Walworth Street, Elkhorn, Wisconsin**

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

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

**Others in Attendance:** County Administrator David Bretl

**On motion by Jamie Green, seconded by Nancy Russell, the agenda was approved with no withdrawals.**

**On motion by Michael Cotter, seconded by Valerie Etzel, the February 15, 2016 meeting minutes were approved by voice vote.**

**Public Comment** – There was none.

### **Land Modernization Plan State Approval Update**

Chair Orr said the State has given preliminary approval to the County's plan. Within the three-year plan period, staff will monitor progress; if adjustments are needed, resubmission of the plan with updated information is permitted.

### **2016 Strategic Initiative Grant Application**

Orr said that the grant application was submitted and preliminary acceptance was received at the end of March. Land Information Officer Dale Drayna said the grant funding is to assist counties in completing parcel layer mapping for the State. Four benchmarks have to be achieved, and the County has completed two of them. A consultant has been retained to help with compiling the data formats. The first \$25,000 of the \$50,000 grant will be paid by the end of May for work done since January 1 of this year. The other \$25,000 will be paid at project completion. The entire project must be completed by March 2017, and in the fall, staff will apply for another annual grant of \$50,000.

### **Project updates**

- 2015 LIDAR Data

Orr said the data was to be received in November 2015, but SEWRPC is holding up delivery for further analysis and adjusting. SEWRPC Surveyor Robert Merry said some data have been rejected because of corrections relating to break lines; when the data was collected, there was still some ice around the lakes which skewed the data. The second big issue was with contours. There were some inconsistencies in lines; rather than perpendicular to the flow, some were showing up as angles. There were also minor problems with ground lines around decks and pools. Merry said overall, the data accuracy has been very good. The last corrections are being made this week, and Merry will then do a critical review to verify necessary adjustments were made.

- LURM software update

Director of LURM/Deputy Corporation Counsel Michael Cotter said LURM went live with their new software on February 29. One thing he envisioned for the new system was to have all documents pertaining

to parcels on the system for public use. All of their paper documents have been scanned by a volunteer, and Cotter was hoping everything would be accessible online. That information is ancillary to EnerGov, the new system, but Cotter wants it added, as it would be a huge benefit for the public and a timesaver for staff. Orr said depending on where the scanned data is IT may be able to tie it together with tax key numbers or import it into EnerGov. Drayna and Cotter will meet to discuss the project.

- **2015 Orthophotography Demo**

Drayna gave a presentation on the 2015 Orthophotography project, and demonstrated the improved clarity of the photos. The 2015 pixels are 6", compared to 1' in the 2010 version. Cotter said when he started with the County, the old photo mapping was only accurate to 50'. Historical air photos are also available on GIS, beginning in 1940, and by using the photo progression, changes in property and development can be easily traced. County Board Chair Russell emphasized the importance of preserving historical documents. Drayna mentioned the new trend is obliques, which can hover around a property and provide a 360 degree image. Merry said that Milwaukee County is using the obliques, and noted that privacy concerns have been raised.

### **Future Projects**

- **HHS Public and Private Water Wells**

Orr said as the project got underway, staff realized that the scope of the work is much larger than anticipated. He will be meeting with staff at Health and Human Services to better define the parameters of what they hope to accomplish, and then send for quotes to build the application.

- **Web Mapping Application upgrade**

Drayna said the web mapping application upgrade, which was installed in 2013, will be updated this year. The primary purpose of the upgrade is to put the system on a mobile platform. There are standard tools already created for that application, and they can be customized to fit the County's needs. It will enhance the ability for users to perform mapping in the field. If the upgrade is finished, Drayna said he will present a progress demonstration at the November meeting. The upgrade will be helpful to county departments, especially LURM and Public Works. Treasurer Valerie Etzel said it would also be valuable to her department for foreclosure properties.

- **2016 Strategic Initiative Data Conversion – V3 data**

In the fall, the State requested Version 3 of the statewide parcel data project. The County's consultant, GSI, created a button to run through data sets in the state's format. Version 3 will be due in March 2017, and staff will apply for the grant this coming fall.

- **2017 Topographic updates**

Because of the Orthophotography project, the topographic updates have been postponed to 2017. Drayna said he is working with SEWRPC on areas to update.

- **LURM Drone update**

Cotter said their drone was delivered in January, and it hasn't been taken out of the box because of the FAA's stringent requirements for operation. Only a licensed pilot in command would be allowed to operate the drone. Cotter expressed his frustration with the inability to use the technology, and asked for input from someone who could help them navigate the drone licensing process. Drayna said UW-Whitewater contacted him a couple of years ago concerning a drone project and said he could contact that department to see if they are still interested in assisting. Seiler, a GPS vendor, can also provide counsel on the regulations.

### **Open GIS Data Portal – Discussion**

Orr said a number of counties are providing free downloads of certain data sets to the public. When the mapping is complete, the State's intent is to provide information downloads free to the public. A problem with this is that with the frequency of updates to the mapping applications, information provided by the State could be outdated. Many counties are moving towards providing free downloads for certain sections. Orr and Cotter discussed the potential of engineering firms charging clients for data they received for free. Drayna spends an inordinate amount of time gathering free data for firms working for municipalities, and Orr feels fees should be charged for custom data requests. Discussion ensued concerning putting a disclaimer on the site stating that the information is not to be provided to others for a fee. Drayna said the county collected only \$1,600 last year for complete data sets at \$200 each. **Michael Cotter made a motion, seconded by Nancy Russell, to direct staff to investigate fee options for data provision and provide recommendations to the Committee at the November 2016 meeting. The motion carried 11-0.**

### **Fund Balance - \$250,000 Land Modernization Funds**

Register of Deeds Donna Pruess reported that transfer fees are up \$40,000 from January to date from last year.

**Reports/announcements by Chair.** Chair Orr had no reports or announcements.

**Next meeting date and time:** Tuesday, November 8, 2016 at 10:00 a.m.

### **Adjournment**

**On motion by Michael Cotter, seconded by Valerie Etzel, Chair Orr adjourned the meeting at 11:30 a.m.**

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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 Supervisors

**DRAFT**

**May 2, 2016 Transportation Coordinating Committee Meeting Minutes  
Walworth County Government Center, County Board Room 114  
100 W. Walworth Street, Elkhorn, Wisconsin**

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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; Citizen Members James Davis, Jerry Grant, Susan Leffelman (arrived at 1:38 p.m.) and Cynthia Simonsen. Health and Human Services Manager Lori Muzatko and Citizen Member Jeni Hallatt were excused. A quorum was declared.

### **Others in Attendance**

County Staff: County Administrator David Bretl; Senior Accountant Todd Paprocki; Transportation Consultant David Lowe; Deputy County Administrator-Finance Nicki Andersen  
Members of the public: Eric Russow, 1527 Meadow Lane, Elkhorn, Wisconsin

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

Cindy Simonsen questioned the discussion in the April 4 meeting minutes regarding 85.20 billing, and the use of the word “consensus.” **Vice Chair Kerwin made a motion, seconded by Supervisor Monroe, to amend the April 4, 2016 Transportation Coordinating Committee meeting minutes to reflect that discussion on specialized service and shared rides billing would be discussed at a later meeting. The motion carried 6-0. Mr. Grant made a motion, seconded by Ms. Simonsen, to approve the April 4, 2016 meeting minutes as amended. The motion carried 6-0.**

**Public Comment** – Eric Russow thanked the Committee for their support of the Memory Cafe ribbon cutting ceremony at Peoples Bank. Ms. Simonsen has generously offered VIP Services for holding future “dementia-friendly” training sessions. The next training session is May 18.

### **Old Business**

- Review Mobility Manager job description

County Administrator David Bretl asked for input on the proposed job description. Chair Russell suggested changing the word “older” to “senior” in the position summary, and adding after “low-income residents of Walworth County,” the phrase, “and other residents of Walworth County.” Mr. Grant asked that under Tools & Equipment Used, the word “Personal” in front of Computer/Printer be removed. Senior Accountant Todd Paprocki noted that under Essential Duties and Responsibilities, the “852.21” funded services should be corrected to read “85.21.” **Mr. Grant made a motion, seconded by Supervisor Monroe, to direct the County Administrator to make the recommended changes and forward the job description to the Human Resources Committee for approval. The motion carried 7-0.**

- Review/approval of survey to be used in listening sessions

Bretl said Vicki Price did a good job putting together the surveys for the listening sessions, and asked for comments from the Committee. Supervisor Monroe asked that copies of surveys completed by those in Pell Lake and Genoa City be forwarded to the respective town clerks. Vice Chair Kerwin asked if there was a more concise way to word survey question #6. It was decided that question #6 will ask what is the best way for the county to share information about transportation services, followed by multiple choices to check, i.e., newspaper, radio, etc. A new question #7 will be included, asking if those surveyed have all the information they need, followed by a Yes or No choice. Bretl said he would make the recommended changes and email the revised survey to committee members.

Ms. Simonsen asked if those attending the sessions would want to take VIP transportation brochures to distribute. She will print 200 copies, and Bretl will pick them up for Chair Russell to take to School Fest on Saturday, and he will keep some to take to his May 9 session in Delavan. Paprocki suggested keeping completed surveys separate by venue.

- Assignments for upcoming listening sessions  
Staffing for the following listening sessions was added/changed as follows:

- **Saturday, May 7, - School Fest at Lakeland School –**  
9:00 a.m. to 11:00 a.m. – Nancy Russell and Andy Kerwin  
11:00 a.m. to 1:00 p.m. – Ken Monroe and Jim Davis
- **Thursday, June 2, Silver Screen Movie Club at Showboat of Lyons**  
8:30 a.m. - 10:00 a.m. – Andy Kerwin and Lori Muzatko  
10:00 a.m. – 11:30 a.m. – Nancy Russell and Dave Lowe
- **June – Senior Card Club in Pell Lake**  
Ken Monroe will finalize the date/time.

- Review “talking points” for listening sessions  
Bretl distributed revised copies with minor language changes. The committee reviewed the talking points and decided to remove the 4<sup>th</sup> paragraph, except for the information concerning the Transportation Coordinating Committee meetings.

**New Business** – There was none.

- Discussion regarding any transportation service concerns  
Ms. Simonsen reported that the State review of VIP’s vehicles went smoothly. VIP recently received a grant from Walworth County ARC to purchase video cameras for all of their vehicles.
- Transportation financial summary  
Paprocki commented that expenditures have fallen off, but will increase with the addition of the Mobility Manager position. Ms. Simonsen said there is an increasing number of seniors transitioning from 85.21 to Family Care, which impacts 85.21 ridership. VIP also provides transportation for Family Care recipients. Paprocki and Simonsen will meet to coordinate reporting information on individual riders.

#### **Announcements**

Transportation Consultant Dave Lowe said he met a City Council member from Delavan, who requested a presentation to their Council on county transportation services.

**Set/confirm next meeting date and time – June 6, 2016 at 1:30 p.m.**

#### **Adjournment**

**On motion by Ms. Leffelman, seconded by Mr. Davis, Chair Russell adjourned the meeting at 2:30 p.m.**

DRAFT

**Walworth County Board of Supervisors  
April 28, 2016 Finance Committee Meeting Minutes  
Walworth County Government Center, County Board Room 114  
100 W. Walworth Street, Elkhorn, Wisconsin**

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The meeting was called to order by County Administrator Bretl at 9:32 a.m.

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

**Others in Attendance**

County Board members: Tim Brellenthin

County staff: County Administrator David Bretl; Deputy County Administrator-Finance Nicki Andersen; Human Resources Director Dale Wilson; Director of IT John Orr; County Treasurer Valerie Etzel; Comptroller Jessica Conley; Sheriff's Office Business Manager Amanda Lagle; County Clerk Kim Bushey; Lakeland Health Care Center Administrator Bernie Janiszewski; Central Services Director Eric Nitschke; UW-Extension Agriculture Educator Peg Reedy; Capt. Dave Gerber; Assistant Jail Administrator Howard Sawyers

Members of the public: Farm Technology Days Executive Director Jim Stowell

**Special order of business**

Election of Finance Committee Chair

County Administrator Bretl opened nominations for Chair. **Supervisor Kilkenny made a motion, seconded by Supervisor Schaefer, to nominate Nancy Russell for Chair.** Bretl asked three more times for nominations. **Supervisor Kilkenny made a motion, seconded by Supervisor Schaefer, to close nominations and cast a unanimous ballot for Nancy Russell. The motion carried 5-0.**

Election of Finance Committee Vice Chair

Chair Russell opened nominations for Vice Chair. **Supervisor Ingersoll made a motion, seconded by Supervisor Yvarra, to nominate Daniel Kilkenny for Vice Chair.** Chair Russell asked three more times for nominations. **Supervisor Ingersoll made a motion, seconded by Supervisor Yvarra, to close nominations and cast a unanimous ballot for Daniel Kilkenny. The motion carried 5-0.**

Role of the Finance Committee

Bretl asked members to review the enclosure in the agenda packet. If anyone has any questions or changes, the role of the committee could be discussed at a later meeting.

**Vice Chair Kilkenny made a motion, seconded by Supervisor Schaefer, to approve the agenda. The motion carried 5-0.**

**Supervisor Schaefer made a motion, seconded by Vice Chair Kilkenny, to approve the April 21, 2016 committee special meeting minutes. The motion carried 5-0.**

**Public Comment** – There was none.

**Unfinished Business** – There was none.

**Consent Items**

Members requested that items 9.B.3., 9.B.4, 9.B.5, 9.C.3. and 9.C.4. be considered separately. **Supervisor Ingersoll made a motion, seconded by Vice Chair Kilkenny, to approve the remainder of the consent items. The motion carried 5-0.**

### 9A, Budget Amendments

- 1) Information Technology
  - a) IT002 – Increase budget for electronic equipment in training lab
- 2) Lakeland Health Care Center
  - a) LH002 – Reflect increase due to Medicare Part B services
- 3) Public Works
  - a) PW001 – Establish budget for engineering planning services for CTH H roadwork project
  - b) PW002 – Increase budget for State highway paint/markings
  - c) PW003 – Transfer funds for boring samples for CTH H roadwork project

### 9B, Bids/Contracts

- 1) Software management system for Public Works Department  
By motion approving the consent items, the award was made to Trapeze Software group d/b/a AssetWorks, LLC.
- 2) Crash scene reconstruction equipment and software for Sheriff's Office  
By motion approving the consent items, the award was made to Seiler Instrument & Mfg. Co., Inc.
- 3) Laundry equipment replacements for Sheriff's Office  
Supervisor Schaefer had questions on the equipment. Assistant Jail Administrator Howard Sawyers said one vendor submitted two bids, which came in close to the budgeted amount for the purchase of a washer/extractor and drying tumbler for the Jail laundry. **Supervisor Schaefer made a motion, seconded by Supervisor Ingersoll, to award the contract to Herb Fitzgerald Company in the amount of \$46,800, less trade-in of old equipment. The motion carried 5-0.**
- 4) Convection oven, ice machine, ice storage bin and dual oven convection steamer for Sheriff's Office  
Supervisor Schaefer asked for information on the size and breakdown on the equipment for the kitchen. Mr. Sawyers said he would obtain the information and provide a pricing breakdown later in the meeting.
- 5) Discussion and possible action regarding establishment of minimum bids for unsold tax foreclosure properties.  
Treasurer Val Etzel said there is one unsold parcel from last month. There have been several inquiries, but no bids. She recommended lowering the minimum bid to \$7,500 to attract interest. Etzel said the property is in Geneva National, and lots on either side of it have sold; however, this lot is sloped and needs a substantial amount of fill. The Association fees are \$200 - \$300 per month, which may be another reason the property isn't selling. **Vice Chair Kilkenny made a motion, seconded by Supervisor Schaefer, to approve the Treasurer's proposed minimum bid of \$7,500 for parcel JGN 1600006. The motion carried 5-0.**

### 9C, Reports

- 1) Quarterly delinquent tax report – 1st quarter 2016
- 2) Quarterly property loss report – 1<sup>st</sup> quarter 2016
- 3) Update on tax incremental financing districts (TIDs)  
There were no updates on specific Tax Incremental Financing Districts (TIFs). Vice Chair Kilkenny requested that when new districts are formed that the letter to municipalities, school districts and Gateway be amended to include changes in the ordinance.

- 4) Out-of-state travel
  - a) Sheriff's Office
    - 1) Dave Gerber, FBI National Academy Associates Training, Stafford, VA
    - 2) Kurt Picknell, FBI National Academy Associates Training Graduation, Stafford, VA Districts (TID)

Supervisor Schaefer asked if the Sheriff had already attended the FBI Academy. Bretl noted that Sheriff Picknell previously graduated from the Academy and traveled to attend the graduation of Capt. Gerber from this session of the Academy. **Supervisor Schaefer made a motion, seconded by Supervisor Ingersoll, to approve the out-of-state travel for Dave Gerber and Kurt Picknell. The motion carried 5-0.**

#### **New Business**

- Resolution \*\*-05/16 Authorizing Write Off of 2013 Personal Property Taxes Uncollectible in 2014  
Etzel stated the uncollected personal property taxes for 2013 amount to \$686.79. **Vice Chair Kilkenny made a motion, seconded by Supervisor Schaefer, to recommend approval of the resolution to write off 2013 personal property taxes uncollectible in 2014. The motion carried 5-0.**

- Discussion and possible action concerning an amendment to waive event licenses and special sanitary permit fees in connection with not-for-profit agricultural expositions

Bretl said that Farm Technology Days Executive Director Jim Stowell and Executive Secretary Peg Reedy were present to answer any questions. County fees are \$2,000 for the event and \$500 for the sanitary permit. This organization is not-for-profit. Bretl said the County has advanced funds for Farm Technology Days and county employees are contributing a significant amount of time to the event. Any revenue generated from Farm Technology Days will be donated to local groups. Bretl asked if the Committee would be willing to waive the license and sanitary fee. The Executive Committee has held the public hearing open until its May committee meeting. **Supervisors Ingersoll and Schaefer moved to approve the fee waiver.** Bretl said the waiver could be accomplished by ordinance amendment, or by county donation of \$2,500 to Farm Technology Days. Committee and staff consensus was to donate the funds. Authorization of the \$2,500 donation will be placed on the May Finance Committee agenda. **Supervisors Schaefer and Ingersoll moved to withdraw their original motion. The motion carried 5-0.**

- Ordinance \*\*-05/16 Amending Chapters 46, 54 and 30 of the Walworth County Code of Ordinances Relative to the Training and Appointment of Traffic Control Attendants

Bretl said the Executive Committee recommended approval of the ordinance. State law authorizes the Sheriff to appoint traffic attendants for special events, which will reduce deputy overtime. The draft included a fee schedule for the training, but the Sheriff requested that it be eliminated from the ordinance. **Vice Chair Kilkenny made a motion to approve the ordinance relative to the training and appointment of Traffic Control Attendants, with the elimination of the fee schedule. The motion carried 5-0.** Chair Russell recommended that the reference to "Director" in the ordinance be clarified.

- Discussion and possible action regarding 2015 donations and fundraisers  
**Supervisor Schaefer made a motion, seconded by Supervisor Ingersoll, to accept the report. The motion carried 5-0.**

Mr. Sawyers brought the Food Service Manager to the committee to answer questions on the kitchen equipment. She said the ice machine generates 500 pounds of ice per day, and the convection steamer,

which is used to steam vegetables, is larger than the current one to accommodate more pans. Sawyers said there were four bidders who all bid on the same equipment. Vice Chair Kilkenny noted that the bids were all close, which is a credit to the bid specifications that were issued. Sheriff's Business Office Manager Amanda Lagle said she would get the unit pricing information from Purchasing.

- Resolution \*\*-05/16 Closing Fiscal Year 2015

The revised resolution was distributed prior to the meeting. Andersen reported that \$6.3 million is being returned to the general fund. **Supervisor Schaefer made a motion, seconded by Supervisor Yvarra, to recommend the resolution closing fiscal year 2015. The motion carried 5-0.**

- Resolution \*\*-05/16 Committing Fund Balances as of December 31, 2015

Comptroller Jessica Conley said after closing out the fiscal year, the county establishes fund balance commitments based on predetermined calculations and review by staff. Andersen said next month the resolution for commitments of the Public Works, Lakeland Health Care Center and Lakeland School fund balances will be brought to the committee for approval. **Supervisor Schaefer made a motion, seconded by Supervisor Ingersoll, to recommend approval of the resolution committing fund balances as of December 31, 2015. The motion carried 5-0.**

- Ordinance \*\*-05/16 Amending Section 30-170 and 30-181 of the Walworth County Code of Ordinances Relating to Net Position and Pension Reporting

Andersen said the ordinance has been updated to include the new GASB requirement to adjust net position to add the accounting restriction for the County's Wisconsin Retirement System. **Supervisor Schaefer made a motion, seconded by Supervisor Ingersoll, to recommend approval of amending section 30-170 and 30-181 of the Walworth County Code of Ordinances relating to net position and pension reporting. The motion carried 5-0.**

- Ordinance \*\*-05/16 Amending Section 30-262 of the Walworth County Code of Ordinances Relating to Disposition of Surplus Property

Bretl said the amendment clarifies the existing ordinance. The term "personal property" has been replaced by "movable property." The ordinance removes ambiguity by stating that disposal of *all* real property must be authorized by the County Board. The disposition of damaged or destroyed property is also more clearly specified. **Supervisor Ingersoll made a motion, seconded by Supervisor Schaefer, to recommend approval of amending section 30-262 of the Code relating to disposition of surplus property. The motion carried 5-0.**

- Discussion and possible action regarding Other Post-employment Benefits (OPEB) actuarial study as of December 31, 2015

Andersen said the OPEB actuarial study has been completed as of January 1, 2016. Key information was included in the agenda packets. The two biggest changes since the last valuation were the difference in the County's health insurance premium changes compared to the health care trend and more retiring/terminating employees than expected. Overall, the liability has decreased. **Supervisor Schaefer made a motion, seconded by Vice Chair Kilkenny, to accept the report. The motion carried 5-0.** Andersen thanked the County Board for supporting funding of this liability.

- Discussion and possible action regarding Other Post-employment Benefits (OPEB) investment Strategy

Deputy County Administrator-Finance Nicki Andersen said the County's investment advisor, PFM, performed a review of the County's investment strategy; as a result, they recommend that the County continue moving forward with the current strategy for the foreseeable future. Chair Russell expressed concern that putting 50% in bond funds is quite aggressive, and asked for staff's opinion. Andersen said that given the economic environment, it is less risky to continue with the current strategy. **Vice Chair Kilkenny made a motion, seconded by Supervisor Ingersoll, to place the report on file. The motion carried 5-0.**

- Discussion and possible action regarding 2016 calendar for 2017 budget process  
Andersen said this Committee didn't take action on the calendar last month, and the County Board adopted it on April 21. **Supervisor Schaefer made a motion, seconded by Vice Chair Kilkenny, to approve the 2016 calendar for the 2017 budget process. The motion carried 5-0**

- Update regarding IRS audit of 2007 debt issuance  
Andersen reported that the IRS has closed its examination of Lakeland School's 2007 debt issuance. No further action is required.

#### **9B, Bids/Contracts (Continued)**

- 6) Convection oven, ice machine, ice storage bin and dual oven convection steamer for Sheriff's Office

Sheriff's Office Business Manger Amanda Lagle distributed copies of the bid pricing sheets submitted by vendors. **Supervisor Schaefer made a motion, seconded by Vice Chair Kilkenny, to approve the bid award for the convection oven, ice machine, ice storage bin and dual oven convection steamer for the Sheriff's Office to Boelter, LLC. The motion carried 5-0.**

**Correspondence** – There was none.

**Confirmation of next meeting:** The next meeting was confirmed for Thursday, May 19, 2016 at 9:30 a.m., Government Center County Board Room 114.

#### **Adjournment**

**On motion by Vice Chair Kilkenny, second by Supervisor Schaefer, Chair Russell adjourned the meeting at 10:59 a.m.**

# DRAFT

**Walworth County Board of Supervisors  
Children with Disabilities Education Board Meeting Minutes  
Wednesday, April 27, 2016  
Walworth County Government Center  
County Board Room 114  
100 West Walworth Street, Elkhorn, WI 53121**

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The meeting was called to order at 5:08 p.m. by County Administrator David Bretl

Roll call was conducted. Members present included Supervisors Kathy Ingersoll, Ken Monroe, Joe Schaefer, Charlene Staples and David Weber. A quorum was declared.

### **Others in Attendance:**

County Board members: County Board Chair Russell

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

**On motion by Supervisor Schaefer, seconded by Supervisor Ingersoll, the agenda was approved 5-0.**

**On motion by Supervisor Schaefer, seconded by Supervisor Weber, the January 20, 2016 CDEB minutes were approved 5-0.**

**Public Comment** – There was none.

### **Special Order of Business**

- Nominations and election of Chair of Children with Disabilities Education Board (CDEB)  
County Administrator Bretl opened the floor for nominations. **Supervisor Monroe made a motion, seconded by Supervisor Schaefer, to nominate Supervisor David Weber for Chair.** Bretl asked for nominations three more times. **Supervisor Staples made a motion, seconded by Supervisor Ingersoll, to close nominations and cast a unanimous ballot for Supervisor Weber. The motion carried 5-0.**

- Nominations and election of Secretary of CDEB  
Chair Weber opened the floor for nominations. Chair Weber made a motion, seconded by Supervisor Ingersoll, to nominate Supervisor Ken Monroe for Secretary of the Board. Chair Weber asked for other nominations. **Supervisor Schaefer made a motion, seconded by Supervisor Ingersoll, to close nominations and cast a unanimous ballot for Supervisor Monroe. The motion carried 5-0.**

- Role of the CDEB  
Director of Special Education Tracy Moate said as all of the Trustees have Board experience, there was no need to review the specific duties of the Board. She noted that the collaboration with the school districts is no longer a relevant factor, as this is the final year of the transition. Moate has met with officials in each district to ensure their understanding that this is the final year of the agreement. She got an email from the Department of Public Instruction, asking the School to submit to the State the positions that are being transferred back to the School, the FTE equivalent value of each position, as well as third party services. Moate said of course the School will maintain an ongoing relationship with the districts, even though the business aspect will terminate.

Chair Weber congratulated Moate on the successful transition. Bretl gave the County Board credit for being proactive and developing the ten-year plan transition plan. Supervisor Staples asked Moate if she

has been contacted by districts looking for resources, and Moate said she has, especially by the smaller districts. CESA has stepped up to provide services, and some districts are collaborating with each other to share services.

### **New Business**

- 2016-17 and 2017-18 Lakeland School Calendars

Moate said that the teachers' group wanted to present two individual year calendars to enhance long-range planning. The teacher contract is for 190 days; students are 180 days. **Secretary Monroe made a motion, seconded by Supervisor Ingersoll, to approve the 2016-2017 and 2017-2018 Lakeland School calendars. The motion carried 5-0.**

### **Reports and Correspondence**

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

- CDEB Director

Moate reported that the IRS audit on School bond issuance was completed and closed. No further action from the County is required. Bretl said the IRS looks at arbitrage and examines to make certain a public facility isn't put to private use.

The School's basketball team got second at state in the Special Olympics. Also, this year was the first year the School has fielded a gymnastics team. The team got special t-shirts and warm up jackets. One student got top scores in each event, and five students were sent to the competition.

School Fest is Saturday, May 6. As usual, there will be an auction, a rummage sale, craft and plant sale, and food will be sold. This is the annual fundraiser, which supported by teachers, their spouses and student families. The Special Olympics track meet will also be held May 6.

**Confirmation of next meeting** – The next meeting was confirmed for Wednesday, May 18, 2016 at 5:00 p.m.

### **Adjournment**

**On motion by Secretary Monroe, seconded by Supervisor Schaefer, Chair Weber adjourned the meeting at 5:27 p.m.**

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

DRAFT

**Walworth County Board of Supervisors  
Health and Human Services Board Meeting Minutes  
Wednesday, April 27, 2016  
Walworth County Government Center  
County Board Room 114  
100 West Walworth Street, Elkhorn, WI 53121**

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The meeting was called to order at 2:25 p.m. by Elizabeth Aldred, Director of Health and Human Services (HHS).

Roll call was conducted. Members present included Supervisor Tim Brellenthin, Supervisor Kathy Ingersoll, Supervisor Ken Monroe, Supervisor Joe Schaefer, Supervisor Charlene Staples, and Citizen Representative Sandra Wagie-Troemel. Citizen Representatives Bernice Solis and Dr. James Seegers were excused. Citizen Representative William Wucherer was absent (arrived at 2:54 p.m.). A quorum was declared.

**Others in Attendance:**

County Board Supervisors: County Board Chair Nancy Russell

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

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

**On motion by Supervisor Monroe, second by Supervisor Schaefer, the March 16, 2016 Health and Human Services Board meeting minutes were approved.**

**Public Comment** – There was none.

**Chairperson Nominations/Elections**

Aldred announced that nominations for the Health and Human Services Board Chairperson were open.

**On motion by Supervisor Brellenthin, second by Supervisor Ingersoll, Supervisor Ken Monroe was nominated for Health and Human Services Board Chairperson.**

Aldred asked if there were any other nominations. There were none.

**Nominations were closed. Motion carried 6-0.**

**Supervisor Monroe was unanimously elected as Health and Human Services Board Chairperson.**

**Vice-Chairperson Nominations/Elections**

Chair Monroe announced that nominations for the Health and Human Services Board Vice-Chairperson were open.

**On motion by Supervisor Ingersoll, second by Supervisor Schaefer, Supervisor Tim Brellenthin was nominated for Health and Human Services Board Vice-Chairperson.**

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

**Supervisor Schaefer moved to close nominations, second by Supervisor Ingersoll. Motion carried 6-0.**

**Supervisor Brellenthin was unanimously elected as Health and Human Services Board Vice-Chairperson.**

**Role of Health and Human Services Committee**

Aldred referred to Enclosure 2, the Walworth County Department of Health and Human Services/Walworth County Board of Supervisors Briefing Book April 2016, and stated the committee members had received this packet in the past and noted the two statutory references for the Board of Health and the Human Services Board.

**Unfinished Business**

## **New Business**

- Overview of Administration Services

Kristen Tranel, Administrative Services Manager, gave an informative presentation on the role and responsibilities of the Administrative Services Division. Tranel stated the ultimate goal in this unit is to develop and promote a culture at Health and Human Services (HHS) of compliance and HIPAA awareness.

- First Quarter Write Offs

Aldred referred to Enclosure 4 and stated write offs were included for both the last and current quarters. She noted a significant decrease in the Timely, Non Covered Provider and Non Covered Service numbers from last quarter due to write offs relative to billing issues with the Public Health Department. Aldred said collections are increasing as tax refunds become available to those individuals in collections. She stated the new Fiscal Supervisor has been working on an electronic submission of claims for insurance companies other than Medicaid and Medicare, which should be implemented in the near future.

- Notification of Dining Site Location Change in Delavan

Aldred stated one of the steps in the process of changing the dining site location is to notify the Human Services Board. She said the decision to change one of the meal site locations to a neighboring location is to better serve the community. The number of seniors at the current location has changed and a change in location will better meet the needs of the program. Aldred stated a variety of advisory reports have already been approved. She said after this notification, approval from the Area Agency on Aging is required before the final change would be implemented.

- Community Health Improvement Plan (CHIP)/Community Health Assessment (CHA) Update

Aldred stated an update has been provided relative to the Community Health Improvement Plan process. She said another update will be provided that will incorporate both this month and next month.

- Public Health Mission, Vision Statement

Janis Ellefsen, Public Health Officer (HHS) gave a brief overview of the Mission, Vision and Values Statement. She noted the importance of having a Mission, Vision and Values Statement is to help implement best practices across the programs, give the Public Health division the ability to track, trend and identify gaps within the community. Ellefsen stated the health department is not currently looking to file for accreditation; however the state of Wisconsin may require it at a later date.

**Citizen Representative Sandra Wagie-Troemel made a motion, second by Supervisor Staples, to approve the Public Health Department Mission, Vision and Values Statement. Motion carried 6-0**

- County Health Ranking

Ellefsen gave a summary overview of the 2016 County Health Rankings. She noted the most noticeable change was with Health Behaviors, which is graded on Health Outcomes including Length of Life and Quality of Life. Ellefsen stated Health Factors dropped from a ranking of 21 out of 72 counties in 2010 down to 50<sup>th</sup>. Discussion then focused on the various categories and what percentage they represent within the report. Aldred stated the approach, as a department, is to identify specific categories that can be significantly improved to increase the rankings.

- Approval of AmeriCares Application

Aldred referred to Enclosure 8 of the packet and stated AmeriCares is a not for profit organization that provides free medications to primary health care clinics. She stated last year AmeriCares expanded to mental health and is looking for community mental health organizations who are interested in providing to individuals who are under the 300% of the federal poverty rate. Aldred stated partnering with AmeriCares would provide access to medications that are readily available and would reduce the medication expenditure for the department.

**Supervisor Ingersoll offered a motion, second by Supervisor Staples, to approve the Behavioral Health Clinic making application to become an AmeriCares partner. Motion carried 6-0.**

- **Wisconsin Counties Human Services Association (WCHSA) Priorities Platform**

Aldred stated Enclosure 9 is the potential platform that Human Services Association for the Wisconsin Counties is presenting and highlighted a few of the items listed. Aldred noted a few items of equal concern such as the possibility of an increase in Adult Protective Service referrals over the next 10-15 years. She said the Aging & Disability Resource Centers (ADRC) contract was changed for 2016 by the state and one of those changes is for a storefront model causing the need to review possible alterations to the front door access of ADRC. Aldred stated the changes being made in the Children Services Unit could result in more screened in reports possibly causing more Child Protective Services appeals, which is a rise in concern. Chair Monroe stated he would like to see this item return to the HHS Committee, especially relative to the increased funding for Child Protective Services.

### **Reports**

- **2015 Annual Report of the Wisconsin Trauma Project**

Aldred referred to the 2015 Annual Report of the WI Trauma Project and stated it summarizes a three year project that Walworth County was engaged in with Rock and Jefferson counties. She said the project was to improve the clinical capacity of our community. Aldred stated the next step is to work with the school systems to create a trauma-informed system connecting community providers to the schools and families.

- **Department of Children and Families Recognition**

Aldred referred to Enclosure 11 and gave a brief overview of the correspondence received in recognition for face-to-face contact with children that are placed out of the home.

**Correspondence** – There was none.

### **Announcements**

- **Fit Families Grant Award**

Aldred stated the Fit Families Grant was awarded in the amount of \$15,000.

- **Award from the Walworth County Chapter of Abate of Wisconsin for the 2015 Christmas Toy Drive**

Aldred presented the award HHS received for engaging in the Day of Giving and the Toy Drive.

- **Governor's Proclamation of Economic Support Specialists and Case Managers Week**

Aldred gave a brief overview of the Governor's Proclamation and noted that April 18-22, 2016 is proclaimed as Economic Support Specialists and Case Managers Week.

**Confirmation of Next Meeting** – The next meeting was confirmed for May 18, 2016 at 2:00 p.m.

### **Adjournment**

**On motion by Supervisor Brellenthin, seconded by Supervisor Staples, Chair Monroe adjourned the meeting at 3:07 p.m.**

**DRAFT**

**Walworth County Board of Supervisors  
Human Resources Committee Meeting Minutes  
Wednesday, April 27, 2016  
Walworth County Government Center, County Board Room 114  
100 West Walworth Street, Elkhorn, Wisconsin**

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The meeting was called to order at 3:32 p.m. by County Administrator Bretl

Roll call was conducted with the following members present: Supervisors Tim Brellenthin, Kathy Ingersoll, Ken Monroe, Susan Pruessing and Randy Timms. 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; Sheriff Kurt Picknell; Lakeland Health Care Center (LHCC) Administrator Bernadette Janiszewski; Risk/Benefits Manager Lisa Henke; Undersheriff Kevin Williams; Seth Rehbaum, LHCC Staff and Support Services Manager; Benefits Specialist Becky Kligora; Deputy County Administrator-Finance Nicki Andersen; Director of Central Services Eric Nitschke; Director of Health and Human Services Elizabeth Aldred

Members of the Public: Ryan Barbieri, M3 Insurance

**On motion by Supervisor Brellenthin and second by Supervisor Monroe, the agenda was approved 5-0 with no withdrawals.**

**On motion by Supervisor Monroe, second by Supervisor Brellenthin, the minutes of the March 11, 2016 meeting were approved 5-0.**

**Public comment** – There was none.

**Special Order of Business**

- Nominations and election of Chair of Human Resources Committee

County Administrator Bretl opened nominations for Chair. **Supervisor Ingersoll made a motion, second by Supervisor Timms, to nominate Supervisor Tim Brellenthin for Chair.** Bretl asked for other nominations three times. **Supervisor Monroe made a motion, seconded by Supervisor Ingersoll to close nominations and cast a unanimous ballot for Tim Brellenthin. The motion carried 5-0.**

- Nominations and election of Vice Chair of Human Resources Committee

Chair Brellenthin opened nominations for Vice Chair. **Supervisor Timms made a motion, seconded by Supervisor Ingersoll to nominate Supervisor Ken Monroe for Vice Chair.** The Chair asked for nominations three times. **Supervisor Ingersoll made a motion, seconded by Supervisor Timms, to close nominations and cast a unanimous ballot for Ken Monroe. The motion carried 5-0.**

- Role of the Human Resources Committee

Human Resources Director Dale Wilson gave an overview of the duties of the Human Resources Committee. Sections 2-136 and 2-144 of the Code of Ordinances were included with the agenda packets. Most of the action items that come to this committee are related to Chapter 15 of the County Code of Ordinances concerning Human Resources policies. Bretl said Human Resources is one of the four functional committees, along with Executive, Finance and Public Works. In addition to its responsibilities concerning positions, pay upgrades and collective bargaining, the County is undergoing a class and compensation study, on which the Committee will be making decisions. The County is also

considering potential changes to the health insurance plan, which will be an ongoing project for the Committee.

### **Old Business**

- Discussion concerning options on Health Insurance Plan due to the Health Care Reform Act Excise Tax – Plan Design Modeling

Wilson introduced Ryan Barbieri of M3, the County's insurance benefits consultant, and Risk Benefits Manager Lisa Henke. The Affordable Care act includes a provision called the "Cadillac" tax, which is an excise tax imposed if health insurance plans are over a certain value. The imposition of the tax is projected to occur in 2020, and M3 has developed options for the county to consider to minimize the excise tax risk. In February, M3 presented a range of options, and the committee will be considering an option each month in more detail. There are two for consideration today. Wilson said the 2017 budget process starts in May, and there may be some options the committee might want to implement in the near future.

Ryan Barbieri presented the health plan design alternative options. He noted that the excise tax could be implemented as is, or have several changes before implementation, or even be eliminated by 2020, but it is prudent to start planning now. He said the plan design options were designed with different levels of intensity. He presented 10 alternatives to consider which included various mixtures of deductibles, co-pays, etc. for each of the plan Tiers. Each alternative has a figure representing the amount of excise tax that would be saved by each option, and the percentage of change. Barbieri said the challenge is to remain competitive in the employment arena, and benefits are a significant component in recruiting employees. A significant reduction in benefits could lead to a high staff turnover and inability to recruit qualified staff, so he cautioned against making rash decisions. An example of a change would be to increase the office visit and emergency room copays in the Tier One Plan and increase deductibles slightly in Tier Two, which would result in lowering the projected \$400,000 excise tax by \$100,000. Chair Brellenthin asked if current plan premiums could be provided to the Committee to assist in making future decisions. Wilson said he could develop cost projections for 2017.

- Discussion on options on Health Insurance Plan due to the Health Care Reform Act Excise Tax – Pharmacy Program Management

Barbieri said there are opportunities to mitigate part of pharmacy costs. The plan has a separate pharmacy benefit manager (PBM). Contracted discounts applied to prescription drugs can have an impact on the net costs of offering the pharmacy benefit. However, pharmacy claims make up only 20% of the overall program spend, and significant savings relative to the drug spend will result in less meaningful savings in the overall health plan. The County has made adjustments to contracted pricing over the years, and has already attained great levels of efficiencies. Barbieri went through the alternatives M3 and staff developed, including competitively bidding PBMs; mandatory prescription mail order; specialty drug pharmacy mail; and implementing select formulary and a Tier 4 specialty drug cost share. Each alternative showed the potential impact on the excise tax. Wilson said he wants to consider how certain changes will impact employee comfort levels. County Administrator Bretl said that there are several other options that will be presented in the coming months.

### **New Business**

- Review of annual reports of call-outs pursuant to Section 15-634(h) of the Code – Public Works and Sheriff's Office

Bretl said the take-home vehicle ordinance was passed several years ago, and pertains to individuals in the Sheriff's Office and Public Works who are allowed to take home county vehicles because of their job responsibilities. The annual report contains the number of call-outs per individual.

- Report and update regarding Classification/Compensation project

Wilson said he and staff have been working with the Hay Group on the study. There have been meetings with department heads, and they have current job descriptions for 82 benchmark positions within the County. When the Hay Group completes its study, Human Resources will evaluate the results and present recommendations to the committee, along with a report on how the County compares in both the public and private sectors.

- Discussion and possible action regarding Amending Section 15-515 of the Walworth County Code of Ordinances Relating to Holiday Schedules

The Lakeland Health Care Center (LHCC) Board of Trustees recommended approval of the ordinance to change the spring holiday for certain 24 by 7 operations from the Friday immediately preceding Easter to Easter Sunday. As a result of Act 10 and the change in the holiday schedule, the 24-hour nursing staff has not been receiving holiday pay when working on Easter Sunday. Those working a normal Monday-Friday schedule would still have the Friday holiday. **Vice Chair Monroe made a motion, seconded by Supervisor Ingersoll, to recommend approval of amending the ordinance relating to holiday schedules. The motion carried 5-0.**

- Report and update regarding LHCC employee engagement survey

Wilson distributed copies of the LHCC Employee Engagement Survey to the committee. The LHCC Board of Trustees reviewed the survey results at their meeting earlier in the day. Wilson said from the survey, which had a 55% response, three areas needing improvement were identified: 1) Communication between employees and senior management; 2) Recognition by management of the quality work done by employees; and 3) Overall corporate culture. Some improvements have already been implemented, such as shift to shift briefings, monthly recognition of employees and management/staff meetings. From the survey, staff identified personnel changes/additions that will help improve the areas identified, which are on the agenda for approval. Lakeland Health Care Center Administrator Bernadette Janiszewski said the changes will be an ongoing process, and she will provide updates to the Committee. Bretl said that one of the biggest issues in employee turnover and dissatisfaction was the mandated overtime because of open positions and required minimum staffing. Overtime mandates have dropped consistently over the past few months, and the requested personnel additions will help to significantly reduce unscheduled overtime.

- Discussion and possible action regarding amending section 15-17 of the Walworth County Code of Ordinances Relating to Position Changes at the Lakeland Health Care Center and approval of related pay range

Wilson said that LHCC management, Human Resources staff and the County Administrator recommend the addition of the positions in the ordinance. From four vacant part-time Certified Nursing Assistant positions, staff wants to create full-time positions and make those positions team coaches on second shift. There are four positions for Certified Nursing Assistant Team Coaches. Those positions will be paid at a higher rate than the regular CNAs, and give them the authority to work with the CNAs and give more individual attention to the residents. In addition, the Team Coaches would sit in on management team meetings to help improve communication and avoid misconceptions, and help new employees become acclimated to their jobs. These positions were going to be included in the 2017 budget, but because of the survey results, staff recommends moving forward to fill the positions now. An Administrative Assistant position is requested to assist the LHCC Director and Director of Nursing, to allow management more

time to spend on the floors and be more involved with employees. Janiszewski has money in the budget to fund this position. The LHCC Board of Trustees voted 4-1 to recommend approval of the positions. **Vice Chair Monroe made a motion, seconded by Supervisor Ingersoll, to recommend approval of the ordinance relating to position changes at LHCC and the related pay ranges. The motion carried 5-0.**

- Discussion and possible action regarding amending section 15-359 of the Walworth County Code of Ordinances relating to premium changes for certain employees at the Lakeland Health Care Center Staff is recommending some of the casual pool employees be transitioned to “weekend warriors,” who would work three weekends a month to help defray mandated overtime and fill the weekend shifts. Regular CNAs are required to work two weekends a month. The weekend warriors would be paid a premium for taking on this schedule. Regular employees would be able to take occasional weekends off if they found a weekend warrior to work for them. The LHCC Board of Trustees recommended the amendment unanimously. **Supervisor Pruessing made a motion, seconded by Vice Chair Monroe, to approve the premium changes for certain casual employees at LHCC. The motion carried 5-0.**
- Discussion and possible action regarding adopting 2016 pay ranges for certain casual employees Wilson said the weekend warriors would be paid \$19/hour, with a \$1 shift premium for second and third shifts. Although this creates a higher wage for the weekend warriors than the regular CNAs, the warriors will be working extra weekends and the higher premium is an incentive to attract those willing to work those schedules. **Supervisor Ingersoll made a motion, second by Supervisor Pruessing, to approve the 2016 pay ranges for certain casual employees. The motion carried 5-0.**

**Reports/announcements by Chair.** The Chair had no reports or announcements.

**Confirmation next meeting:** The next meeting was confirmed for Wednesday, May 18, 2016, at 3:30 p.m.

### **Adjournment**

**On motion by Vice Chair Monroe, seconded by Supervisor Timms, Chair Brellenthin adjourned the meeting at 4:59 p.m.**

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

**DRAFT**

**Walworth County Board of Supervisors  
Lakeland Health Care Center Board of Trustees Meeting Minutes  
Wednesday, April 27, 2016  
Walworth County Government Center  
County Board Room 114  
100 West Walworth Street, Elkhorn, WI 53121**

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The meeting was called to order at 1:02 p.m. by County Administrator David Bretl

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

**Others in Attendance**

County Board Supervisors: County Board Chair Nancy Russell

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

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

**On motion by Supervisor Staples, second by Supervisor Schaefer, the minutes of the March 16, 2016 minutes were approved by voice vote.**

**Public Comment** – There was none.

**Special Order of Business**

- Nominations and election of Chair of Lakeland Health Care Center Board of Trustees (LHCC) County Administrator David Bretl opened the nominations. **Supervisors Brellenthin and Ingersoll made a motion to nominate Supervisor Ken Monroe as Chair.** Bretl asked for other nominations three times. **Supervisors Brellenthin and Ingersoll made a motion to close the nominations and cast a unanimous ballot for Ken Monroe. The motion carried 5-0.**

- Nominations and election of Vice Chair of LHCC Board of Trustees Chair Monroe opened the nominations for Vice Chair. **Supervisor Schaefer placed Supervisor Charlene Staples' name in nomination for Vice Chair. Supervisor Ingersoll placed Supervisor Tim Brellenthin's name in nomination for Vice Chair.** Chair Monroe asked for other nominations three times. **The Chair called for a vote, and Supervisor Brellenthin was elected Vice Chair by a vote of 3-2.**

- Role of the LHCC Board of Trustees **Supervisor Ingersoll made a motion, seconded by Supervisor Staples, to table this item to the next meeting. The motion carried 5-0.**

**Old Business**

- Discussion and possible action regarding options for repair to dry sprinkler system Lakeland Health Care Center (LHCC) Administrator Bernadette Janiszewski requested to postpone this item to the May Board meeting, as she will have solid cost estimates at that time. **Supervisor Ingersoll made a motion, seconded by Supervisor Staples, to postpone discussion/action on this item until the May Board meeting. The motion carried 5-0.**

- Discussion and possible action concerning changing LHCC's spring holiday to Easter Sunday as opposed to the "Friday immediately preceding Easter"

Human Resources Director Dale Wilson said After Act 10, the holidays changed to make them consistent throughout the County. Because LHCC is staffed 24 hours a day, management staff requested that the spring holiday be switched from the Friday immediately preceding Easter to Easter Sunday. Those working regular Monday through Friday schedules will have the Friday holiday. **Supervisor Staples made a motion, seconded by Supervisor Ingersoll, to recommend approval of the spring holiday change. The motion carried 5-0.**

- Discussion and possible action regarding acuity based scheduling  
Janiszewski said the information was provided to keep the Trustees updated on the criteria for acuity based scheduling, which ties in with the new Kronos scheduling software. Managers are working on care levels for each resident, therapy orders, and activities occurring on a daily basis within each unit. The reporting requirements have also changed for outside vendors, such as the company providing therapy; they are now required to report individual personnel time daily. Staff and Support Services Manager Seth Rehbaum has been working on the reconfiguration of the software and projected that the changes to the system should be complete by the end of June. **Supervisor Schaefer made a motion, seconded by Vice Chair Brellenthin, to approve the report. The motion carried 5-0.**

### **New Business**

- Employee Satisfaction and Engagement Survey results

Wilson distributed the Lakeland Health Care Center 2016 Employee Job Satisfaction and Engagement Survey Report. Wilson said LHCC management staff and Human Resources personnel reviewed the survey results and identified three areas for improvement: 1) Communication between employees and senior management; 2) Recognition by management of the quality work done by employees; and 3) Overall corporate culture. The survey report contains a comparison with job satisfaction surveys in the vendor's database. The three items identified above had the lowest percentages of satisfaction. Of the 200 employees surveyed, 55% responded. Janiszewski said with all the government mandates and changes, management was primarily focusing on compliance and not enough on employees. Janiszewski, her management team, Mr. Bretl and Human Resources are working on resolving issues identified in the Survey. In her memo to the Board, she outlined actions to address the problems in each area, including as monthly management/staff meetings, shift-to-shift reports, and public recognition to employees doing a good job; monthly newsletters; and improved training programs for both staff and management. Some of the changes will require staffing additions to reduce overtime mandates and help management be more involved in operations, and are addressed in the proposed ordinance amendments on the agenda. The cost of implementing the additional staffing will be \$152,825 in 2016, which will be funded by money not spent because of open positions. Rehbaum added that mandated overtime hours have been consistently reduced, from 78 hours in February to 37 in April. Vice Chair Brellenthin asked whether the Survey was a fair representation of employees, or did the responses seem predominantly from disgruntled employees. Wilson said that in this case he felt it was overall a good sampling, as all employees were encouraged to respond and provide input and promised their comments would remain confidential. No action was required on this item, but will be placed on future agendas for discussion.

- Discussion and possible action amending section 15-17 of the Walworth County Code of Ordinances Relating to Position Changes at LHCC and approval of related pay range

Wilson said the proposed ordinance amendment includes an Administrative Assistant position and four Certified Nursing Assistant (CNA) Team Coaches. The Administrative Assistant will provide support to

the LHCC Director and Director of Nursing so they can become spend more time on the floor and have more involvement with employees. The four CNA Team Coaches were original planned for 2017. These positions, formerly part-time, would be full time positions who will be the “go to” persons in their units when CNAs have questions. They will work with their teams in serving meals and engage residents throughout the evening, including establishing regular activities to enhance the residents’ mental and physical well-being. The positions will also help with therapy services and improve communication between residents, families and staff, and will be included in management team meetings. In addition, the positions will help with the goal of fostering professional development. Supervisor Staples requested a copy of the CNA Team Coach job description before approving the ordinance amendment. Supervisor Ingersoll stated she trusted management’s judgment in creating the job description. **Supervisor Ingersoll made a motion to approve the ordinance amendment relating to position changes at LHCC. Vice Chair Brellenthin seconded the motion and it carried 4-1, with Supervisor Staples opposed.**

- Discussion and possible action regarding amending section 15-359 of the Walworth County Code of Ordinances relating to premium changes for certain employees at LHCC  
Wilson said the “weekend warrior” positions were included in the 2016 budget. These positions would be filled from the LHCC staff pool, and would agree to work three weekends per month to help reduce overtime mandates. Regular employees would be able to take off weekends if they could get a weekend warrior to fill their shifts. Most nursing staff works two weekends per month. The top pay for regular CNAs on weekend second and third shifts is \$18.73 per hour, and pool CNAs get \$17.48 per hour. In order to provide an incentive to working three weekends a month, management felt that \$19/hour was fair, with a shift premium of \$1/hour. Supervisor Staples questioned if regular employees would object to the discrepancy in wages, when the minimum CNA wage is \$15.51 per hour. Wilson said that he and staff had the same concern; however, management feels that overall, staff will be relieved to have the opportunity to take more time off and reduce their mandated hours. **Vice Chair Brellenthin made a motion to approve the premium changes, seconded by Supervisor Schaefer. The motion carried 5-0.**

- Discussion and possible action regarding adopting 2016 pay ranges for certain casual employees  
**Supervisor Schaefer made a motion, seconded by Supervisor Ingersoll, to recommend adoption of the 2016 pay ranges for certain casual employees. The motion carried 5-0.**

- Expanded Gateway Clinical Training at LHCC  
Janiszewski reported that LHCC would be hosting registered and licensed practical nurse clinical training in November.

- First quarter write offs  
**Supervisor Schaefer made a motion, seconded by Supervisor Staples, to postpone this item until the May Board meeting. The motion carried 5-0.**

**Administrator’s Report** – Will be postponed to May.

**Announcements** – There were none.

**Upcoming Events** – Included with the agenda packet.

**Confirmation of next meeting:** The next regular meeting was confirmed for May 18, 2016 at 1:00 p.m.

**Adjournment**

**On motion by Supervisor Staples, second by Supervisor Ingersoll, Chair Monroe adjourned the meeting at 2:24 p.m.**

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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.

**County Zoning Agency**  
***Training Meeting***  
MINUTES  
April 26, 2016 – 3:30 p.m.  
100 West Walworth Street  
Elkhorn, Wisconsin  
**\* \* \* D R A F T \* \* \***

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LURM Director Michael Cotter called the meeting to order at 3:30 p.m.

Roll call – Committee members present were Supervisor Randy Timms, and Citizen Member Richard Kuhnke, Sr. All other CZA supervisors/members were absent-excused. A quorum was not present.

County Staff present – Land Use and Resource Management Department Director Michael P. Cotter, Deputy Director Shannon Haydin, Senior Planner Neal Frauenfelder, Senior Zoning Officer Debora Grube, and Associate Planner Matt Weidensee.

A “sign-in” sheet listing attendees on April 26, 2016, is kept on file as a matter of record.

Details of the April 26, 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](http://www.co.walworth.wi.us)

**Role of the County Zoning Agency**

Discussion by Michael Cotter and Land Use Resource Management Staff concerning the role and purpose of the County Zoning Agency and the role of Staff and Committee Members in discussions and decision making.

- Quasi-Judicial body. All meetings are recorded and a record is made of all proceedings. No discussions are to be had outside official meetings. All decisions are made at the public hearing on the record.
- Agenda/Packets. All items to be discussed at the CZA meetings are listed on the agenda. Staff addresses items on the Agenda to begin discussions on issues presented to the CZA. Two portions of the meeting are for CZA Committee member discussion and a public hearing portion. Chairperson will call the item – staff goes through reports – applicant/representative may speak on the item. Any persons in favor/opposition of the item is given a chance to speak. Decisions can be made the same night.

**Adjournment**

**Meeting was closed by Director Michael Cotter.**

The meeting was adjourned at 4:26 p.m.

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

# County Zoning Agency

## MINUTES

April 26, 2016 – 4:30 p.m.

100 West Walworth Street

Elkhorn, Wisconsin

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

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LURM Director Michael Cotter called the meeting to order at 4:33 p.m.

Roll call – Committee members present were Supervisors, Dave Weber, Tim Brellenthin, Paul Yvarra, Susan Pruessing and Randy Timms, and Citizen Members Richard Kuhnke, Sr. and Jim Van Dreser. A quorum was present.

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

A “sign-in” sheet listing attendees on April 26, 2016, is kept on file as a matter of record.

Details of the April 26, 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](http://www.co.walworth.wi.us)

### **Chairperson nominations**

**Dave Weber motioned to nominate Supervisor Tim Brellenthin for Chairperson. Second by Jim Van Dreser. Dave Weber motioned to close nominations for Chairperson. Second by Jim Van Dreser. Motion carried. 7-favor 0-oppose**

### **Chairperson elections**

**Motion to elect Tim Brellenthin to the position of Chairperson. Motion carried. 7-favor 0-oppose**

### **Vice-Chairperson nominations**

**Randy Timms motioned to nominate Dave Weber as Vice-Chair. Second by Richard Kuhnke, Sr. Randy Timms motioned to close nominations for Vice-Chair. Second by Sue Pruessing. Motion carried. 7-favor 0-oppose**

### **Vice-Chairperson elections**

**Motion to elect Dave Weber to the position of Vice-Chair. Motion carried. 7-favor 0-oppose**

**Chair Tim Brellenthin presided over the remainder of the meeting.**

**Chairman Tim Brellenthin welcomed the new Committee members and publically acknowledged the contributions and service of Rick Stacey and Rich Brandl to the County.**

**Role of the County Zoning Agency – protecting the health, safety and welfare of the citizens and land in Walworth County by addressing the various issues that arise.**

**Dave Weber motioned to approve the agenda. Seconded by Randy Timms. Motion carried. 7-favor 0-oppose**

**Richard Kuhnke, Sr. motioned to approve the March 17, 2016, Minutes. Seconded by Dave Weber. Motion carried. 7-favor 0-oppose**

Zoning / Sanitation / Land Conservation Enforcement – Michael Cotter

Discussion by Shannon Haydin regarding efforts to enforce short term rental and status.

Disc Count #4:40:25 – 4:51:32

Subdivision Items – Old Business - none

Subdivision Items – New Business –

1. **Salvatore and Donna De Simone** restriction removal and affidavit of correction request on approximately the southern half of lot 17 Block 2 of Trinke Estates Subdivision also identified as Tax Parcel # ITE 00034A located in Section 10, Town 1 North, Range 17 East, Town of Linn. The applicant is requesting the County Zoning Agency to modify a previously approved building setback limitation identified on the Subdivision Plat.

**Attorney Richard Torhorst speaks on behalf of the applicants. The property owner is present to answer any questions of the CZA.**

**Jim Van Dreser motioned to approve with the following conditions: 1) Approval is subject to correcting the Plat of Survey to show that the Tax Parcel Number to the north of the subject site is ITE 00034 not ITE 00034A. (This was a GIS error that has been reported for correction and is not a surveyor error); 2) Approval is subject to adding the R-1 Zoning Designation to the face of the Plat of Survey; 3) Approval is subject to the applicant recording the Affidavit of Correction with the Register of Deeds Office; 4) Approval is subject to meeting all applicable State Statutes and County Ordinances.**

**Seconded by Paul Yvarra. Motion carried. 7-favor 0-oppose**

Disc Count #4:51:43 – 5:02:28

2. **Ronald and Sara Diederich Trust**, proposed 1-lot, Certified Survey Map, Section 36, Town 4 North, Range 16 East, Town of La Grange. Parcel #'s HPP 00007, HPP 00003C and H LG3600003E. The proposed CSM contains .23 acres of land and is zoned R-1 Single Family Residence District. This CSM has been prepared to combine the three identified parcels. The CSM requires County Zoning Agency review and approval because it crosses the exterior boundary of an existing subdivision plat (Pleasant Point Subdivision).

**Surveyor Peter Gordon speaks on behalf of the applicant.**

**Dave Weber motioned to approve with the following conditions: 1) Approval is subject to making the corrections made in the Wisconsin Department of Administration review letter; 2) Approval is subject to meeting all requirements of state statutes and county ordinances. Seconded by Jim Van Dreser. Motion carried. 7-favor 0-oppose CSM is presented to Chair Brellenthin for signature.**

Disc Count #5:02:33 – 5:06:09

3. **Donald and Patricia Duda** Proposed 4-lot Certified Survey Map, Section 30, Town 2 North, Range 17 East, Town of Geneva Parcel # J G 3000003. The proposed CSM contains 4.40 acres of land and is within the Village of Williams Bay Extraterritorial Zoning Jurisdiction and is zoned R-1: Single Family Residential District. The proposed CSM needs CZA review and approval due to there being more than two lots utilizing a private road/easement. The proposed 66 foot wide private road/easement will access onto State Trunk Highway 67.

**Surveyor Peter Gordon speaks on behalf of the applicant. A Private Road Maintenance Agreement and a Stormwater Management Practices Maintenance Agreement have been prepared and will be provided to staff for review. Dave Weber motioned to approve with the following conditions: 1) Approval is subject to preparing and recording a maintenance agreement for the Ingress and Egress Private Road Easement; 2) Approval is subject to obtaining a stormwater permit, pursuant to NR 216, and satisfying the requirements of the Land Conservation Department review letter; 3) Approval is subject to meeting all requirements of state statutes and county ordinances. Seconded by Richard Kuhnke, Sr. Motion carried. 7-favor 0-oppose**  
Disc Count #5:07:39 – 5:18:30

Old Business - Ordinance Amendments – None

Old Business – Discussion Items

1. Discussion/Possible Action – Update to Comprehensive Land Use Plan – Neal Frauenfelder

**Discussion by Neal Frauenfelder regarding options for updates to the Comprehensive Land Use Plan due in 2019.**

**Jim Van Dreser motioned to approve the use of Option 4 as presented. Seconded by Richard Kuhnke, Sr. Motion carried. 7-favor 0-oppose**

Disc Count #5:18:44 – 5:26:16

New Business - Ordinance Amendments - None

New Business – Discussion Items

1. Discussion/ Possible Action – Bayfield County Ordinance creating Large Scale CAFO Ordinance and South Fish Creek Watershed Animal Waste Storage & Management Ordinance – Michael Cotter

**Dave Weber motions to place the matter on file. Second by Richard Kuhnke, Sr. Jim Van Dreser confirms ability to return matter if further action is requested. Motion carried. 7-favor 0-oppose.**

Disc Count #5:26:35 – 5:28:32

2. Discussion/ Possible Action: Amend of conditional use for Steven Walter contractor storage yard and office to allow construction of an additional indoor storage building for housing of existing equipment currently stored outdoors. Tax B D-21-5A – Matt Weidensee

**Amend 4-26-2016 for an additional storage building for indoor storage of existing equipment. See #1, #14, #15.**

NAME: STEVEN S. WALTER

TOWN: DARIEN

A conditional use permit for expansion of an existing contractor storage yard with office as specified in Chapter 74, Division 4, Walworth County Code of Ordinances, Walworth County, Wisconsin, on lands proposed to be zoned A-4 Agricultural Related Manufacturing, Warehousing and Marketing District and described as follows:

Part of Tax Parcel #B D 2100005A

Has been APPROVED subject to the related rezone passing County Board and the following conditions:

1. Approved as per plan submitted **and amended 4-26-2016 for an additional storage building for indoor storage of existing equipment** as a contractor storage area for a wastewater hauling and disposal business with all additional conditions.
2. Storage 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 shall be allowed in the required setback areas.
3. On site hours of operation shall be from 6:00 a.m. to 9:00 p.m. seven days a week.
4. Must meet all applicable Federal, State, County and local regulations.
5. Outside lighting shall be shielded and directed on site.
6. The applicant must obtain all required zoning permit approvals including a sign permit.
7. No fill, debris, branches or leaves may be brought back and disposed of on site. No burning of waste materials shall occur on site.
8. The applicant must obtain a County Land Disturbance Erosion Control and Stormwater Management Permit from the County Conservation Office. The applicant must submit and obtain approval of a landscaping plan from the County Conservation Office.
9. All parking and access to the site shall meet County requirements. All parking shall be installed according to County requirements within 60 days of this approval.
10. The project site must be kept neat, clean, and mowed.
11. 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. No business activities other than specified in the plan of operations may be conducted from out of the contractor storage facilities.

14. No equipment storage may occur on the A-1 zoned property by the wastewater storage tank.

15. Application to amend the plat by adding the A-1 required to meet the A-4 zone district setback north of the additional indoor storage building shall be made within 60 days of this approval or the amendment conditional use approval allowing for the new building shall be invalid.

Dated this 14<sup>th</sup> day of December, 2010.

COUNTY ZONING AGENCY  
RICK STACEY, CHAIRMAN

**Richard Kuhnke, Sr. motioned to approve. Seconded by Dave Weber. Motion carried. 7-favor 0-oppose.**  
Disc Count #5:28:32 – 5:31:29

**Public Hearing: 5:31 p.m.**

**Ordinance Amendments** – none

**Rezones with Conditional Uses**

1. **Delavan Lake Enterprises, LLC – Owner, Peter Juergens – Applicant**, Section 25, Delavan Township. The property owner is requesting to rezone approximately 14 acres of M-2 Heavy Industrial District land in addition to approximately .44 acres of C-2 Upland Resource Conservation District land existing south of the current M-2 zoned area to the B-4 Highway Business District on Tax Parcel F D-25-2. This rezone is accompanied by a conditional use request for a seasonal haunted house along with off season storage facilities within existing industrial buildings as a Planned Unit Development. The property owner is also requesting to rezone approximately .24 acres of M-2 district property to the C-2 district on Tax Parcel F D-25-2A to clean up the zone district boundary and create a single zone district C-2 parcel. The properties of concern are located on the north side of Hwy 50 approximately 2000 feet west of the intersection of Hwy 50 and Hwy 67 and are identified as parts of Tax Parcels F D-25-2 and 2A.

General:

1. The Conditional Use for a seasonal haunted house and off season storage facilities within existing industrial buildings as a Planned Unit Development along with existing conditional use approval for an animal shelter with pet grooming facilities with all associated parking areas is approved as per the plan submitted with the following conditions.
2. Use of the grounds shall be limited to the uses as stated in the plan of operations subject to all conditions as stated.
3. The project must meet with all State, Federal and local regulations and approvals.

4. No general public sales allowed from the storage facility. No business activities other than specified in the plan of operations may be conducted from out of the haunted house and/or storage facilities.
5. Hours of operation for the storage facilities shall be from 6:00 a.m. to 6:00 p.m. seven days a week. Hours of operation for the haunted house shall be use from September 1st to October 31<sup>st</sup> of each year from 5:00 p.m. to 12:00 a.m. (mid-night).
6. No burning of waste materials shall occur on site.
7. The applicant must obtain the required State Highway approval for the access.
8. The applicant must obtain all required County Zoning permit including a sign permit for any proposed signage.
9. Sufficient adult supervision must be present at all times when facilities are in use.
10. The applicant must obtain an approved Land Disturbance, Erosion Control and Stormwater permit from Land Conservation if required by Ordinance.
11. The applicant is responsible for obtaining adequate liability insurance specific to the approved uses of the building and keeps the insurance current during the life of this conditional use.
12. All lighting must be shielded and directed on to the property.
13. All cars shall be parked in the marked spaces as identified on the approved plan of operations. Use capacity of the site shall be restricted by the cars capable of being parked in the marked spaces as identified on the plan. Parking must meet with requirements of the county zoning ordinance. The off street parking area shall be graded and surfaced so as to be dust free and properly drained. All parking areas shall be clearly marked. All parking must be in compliance with County requirements within 60 days of this approval.
14. The project site must be kept neat, clean, and mowed in all areas.
15. There shall be no outside music or outside amplified sound on site.
16. There shall be no outside storage allowed on site and no use of the outside area for the haunted house or by the haunted house clientele other than parking and waiting in line.
17. The property owner must obtain the required County sanitary permit approval for facilities to be located on site.
18. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.
19. Failure to actively exercise this conditional use within three years of the approval date shall result in automatic dismissal without prejudice. The property owner may request a time extension for actively exercising the conditional use. A time extension for actively exercising the conditional use must be requested in writing during the original three year period. Any extension requested during the three year active exercise period greater than one year beyond the original three year period shall require additional Town and County committee approvals.

Specific:

20. The total use capacity for the haunted house use shall be set at 50 people on site at once and shall be identified in the plan of operations.
21. The property owner shall provide a copy of approval from the appropriate building inspector for the County file prior to use of the buildings for a haunted house and/or storage facilities.
22. The property owner shall provide a fire protection plan describing the use of the multi-use building that has received review from the fire department and submit a copy for the conditional use file prior to use of the buildings for the haunted house and/or storage facilities. **The occupancy may be amended (up/down) upon completion of the Fire Department review and approval. Said amendment may be completed by Staff.**
23. The owners of the property shall release, indemnify and hold harmless Walworth County, the Town of Delavan and their 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 prior to this conditional use being valid. This hold harmless clause shall be added to the liability insurance to be provided by the property owner.

24. The owner shall make a minimum of one toilet available per 175 people to be served by the site per day and provide sanitary hand washing facilities within 30 feet of the toilet areas.
25. No adult entertainment as defined by the County Zoning Ordinance shall be allowed on site.
26. The property shall be identified as a Planned Unit Development with buildings identified as: A- Office, B – Dog Kennel, C – Storage (Internal Support), D – Storage (Internal Support), E- Dog Kennel (in door Exercise area), F – Haunted House and G – Storage (Internal Support) as per plan submitted.
27. The area of potential wetland north of the building complex shall be delineated and protected by a recorded easement within one year of this approval.
28. All external lighting shall be “dark sky” and shielded from the neighbors as per the Town.
29. All garbage shall be enclosed and removed as per the Town.
30. Liability Insurance with limits of 1 million dollars per occurrence and 2 million dollars aggregate shall be in place as per the Town.
31. Any new buildings or additions will require Municipal Sanitary Sewer Service as per the Town.

**Applicant Peter Juergens speaks regarding the application.**

**Dave Weber motioned to approve, with the friendly amendment to paragraph 20 to include 50 people and paragraph 22 to include review by the Fire Department. Seconded by Randy Timms. Motion carried. 7-favor 0-oppose.**

The rezone petition will move forward to the May 10, 2016, Walworth County Board for possible action.

Disc Count #5:34:27 – 5:59:37

6:00 p.m. Citizen Member Van Dreser is excused from the meeting.

**Rezones –**

1. **Silverstone Ranch, LLC – Owner, William L. Appelbaum – Applicant**, Sections 16, 21, LaFayette Township. The property owner is requesting to rezone approximately 102.11 acres of A-1 Prime Agricultural and A-2 Agricultural lands to the C-2 Upland Resource Conservation District to match the zoning of the property to field conditions and the Walworth County Comprehensive Land Use Plan 2035. In addition, the property owner is requesting to rezone lands zoned A-1, C-1 Lowland Conservation District and C-4 Lowland Resource Conservation District (Shoreland Wetlands) to the C-2, C-1, and C-4 Districts to match the zoning of the property to field conditions as per approved wetland delineation resulting in an increase of approximately 13 acres of wetland. The rezone is proposed by a digital survey available at the Walworth County Land Use and Resource Management Department. The property of concern is located on the north side of Potter Road approximately 100 feet east of the intersection of Potter Road and Plank

Road and is identified as Tax Parcel KA284-2 and parts of Tax Parcels K LF-16-6 and 7 and K LF-21-3.

**Applicant Bill Appelbaum speaks regarding application. Bill Jacques speaks in opposition to application. Dave Weber motioned to approve. Seconded by Paul Yvarra. Motion carried. 5-favor 1-oppose (Citizen Member Richard Kuhnke, Sr. opposes).**

The rezone petition will move forward to the May 10, 2016, Walworth County Board for possible action.

Disc Count #5:59:53 – 6:11:24

### Conditional Uses

1. **Adam Friemoth – Owner, Randy Johnson, Johnson Sand and Gravel – Applicant, Section 2, LaFayette Township.** The applicant is requesting conditional use approval for the placement and use of a temporary portable concrete batch plant in the Friemoth gravel pit. The batch plant would be used to produce concrete for a County Hwy NN interchange project. The property of concern is located on the west side of Bowers Road approximately 1600 feet north of the Bowers Road overpass of Interstate Hwy 43 and is identified as part of Tax Parcel K LF-2-2.

General:

1. Approved as per plan submitted for a temporary concrete batch plant for use by the applicant, Johnson Sand and Gravel, during the specified Hwy NN road improvement projects with all additional conditions.
2. Must meet all applicable Federal, State, County and local regulations.
3. Outside lighting shall be shielded and directed on site.
4. The applicant must obtain all required zoning permit approvals including a sign permit.
5. No fill, debris, branches or leaves may be brought back and disposed of on site. No burning of waste materials shall occur on site.
6. The applicant must obtain a County Land Disturbance Erosion Control and Stormwater Management Permit from the County Conservation Office.
7. All parking and access to the site shall meet County requirements. All parking shall be installed according to County requirements within 60 days of this approval.
8. The project site must be kept neat and clean.
9. Implementation of dust and noise control measures shall occur at all times on site.
10. If the Land Management Department determines that changes in either the character of the use or the intensity of the use are not consistent with this approval, then those changes must be brought before the County Zoning Agency for approval.

Specific conditions:

11. On site hours of operation shall be from 6:00 a.m. to 6:00 p.m. Monday through Friday with no work on Saturday, Sunday or Holiday.

12. The temporary concrete batch plant may be located in the Friemoth pit according to the plan submitted between the dates of May 1<sup>st</sup>, through September 30<sup>th</sup>, 2016.
13. No operation involving concrete production shall occur after operation hours.
14. No general public sales of concrete shall be allowed on premises.
15. No storage of chemicals and petroleum products shall occur on site unless stored in a containment facility meeting State requirements.
16. The owner shall amend the reclamation plan for the gravel pit to include measures to be taken to remove the concrete batch plant from the site to the satisfaction of the County Conservation Office.
17. The concrete batch plant will be removed and the site shall be cleaned up and restored to pre-use conditions with a sunset date of October 31, 2016.

**Applicant Randy Johnson speaks regarding the application. Rick Stacey speaks in favor of the application.**

**Dave Weber motioned to approve. Seconded by Randy Timms. Motion carried. 6-favor 0-oppose.**

Disc Count #6:11:30 – 6:18:05

Discussion by Michael Cotter regarding the process of conditional use hearings and processes.

### Adjournment

**Dave Weber motioned to adjourn. Seconded by Sue Pruessing. Motion carried. 6-favor 0-oppose**

The meeting was adjourned at 6:22 p.m..

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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  
Land Conservation Committee Meeting Minutes  
Monday, April 25, 2016 at 2:00 p.m.  
Walworth County Government Center  
County Board Room 114  
100 W. Walworth Street, Elkhorn, Wisconsin**

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The meeting was called to order by Michael Cotter, Director of Land Use and Resource Management (LURM)/Deputy Corporation Counsel at 2:00 p.m.

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

### **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

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

**On motion by Supervisor Staples, second by Supervisor Russell, the March 14, 2016 Land Conservation Committee meeting minutes were approved.**

**Public Comment** – There was none.

### **Chairperson Nominations/Elections**

Cotter announced that nominations for the Land Conservation Committee Chairperson were open.

**On motion by Supervisor Kilkenny, second by Supervisor Russell, Supervisor Charlene Staples was nominated for Land Conservation Committee Chairperson.**

Cotter asked if there were any other nominations. There were none.

**Supervisor Kilkenny moved to close nominations, second by Supervisor Russell. Motion carried 3-0. Supervisor Staples was unanimously elected as Land Conservation Committee Chairperson.**

Cotter announced that nominations for the Land Conservation Committee Vice-Chairperson were open.

**On motion by Supervisor Russell, second by Chair Staples, Supervisor Dan Kilkenny was nominated for Land Conservation Committee Vice-Chairperson.**

Cotter asked if there were any other nominations. There were none.

**Chair Staples moved to close nominations, second by Supervisor Russell. Motion carried 3-0. Supervisor Kilkenny was unanimously elected as Land Conservation Committee Vice-Chairperson.**

### **New Business**

- Discussion/Possible Action – Role and Responsibilities of the Land Conservation Committee – Shannon Haydin

Shannon Haydin, LURM Deputy Director, referred to Pages 4-5 of the packet and gave a brief overview of the role and responsibilities of the Land Conservation Committee (LCC). Haydin referred to Page 6 of the packet relative to the Links to State Statutes/Administrative Code/Ordinances/Websites for further resources.

- Discussion/Possible Action – Lake District Representatives – Michael Cotter

Cotter stated all Lake District Representative terms expire May 1, 2016. He explained how LCC members are given the first opportunity to serve on a Lake District of their choice; the opportunity is then offered to the County Board Supervisors, and finally to the public.

- Discussion/Possible Action – Wisconsin Land & Water Training for New LCC Members – Shannon Haydin

Haydin stated there are consortiums throughout Wisconsin and that the Southeastern area training session may take place during the week of June 7<sup>th</sup>. She said the training is for new supervisors, but would also be a great refresher for returning supervisors. Haydin will inform the Committee once the final date is available.

- Discussion/Possible Action – 2016 Soil and Water Resource Management Grant Work Plan Update – Shannon Haydin

Haydin referred to Page 10 of the packet and stated she added a goal related to chlorides, Item #2 under County Identified, per Supervisor Russell's suggestion. Haydin reported that DATCAP chose to use Walworth County's Work Plan as a model for the Land Conservation Board.

- Discussion/Possible Action – Knowles-Nelson Stewardship Program grant for acquisition of a 35 acre parcel in Town of Troy by The Nature Conservancy – Michael Cotter

Cotter referred to letter dated April 12, 2016 from the Department of Natural Resources (DNR) and noted the letter was requesting a resolution and that there was a 30 day time limit.

**Supervisor Russell made a motion, second by Supervisor Kilkenny, to send a letter or resolution supporting a grant for land acquisition of a 35 acre parcel in the Town of Troy by the Nature Conservancy and to include any additional information to further identify the property. Motion carried 3-0.**

**Confirmation of next meeting** – The next meeting was confirmed for Monday, May 16, 2016, 2:00 p.m.

### **Adjournment**

**On motion by Supervisor Kilkenny, second by Supervisor Russell, the meeting adjourned at 2:30 p.m. Motion carried 3-0.**

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

## Walworth County Board of Adjustment

### MINUTES

April 13, 2016 - Hearing – 9:00 AM

April 14, 2016 – Meeting – 9:00 AM

County Board Room

Government Center – Elkhorn, Wisconsin

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

The April 13, 2016, hearing was called to order by Acting Chair Elizabeth Sukala at 9:00 A.M. Wendy Boettcher conducted roll call and verified that there was a quorum. Those present were same as listed above. **Ann Seaver motioned to approve the agenda with the Lawrence C. & Diane M. Jacob hearing moved to the beginning. Seconded by Joseph J. Pappa. Motion carried. 3-favor, 0-oppose. Ann Seaver motioned to approve the March 9 & 10, 2016, Minutes and dispense with the reading. Seconded by Joseph J. Pappa. Motion carried. 3-favor, 0-oppose. After testimony of all cases, Elizabeth Sukala motioned to recess until 9:00 A.M. on Thursday, April 14, 2016. Seconded by Joseph J. Pappa. Motion carried. 3-favor, 0-oppose. The April 13, 2016, hearing went into recess at approximately 11:18 A.M.**

On April 14, 2016, at 9:00 A.M., Acting Chair Elizabeth Sukala called the decision meeting to order. Wendy Boettcher conducted roll call and verified that there was a quorum. Those present were same as listed above. **Ann Seaver motioned to approve the agenda as presented. Seconded by Joseph J. Pappa. Motion carried. 3-favor, 0-oppose. After the decisions were completed, Joseph J. Pappa motioned to adjourn until the May 11, 2016, hearing at 9:00 A.M. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose. The April 14, 2016, decision meeting adjourned at approximately 9:43 A.M.**

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

**Old Business - none**

**New Business – Variance Petitions**

Hearing – Count #9:15:06 – 10:02:32 / Decision – Count #9:00:48 – 9:19:04

**The First Hearing** was Rodney D. & Tammie J. Lohff, owners – Section(s) 35 – Whitewater Township

Applicants are requesting a variance from Section(s) 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to permit the location of a driveway, hot tub, stairway, retaining walls and grade changes in the shore yard and permit the construction of a deck.

**REQUIRED BY ORDINANCE:** The Ordinance requires a 75' shore yard setback for structures, limits stairways in the shore yard to a width of 60" and prohibits grade changes in the shore yard.

**VARIANCE REQUEST:** The applicants are requesting a 21' shore yard setback for a deck, a 33' shore yard setback for a hot tub, an approximate 44.9' shore yard setback for retaining walls, brick driveway and grade changes in the shore yard, and a stairway 7' 3" (87") wide. The request is a variance from Section(s) 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to permit the location of a driveway, hot tub, stairway, retaining walls and grade changes in the shore yard and permit the construction of a deck.

**BOARD OF ADJUSTMENT DECISION (part 1 of 3):** The Walworth County Board of Adjustment, during the meeting of April 13 & 14, 2016, for the petition of Rodney D. & Tammie J. Lohff, owners, voted to **APPROVE** the request for a brick driveway and to **DENY** an approximate 44.9' shore yard setback for retaining walls and grade changes in the shore yard.

**A motion was made by Ann Seaver to approve the driveway pavers and deny the retaining walls. Seconded by Elizabeth Sukala. Motion carried. 2-favor 1-oppose (Joseph J. Pappa)**

**BOARD OF ADJUSTMENT FINDINGS:**

**APPROVAL of the brick driveway:** The Board found the existing driveway was gravel and the replacement with brick pavers was still an impervious surface. The Board found to approve the variance request would cause no harm to public interests as the brick driveway is below the grade of the road and will not interfere with road maintenance.

**DENIAL of the approximate 44.9' shore yard setback for retaining walls and grade changes in the shore yard:** The Board found the applicant can meet the ordinance requirements without burden. The Board found the addition of retaining walls would increase the amount of impervious surface in the shore yard.

**BOARD OF ADJUSTMENT DECISION (part 2 of 3):** The Walworth County Board of Adjustment, during the meeting of April 13 & 14, 2016, for the petition of Rodney D. & Tammie J. Lohff, owners, voted to **DENY** the request for a 21' shore yard setback for a deck and voted to **DENY** the request for a stairway 7' 3" wide.

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

**A motion was made by Ann Seaver to deny the 7' 3" base stair and go back to the 5' width allowed. Seconded by Joseph J. Pappa. Motion carried. 3-favor 0-oppose**

## **BOARD OF ADJUSTMENT FINDINGS:**

DENIAL of deck: The Board found the request did not meet the criteria for a variance. The Board found to permit additional impervious surface in an environmentally sensitive area would cause harm to public interests. The Board found to deny the variance request would cause no unnecessary hardship and the owners were aware of the lot size at time of purchase. The Board found the owners do have access to and use of the waterfront without additional variances.

DENIAL of stairway 7' 3" (87") wide: The Board found no unique property limitations to the property not generally found on other neighboring properties rather than considerations personal to the property owner. The Board found no hardship as the applicant can meet the ordinance and ingress / egress for the pier will exist at the 5' stair width allowed. The Board found to approve the variance request would cause harm to public interests to permit an additional 2' of impervious surface in the shore yard.

**BOARD OF ADJUSTMENT DECISION (part 3 of 3):** The Walworth County Board of Adjustment, during the meeting of April 13 & 14, 2016, for the petition of Rodney D. & Tammie J. Lohff, owners, voted to **APPROVE** the request for a 33' shore yard setback for a hot tub.

**A motion was made by Ann Seaver to deny the hot tub. There was no second.**

**A motion was made by Joseph J. Pappa approve the hot tub as per plan submitted. Seconded by Elizabeth Sukala. Motion carried. 2-favor 1-oppose (Ann Seaver)**

## **BOARD OF ADJUSTMENT FINDINGS:**

The Board found the unique property limitations to be the hot tub sits within a three-walled area on an existing slab and is inside the square footage of the existing home. The Board found to approve the variance request would cause no harm to public interests as the owners have presented a plan to monitor the chemicals used in the hot tub and to dispose of the hot tub water properly.

There were letters of support from two neighboring property owners. There was a letter of opposition from the Walworth County Land Conservation Division. The Town of Whitewater sent draft Minutes via e-mail regarding the Lohff variance request.

**\*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 #10:02:33 – 10:18:07 / Decision – Count #9:19:05 – 9:26:34

The Second Hearing was Donna O'Neill-Mulvihill Trust, owner / Donna O'Neill-Mulvihill, applicant – Section(s) 8 – Linn 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 a screen porch and accessory structure / carport.

**REQUIRED BY ORDINANCE:** The Ordinance requires an 8' side yard setback requirement for the screen porch and accessory structure / carport.

**VARIANCE REQUEST:** The applicants are requesting a 3.2' side yard setback for a screen porch and a 3.5' side yard setback for an accessory structure / carport. 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 a screen porch and accessory structure / carport.

**BOARD OF ADJUSTMENT DECISION:** The Walworth County Board of Adjustment, during the meeting of April 13 & 14, 2016, for the petition of Donna O'Neill-Mulvihill Trust, owner / Donna O'Neill-Mulvihill, applicant, voted to **APPROVE** the request for a 3.2' side yard setback for a screen porch and voted to **POSTPONE** the decision on the request for a 3.5' side yard setback for an accessory structure / carport.

**A motion was made by Ann Seaver to postpone the decision until the plans for the roofs of the two structures come in. There was no second.**

**Ann Seaver rescinded the motion to postpone the decision until the plans for the roofs of the two structures come in.**

**A motion was made by Joseph J. Pappa to approve the screen porch as presented. Seconded by Ann Seaver. Motion carried. 3-favor 0-oppose**

**BOARD OF ADJUSTMENT FINDINGS:**

**APPROVAL** of the 3.2' side yard setback for a screen porch: The Board found the addition of a screen porch to the existing residence will be placed on a portion of an existing deck. The Board found the size of the screen porch addition will not greatly increase water runoff. The Board found to approve the variance request would cause no harm to public interests. The Board found to approve the variance request would not affect the public's interest in navigable waters. The Board found there was no objection from neighboring property owners. The Board found the owner did receive Town approval.

**A motion was made by Joseph J. Pappa to postpone until May 12, 2016, the decision on the variance request for the accessory structure / carport pending submittal of information requested by the Board. Seconded by Ann Seaver. Motion carried. 3-favor 0-oppose**

**POSTPONE** decision on request for accessory structure / carport: The Board is requesting information to be submitted regarding the roof plan and the runoff plan of the proposed carport. The decision will be given at the May 12, 2016, Board of Adjustment meeting.

The Town of Linn sent a letter in support of the screen porch and opposing the carport.

Hearing – Count #10:18:08 – 10:39:48 / Decision – Count #9:26:35 – 9:30:38  
The Third Hearing was John F. & Sue Ellen Galligan, owners / Lake Geneva Architects, applicant – Section(s) 35 – Whitewater Township

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

**REQUIRED BY ORDINANCE:** The Ordinance requires a 20.7' street yard setback for a residence and a 43.1' (average) shore yard setback for structures and prohibits grade changes within the 75' shore yard setback.

**VARIANCE REQUEST:** The applicants are requesting a 19.89' street yard setback and 30.8' shore yard setback for a residence, a 30.2' shore yard setback for a deck, a 21' shore yard setback for a patio and steps and grade changes as close as 15' to the Ordinary High Water Mark. The request is a variance from Section(s) 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to construct a residence, deck, patio, steps and grade changes in the shore yard.

**BOARD OF ADJUSTMENT DECISION:** The Walworth County Board of Adjustment, during the meeting of April 13 & 14, 2016, for the petition of John F. & Sue Ellen Galligan, owners / Lake Geneva Architects, applicant, voted to **APPROVE** the request for a 19.89' street yard setback and 30.8' shore yard setback for a residence, a 30.2' shore yard setback for a deck, a 21' shore yard setback for a patio and steps and grade changes as close as 15' to the Ordinary High Water Mark.

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

**BOARD OF ADJUSTMENT FINDINGS:** The Board found the steep slope, the small lot size and the unique lot shape to be unique property limitations. The Board found the proposed residence to be located further from the shore than the existing residence. The Board found the proposed residence to be more in conformance with the Zoning Ordinance requirements than the existing residence. The Board found the variance request to be a small increment of relief. The Board found to approve the variance request would cause no harm to public interests. The Board found the owners did receive Town approval. There were e-mails of support from a neighboring property owner and the Town of Whitewater. There was no opposition.

Hearing – Count #9:02:12 – 09:14:59 / Decision – Count #9:30:39 – 9:33:02  
The Fourth Hearing was Lawrence C. & Diane M. Jacob, owners / Larry Jacob, applicant – Section(s) 35 – Whitewater Township

Applicants are requesting a variance from Section(s) 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to do grade changes within shore yard.

**REQUIRED BY ORDINANCE:** The Ordinance prohibits grade changes within 75' of the Ordinary High Water Mark.

**VARIANCE REQUEST:** The applicants are requesting grade changes under a deck approximately 54.6' from shore. The request is a variance from Section(s) 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to do grade changes within shore yard.

**BOARD OF ADJUSTMENT DECISION:** The Walworth County Board of Adjustment, during the meeting of April 13 & 14, 2016, for the petition of Lawrence C. & Diane M. Jacob, owners / Larry Jacob, applicant, voted to **APPROVE** the request for grade changes under a deck approximately 54.6' from shore.

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

**BOARD OF ADJUSTMENT FINDINGS:** The Board found the small lot size and unstable soils to be unique property limitations. The Board found the owner encountered stabilization issues after beginning rehabilitation work on the shoreline and the cottage. The Board found the new variance request to be less intrusive and created less land disturbance than what had been approved August 13, 2015. The Board found to approve the variance request would eliminate the need for the concrete stairwell, landing and drain system and reduce runoff in the shore yard. The Board found to approve the variance request would cause no harm to public interests. The Board found no objection from neighboring property owners. There was an e-mail of support from the Town of Whitewater. There was no opposition.

Hearing – Count #10:39:49 – 11:18:18 / Decision – Count #9:33:03 – 9:41:52

The Fifth 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 April 13 & 14, 2016, for the petition of Joshua D. & Sally J. Witkowski, owners, voted to **MODIFY AND APPROVE** the request for decks, stair and posts in the shore yard setback.

**A motion was made by Ann Seaver to approve the size and location of the pre-existing deck but deny the additions to it. Seconded by Joseph J. Pappa.**

**A modified motion was made by Ann Seaver to approve the size and location of the pre-existing deck but deny additions to it and to place the stair and posts outside of the floodplain. Seconded by Joseph J. Pappa. Motion carried. 3-favor 0-oppose**

**BOARD OF ADJUSTMENT FINDINGS:** The Board found the pre-existing decks had been constructed without Walworth County Zoning permit review and approval. The Board found the

current lower level deck was larger in size than the pre-existing deck. The Board found the size and location of the pre-existing decks as per the plan shown on Page 5-18 of the Board of Adjustment packet, provided the posts and stair are located outside of the floodplain, permitted sufficient access and safety. The Board found moving the stairs and posts out of the floodplain protected the flood area. There were letters of support from five neighboring property owners and the Town of Geneva. There was a letter of opposition from the Wisconsin Department of Natural Resources.

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

#### **Other**

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

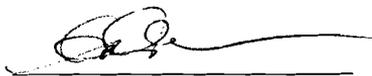
#### **Staff Reports**

- A. Court cases update - none
- B. Distribution of reports, handouts and correspondence  
The terms of Board of Adjustment members Elizabeth Sukala and Joseph J. Pappa expire in June of 2016. Notice of Interest applications were made available.

#### **Proposed discussion for next agenda**

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





**Wisconsin River Rail Transit Commission  
Commission Meeting - Friday, April 8<sup>th</sup>, 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	Sauk	Terry Thomas	x
	Jim Haefs-Fleming	excused		Marty Krueger, <i>Alternate</i>	10:05 AM
	Chris James, <i>Vice Secretary</i>	x		John Deitrich	
Grant	Gary Ranum	x	Walworth	Scott Alexander	10:05 AM
	Vern Lewison	excused		Dave Riek, <i>3<sup>rd</sup> Vice Treasurer</i>	x
	Robert Scallon, <i>1<sup>st</sup> Vice Chair</i>	x		Eric Nitschke	
Iowa	Charles Anderson, <i>Secretary</i>	x	Waukesha	Richard Kuhnke, <i>2<sup>nd</sup> Vice Treasurer</i>	x
	William G Ladewig	excused		Allan Polyock	x
	Jack Demby	x		Karl Nilson, <i>4<sup>th</sup> Vice Chair</i>	x
Jefferson	John David	excused	Dick Mace	x	
	Laura Payne	x	Richard Morris	excused	
	Augie Tietz, <i>3<sup>rd</sup> Vice Chair</i>	x			

Commission met quorum.

**Others present for all or some of the meeting:**

<ul style="list-style-type: none"> <li>• Mary Penn, WRRTC Administrator</li> <li>• Ken Lucht, WSOR</li> <li>• Dan Silha, Silha &amp; Sons Excavating</li> <li>• Alan Jentz, United Cooperative</li> <li>• Catherine Idzerda, Janesville Gazette</li> <li>• Bob Walberg, Board Chair, Boone County, IL</li> </ul>	<ul style="list-style-type: none"> <li>• Dave Simon, Kim Tollers, Rich Kedzior, Kathy Chung, WisDOT</li> <li>• Rep. Amy Loudenberg</li> <li>• Danielle Zimmerman, Rep. Loudenberg staffer</li> <li>• Alan Anderson, Pink Lady RTC</li> </ul>
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3. Action Item. **Certification of Meeting’s Public Notice – Noticed by Penn**
  - *Motion to approve posting of meeting – Nilson/Thomas, Passed Unanimously*
4. Action Item. **Approval of April Agenda – Prepared by Penn**
  - *Motion to approve April agenda – Cornford/Ranum, Passed Unanimously*
5. Action Item. **Approval of draft March 2016 Meeting Minutes– Prepared by Penn**
  - *Motion to approve draft March meeting minutes with minor corrections – Mace/Tietz, Passed Unanimously*

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

Rep. Amy Loudenberg introduced herself. She said she had been following the Great Lakes Basin Transportation, Inc. (GLBT) project and was at the meeting to learn more about it from WisDOT. As Representative of some of the area impacted by the proposed RR, on behalf of her constituents, she wanted to come and find out more information. She also asked if the WRRTC would be involved with any approvals on the Waukesha sub if that should occur. She said if part of the powers of the WRRTC was to approve/disapprove the connection, her constituents might want to come and speak at a future meeting. Alan Sweeney said it might come up as an agenda item in the future and asked her to participate at that future meeting when it occurred.

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

Sweeney thanked Bob Scallon for leading last month’s meeting. Next, Dick Mace pointed out that the July 2015 issue of Trains had a detailed story on the state of trains through Chicago and the proposed project. Gene Gray also said that the Milwaukee Railroader had an interesting story on the Spring Grove Bridge.

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

- Treasurer’s Report for March and Payment of Bills

Gene Gray gave the Treasurer’s Report as Jim Matzinger was not available. Gray said it had been a quiet month in respect to the Treasurer’s Report. He asked if there had been any permit fee’s submitted. Mary Penn confirmed there had been two. Gray said there was one check to sign. There was a short discussion on the fact that Matzinger’s summer hours would begin May 1<sup>st</sup>. Gray said if there were any questions in regard to finances, Commissioners could email them to him. Charles Anderson asked if Matzinger could be requested to come in on Friday morning meetings.

- *Motion to approve Treasurer’s Report and pay bill – Anderson/Mace, Passed Unanimously*

**9. Discussion and Possible Action to Approve Relocation of Existing At-Grade Private Rail Crossing (DOT#178148B) at 301 Holtz St, Rock Springs, WI – Alan H. Jentz, VP of Grain & Risk Management, United Cooperative**

Alan Jentz of United Cooperative (UC) presented the proposed relocation of the crossing, located on the Reedsburg sub, distributing a handout which showed the current crossing as well as the proposed crossing. Jentz said the landowner on the other side of the track had an easement through UC property. United Cooperative was going to eliminate that easement and move the crossing down to the south end of their property.

Jentz said the Wisconsin and Southern RR (WSOR) was aware of how this change would improve the track as it would eliminate splitting trains which currently had to happen to allow the landowner to access his property.

On the map Jentz pointed out the particulars of the crossing through the producer’s field. He then showed the Commission what United was proposing to do: they would take out three bins and put in one large bin where the old crossing was and install the new crossing on the south end of their property. This would tie the facility together and eliminate trucks moving from one bin to the other as well as allow grain to be loaded more efficiently.

Ken Lucht said this was a “win win” for WSOR, the landowner, and UC as it would increase railroad capacity and improve service to Rock Springs.

- *Motion to Approve Relocation of Existing At-Grade Private Rail Crossing (DOT#178148B) as Presented – Krueger/ Gustina, Passed Unanimously*

Mace said he thought it might be skirting a wetland and asked for confirmation. Jentz pointed out that the new crossing was actually on a small bluff and they would need to lower the bluff a bit. There would be no effect on a nearby pothole type of wetland.

Gary Ranum asked who would move the road. Jentz said the cost of the crossing would be at the expense of UC. Ranum asked if the farmer was supportive of the project. Jentz confirmed the farmer was in support of the change.

**10. Discussion and Possible Action to Approve At-Grade Private Rail Crossing at Kettering Road, Section 8, T3N, R13E, City of Janesville, Town of Harmony, WI – Daniel L. Silha**

Dan Silha presented the project to the Commission, distributing a map and saying he was looking to take the current crossing and make it a formal crossing, as he was unsure the current crossing had ever been approved by the WRRTC. Ultimately he believed it would be a permanent roadway. Mace asked if both parcels shown were owned by Silha. Silha said there was another property owner and Silha had an easement from that landowner, an easement that he, Silha, had been using for years. Mace asked what assuerty existed that that easement would be upheld, seeing as how it was continuing to a public street. Sweeney said that was part of the decision from the Commission.

- *Motion to approve at-grade private rail crossing as presented, contingent upon easement in place with approval from WSOR – Nilson/Gustina, Passed Unanimously*

Silha said the crossing was already there and he just wanted to formalize it. Lucht said WSOR was working to make private crossings legal and this was an illegal crossing in current use. He said WSOR had asked the applicant to formalize this and Mr. Silha had come forward and agreed to put in a new, upgraded crossing to make it legal and official. Lucht also confirmed he had seen the easement and WSOR was in full support.

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

- Update on Monthly Maintenance Activities
- Update on Capital Projects
- Update on Business Development
- Update on Office of Commission of Railroads
- Other Continuing Issues/ Topics

Ken Lucht said there were a number of things to catch up on. First he thanked the Commission for their support in the repeal of the latest State rail trespassing law. He said there were a lot of organizations and individual’s supporting the repeal. He said this would come back in the future. Dave Simon commented that as far as WisDOT was concerned and understood the safety implications of the bill, they are now trying to connect with people along the Mississippi who are getting warnings as they go their fishing spots and trying to focus on the problem, rather than create a carte blanche statewide solution. He said that Wisconsin DNR, US Fish and Wildlife and Burlington Northern Santa Fe are also working with WisDOT to try to prioritize the locations where pedestrians are crossings. Lucht said there were thousands of public crossings across the state and the railroad’s point had been that there was a process in place to create crossings and people could formally petition for a public crossing.

Next, Lucht said the WSOR passenger cars were back in the State, getting repaired and should be back in service soon. He wanted to plan a trip in the next couple months to tour parts of the system, inviting Commissioners and staffers. He said this would help to visualize the track system better and see the infrastructure and also point out some of the state rehabilitation projects;

Lucht said he wanted to start giving a regular report on the Office of Commission of Railroads (OCR). He mentioned two new pedestrian at-grade crossing petitions that were coming up. He said WSOR was going to start looking at petitions, adding that there was one incomplete project with thousands of people crossing the track without safety features. Lucht said the City of Madison and OCR will be meeting next week with WSOR. He said he would keep the Commission posted on this issue. Lucht said when a new crossing request came in, it could have impacts on the track that were unanticipated and could be in areas where trains are very active. When that happened, it could take away from railroad capacity and WSOR was going to continue to take a very strong position on crossings to insure safety, to allow the railroad to provide railroad capacity. He repeated there are a lot of crossings coming up in the state.

Lucht said WSOR will be presenting its annual financial presentation to WisDOT in June. He said a few Commissioners could attend and once the date was set, a small group from the Commission could be invited.

Lucht next spoke of projects. Using a map of the system, on applications submitted in February, Lucht said he had been getting Penn and Matzinger check their records to help get information on past State rehabilitation projects. This information was currently on a spreadsheet that Lucht said he would continue to update. He said WRRTC had contributed to these projects over the past 10 – 12 years. Lucht described the network to the Commission and showed them where continuous welded rail (CWR) was currently. He gave background and location on the various projects (ties, welded rail, etc.) the WRRTC had contributed to over the years. Karl Nilson confirmed that the rail line in Illinois was owned in total by the WRRTC. Lucht said the track condition south of Fox Lake was in a good condition and maintained, but now the bridges would be upgraded making it a strong Class 2 railroad. When asked by Sweeney, Lucht defined the railroad classifications. Lucht said there were two classification groups: ownership and management were Class 1, Class 2, and Class 3 (based on revenue and miles of track). Lucht said big railroads were Class 1; WSOR was a Class 2 railroad in terms of ownership/management. He added that WSOR had grown from Class 3 to Class 2 over the years.

When it came to track, Lucht explained that Class 1 was the lowest grade (in terms of speed and conditions). Lucht said the classes were set by the Federal Rail Administration (FRA). For freight trains, Class 1 was 10 mph and had the lowest tonnage allowable. Class 2 track was 25 mph. Lucht said the FRA outlined how fast trains could go based on classification of track. Class 3 track had a maximum speed of 40 mph, depending on condition of ties, crossings, bridges, rails, etc. He said it went up to Class 6 and Class 7 which were typically Amtrak passenger routes. Rich Kedzior commented that it went up to Class 9.

Allan Polyock asked who rated the railroads. Lucht said this came from the railroads and was confirmed by the FRA.

Lucht said Feb. 1<sup>st</sup> WSOR had applied for the Phase II Fox Lake Sub CWR project. Also, WSOR had applied for the Oshkosh sub (Horicon to Oshkosh) project, from Brandon to Ripon. He said tonnages were increasing and service demands were mounting. He said this project was for rail, with a third project for bridge replacement. He said there were 19 bridges system wide on six different subs.

The fourth project, the TIGER project, was from Madison to Spring Green, and Lucht reminded the Commission that this was their 5<sup>th</sup> attempt at a TIGER grant. As the Prairie sub was the oldest sub on the system and one of the oldest in the State, it needed investment. Lucht said if the TIGER was awarded, it would take them into 2018/19 and WSOR would continue to apply for CWR. In terms of bridges, the Spring Green Bridge was active and the other bridge, the Merrimac Bridge, was being discussed. Lucht said there a couple of different options presented and WSOR was waiting to hear back from WisDOT. Lucht said there would be some weight restrictions, adding that 2019/20 would hopefully be the year to work on that bridge.

Mace asked if the Merrimac Bridge was in two counties. Marty Krueger confirmed the bridge lay between Columbia and Sauk counties. Mace asked how they shared in the case of a member county vs nonmember county. Jack Demby and Anderson asked if there was a request for proposals out for the Spring Green Bridge. Lucht said WSOR was waiting for a grant agreement. He said the award was made but they were waiting for some final approvals from the State. Lucht said the engineering was done but they could not order materials until the agreement was finalized. Kedzior said that once the budget was finalized the agreement would be sent and bids could go out.

Alan Anderson asked what percent of state owned track was Class 2. Simon said 63% of state owned track was Class 2 and 71% of bridges. Anderson said there were a lot of railroads relying on businesses so as upgrades happened that was to everyone's benefit. He said the Pink Lady RTC would be supporting the full funded Freight Rail Preservation Program (FRPP) program as there was a lot of work to be done and funding was needed. He asked at large if there was enough money in FRPP. Lucht said there was never enough money to make goals every year, adding there was a big backlog of bridge work that WSOR was waiting on for grant agreements, also lots of CWR projects. Lucht said that WSOR was constantly revising its capital priorities throughout the year and said that existed in any mode of transportation: everybody was used to that. He did say there had been tremendous progress over the past 10 years. Now the goal was to expand the system to a solid Class 2 system. The system was now being built for the next 100 years and WSOR would continue to work with the legislature to do this.

Simon said WisDOT had been doing long range planning with WSOR as WisDOT was working on their own budget, just as the State Secretary of Transportation was working with the Governor to develop the State budget.

Loudenbeck explained the state budget process and timeline more fully to the Commission. She said the budget would be completed in a little over a year as the budget was finalized in odd numbered years.

Simon spoke of the performance measures that WisDOT was developing. He said their goals were aligned with WSOR's and the WRRTC. Alan Anderson brought up the Sauk County 2009 Economic Impact Study and said it would be done again with the results to be shared with WisDOT and WRRTC. Sweeney asked for more information on the Pink Lady RTC. Anderson gave the background on the Pink Lady RTC, how and when it was formed. He added that Sauk County was pretty dependent on rail service. Sweeney confirmed that sub used the Merrimac Bridge.

Allan Polyock asked Lucht what did WSOR have to do to get to 286,000 per car tonnage levels. Lucht said it all depended on tie conditions and rail weight.

Nilson said he had been on the Commission for 20 years and 20 years ago, the Commission had been worried about every bridge in the State, not just 19 of them. He said the WRRTC was one of the largest private/public partnerships in the State and was a “rare bird”. He spoke of the uniqueness of the Commission and extolled the work that had been accomplished to date.

**12. Discussion and Possible Action on WRRTC Co-Sponsorship and Local Match Funding for TIGER VIII Application – Ken Lucht, WSOR**

Lucht distributed copies of the support letter, along with a TIGER information packet. He said this was the 8<sup>th</sup> TIGER cycle and reminded the Commission they had tried four times already to get a grant. He said in the last grant cycle, WSOR had made it in the top 10%. Year after year the application had been very strong on all points Lucht said, but due to a lack of money, they could not get allocated funding. Lucht said they had added an urban component to make the application stronger with WSOR also incorporating pedestrian/biking crossings.

Lucht led the Commission through the information packet, noting increases in freight and activity on the Prairie sub. He explained the project description, noting some specific changes to this year’s application. Lucht said the application was due April 29<sup>th</sup> so he was going to present the financial strategy to the Commission, outlining the project costs and breakdowns from each party applicant/sponsor. He said WSOR was asking the WRRTC to promise two years of funding (2017 and 2018 capital improvement years in the budget(s) and then listed to benefits of the project, including 49 at grade crossings to be improved.

He noted that WSOR was accepting letters of support until April 25<sup>th</sup> and added that if anyone wanted to, to call Secretary Tony Fox in support of the application.

Lucht said this was a very collaborative process and WisDOT would make the application submission. He said all the numbers were in construction and they were finalizing traffic forecasts which in the end would give them a benefit-cost analysis;

- *Motion to approve WRRTC co-sponsorship and local match funding for TIGER VIII application – Krueger/Nilson, Passed Unanimously*

Nilson said every time they had been turned down, they had been encouraged to reapply. Simon said calling whether it would pass this year was an extremely long chance. However, in his own talks with the FRA, this application came very close to being accepted last year and despite not getting it, they were encouraged to reapply.

Charles Anderson asked for confirmation on the extent of the work projected. Lucht said the Spring Green Bridge had already been awarded and was outside the TIGER project area. He explained the details of the bridge job and how it would run. Chris James asked if letters from individual counties were sought. Lucht said yes and asked folks to bring him questions.

Gray asked about the MP 138 location on the project description and whether it would include crossings in Madison. Lucht confirmed it would. Mace asked if the TIGER grant included funding for bridges. Lucht said it was for ballast, ties, rail, and crossings only.

**13. WisDOT Report–Kim Tollers, WDOT**

Kim Tollers said in regard to property management, she had attended a meeting at the Pink Lady RTC about trespassing issues at Devils Lake State Park and asked the Commission to volunteer someone to sit on a proposed committee to address the issue. Alan Anderson asked Krueger to volunteer. Krueger said once Sauk County reorganization was complete on the 19<sup>th</sup>, assignments would be posted and Sauk would provide a regular Commissioner to that committee. Simon said it was just a team formed to come up with some potential solutions to the trespassing issue. Pink Lady had been invited, as well as someone from WDNR and WisDOT represented by Kim Tollers. Simon said this was a safety issue and as it was now state owned, the issue must be addressed.

Kedzior said he had attended the pre-construction meeting for the Madeline spur off the Reedsburg sub on Tuesday. He said this was an industry led project, the meeting went well and the contractor anticipated beginning work in May, working under traffic. They would work 2 on, 2 off, to allow traffic, anticipated 6 weeks of construction and hoped to be complete by September. Kedzior said the approximately \$1.7 M project was to reconstruct the whole spur. Mace asked how long it was. Kedzior thought it about a mile. There would be improvements as there are drainage problems and hills and noted it had been designed poorly in the 1980’s. He said this project would help rectify those problems as well as rehab two very big crossings.

Dave Simon next updated the Commission on the Merrimac Bridge. He said there had been challenges in addressing this bridge. One project would have been to restore the bridge to its original condition, thus extending the bridge life by 40 years. He said WSOR had their bridge people go through and rate the bridge and despite significant deterioration, they came up with a proposal that restored the bridge but also increased the bridge’s capacity. This would be a more expensive project but would really address the capacity concerns. He said he thought it would be on a future agenda to discuss the project. At this point there was no official response to WSOR’s proposal. He did say the response was “very favorable” but he could not say absolutely what would happen next. Simon said costs, engineering, and other items had been assessed and hopefully there would be results to share by the next meeting.

Lucht said WSOR presented their recent findings with WisDOT in February. He said WSOR had been told by the FRA that all WSOR bridges needed to be inspected and rated by the end of the year: nothing rated 268k could carry 286k. The lowest bridge rated was 234k per car. The professional engineer who did the rating allowed WSOR to continue to move freight to 268k until improvements could be made. However, they could no longer carry 286k on the Merrimac Bridge so as of April 1<sup>st</sup>, WSOR would not be hauling 286k loads on the Merrimac, although they could

haul 268k until 2020. He said WSOR was working closely with the professional engineer and they were reasonably sure that if the bridge was upgraded in small bits they could continue to haul at 268k for a “very short time”. Lucht said WSOR was focusing on the proposal of 286k at 25 mph for 40 years. This analysis was only superstructure and did not address the substructure below water. They were assuming the piers were in good shape. The risk was that in 10 – 20 years the piers might fail. However the engineer was pretty sure the piers were in “good shape”. At this point the bridge was restricted to 268k at 10 mph with only four years to operate as such. The engineer told WSOR if they were not going to upgrade, they needed to drop the bridge to 234k tonnage. Lucht said WSOR had been working with customers to drop their loads from 286k per car.

Simon said WisDOT was working very hard to make this happen. He next spoke about the “Cabinet on the Road” and said it had been a good presentation. He thanked the WRRTC’s commitment to the Prairie sub. He added that the Milwaukee Intermodal Section ribbon cutting was this summer. He also said Wisconsin had won a WisDOT grant of \$3M for a Canadian Pacific line in Waukesha County for various circuitry safety projects on the route which carried passengers, crude oil and freight).

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

Mary Penn listed the correspondence she had dealt with in the past month, including a question from Mr. Kyle Pattison in regard to his question about having the Commission donate discarded rail from the Prairie sub to the City of Prairie du Chien for a drainage project. Lucht and Kedzior both said Mr. Pattison had talked to them, sending him back to the WRRTC. Penn was told to ask Mr. Pattison to present his request directly to the Commission at the next meeting.

Penn said she continued to work on putting together the information packet for Commissioners. She distributed a list put together by Dick Mace that he developed as a potential list of information that the WRRTC would find helpful. She reminded the Commission that the website had a great deal of information and background on the Commission.

**15. Great Lakes Basin Transportation, Inc Update and Presentation – Rich Kedzior, WisDOT, Kim Tollers, WisDOT**

Rich Kedzior presented the project, while Kim Tollers showed power points relating to the points Kedzior was making. He described the extent of the project, saying it went from northwest Indiana, passing south, west, and north of Chicago, built entirely on greenfield sites, and coming into Wisconsin in eastern Rock County, up to Waukesha sub at Milton. He said the Surface Transportation Board (STB) had approved a preliminary Environmental Impact Statement (EIS). Kedzior then handed the presentation over to Dave Simon.

Simon said WisDOT was the designated state rail agency and therefore had a team monitoring the project very closely. They were planning on reaching out to all stakeholders and mentioned some meetings coming up that would do that. He then turned the meeting over to Kathy Chung.

Chung said the STB was the federal regulatory agency for rail and as such was the lead agency: the WRRTC was a party of record. She said the STB would take stakeholder comments as part of a two-step process. The first step was environmental, the second was on the “transportation merits” of the project. She said scoping comments would be due May 16<sup>th</sup> and these would be comments on the scope of the environmental impacts, such as should the STB examine another route, examine the current route more closely, with all comments based vis a vis the environmental study. She explained the process of approval to the Commission, saying this would be a long process and be very involved. Chung said WisDOT wanted the WRRTC to be aware and contact the STB if they had comments or questions. She told the Commission they could get more information from the GLBT website ([greatlakesbasin.net](http://greatlakesbasin.net)).

Simon said the STB would be holding a public meeting April 18<sup>th</sup> at 5:30<sup>th</sup> in Janesville and it would be a great place to go for more information. He added there would be an online meeting April 27<sup>th</sup>.

Sweeney asked for Lucht’s opinion on the project at this time. Lucht said WSOR was not following this as closely as WisDOT. He said as the route had been revised, it would have tremendous impacts on WSOR, so obviously WSOR’s first priority was to protect their interests. He said WSOR was not supporting nor opposing the project at this time.

Lucht said the reason for the project was to create a beltline outside of Chicago to try to relieve rail pressure on the hub. He said a tremendous amount of traffic could come to the Waukesha, Fox Lake sub if this line went it. The private entity would fund the 6-10 billion dollars to create the line, then sell access to railroads. He said this was German/European model, also used in Australia and it proposed to direct a lot of traffic to state owned tracks in Wisconsin. Sweeney asked if it ever happened, what would it look like. Kedzior said GLBT was proposing multiple tracks in Chicago of up to eight, while in Wisconsin it was proposed to be a single track.

Loudenbeck said her office had worked on finding as much information on the project as they could. She said the project had been originally proposed to go through the Boone/Winnebago area but the project route had changed to more easterly Rock County. She said she was extremely troubled, as it would change the face of the landscape and would not benefit the communities. She said the route was through 90% drained/improved agricultural land and added that no one she knew would be interested in selling and could therefore potentially result in a corridor of eminent domain. She said no one has come to her area to discuss the merits of the project. Loudenbeck asked with the WRRTC’s public/private partnership, was it federal or state eminent domain and asked whether rail use was allowed in an agricultural area. She said a lot of approvals would supersede local authority. Sweeney said he had attended a public meeting where he had tried to make it clear that the local WRRTC system was separate from the GLBT project. Loudenbeck confirmed there was a connection north of Avalon in Milton. Sweeney said it was easy to see that trains could turn right or left at Milton, moving traffic towards Madison or Waukesha

Richard Kuhnke asked about a meeting last week in regard to the project. Loudenbeck said people attending had been very upset about the potential that government could take their land.

Nilson confirmed if the project would be all new lines. He confirmed this would operate east of Rochelle and asked if new bridges would be built. Kedzior said the project proposed to have grade separations at all major railroads and highways. Nilson then asked why they had not discussed using the present lines, improving them. Chung said those were exactly the type of scoping comments that should be made. She said again this was a two-step process; the scoping process is “step 1A” and under scoping the STB sought input from the public. She reminded the Commission that the comments were due May 16<sup>th</sup>. Jack Demby asked Lucht if it were an advantage to the State. Lucht said WSOR had not identified pros or cons. Chung said it was proposed for freight but Amtrak could option to get on the line. Kedzior added that because it avoided population centers it would probably not have much value for passenger service. He anticipated the scoping process would come up with various alternative routes. At a recent meeting, he and some colleagues had brought up the possibility of the reactivation of abandoned lines. In the scoping phases, this was the time to bring up all possible alternatives.

Nilson asked why would they choose to go to Milton. Chung said that those of the Commission on municipal boards should take notice as the STB would look at impacts 30 miles on either side of the proposed corridor. Charles Anderson said that would let the west side of the State meet the east side. Kedzior said when the GLBT project lead met with WisDOT, they proposed the way they would make money would be by charging Class 1 railroads access the line, therefore Class 1 railroads would avoid Milwaukee. Kedzior thought that Canadian National and Canadian Pacific at a minimum would want to use the bypass and use the Waukesha Milton line to access their lines.

Loudenbeck asked about an out of service line near Monroe. Tollers confirmed it was the SCWRTC corridor and was in Rails-to-Trails.

Sweeney asked Kedzior if there were ramifications to this in terms of the WRRTC. Kedzior said as a result WisDOT had put a hold on the Waukesha CWR project. He said this was a temporary hold as things were evaluated. Kedzior said there might be some movement on it but more internal discussion needed to happen.

Laura Payne asked for confirmation on a route from Milton to Fort Atkinson. Tollers confirmed that it was officially abandoned.

Wayne Gustina said that seeing as it was being funded privately, once if approved, did that make a difference in eminent domain. It was answered that there was no difference. Anderson asked if there was still a 200’ ROW in Wisconsin despite the one track proposed. That was also confirmed and it would also include a 50’ utility ROW. Sweeney asked if this needed to be an agenda item for the next meeting. Chung reminded the Commission again that May 16<sup>th</sup> was the date but noted there would be several months available for comments to be submitted, particularly if there was an extension. She encouraged the Commissioners and others attending the meeting to submit their questions and suggestions to the STB during the scoping period.

Bob Walberg of Boone County Board then spoke of his experiences with this project. He said he first knew about it in the fall of 2015 when the project was updated and noted that it was proposed to be 100 -110 trains a day. He expressed his admiration of the WRRTC and how it worked. He said he was very anxious to know about this project and said while he was not at all anxious for it to happen for personal reasons, as Board Chair, he recognized there were some possible economic advantages to it. He said Boone County did not have any authority to act, adding that his County had not taken a position on the project formally.

Lucht pointed out that any new facilities that connected to State owned property must be approved by the WRRTC, noting improvements in Darrien and Prairie du Chien. He mused how the STB might be above that and preempt WSOR’s operating agreement with the WRRTC. He said the operating agreement required railroads come to the WRRTC.

Mace asked if it was not the purpose of this line is to carry thru traffic away from Chicago and was it likely that it would not function as a local employee generator. Simon said WisDOT has been told GLBT would provide local service. Walberg confirmed that the purpose was to bypass Chicago and noted that all adjoining property owners would have the chance for access, and some other proposed utility inducements to sell their property. Tollers clarified that this was not a railroad, it was a tollway and therefore would have to work with operators. She asked Lucht about trackage rights and whether the STB could compel WSOR to allow other trains to use their track. Lucht said that case could be made.

Lucht said he agreed that this conversation was big and visionary with a lot of ramifications. However, he pointed out that it was completely separate from what the WRRTC did every month and encouraged WisDOT to release the hold on the CWR project in Waukesha, reminding them of the inherent risk of having old, 90 lb. rail on an active sub.

Bob Scallon confirmed that GLBT was a private company. He asked if it went bankrupt what would happen, adding that sounded like a bad deal for everyone except the company.

Mace asked supporting the reinstatement of the Waukesha grant could be an action item for next meeting. Sweeney said he would consider it.

**16. Action Item. Adjournment**

- *Motion to adjourn at 12:23 PM – Gustina/Tietz, Passed Unanimously*

To: Chairman Logterman and WalCoMet Commission  
From: Brad Huza, Administrator *B/A*  
Date: May 4, 2016  
Re: Administrator's Monthly Report – March 2016

### **Plant Operation**

The wastewater treatment facility has met all of its operational and discharge permit requirements for the month of April. The total flows treated in April 2016 were 147.95 MG with a peak day of 6.84 MG and an average daily flow of 4.93 MG. In comparison, April 2015 the total flow was 111.02 MG, a peak daily flow of 5.56 MG and an average daily of 3.7 MG.

### **Financial**

The cash receipts through April 2016 show indicates a total of \$2,714,651, which includes the \$650,000 Elkhorn payment. From cash disbursement standpoint, the total disbursements for the same time period were \$1,818,378. When removing the pass through payment of \$650,000 from the City of Elkhorn, revenues are out pacing expenditures by \$246,273.

### **Training**

Cindy Moehling attended a Wisconsin Government Finance Officers Association conference on April 14 and 15. The topic was "Cash Management".

### **Capital Improvement Project Update**

#### **Discharge Permit Update**

Staff has not received any additional information on this topic. It is still anticipated that the decision on the Phosphorus discharge variance will be finalized by early summer.

#### **Biosolids Disposal Evaluation Project**

Staff received information from the consultants on the Biosolids Disposal Evaluation project that the anticipated completion date had slipped to mid-May. The firm is presently fine tuning the financial model. At present, a June presentation is anticipated.



# 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.**

## MAY 17, 2016 MONTHLY MEETING

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

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

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

### Old Business:

**Chairman Lutz indicated that there has been no repair work done on County Line Blvd. because asphalt plants, expected to be open by May 1<sup>st</sup>, are still not fully opened.**

**Jeff Johnson was unable to move eroded sand back on to the south beach, as reported at the last meeting, due to inclement weather, but will now be adding new sand to the beach.**

**Chairman Lutz reported that the new maintenance employee is working out well.**

**Nothing new reported from Deputy Cindy Milam relative to the 10 Rochester/Racine residents to which she had sent letters regarding junk automobiles on their property.**

### New Business:

**All dead tree and brush residue has been removed from the north beach area.**

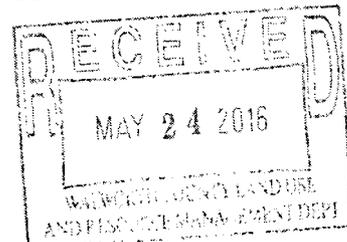
**There is a dead tree on Kenmore Blvd. which will need to be removed.**

**Nothing further has been heard from Mr. Leonard relative to the proposed home construction at the end of Del Monte Drive.**

**Jell Johnson continues to investigate materials and construction for the draw down device....checking possible use of aluminum.**

**Chairman Lutz and Secretary Hildebrandt both reported that weeds in the Lake are coming back ....big time!**

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



With no further items to address, a motion was made & seconded to adjourn at 7:45 p.m.

Respectfully submitted,

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

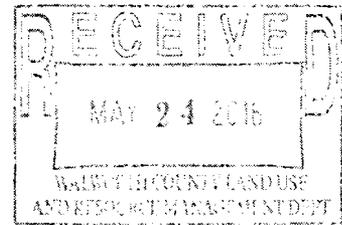
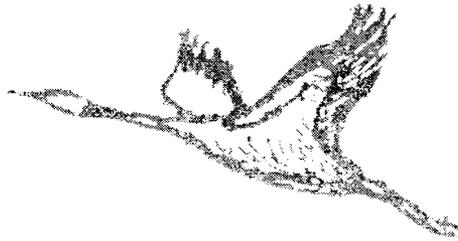
Robert E. McIndoe 5/20/11

# ***HONEY LAKE***

Protection and  
Rehabilitation District

P.O. Box 565

Burlington, WI 53105



COMMISSIONER'S MEETING  
ROCHESTER VILLAGE HALL  
300 W. SPRING STREET  
May 17, 2016

## **AGENDA**

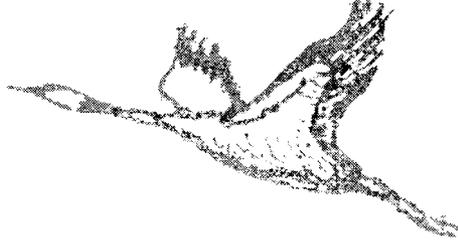
1. CALL MEETING TO ORDER
2. SECRETARY'S REPORT April 19, 2015
3. TREASURER'S REPORT: April 2015
4. OLD BUSINESS
  - 4.1 Status of maintenance issues: moving sand on the beaches; repairs to County Line Blvd. and DelMonte Blvd.; cutting of brush and dead trees
  - 4.2 Abandoned vehicles and unmaintained properties
  - 4.3 Status of Weed Removal Project
5. NEW BUSINESS
  - 5.1 Monthly Bills (May)
6. ADJOURN

# ***HONEY LAKE***

Protection and  
Rehabilitation District

P.O. Box 565

Burlington, WI 53105



## **Commissioner's Meeting April 19, 2016**

Chairman Lutz called the meeting to order at 7 p.m. at the Rochester Village Hall. Commissioners present were John Lutz, Joseph Kolosso, Shelley Hildebrandt, Robert McIndoe, and Mike Weinkauf. Also in attendance was Deputy Cindy Milam from the Town of Rochester Police Department.

The minutes of the March 15, 2016 meeting were read. A correction was indicated by Mr. McIndoe that County Line Road should be County Line Boulevard. A motion to approve the minutes as corrected was made by Robert McIndoe, seconded by Mike Weinkauf, and carried.

The treasurer's March 2016 report was read. A motion to approve the treasurer's report was made by Mike Weinkauf, seconded by Robert McIndoe, and carried.

### **OLD BUSINESS**

- Chairman Lutz will meet with Jeff Johnson of Custom Grading regarding changes to the boards of the drawdown device. The changes are being considered to facilitate moving the boards when necessary and extending their useful life. Potential changes include making smaller boards and/or changing the material from wood to metal.
- When the asphalt plants open for the season, around May 1st, new asphalt will be used to perform the needed repairs to County Line Blvd. and asphalt millings will be used to repair DelMonte Road.
- The planned changes for the annual Spring Cleanup, scheduled this year for May 21st, will be postponed until 2017 to allow residents to be notified of the changes.

**NEW BUSINESS**

- On the south beach, excess sand will be removed from near the cistern and returned to the beach. On the north beach the sand that has migrated closer to the lake will also be moved back up the beach.
- Gary Kempken, who runs a local asphalt business that had received several violations, is now in compliance and may be considered for future roadwork with the Lake District.
- Deputy Milam has issued approximately 10 letters to various property owners requiring them to remove disabled and abandoned vehicles from their properties within 30 days.
- There is a property on Tahoe Drive that appears abandoned and is covered with weeds. A shed is present on the lot, but no residence. Deputy Milam has attempted to contact the property owner, who lives in Illinois. If there is no response, the Village will arrange for the weeds to be mowed, with the expense added to the property tax bill.
- There is a dead tree on the north beach that needs to be removed, as well as some brush, and a tree within the right-of-way that is leaning towards a residence. A motion was made by Mike Weinkauff to contract with Beinemen Tree Service to remove the trees and brush, seconded by Robert McIndoe and carried.
- A new maintenance person, Graham Morgan, has been hired part-time by the district. He will be paid \$10.50 an hour.
- Elaine Johnson, Travis Schroeder, and Algis Byla are the DNR water specialists for Walworth County and Algis Byla and April Marcangeli are the DNR water specialists for Racine County.

➤ **APRIL BILLS SUBMITTED AS FOLLOWS:**

Commissioner compensation	John Lutz	\$200.00
Commissioner compensation	Shelley Hildebrandt	\$175.00
Commissioner compensation	Joseph Kolosso	\$175.00
Commissioner compensation	Mike Weinkauff	\$25.00
Annual Web Service	Town Web Design	\$315.00
Annual WI Lakes Partnership Convention	Shelley Hildebrandt	\$960.52

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

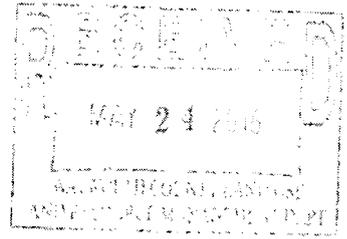
**Commissioner's Meeting**  
**April 19, 2016**

- A motion to adjourn, subject to recall, was made by Robert McIndoe, seconded by Mike Weinkauff, and carried at 8:20 P.M.

Respectfully submitted,

A handwritten signature in cursive script, reading "Shelley L. Hildebrandt".

Shelley Hildebrandt, Secretary  
HLPRD



# **Honey Lake Protection & Rehabilitation District**

## **Treasurers Report**

**April 2016**

Joseph Kolosso

Treasurer

# Honey Lake Protection and Rehabilitation District

## Regular Checking-April 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>
4/1/2016			Starting Balance			\$20,310.10
4/1/2016	4387	Snow Solutions LLC Snow Plowing Contract 18 of 18	Roads	\$3,200.00		\$17,110.10
4/1/2016	4388	Town Web Design LLC	Misc.-Annual Web Maintenance	\$315.00		\$16,795.10
4/14/2016		Walworth County	Lottery Credit		\$379.54	\$17,174.64
4/19/2016		Racine County	Lottery Credit		\$465.75	\$17,640.39
4/19/2016	4389	John Lutz	Commissioners Compensation	\$200.00		\$17,440.39
4/19/2016	4390	Shelley Hildebrandt	Commissioners Compensation	\$175.00		\$17,265.39
4/19/2016	4391	Joseph Kolosso	Commissioners Compensation	\$175.00		\$17,090.39
4/19/2016	4392	Mike Weinkauf	Commissioners Compensation	\$25.00		\$17,065.39
4/20/2016	4393	Shelley Hildebrandt-Refund	3/30-4/1/16 Convention Expenses Registration/Lodging/Mileage/Food	\$960.52		\$16,104.87
4/30/2016	Deposit	Chase Bank-Interest	Interest		\$0.14	\$16,105.01
4/30/2016			Ending Balance			<u>\$16,105.01</u>

## Honey Lake Protection and Rehabilitation District

### Payroll Checking-April 2016-For Fiscal Year 2015-2016

<u>Date</u>	<u>Number</u>	<u>Transaction</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
4/1/2016		Starting Balance			\$8,714.68
4/30/2016	Deposit	Chase Bank-Interest		\$0.07	\$8,714.75
4/30/2016		Ending Balance			<u>\$8,714.75</u>

## Honey Lake Protection and Rehabilitation District

### Non-Lapsing Fund-April 2016-For Fiscal Year 2015-2016

<u>Date</u>	<u>Number</u>	<u>Transaction</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
4/1/2016		Starting Balance			\$75,002.44
4/30/2016	Deposit	Chase Bank-Interest		\$0.59	\$75,003.03
4/30/2016		Ending Balance			<u>\$75,003.03</u>



## WHITEWATER-RICE LAKES MANAGEMENT DISTRICT

P.O. Box 301  
Whitewater, WI 53190



### MINUTES

May 12th, 2016

The May 12th, 2016 Whitewater/Rice Lakes Management District board meeting was called to order at 6:00 PM by Chairmen Rich Charts. Board members present were, Chuck Chamberlain, Larry Brady Brad Corson Jerry Grant, Walworth County Supervisor, and Norm Prusener Town Representative.

Board Members Absent – Ernie Roay

Guest Present – Ray Baker, Bernie Tangney, Art Speerbrecher

Standing Teams Present – None

Standing Teams Absent – Tom Ganfield, Tom Potrykus, Dave Cleven

Shoreline Management Team- Absent Gerhard and, 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 April 14th, 2016 minutes as presented was made by Jerry and seconded by Larry.

Public Input – None

### COMMISSIONER REPORTS

**Secretary** – Correspondence – Nothing to report

**Finance** –Brad reviewed the expense handout with the board. The april expenses totaled \$6964.19. The disbursements totaled \$20,814.19. Jerry motioned to accept the minutes as presented, seconded by Chuck. Motion Carried.

**Weed** – Larry reported Heidi Bunk will issue a 4 year weed harvesting permit. SEWRPC has approved the Aquatic Lake Management Plan but as of this date no report has been received.

**Chemical** – Ernie report we have received the chemical spraying permit. Amy Kay will be our within the next two weeks to survey Whitewater Lake and Rice Lake

**Bog** – No report

**Equipment** – Chuck reported he has been in touch with Manesis Trucking to transport our transport from Aquarius. The transport has the new spud anchors installed and the equipment will be put in the water on Wednesday April 20<sup>th</sup>, 2016. The 10' harvester is being worked on. The 7' harvester is on Rice Lake and will be moved to Whitewater Lake. He then reviewed the wording on the collection fee envelopes that will be at the launch sites. Printing of 300 envelopes which we

received with the collection boxes will occur in the next couple weeks. The collection boxes will be installed before the end of April.

**Wildlife Management** – Dave reported he has received the permit necessary for goose predation. Investigation of nests will occur within the next couple weeks.

**Fish** – In Tom's absence Ernie reported there will be a DNR Fish Planning meeting for residents in the southern lake counties. As of this meeting no date has been determined.

**Safety** – Larry reported the new DNR website is now called "Go Wild" The boaters safety class is still scheduled for May.

**Water Quality** – Rich reported Tom Ganfield received a Recognition of Service award from the state for his service work in the field of water quality

**Lake Shore Management** – Theresa passed around a sample packet that she has been handing out to new residents on the lake. Gerhard and she have been working with the Kettle Moraine Land Trust investigating the shoreline erosion at Nature Land County Park. A work day will be scheduled for planting and repair. Volunteers are welcome to come and help. Access to the lake for launching Kayak's could be included as part of the shoreline repair. Theresa also reported both she and her husband have been working on the State beach path planting more native plants to the area.

2016 Schedule – No report

**Audit** – No report

**AIS** – Jerry reported the county court systems will contact us when people need to complete service hours.

**OLD BUSINESS** – The newsletter was mailed to property owners in a timely matter.

**NEW BUSINESS** – Ernie suggested there be more than one person able to update the website. Rich suggested putting a notice on Facebook to search for a qualified person.

**OTHER BUSINESS** – Norm reported that Sheriff Deputies have been hired to put the buoys in Whitewater Lake. The buoys will be numbered and a location map will be drawn up and sent to the state. The Lake District will be party to final approval of buoy placement.

Larry motioned to adjourn the meeting, seconded by Chuck Meeting adjourned at 7:53 PM

**Next Meeting:** May 12th, 2016 at 6 PM Respectfully Submitted Susie Speerbrecher, Clerk

PLEASANT LAKE PROTECTION AND REHABILITATION DISTRICT

BOARD MEETING

SATURDAY, APRIL 23, 2016, 9:25 AM

LAGRANGE TOWN HALL

MINUTES

Present: Dave Stamm (chair, #1, 2018), Ryan Mertes (treas, #3, 2017), Marcia Sahag (sec, #4, 2016), Peter Schuler by phone (#5, 2016), Phil Holland (#2, 2018), Bob Arnold (County), Don Sukala (Town)  
Absent:

Public Attendance: Rick Callaway, Bernie Slupik (by phone), Ted Slupik (by phone), Tomm Girman (by phone), Barb Girman (by phone), and Anna Cisar, Research Analyst for SEWRPC

1. Roll call as above.
2. Approval of Agenda: Motion to approve the Agenda (Phil/Ryan). Carried unanimously.
3. Aquatic Plant Management Plan Update final report presentation by representative of Southeastern Wisconsin Regional Planning Commission (SEWRPC): Anna Cisar, Research Analyst for SEWRPC presented the Aquatic Plant Management Plan Update final report. Copies were given to the Board members. The District has two copies for property owners to borrow. Anna reviewed the organization of the report and the highlights. Overall, Pleasant Lake is in very natural, positive resource with healthy plant and fish populations. The Board acknowledged the receipt of the SEWRPC Aquatic Plant Management Plan Update final report of 2016 and gave check #3013 to Anna Cisar in payment. A new plan update is needed every five years.
4. Approval of prior Board Minutes of 01/16/16: Motion to approve the Minutes of 01/16/16 (Ryan/Phil). Carried unanimously.

5. Treasurers report: The account balances as of 4/23/16 are:

Checking	\$27,776.33
Money Market	\$17,122.02
Grant	\$ 1,018.23
Total	\$45,916.58

Ryan distributed documents for the above balances and for the check detail report. The DNR permit fee of \$305.00 was for the DNR permit for chemical treatment for weed control. The grant fund has contributions to be received from the POA and Town and DNR. Motion to approve the Treasurers report (Phil/Don). Carried unanimously.

6. Revision to Policy and Procedures to Approve Invoice Payments: Motion to revise the Policy and Procedures to Approve Invoice Payments item #5 by replacing "Three board members are authorized signers (Treasurer, Chairman, and a Finance Committee member)" with "Authorized signers will be approved by the Board." (Peter/Ryan) Carried unanimously.
7. POA Report: Phil reported that Tom Short was appointed to the Board. Phil reviewed the committees and assignments. The Annual Meeting preparation was discussed and there are enough volunteers. The By-Laws discussion was postponed to the next meeting on September 17, to give everyone time to review the proposed revisions.
8. Audit Committee report: Paul Higdon, the committee chairman, was unable to attend and requested Rick present the report. The bottom line is that the audit committee issued a clean report. The Board uses the option of a committee instead of an accounting firm due to the minimum charge of \$3000 for a professional audit. The audit committee is a separate body from the Board. The committee formed 3 groups to perform the aspects of the audit. There were no disagreements this year, but Paul recommends that any disagreements should be resolved at the audit committee meeting. Rick served as coordinator. Phil Holland witnessed the process

which went smoothly. The email with the agreed upon Audit Committee report initiated by Paul had been forwarded to all Board members.

9. Bay Exploration Committee Report: Ryan reported on committee progress and the Board received and filed the approved Bay Exploration Committee minutes of 11/14/15 and 3/5/16. At the Committee meeting in January, 2016, with the DNR, the DNR addressed all the questions submitted by the Committee. Dredging would require the water level depth to be less than 24" from the high water mark. At the March 5<sup>th</sup> meeting the Committee formulated four action points that are described on page 2 of their 3/5/16 minutes. 1) Bay, sensitive area 2, access to and from the lake: they are monitoring the lake level and water level depth and they are contacting dredging companies for cost. According to the DNR moving any material on the lake bottom is considered dredging and requires all that entails. 2) Little Bay, sensitive area 1, access to and from the lake: this entails private Girl Scout property. Also Bay to little bay access. 3) Sediment issue: they plan to educate home owners about sediment control and run-off. There is a grant program called Health Lakes Initiative they are investigating and contacting others with experience with the grant. This grant process is complex. 4) Vegetation issues: they are concerned with the cattails and exploring avenues for removal. A DNR permit is a possibility. Anything that would be done would require professionals according to the DNR. The Committee is discussing raising the ordinary high water mark again. At the annual meeting the Bay Committee would like Ryan to make an educational presentation of things like sediment control etc. and a presentation of the concerns and progress of their activities.
10. Goose Control report: The permits were received. Ryan and Tomm oiled eggs on April 15, 2016. There were 3 nests found, one in the little bay by the Smiths, one by the entrance to the Bay, each having 6 eggs. The third nest had 1 egg. They will search for more nests and eggs.
11. Weed Control Report (Aquatic Plant Management): The DNR permit was received in early April. In accordance with DNR requirements, the notice and copy of the permit application were sent to all property owners by email or USPS for those without email on 4/5/16. Lake and Pond Solutions will perform the pre-treatment survey in May or June and then the notice with treatment specifics will be sent as required.
12. Budget preparation for 2017: The proposed budgets dated 4/23/16 "With Reserves" and "No Reserves" were discussed. The establishment of reserves was discussed. The need for long range strategic budget planning was determined. The Board plans to appoint a committee at the September 17 meeting to formulate and present long range budget planning ideas to the Board. At the annual meeting, the concept of reserves will be introduced and explained. Motion to approve recommending to the District electors at the annual meeting the proposed budget for year ending December 31, 2017, "No Reserves", as presented, but with increasing Lake Drain Maintenance to \$3000.00 from \$1500.00, with a tax levy of \$24,000.00, the same as for 2016. (Ryan/Dave). Carried unanimously.
13. Approval of appointment of Election Committee: Motion to approve the appointment of Tracy Marconnet, Tom Short, Sue Short, Nancy Meyer and Rick Callaway as alternate to the election committee for the 2016 Annual Meeting (Dave/Phil). Carried unanimously.
14. Discussion of election of commissioners at annual meeting: Commissioner position #4, currently held by Marcia Sahag, is up for election. She will run for re-election. Position #5, currently held by Peter Schuler, is up for election. He will run for re-election.
15. Annual Meeting planning: The annual meeting is on Saturday, June 25, 2016. Registration is at 8:30. The District meeting begins at 9:00 am. The POA meeting begins at 11:00 am or immediately following the District meeting. The District Board will hold a short meeting following the POA meeting. Registration for the District will be done by Rick Callaway and Amy

- Mertes. Registration for the POA will be done by Patti Behrens, Nancy Meyer and Susie Schuler. The annual meeting agenda items were reviewed and presenters volunteered.
16. Schedule of meeting dates: The next meeting is the Annual Meeting and the short Board meeting on Saturday, June 25, 2016. The following Board meeting is September 17, 2016.
  17. Establishing future agenda items: no suggestions.
  18. Adjourn: Motion to adjourn at 11:35 (Phil/Bob). Carried unanimously.

Respectfully submitted,  
Marcia Sahag, secretary  
PLPRD

DRAFT

## LAKE BEULAH MANAGEMENT DISTRICT

<http://www.LBMD.org>

Tuesday, September 15, 2015/6:00 p.m.

East Troy Town Hall

(Chairman reserves the right to change the agenda order if necessary.)

(Check the LBMD web site for any changes to the agenda.)

### 1. Roll Call

Present: Commissioners Dave Bitter, Stan Alger, Val Johnson, Doug Dorn, Rick Stacey, John Becker, Chris Kubicek

Absent: None

Riparian Owners as noted in Sign In Log.

### 2. Approve Regular Meeting Minutes of August 17, 2015

The group took a moment to review the minutes to be approved. A motion was made to approve the regular meeting minutes of August 17, 2015 as presented.

*Commissioner John Becker made a motion to approve the meeting minutes from August 17, 2015. The motion was seconded by Commissioner Stan Alger and motion passed unanimously.*

### 3. Reports

#### a. Treasurer's Report – Commissioner Kubicek

Treasurer Kubicek reported on Profit & Loss August 2015 statement and the Profit & Loss Budget vs. Actual January through August 2015.

Commissioner John Becker asked a question regarding \$15,548.73 expenditure for Dam/Shoreline line item. It was explained that this budget line item includes engineering (study) of the newly constructed dam. The budget for this line item is \$8,517.00.

LBMD has to consider who will be trained to operate the dam. The cost of training will be paid under this line item- Dam/Shoreline

Bitter stated a dam procedural manual will be prepared and he will contact Bob Nauta for this. Once the manual is written it will be shared with the DNR.

Commission Dorn suggested adding language in the operating instructions to specifically indicate the circumstances in which the dam be adjusted. Chairman Bitter stated this is all included in the IOM and there are pre prescribed limits- 808.8- to notify the County and there is a procedure in place. LBMD will have electronic monitors that will feed to a web site. Stu Alger will be in charge of doing the inspection and operations maintaince. Commissioner Dorn stated several people want to know when the dam is going to be adjusted. The group agreed that the answer to all people should be- never. The lake should overall be more stable now that the new dam is in place.

LBPIA asked Chairman Bitter for a comment regarding water levels. Bitter stated that it is going to be policy that LBMD is not going to use the dam. It is only to be used in an ER situation.

Chairman Bitter reiterated that LBMD has protected the dam from the DNR and now we have to protect it from ourselves. What are the limits and guidelines for future LBMD members? This needs to be considered when electing new members.

Treasurer Chris Kubicek stated in August, LBMD received the quarterly tax revenue from the Town of East Troy.

Treasurer Kubicek stated that expenses for the month of August are under the budget.

Treasurer Kubicek stated he will email the financial reports to Lisa Sweet on a monthly basis so the reports can be added to the website.

*Commissioner Doug Dorn made a motion to approve the financial reports: Balance Sheet as of August 2015 and Profit & Loss January 2015 through August 2015. Commissioner Stan Alger seconded the motion and the motion passed unanimously.*

**b. Aquatic Plant Harvesting – Commissioner Alger**

Commissioner Stan Alger stated that the crew is still harvesting, however we are down to 2 operators. He expects to harvest for another week. The equipment will be out within the last few days of September. The old harvester needs repairs and this will be done next year.

The question was asked: Why stop at the end of September- specifically to clear up as much as we can. Alger: By then usually operators are moving on to other jobs. The seasons for the last 5 years have made it to September- Plants still growing in September.

**c. Walworth County – Commissioner Stacey**

Commissioner Stacey stated there is nothing to report.

Chairman Bitter complimented the County on the ribbon cutting ceremony for the dam.

**d. Lake Monitoring Reports – Commissioner Becker**

Commissioner Becker reported that the Village pumping frequency has increased 10% over last year. Becker confirmed that the Village checks the pumping equipment regularly. Records are working well. Village is cooperating with pumping reports.

**4. Old Business**

**a. West Shore Ventures (John Stoss) Pier Status Report – Discussion and possible action.**

Chairman Bitter reported there are violations and Mr. Stoss was fined by the County. He is parking boats where he shouldn't be. This was brought to the attention of the local police chief the County has stated that the Town has to impose the rules.

Commissioner Rick Stacey suggested inviting the ET Police Chief to a county zoning meeting. This way there can be a group discussion with all the parties involved concerning enforcement. Commissioner John Becker will talk with Joe Klarkowski to see if police chief would attend. Stacey commented the zoning meetings are on the 3<sup>rd</sup> Thursday at 4:30 pm of every month.

*No need to carry as on an agenda item.*

**b. Clean Boats Clean Waters 2016 – Discussion and possible action.**

Commissioner Doug Dorn reported that he has the application. Heidi Bunk (DNR) will assist with the completion of the application. Dorn reported the application is fairly simple to complete- Dorn will talk with Heidi regarding the application fee. Dorn reported that once the application is approved and the group is given the OK to start, someone from LBPIA will spear head the coordination between the lakes.

There are a few lingering questions- Who are the candidates for running the program? How will the program be implemented? Who will maintain the program?

Dorn reminded the group that this program is educational only. The boaters don't have to do anything. Dorn stated if the DNR sees weeds on the boat which is out of the water; the DNR will most likely write a fine. The DNR is strict with handing out fines- no weeds from one lake to the next.

Chairman Bitter stated he spoke with the company which runs the ET paramedics program. This company will hire and put on their payroll. The cost is roughly 3% of the salary.

Ray Fisher, LBPIA stated there is a 4 hour course which all the employees will need to complete. The employees will fill out a 30 point questionnaire and will hand out an informational piece. The grant will be determined in the early part of December 2015- LBMD should provide the bills to be reimbursed.

The application will be submitted electronically. Ray Fisher reported that Dick Jenks (Mukwonago River) who coordinated this whole thing is moving up north so LBPIA will have to add more involvement from LBMD once approved. Eagle Springs and Phantom Lake Districts approved the program.

*No need to carry as on an agenda item.*

**c. Phragmites on Lake Beulah Control Status Report – Discussion and possible action.**

Commissioner Doug Dorn stated he found a patch of it and talked with DNR- Heidi Bunk. This is very easy to remove just need a vendor. Once cost is identified- the DNR will pay for it. Heidi Bunk has a list of vendors. Dorn will follow up with Heidi and will get someone out for a bid.

Ray Fisher (LBPIA)- How many bids for service- Heidi Bunk (DNR) said just one. LBMD bylaws state only need one bid at the discretion of the board.

*No need to carry as on an agenda item.*

**5. New Business**

**a. Aquatic Plant Survey – Discussion and possible action – Commissioner Alger**

Commissioner Alger stated LBMD needs to apply for the weed cutting grant- who can apply? Need a resolution and Stan rewrote with 2016 dates.

Commissioner Val Johnson name is on grant as secretary.

LBMD agreed to authorize Commissioner Stan Alger to make statement and mail to DNR to proceed with the grant.

Commissioner Alger stated that he will take a hard copy to Heidi Bunk specifically. He does not want the delivery issues he has had in the past.

Commissioner Stan Alger will be requesting LBMD money to be able to harvest next year.

Commissioner Doug Dorn asked if LBMD will poison next year? Commissioner Stan Alger stated there will be no poison next year.

Commissioner Stan Alger reported on the invasive species- Starry Stonewort. There have been big articles in the local papers. So far 5 local lakes have it. The DNR is checking 40 other lakes.

**6. Commissioner/Public Comments**

Jim Blumberg, KMLT, thanked LBMD for continued support. KMLT is working with the girl scouts and divine word seminary at this time. Chairman Bitter stated LBMD appreciates the good work done by KMLT. Chairman Bitter stated LBMD does have a budget item to make a contribution to Divine Word Seminary of \$1500. Bitter will personally hand deliver this gift in December 2015. Commissioners John Becker and Chris Kubicek will accompany Chairman Bitter.

Ray Fisher, LBPIA, reported 1764 small mouth bass were delivered and will be released in Lake Beulah at the DNR landing on Monday morning.

Dick Dow asked Commissioner Chris Kubicek if an email was sent to the Town of ET regarding the upcoming budget and tax levy. This item needs to be approved by the board.

Chairman Bitter stated this item will be on the agenda for the next meeting: *Approve the resolution to send the budget and the tax levy to the town.*

Chairman Bitter suggested adding small mouth bass money to the agenda to be approved. \$1000 request from Ray Fisher, LBPIA

Chairman Bitter asked the group to review the current bylaws. Bitter appointed Chris Kubicek to review the bylaws and update. An email was sent to LBMD including the most current bylaws. Bitter hopes to have a more readable document.

Commissioner Kubicek stated that new money spent has to be an agenda item-discussion and possible action.

Dick Dow stated he is concerned about lack of closure on the Lake Beulah Dam project. He stated the County was vigilant in sending weekly scenarios which we added to the website. All attended this glamour conclusion and took pictures. However, no one from the press attended. Dow suggested someone should present something to the paper.

Commissioner Val Johnson stated the last report from the county said "final" and this was posted in the LBMD website. Chairman Bitter stated he will take a few pictures of the finished dam and will write a report and can ask Nicky from the County for her pictures. Commissioner Rick Stacey will get pictures from Nicky and Bitter will write article and send to the paper.

Dick Dow stated a concern regarding Dockside. Dockside manages 2 piers which included slips and pontoon rental. What happens now? Commissioner Dave Bitter stated this is a town issue and Dick should attend the next town meeting. Becker- can't do anything until a problem occurs.

Bitter will attend the next town meeting.

## **7. Determine Next Regular Meeting**

Tuesday, November 24, 2015 at 6:00 pm

**8. No Closed Session Necessary**

**9. Adjourn**

*Commissioner Stan Alger made the motion to adjourn at 6:55 PM. Chris Kubicek seconded the motion and the motion passed unanimously.*