

DRAFT

**Walworth County Board of Supervisors
October 20, 2016 Finance Committee Meeting Minutes
Walworth County Government Center, County Board Room 114
100 W. Walworth Street, Elkhorn, Wisconsin**

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

Roll call was conducted. Members present included Chair Nancy Russell, Vice Chair Dan Kilkenny, and 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; Comptroller Jessica Conley; Sheriff's Office Business Manager Amanda Lagle; Lakeland Health Care Center Administrator Bernadette Janiszewski; Deputy County Treasurer Gretchen Torres; Senior Project Manager John Miller; Purchasing Manager Nick Cramer; Health and Human Services Director Elizabeth Aldred; UW Extension Agriculture Educator Peg Reedy

Supervisors Schaefer and Ingersoll moved to approve the agenda. The motion carried 5-0.

Supervisors Ingersoll and Schaefer moved to approve the September 15, 2016 meeting minutes. The motion carried 5-0.

Public Comment – There was none.

Unfinished Business – There was none.

Consent Items

Chair Russell requested that consent items 8. B1, B2, B3, E1 and E4 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) Children with Disabilities Education Board
 - a) LS001 – Redistribute budget for Federal IDEA claim pass through grant
- 2) Clerk of Courts
 - a) CT04 – Reallocate grant budget to extend pretrial services coordinator LTE position
- 3) Health and Human Services
 - a) HS006 – Increase budget for inpatient long-term care
- 4) Lakeland Health Care Center
 - a) LH008 – Increase medical supplies for resident care

8B, Bids/Contracts

- 1) Shared-Ride Taxi Services

Chair Russell made a motion, seconded by Supervisor Ingersoll, to approve the contract with VIP Services, Inc. for the Shared-Ride Taxi Services, in the proposed contract amount of \$828,663.68. The motion carried 5-0.

- 2) Award sale(s) of tax foreclosure properties

Deputy Treasurer Gretchen Torres said the revised handout reflects that a bid on a parcel in the Village of Darien was rejected because the bidder didn't pay Wisconsin Surplus. **Supervisor Ingersoll made a motion, seconded by Vice Chair Kilkenny, to approve the recommended bid awards. The motion carried 5-0.**

- 3) Discussion and possible action regarding establishment of minimum bids for unsold tax foreclosure properties

Ms. Torres said the revised list includes the parcel that was unsold in the Village of Darien because the bidder failed to pay Wisconsin Surplus. **Vice Chair Kilkenny made a motion, seconded by Supervisor Ingersoll, to approve the proposed minimum bids as recommended by the Treasurer. The motion carried 5-0.**

8C, Notification of emergency procurement

- 1) Replace video conferencing unit in Judicial Center courtroom
- 2) Install bathroom pull stations in the CNA charting area

8D, Declaration of Surplus

- 1) Recommendation to declare Sheriff's Office squads as surplus and to sell said items in a manner advantageous to the county

8E, Reports

- 1) Report regarding Wisconsin online surplus auction
County Administrator David Bretl said Purchasing Manager Nick Cramer included a comprehensive memo in the packet on utilizing Wisconsin Surplus for disposing of surplus property. Cramer was present to answer questions from the Committee. Bretl asked if disclaimers are included on the site about purchases being subject to satisfying liens, etc., and Cramer will follow up. **Vice Chair Kilkenny made a motion, seconded by Supervisor Ingersoll, to accept the report. The motion carried 5-0.**
- 2) Quarterly delinquent tax report – 3rd quarter 2016
- 3) Quarterly property loss report – 3rd quarter 2016
- 4) Update on tax incremental financing districts (TIDs)
Comptroller Jessica Conley noted Bretl's recommendation and a summary of the changes in the TIF law were included with the agenda packet. Vice Chair Kilkenny said he concurs with the recommendations by Deputy County Administrator-Finance Nicki Andersen, Bretl and Conley: not to make any changes to the ordinance at this time; and recommending holding a workshop for TIDs to discuss the law changes. He advised notifying the Districts about the new reporting requirements and deadlines, and that the County should offer assistance in compliance with the law and scheduling meetings to meet deadlines. Discussion ensued about dates and formats for the workshops. Conley said she reached out to Ehlers, the consulting firm who assists in administering the Districts in all but the City of Whitewater, and they have agreed to participate. The Joint Review Boards, city administrators and their financial officers, and representatives of Gateway Technical College will be invited to the workshop. As a result of new state guidelines, TIF boards will be required to meet annually. To minimize the time necessary to conduct these meetings, staff recommended holding the sessions all in one or two days at the Government Center. Vice Chair Kilkenny suggested sending Administrator Bretl's memo on the TIF law changes to the Districts in advance of the meeting. Conley said they would include the information with the workshop invitations. She added the information from the State is supposed to be distributed by the end of this month. Chair Russell suggested that if the meeting(s)/workshop are held at the Government Center, Room 214 would be more conducive to a congenial, roundtable setup. Bretl suggested contacting Gateway to see if they could accommodate the meeting(s), which would be a good way to engage them in the workshop. Consensus was not to hold the session as a Finance Committee meeting, but rather post a notice

prior to the meeting that a possible quorum of the committee could be in attendance. Chair Russell noted that she received a letter from the City of Delavan, advising that they are amending their project plan for TIF District 5 in downtown Delavan. An October 31 meeting has been scheduled concerning the amendment. Vice Chair Kilkenny requested a copy of the letter.

New Business

- Resolution **-11/16 Accepting the Donation of \$2,000 from the Wisconsin Farm Technology Days for UW Extension Staff Development
The Agriculture and Extension Education Committee recommended approval of the donation. Peg Reedy, Executive Secretary of Farm Technology Days/UW Agriculture Educator, said the donation is from Wisconsin Farm Technology Days, Inc., the state governing body, who gives an annual donation to the host county Extension office. The donation will be used for professional development of UW Extension staff in Walworth County. **Chair Russell made a motion, seconded by Vice Chair Kilkenny, to accept the \$2,000 donation from the Wisconsin Farm Technology Days. The motion carried 5-0.**
- Resolution **-11/16 Authorizing the Closure of the Sheriff's Office Indoor Range Project and Transferring Remaining Funds
Supervisor Schaefer made a motion, seconded by Vice Chair Kilkenny, to approve the closure of the Sheriff's Office Indoor Range project and to transfer the remaining funds. The motion carried 5-0.
- Discussion and possible action to approve Post-Reunification Support (PS) Program grant application
Director of Health and Human Services Elizabeth Aldred said because the deadline was October 14, staff has submitted the application. **Supervisor Schaefer made a motion, seconded by Supervisor Ingersoll, to approve submission of the PS Program grant application. The motion carried 5-0.**
- Discussion and possible action to approve IV-E Foster Parent Training grant application
Aldred said this grant is to provide quarterly training for foster care providers, which includes: improving permanency for older youth, developing positive relationships with birth parents, Trauma Informed Parenting-fostering survivors of trauma, and Positive Discipline tools and techniques. The total grant amount is \$3,345, and the required County match would be \$1,974. **Supervisor Ingersoll made a motion, seconded by Vice Chair Kilkenny, to approve submission of the IV-E Foster Parent Training grant application. The motion carried 5-0.**
- Ordinance **-11/16 Amending Section 30-286 of the Walworth County Code of Ordinances Relative to Fees
Chair Russell noted the Shared-Ride taxi service fees are new this year, and most other highlighted items are revisions to existing fees. **Vice Chair Kilkenny made a motion, seconded by Supervisor Ingersoll, to approve the fee ordinance. The motion carried 5-0.**
- Resolution **-11/16 Adopting the 2017 Appropriation of the Walworth County Budget and CIP Plan
Supervisor Schaefer made a motion, seconded by Vice Chair Kilkenny, to approve resolution adopting the 2017 appropriation of the Walworth County Budget and CIP Plan. The motion carried 5-0. Andersen noted a revised Resolution was distributed before the meeting, which eliminates descriptions from last year which were mistakenly included.

- Resolution **-11/16 Establishing the County Tax Levy to Support the 2017 Budget Appropriation
Supervisor Schaefer made a motion, seconded by Vice Chair Kilkenny, to approve the resolution establishing the county tax levy to support the 2017 Budget appropriation. The motion carried 5-0.
- Resolution **-11/16 Authorizing Addition to Previously Established Pre-Approved Recurring Grants List Relative to the Mass Transit Operating Assistance 5311/85.20 Grant and the 5311 Federal Transit Administration Capital Improvement Funds Grant
Vice Chair Kilkenny made a motion, seconded by Supervisor Schaefer, to approve the resolution authorizing inclusion of the Mass Transit Assistance 5311/85.20 Grant and the 5311 Federal Transit Administration Capital Improvement Funds Grant to the Previously Established Pre-Approved Recurring Grants List. The motion carried 5-0.
- Discussion and possible action regarding adding BOSC, Inc. to the list of approved brokers/dealers
Andersen said the County is satisfied with its current brokers; however, one of their former employees has moved to BOSC, Inc., and she recommended adding the company to the list of approved brokers to take advantage of his expertise. **Vice Chair Kilkenny made a motion, seconded by Supervisor Schaefer, to add BOSC, Inc. to the list of approved brokers/dealers. The motion carried 5-0.**

Correspondence – There was none.

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

Supervisor Ingersoll asked about a report on Farm Technology Days, and Andersen said the final recap would be presented in November or December. Two payments were made to the event by the County, one of which is eligible for repayment if sufficient funds are available.

Chair Russell reminded the committee that the hearing on the 2017 Budget is October 27 at 6:00 p.m.

Adjournment

On motion by Supervisors Schaefer and Kilkenny, Chair Russell adjourned the meeting at 10:25 a.m.

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**Walworth County Board of Supervisors
Children with Disabilities Education Board Meeting Minutes
Wednesday, October 19, 2016
Walworth County Government Center
County Board Room 114
100 West Walworth Street, Elkhorn, WI 53121**

The meeting was called to order at 5:01 p.m. by Chair David Weber.

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

Others in Attendance:

County Board members: County Board Chair Nancy Russell

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

On motion by Supervisors Ingersoll and Staples, the agenda was approved by voice vote.

On motion by Supervisors Staples and Ingersoll, the September 14, 2016 CDEB minutes were approved 4-0.

Public Comment – There was none.

New Business

- Discussion and possible action regarding Amending Section 15-1031 and Repealing Section 15-1061 and Division 8 of Article X of Chapter 15 of the Walworth County Code of Ordinances Relating to CDEB. County Administrator Bretl said the Human Resources Committee approved the ordinance amendment earlier in the day. Director of Special Education Tracy Moate said the ordinance amendment is to eliminate language concerning teachers in the school district which is no longer applicable. **Supervisor Ingersoll made a motion, seconded by Supervisor Staples, to recommend approval of the ordinance amendment. The motion carried 4-0.**

Reports and Correspondence

- CDEB Chair - None

- CDEB Director

- UNICEF Carnival - October 20 at 1:00 p.m.

Moate said students from Williams Bay school district will come to the carnival as customers of CDEB students, who will run the games and activities and give out prizes. Revenue generated from the carnival will be donated to UNICEF and the Walworth County Tree House.

- Waffles with Santa - December 10 from 7:30 – 11:00 a.m.

Friends of Lakeland School sponsor this annual event.

- Holiday Program – December 15 at 1:15 p.m.

Confirmation of next meeting – The next meeting was confirmed for Wednesday, November 16, 2016 at 5:00 p.m.

On motion by Secretary Monroe and Supervisor Staples, Chair Weber adjourned the meeting at 5:09 p.m.

DRAFT

**Walworth County Board of Supervisors
Health and Human Services Board Meeting Minutes
Wednesday, October 19, 2016
Walworth County Government Center
County Board Room 114
100 West Walworth Street, Elkhorn, WI 53121**

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

Roll call was conducted. Members present included Vice Chair Tim Brellenthin, Supervisor Kathy Ingersoll, Chair Kenneth Monroe, Supervisor Joe Schaefer, Supervisor Charlene Staples, Citizen Representatives Berenice Solis, Sandra Wagie-Troemel, and William Wucherer. Citizen Representatives Dr. James Seegers was absent. 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); and Carlo Nevicosi, Behavioral Health/AODA Manager (HHS)

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

On motion by Supervisor Schaefer, second by Citizen Representative Wagie-Troemel, the September 14, 2016 Health and Human Services Board meeting minutes were approved.

Public Comment – There was none.

Unfinished Business

New Business

- Overview of the Behavioral Health and Crisis Intervention Unit

Elizabeth Aldred, Director of Health and Human Services (HHS) introduced Carlo Nevicosi, manager of the Outpatient Mental Health Clinic, Outpatient AODA Clinic, and the Crisis Intervention and Adult Protective Services Programs. Nevicosi gave a brief presentation of the Behavioral Health and Crisis Intervention Unit, which consists of two supervisors: Nicole Heinrich who oversees the Behavioral Health Clinic and Sonia Hill who oversees the Crisis Intervention and Adult Protective Services Programs. The department provides services for the following:

- | | | |
|--|-----------------------------------|------------------------------------|
| *Outpatient mental health | *Therapy for mental health issues | *Substance use disorders |
| *Psychiatric treatment | *Medication management | *24/7 Crisis Intervention Program |
| *Assessment of individuals in the Intoxicated Driver Program | | *Adult Protective Services Program |

Nevicosi gave a brief overview of Emergency Detentions (ED), also referred to as Chapter 51, for 72 hour hold situations. He said once the Behavioral Health and Crisis Intervention Unit has given the final approval, the detainee is sent to a psych hospital. Training of new staff in clinical skills and safety has resulted in a reduction of EDs. Nevicosi stated a combination of private hospitals and state institutes are used to handle EDs and that costs are rising partially because Medicaid only pays for psych hospitalization in facilities that are also medical hospitals. Discussion then focused on why private facilities are exercising their right to deny EDs, whether or not a detainee should be transported via ambulance or law enforcement staff, and the most commonly used facilities a detainee may be sent once they have been given final approval.

Nevicosi stated Adult Protective Services (APS) has seen a dramatic rise in referrals from doctors, family members and/or individuals who wish to report a concern or maltreatment of an adult at risk. There is one part time

employee assigned to APS causing Crisis Intervention employees to take on cases, make at home visits and/or investigations with law enforcement; taking them away from the Crisis Intervention duties. He said HHS requested a vacant position be repurposed for one additional full time APS employee in the 2017 budget. Nevicosi stated APS currently operates both the Operating While Intoxicated (OWI) and Drug Treatment Courts while partnering with the Judges, District Attorney, Public Defender, and Department of Corrections. The OWI Court is two years old and just had its 100th graduate. He spoke regarding the completion rate, recidivism rate, and treatment retention. Nevicosi stated the division successfully rolled out a number of new program options in August primarily for Drug Court individuals and will continue to monitor those services. He said the OWI Court typically deals with men between the ages of 40-50 in the work force with a drinking problem who are able to function adequately. Drug Court deals with a younger group of individuals who are consumed by their addiction. He said there are currently 60 to 65 enrollees between the two treatment courts and it is anticipated the number will increase to 80 in 2017. Aldred stated Meth is affecting a variety of people in the Walworth County community. Discussion then focused on treatment for meth and opioid addictions and programs available within the jail. Nevicosi said Judge Reddy is interested in Family Drug Treatment Courts involving the Child Welfare System, which will offer a level of support and structure that will be higher than current Child Protective Services.

Nevicosi stated Telehealth will offer psychiatric health services remotely. This will enable doctors to skype and interact with a client using Microsoft Link to establish a secured site. The doctor would also be able to use the HHS electronic health system to call in prescriptions and enter notes. Telehealth is anticipated to be up and running before the end of the year. He said Telehealth may increase the amount of Child Psych hours available to HHS.

- Discussion and Possible Action on Overfill of HS Specialist I Position in Birth to Three
Aldred stated there is one individual retiring in the Birth to Three Program and the division manager will be retiring in January. A lead worker has recently been hired. HHS is requesting to overfill the position for 45 days due to changes in leadership. This will also allow the incumbent to train the new employee, transition cases smoothly, and enable the department to meet the needs of the very small children.

Citizen Representative Wucherer made a motion, second by Supervisor Ingersoll, to approve overfill of the HS Specialist I Position in Birth to Three as requested. Motion carried 8-0.

- Discussion and Possible Action on IV-E Foster Parent Training Grant Application
Aldred stated Walworth County currently receives Title IV-E funding for the work Corporation Counsel performs in Termination of Parental Rights (TPR) cases and Child in need of Protective Services (CHIPS) petitions. She said additional funding is available this year for training and HHS would like to apply for the grant. Aldred gave a brief overview of the four quarterly training sessions that would be offered to foster care providers to help maintain their licenses and increase their skill level. She said the grant would pay for putting on the training, materials, and daycare if it is provided. The total grant request is \$3,345; the County would put forth \$1,973.55 of those dollars and the State would put forth the additional 41%, or \$1,371.45. Aldred stated money for training is currently in the 2017 budget; the grant would reduce the amount needed. The grant application is due on October 31st.

Supervisor Ingersoll made a motion, second by Citizen Representative Wagie-Troemel, to approve application for the IV-E Foster Parent Training Grant. Motion carried 8-0.

Reports

- 3rd Quarter Write Off Report
Aldred summarized the 3rd Quarter Write Offs and highlighted some of the changes:
 - Non Covered Service – There has been a significant decrease in write offs. Partially because Psychologist services for testing were being billed on the same day as documentation of the testing, causing one of the two to be denied. The Psychologist is now breaking up the service dates and both charges are being covered.

- Non Covered Providers – There are individuals with insurance that does not necessarily match with their provider’s credentials. HHS credentialed two of the nurse prescribers, so individuals may be seen under additional insurances. Aldred stated there are far fewer write offs and a continued decrease is anticipated.
- Maximum Write Offs – There is a significant change in maximum write offs due to a change in policy to no longer charge the \$10 minimum fee.
- Collections – Appear to be higher this quarter even though the amount sent to collections has gone down. Money received through tax intercept is no longer being received in the third quarter.

Aldred said HHS has made significant progress in making sure things are submitted, signed, and processed in a timely manner.

Supervisor Schaefer was excused at 2:53 p.m.

Correspondence

- Referral from the County Board Correspondence from Brian Smith requesting a meeting to discuss the practice of Child Support workers and to address out of state Case No. 6407FA000765
Aldred stated she has been in contact with Mr. Smith and has been working to address his concerns. Mr. Smith wishes to speak with the County Board regarding his concerns. Discussion then focused on options available; a teleconference, submittal of correspondence with the individual’s concerns for review, appearance before the Board to speak during the public comment period, and/or placing the correspondence on file. Supervisor Russell expressed concern with setting precedent. She said public comment would be acceptable, as long as the individual is aware of HIPAA laws.

Citizen Representative Wucherer made a motion, second by Supervisor Staples, to place the correspondence on file. Supervisor Ingersoll objected to placing the correspondence on file and stated the Board would be avoiding Mr. Smith’s concerns. Citizen Representative Wagie-Troemel inquired as to requesting correspondence from Mr. Smith explaining his concerns and redacting the names of those involved. **Citizen Representative Wucherer amended the motion to advise the individual that he may attend the next meeting and speak during the public comment period. Motion Failed 1–6.**

Citizen Representative Wagie-Troemel made a motion, second by Supervisor Ingersoll, to respond to Mr. Smith and request that he submit his concerns in writing to the HHS Board for their review. Motion carried 7-0.

Announcements

- Understanding Trauma
Aldred gave a brief overview of the collaboration between HHS and the Delavan-Darien community alliance to coordinate a series of trainings on the topic of Understanding Trauma.

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

Adjournment

On motion by Supervisor Ingersoll, seconded by Supervisor Staples, Chair Monroe adjourned the meeting at 3:04 p.m.

DRAFT

**Walworth County Board of Supervisors
Human Resources Committee Meeting Minutes
Wednesday, October 19, 2016
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

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

Roll call was conducted with the following members present: Chair Tim Brellenthin, Vice Chair Ken Monroe, and Supervisors Kathy Ingersoll, 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; Deputy County Administrator-Finance Nicki Andersen; Risk/Benefits Manager Lisa Henke; County Clerk Kim Bushey; Lead Investigator Gina Carver, Medical Examiner's Office; Director of Health and Human Services Elizabeth Aldred

Members of the public: Ryan Barbieri, M3 Insurance

On motion by Supervisors Timms and Ingersoll, the agenda was approved by voice vote.

On motion by Vice Chair Monroe and Supervisor Timms, the minutes of the September 14, 2016 meeting were approved 5-0.

Public comment – There was none.

Old Business

- Discussion and possible action concerning options on health insurance plan due to Health Care Reform Excise Tax – Pre-65 carve out, as well as potential mitigation recommendations
Ryan Barbieri, M3 Insurance, provided information on the early retiree carve out strategy, which would apply to persons retiring between the ages of 55 and 65. Early retirees typically carry more medical and pharmacy risk to a health plan; however, Walworth County's recent experience has not followed that norm. Barbieri said he received further clarification of the regulations regarding the Health Care Reform Act, and there would be no opportunity to shift the tax liability to the early retirees, and wouldn't affect what the County paid overall. Wilson added that would be an OPEB discussion to have with the County's actuary in the future.

Barbieri summarized the Project Capstone report, which contained a summary of discussion and options held on the excise tax mitigation options over the last several months. The plan design changes which increased the deductible on the Tier 1 plan will become effective on January 1, 2017, which will produce an estimated savings on the potential tax of \$109,000 in 2020. The pharmacy enhanced pricing and Serve You select formulary will be implemented on January 1, which has a projected annual \$62,000 claim savings, and with the enhanced pricing, could produce a 2020 tax savings of \$376,000 by 2020. Barbieri said as more employees enroll in the Tier 2 plan, a significant reduction in the excise tax liability will occur because the plan has less value than Tier 1. He suggested continuing to look at incentives to make the Health Savings Account (Tier 2) more attractive to employees in the future. Pharmacy costs account for 20% of the overall claims spend, and costs are rising at an alarming rate of 15% - 20% annually, so close and consistent monitoring and adjusting of the contract is recommended. At this point, Barbieri doesn't recommend more cost shifting to employees. Implementing a Working Spouse rule was not recommended because of the level of employee disruption and perceived devaluation of benefits.

Barbieri said the narrow network wouldn't be effective because of the county's geographical location, but said surcharge options and incentives should continue to be investigated.

Barbieri said the On/Near Site clinic option would produce reductions long-term. He recommended an analysis and feasibility study be performed to evaluate the opportunity. The number of clinics has increased over the past several years. Walworth County employees average a \$23,000 annual spend, which is 40% more than the average. From a plan sustainability perspective, Barbieri said this option is worth investigating. Wilson requested direction from the committee if this is an option they would consider pursuing. An on/near site clinic would provide financial savings, and would provide a benefit to employees who used it. He suggested a clinic would be a better option politically than to reduce health benefits or increase premiums and deductibles. Barbieri said long-term, a clinic could positively impact costs and the excise tax, and enhance sustainability of group benefits for the future. The average cost of a visit to an on-near site clinic is \$20-\$40, compared to \$100-\$250 for primary care, \$250-\$300 for urgent care, and a minimum of \$500 for an emergency room visit. Supervisor Ingersoll asked about providers for the clinic services. Barbieri said there are two general models: an independent, third party provider who contract with licensed doctors, or partnering with a community care system such as Mercy or Aurora. The County could also choose to partner with like-minded public sector employers. County Administrator Bretl said a feasibility study was done several years ago on the on/near site clinic, and the option was rejected because of cost and employee reluctance to utilize the service. He strongly encouraged if the Committee wants to consider it, the results of the previous study should be reviewed. He added that financial feasibility and return on investment should be included in a new study. Supervisor Timms said the County is already implementing changes that will reduce costs and mitigate the excise tax liability; if a study was already done concerning an on/near site clinic and the idea was rejected, it would be valuable for staff to present why the proposal was abandoned, and what has changed to make a clinic successful now. Barbieri said public perception regarding on/near site clinics has changed, and the economy has improved since the initial study. Wilson said the County will have to make tough choices in the future concerning health care benefits, and he believes it is worth investigating an option that would be more palatable to employees. **Vice Chair Monroe made a motion, seconded by Supervisor Timms, to put a review of the former county study on an on/near site clinic on a future meeting agenda; and to direct staff to present a comparison to current options and identify what has changed that would make the option viable. The motion carried 5-0.**

New Business

- Discussion and possible action regarding Amending Section 15-17 of the Walworth County Code of Ordinances Relating to Authorized Positions by Department based on the 2017 Budget

Supervisor Ingersoll made a motion, seconded by Supervisor Pruessing, to recommend the ordinance amendment relating to authorized positions by department based on the 2017 budget. The motion carried 5-0.

- Discussion and possible action regarding Amending Section 15-634 of the Walworth County Code of Ordinances Relating to the Use of County Vehicles by the Medical Examiner's Office

Bretl said that current ordinance allows certain employees in the Sheriff's Office and Public Works Department to be assigned a county vehicle for bona-fide non-compensatory business reasons. Paid on-call Deputy Medical Examiners rotate shifts and the Medical Examiner's Office is requesting they be allowed to take home the county-owned vehicle for their on-call shifts. Lead Investigator Gina Carver said it would allow flexibility for their investigators. The other choice was to keep the vehicle in an area centrally accessible in the county, but because of the travel time involved, investigators have typically

taken their own vehicles to scenes. Use of the county-owned vehicle by the on-call employees would also eliminate costs for mileage. Carver said in 2015, 11,000 miles were turned in for mileage reimbursement. **Supervisor Timms made a motion, seconded by Supervisor Pruessing, to recommend approval of amending Section 15-634 of the Code to allow use of a county vehicle by the Medical Examiner's Office. The motion carried 5-0.**

- Discussion and possible action regarding the overfilling of an HS Specialist I position at Health and Human Services as allowed per Section 15-18 of the Walworth County Code of Ordinance
A long-term employee at Health and Human Services is retiring, and with other vacancies in that division, Health and Human Services (HHS) Director Elizabeth Aldred requested to overfill the position to ensure a smooth transition of the current case load. **Supervisor Timms made a motion, seconded by Supervisor Ingersoll, to recommend approval of the amendment to allow overfilling the HS Specialist I position for a period not to exceed 45 days. The motion carried 5-0.**

- Discussion and possible action regarding Amending Section 15-1031 and Repealing Section 15-1061 and Division 8 of Article X of Chapter 15 of the Walworth County Code of Ordinances Relating to CDEB

Wilson said that in reviewing CDEB ordinance sections, Special Education Director Tracy Moate noticed that language relating to teachers within the school districts is now obsolete because of the transition in services. **Vice Chair Monroe made a motion, seconded by Supervisor Timms, to recommend approval of the ordinance amendment relating to CDEB. The motion carried 5-0.**

- Discussion and possible action regarding Amending Section 15-810 of the Walworth County Code of Ordinances Relating to Random Drug Testing

Bretl said his recommendation is to end random drug testing for all employees except CDL drivers, who are required under federal law to be tested, and Sheriff's deputies, which requirement is included in their collective bargaining agreement. The County retains the right to test for reasonable suspicion, post-accident or injury and pre-employment. **Supervisor Timms made a motion, seconded by Vice Chair Monroe, to approve the ordinance amendment relating to random drug testing. The motion carried 5-0.**

- Discussion and possible action regarding Amending Section 15-519 of the Walworth County Code of Ordinances Relating to Holiday Pay Provisions

Wilson said the amendment is to codify holiday pay policy when the Christmas and New Year holidays fall on a Sunday and Monday for staff working Mondays through Fridays. **Supervisor Ingersoll made a motion, seconded by Supervisor Timms, to approve the amendment to clarify the holiday pay provisions. The motion carried 5-0.**

- Discussion and possible action regarding Adopting 2017 Pay Ranges for Certain Non-Represented Hourly Employees and Salaried Exempt Employees

Wilson distributed a revised copy of the resolution to the Committee, which expanded the language in the fiscal note. The purpose of the resolution is to adopt the new 2017 pay ranges as part of the classification/compensation study. Some of the position titles still need to be changed, and Wilson will include the corrected titles in the resolution presented to the Board. Bretl added that the change in the fiscal note clarifies the impact of the plan. Bretl recognized Human Resources and Finance personnel for their hard work in costing the plan and getting it ready in time for inclusion in the 2017 budget.

Supervisor Timms made a motion, seconded by Vice Chair Monroe, to approve the Resolution

Adopting 2017 Pay Ranges for Certain Non-Represented Hourly Employees and Salaried Exempt Employees. The motion carried 5-0.

- Discussion and possible action regarding Adopting 2017 Pay Ranges for Certain Casual Employees
Wilson said casual employees were not analyzed as part of the classification/compensation study, and he reviewed the counterpart casual positions to those included in the pay plan for equity. **Supervisor Ingersoll made a motion, seconded by Supervisor Pruessing, to recommend approval of the Resolution Adopting 2017 Pay Ranges for Certain Casual Employees. The motion carried 5-0.**
- Discussion and possible action regarding Adopting Insurance Premium Equivalents for 2017
Supervisor Timms made a motion, seconded by Vice Chair Monroe, to recommend approval of a resolution adopting insurance premium equivalents for 2017. The motion carried 5-0.

Reports/announcements by Chair – None.

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

Adjournment

On motion by Vice Chair Monroe and Supervisor Timms, Chair Brellenthin adjourned the meeting at 4:52 p.m.

DRAFT

**Walworth County Board of Supervisors
October 17, 2016 Agriculture & Extension Education Committee Meeting Minutes
Walworth County Government Center, County Board Room 114
100 W. Walworth Street, Elkhorn, Wisconsin**

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

Roll call was conducted. Members present included Chair Daniel Kilkenny, Vice Chair Charlene Staples, Supervisor Nancy Russell, and Citizen Members Michael Krejci, Mary Kaye Merwin and Matt Polyock. Citizen Members Kelly Pickel and Rosalie Riewer were excused. A quorum was declared.

Others in Attendance

County Staff: Christine Wen, Department Head/Horticulture Educator; County Administrator David Bretl; Agriculture Educator Peg Reedy; WNEP Coordinator Yolanda Pena; UW-Extension Clerk III Gonzalo Vega; Agriculture Educator Kristine Ely; Walworth County Volunteer Coordinator Colleen Lesniak

On motion by Vice Chair Staples, seconded by Citizen Member Krejci, the agenda was approved by voice vote with no withdrawals.

On motion by Supervisor Russell, seconded by Citizen Member Merwin, the July 25, 2016 meeting minutes were approved by voice vote.

Public Comment – There was none.

Unfinished Business

- UW-Extension nEXT Generation project update

Department Head Christine Wen said various changes have been made since the December 10, 2015 document from the Chancellor was released. Integration work groups are being formed and Walworth County will still be aligned with Rock and Jefferson counties. Wen will act as liaison between the County and the State. The Dean of UW-Extension is leaving and Karl Martin will be succeeding him.

New Business

- Walworth County Extension Agents – 123 Contract

Wen said the contract is for fiscal year July 1, 2016 through June 30, 2017. The new agreement includes a \$4,794 reduction for Jenny Wehmeier's departure in August. Citizen Member Merwin asked for clarification on whether Wehmeier's date of termination was August 19 or August 26. Wen will follow up on her request. **Citizen Member Krejci made a motion, seconded by Supervisor Russell, to approve the 123 Contract for the period July 1, 2016 through June 30, 2017 for the Walworth County Extension Agents. The motion carried 6-0.**

- Wisconsin Associated County Extension Committees (WACEC) Service Awards

Wen presented recognition plaques to Citizen Members Mary Kaye Merwin and Michael Krejci Extension for their five years of dedicated service to UW-Extension, signed by the Chancellor. Merwin and Krejci were also recognized at the state convention.

- Farm Technology Days \$2,000 donation

Wen said the donation, received for hosting Farm Technology Days, will be used for professional development for UW-Extension Educators. **Supervisor Russell made a motion, seconded by Citizen Member Krejci, to recommend acceptance of the \$2,000 donation. The motion carried 6-0.**

- UW-Extension staffing updates and introductions
 - Introduction of Gonzalo Vega – Clerk III
Wen introduced Gonzo Vega, who has taken the Clerk III position. Mr. Vega comes from Health and Human Services, where he worked as a Spanish Interpreter and WIC Clerk in Public Health. He stated he is looking forward to supporting UW-Extension programs and undertaking event planning.
 - Wisconsin Nutrition Education Program (WNEP) Educator update.
Yolanda Pena, WNEP Coordinator, said the Nutrition Program's name has been changed to FoodWise effective November 1. She thanked Citizen Members Merwin and Krejci for participating in the interviews, and reported that Michelle Lindsey, the new Educator, would be starting on November 1.
 - Family Living Educator position update.
Wen said the position is posted until November 1. The position description was included with the agenda packet. The job description differs slightly in that the education focuses more heavily on outreach to develop financial skills in youth, workforce readiness and family financials, which were identified during the needs assessment conducted in 2014. Rock and Jefferson Counties also have the financial needs program. The position was advertised in several area newspapers, posted on social media and through the UW system. Citizen Member Merwin noted in her volunteering with families with financial constraints, 95% of those lack skills in budgeting and strategizing to reduce debt. Merwin added that this position was made faculty-eligible because of the uncertainty and concern about future action by the state.

Reports

- 2016 Farm Technology Days Report – Peg Reedy, Executive Secretary
Agriculture Educator/Executive Secretary of Farm Technology Days Peg Reedy enclosed a presentation in the agenda packet that will be presented to the Intergovernmental Cooperation Council (ICC) on October 25. 2016 Farm Technology Days was very successful; people from 30 states and five foreign countries attended. Total attendance was approximately 30,000, which was less than hoped. The excessive heat, the proximity to last year's venue, and the southern location in the state may have contributed to the lower numbers; however 30% of the attendees hadn't been to a show in three years. UW Agriculture oral history students did a site survey, and of the attendees, 66% were farmers, 78% were from Wisconsin, and 56% were over the age of 50. The farms tours were very popular, including the visit to Farm City Grain elevator in Darien. Next year's event will be hosted by Kewaunee County. In 2019, Jefferson County will be hosting and is considering using the county farm and fairgrounds as the venue. Three sustaining contributors raised \$250,000 for the show: John Deere, Rural Mutual Insurance and Exacto. Reedy recognized some of the dedicated volunteers who donated their time and expertise, including Mary Kaye Merwin, Michael Krejci, Colleen Lesniak, Becky Merwin and Bill Thompson. Reedy said the Snudden Family did a superb job as hosts UW Extension personnel in all program areas devoted an enormous amount of time in planning and working at the show. An appreciation event for volunteers, committee members, etc., was held and over 500 people attended. Walworth County Volunteer Coordinator Colleen Lesniak said 1,300 volunteers from all segments of the population and various groups worked the event. Lesniak recruited volunteers, placed them in jobs to match their skills and interests and helped the Farm Technology Days committees train their volunteers. She generated a monthly newsletter throughout the planning process, which kept volunteers up to date on progress and assignments. Reedy said she would bring the final financial report on the event to the December meeting.

- **Public Issues Leadership Development (PILD) – Michael Krejci, Citizen Representative**
Citizen Member Krejci attended the April PILD conference in Washington, D.C. He distributed a handout, which included the Cornerstone Report from Washington, information on the Agriculture & Food Research Initiative, Cooperative Extension’s appropriations request, and a synopsis of the information provided from the conference. He said it is incumbent upon this committee to monitor federal and state funding; as money is cut, it places a hardship on counties. His update included what was enacted and what is pending at both the federal and state level. He spoke to Senator Paul Ryan and encouraged completion of the appropriations bill. On September 30, the House and Senate approved a Continuing Resolution, which leaves funding at the current level with no increase. The Continuing Resolution expires December 9. At the state level, the Board of Regents has submitted its bi-annual 2017-2019 budget request. He encouraged the committee to visit the websites listed on the handout for updates.
- **UW-Extension outreach and educational events –** The information was included with the agenda packet.

Chairperson’s Report – No report.

Announcements – There were none.

Confirmation of Next Meeting. The next committee meeting was confirmed for **Monday, December 12, 2016 at 1:00 p.m.** – County Board Room 114 in the Government Center

Adjournment

On motion by Citizen Members Krejci and Merwin, Chair Kilkenny adjourned the meeting at 2:00 p.m.

DRAFT

**Walworth County Board of Supervisors
Executive Committee Meeting Minutes
Monday, October 17, 2016
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

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

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

Others in Attendance

County staff: County Administrator David Bretl; Deputy County Administrator-Finance Nicki Andersen; Deputy Corporation Counsel/Director of Land Use and Resource Management (LURM) Michael Cotter; County Treasurer Valerie Etzel; Director of Human Resources Dale Wilson

Members of the public: Lucas Nahnsen, UW-Whitewater Intern; Larry Malsch and Gerald Edwards, Town of Delavan; Bruce VanderVeen, Town of Sharon Fire Department; Young Cho and John Peters, City of Lake Geneva Fire Department; Eric Slader, Darien EMS

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

On motion by Supervisor Russell, seconded by Supervisor Pruessing, the September 12, 2016 meeting minutes were approved 5-0.

Public Comment – There was none.

Consent Items – approval of expense/mileage reimbursement claims:

- Richard Kuhnke, Sr., county representative on WRRTC, in the amount of \$120.20
- Randy Timms, County Board Supervisor, in the amount of \$59.96

Supervisor Russell made a motion, seconded by Vice Chair Staples, to approve the reimbursement requests of Richard Kuhnke, Sr. and Supervisor Randy Timms. Motion carried 5-0.

Unfinished Business

- Discussion and possible action regarding the creation of a committee to study delivery options for Fire and EMS service in Walworth County and update regarding efforts of the State Legislature and Waukesha County regarding the Fire/EMS issue

Bretl included the draft of the resolution to establish a committee to study the delivery options for Fire and EMS service in the agenda packet. He proposed the committee be comprised of seven members, to be nominated by the County Administrator and confirmed by the County Board, as follows: one representative of town government; one representative of village government; one representative of city government; one county government representative; and three Fire/EMS professionals who serve on a department in Walworth County. The 2017 budget includes \$35,000 to support the committee in achieving its goals. Bretl sent notice of the formation of the committee to the municipalities and fire chiefs association and invited them to this meeting to provide input on the plan. Lucas Nahnsen, an intern studying public policy/administration and computer science at UW-Whitewater, gathered information on the studies undertaken by Waukesha County and the State Legislature on the issue and presented his findings. Waukesha County's goal was to improve response times, and from the information they gathered, issued an RFP and engaged a consultant, who obtained geographical and computer aided dispatch information from municipalities and Fire/EMS departments in the county. The data is being analyzed and the report should be published in early 2017. Waukesha County's study group was

comprised of two area fire chiefs, two county administrators, a county representative and a representative from a city. Of the 19 municipalities in the county, 12 contributed to the study. The Wisconsin Legislature is researching staffing issues – what is the magnitude of the shortage, how it occurred and what contributing factors are. Two state senators, fire chiefs and sheriffs from around the state, union representatives and technical college professors who provide training are serving on the study panel. Nahnsen said critics of the Waukesha County study felt that inadequate input was obtained from the municipalities. Although Walworth County's demographics are similar, Supervisor Russell commented that our rural population density and the number of lakes in the county present a unique challenge. Chair Weber asked for comment from the audience.

Larry Malsch, retired City of Delavan Chief of Police and chair of the ad hoc 911 committee, supports the study and strongly encouraged the committee to tap the resources and expertise of the Fire Chiefs and EMS professionals in the county to develop goals and solutions. He suggested adding a Fire/EMS instructor to the committee from Gateway or Blackhawk Technical College.

Bruce VanderVeen, Town of Sharon Fire and Rescue Chief, stated he fully supports the task force, and said Town of Sharon Chair Rich Brandl also supports the plan. VanderVeen suggested getting input from counties and municipalities who already have implemented shared services. He feels the committee can provide the extra time to compile and share information.

Young Cho, City of Lake Geneva, said timing is critical, and it will be valuable to have the study committee pool resources and information and share findings with everyone. The budgeted funds could be used for administrative services for preparing documents and sharing findings with departments and municipalities.

Eric Slader, Darien EMS, stated volunteerism is falling behind. He formerly worked in a county in North Carolina that had one county-based EMS/fire system, which included shared trucks and equipment. The cities were their own entities. Slader said material on the model system is available online.

John Peters, Lake Geneva Fire Chief, thanked the Board for forming the study group. Lake Geneva is challenged with staffing issues. By 2018, the department will be staffed 24 hours a day, 7 days a week and finding qualified personnel is becoming increasingly difficult.

Bretl said he also had conversations with James Terpstra, Town of Darien Supervisor, the Chiefs Association President, and Elkhorn Administrator Sam Tapson, all of whom support the study, but urged the inclusion of fire and EMS professionals on the committee. He said all meetings of the group would be open to encourage attendance. He agreed to nominate the members to serve on the committee, subject to approval by the Board. He appreciates the input of local professionals and agrees with being prudent about hiring a consultant. The budgeted funds could be used for other purposes. Chair Weber said it would be important to provide administrative support to the committee moving forward. Supervisor Russell said she supports a small cohesive group for the committee, which makes it easier to schedule meetings, and added that other individuals can be brought in to contribute as needed. Vice Chair Staples requested one member of the committee who is solely an EMS provider. Supervisor Pruessing asked about the committee oversight once the members are selected. Bretl said if the resolution is passed at the November Board meeting, nominations for membership would be presented to the Executive Committee in January, and then forwarded to the Board for confirmation in February. Discussion ensued about giving the study committee flexibility to use the budgeted funds, such as hiring a Limited Term Employee for some of the work, which could be accomplished without further County Board action. General consensus was to allow the committee to form its own objectives and recommendations without

Executive Committee intervention. Approval/payment of invoices submitted to Administration and/or Finance would be subject to county procedure. **Supervisor Russell made a motion, seconded by Supervisor Kilkenny, to recommend approval of the resolution as presented. Motion carried 5-0.** Chair Weber asked that the draft minutes be provided to members in the audience when available.

- Discussion and possible action regarding property tax claims against estates
Supervisor Kilkenny asked for consideration of this item. He said he was representing an estate and a claim was filed against it, for taxes which were not yet delinquent. The estate can't be closed until claims are satisfied, and when an attorney has to go through the process of releasing the claim it adds to the time and expense of the probate. He said a normal tax lien would be sufficient. Bretl asked for County Treasurer Val Etzel's input, as the Treasurer's office is responsible for setting and directing policy on this issue. Etzel said per state statute, her office is directed to file property tax claims when they receive notice that probate has been started on an estate if there are current taxes or taxes owing. Kilkenny said it seems inequitable if a delinquent notice is sent in January for taxes due on January 31, when there is opportunity for property owners to pay half by January 31 and half in July. He noted he has never had an instance where an heir takes property without paying the taxes due. Etzel said she doesn't see a difference in attorney fees when other claims have to be settled in an estate as well, i.e., medical bills. **Supervisor Kilkenny made a motion to place the issue on file, seconded by Supervisor Russell. Motion carried 5-0.**

New Business

- Correspondence from Supervisor Randy Timms regarding an amendment to Section 2-143 of the Code of Ordinances
Deputy Corporation Counsel/Director of LURM Michael Cotter said Supervisor Timms' request is to amend the Ordinance relative to lake management districts to include language that a citizen member of a lake district may not reside or own property within the lake district he/she is appointed to serve. In the past, Cotter said, the issue arose when a citizen member was appointed by the County to a lake district in which he didn't reside but owned land. Supervisor Russell said it is important there not be a conflict of interest when a citizen member representing the county is appointed to a lake district. **Vice Chair Staples made a motion, seconded by Supervisor Kilkenny, to place the ordinance amendment on the November committee agenda for approval; and to add a prohibition against supervisors or citizen members representing the county receiving per diems from the lake districts. The motion carried 5-0.**

Reports/announcements by Chairperson – There were none.

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

Claims and Litigation

The committee convened in closed session at 11:20 a.m. on motion and second by Vice Chair Staples and Supervisor Russell 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 present voted "aye." Remaining in closed session were County Administrator Bretl, Deputy County Administrator-Finance Nicki Andersen and Human Resources Director Dale Wilson.

- a) Third Party Summons and Complaint – Russell and Linda Hart, Larry and Mary Schendel vs. Deutsche Bank National Trust Co., Unifund CCR, LLC, US Bank NA, and Walworth County.
- b) Claim of Inge Sass.
- c) Summons and Complaint – Brent W. and Pamela M. Meder vs Walworth County Board of Adjustment and Walworth County
- d) Summons and Complaint – Maureen, Timothy and Kevin Gleason vs Walworth County Board of Adjustment and Walworth County
- e) Summons and Complaint – Maureen P. Maloney, as trustee of the Peter G. Maloney and Maureen P. Maloney Trust vs Walworth County Board of Adjustment and Walworth County
- f) Summons and Complaint – Patricia A. Doepke, as personal representative of the estate of Dale L. Doepke and as trustee of the Patricia A. Doepke Trust vs Walworth County Board of Adjustment and Walworth County
- g) Summons and Complaint – 2504 Northshore LLC, a Wisconsin limited liability company vs Walworth County Board of Adjustment and Walworth County
- h) Summons and Complaint – Neal Siegel, as trustee for the Debra A. Siegel Trust and Debra A. Siegel, as trustee for the Neal Siegel Trust vs Walworth County Board of Adjustment and Walworth County
- i) Summons and Complaint – Patrick and Joy Kline vs Walworth County Board of Adjustment and Walworth County
- j) Summons and Complaint – Kathleen Lewis, as trustee of the Kathleen Lewis Trust vs Walworth County Board of Adjustment and Walworth County
- k) Summons and Complaint – Rhonda L. Levin, as trustee of the Levin Family Trust vs Walworth County Board of Adjustment and Walworth County
- l) Summons and Complaint – Randall S. Shelden vs Walworth County Board of Adjustment and Walworth County
- m) Summons and Complaint – Geneva Hillside Resort, LLC, a Wisconsin limited liability company vs Walworth County Board of Adjustment and Walworth County
- n) Summons and Complaint – Linda Hoff-Hagensick, individually and as trustee of the Linda Hoff-Hagensick Trust vs Walworth County Board of Adjustment and Walworth County
- o) Summons and Complaint – 814 Inlet Shore Drive, LLC, a Wisconsin limited liability company vs Walworth County Board of Adjustment and Walworth County
- p) Summons & Complaint - Douglas and Susan Hood vs Walworth County Board of Adjustment and Walworth County.

The committee reconvened in open session at approximately 11:45 a.m. on motion and second by Supervisor Kilkenny and Vice Chair Staples.

Vice Chair Staples made a motion, seconded by Supervisor Russell, to proceed as discussed in closed session on items a) through p), above. The motion carried 5-0.

Adjournment

On motion and second by Vice Chair Staples and Supervisor Pruessing, Chair Weber adjourned the meeting at 11:48 a.m.

DRAFT

**Walworth County Board of Supervisors
Land Conservation Committee Meeting Minutes
Monday, October 17, 2016 at 2:00 p.m.
Walworth County Government Center
County Board Room 114
100 W. Walworth Street, Elkhorn, Wisconsin**

The meeting was called to order by Chair Charlene Staples at 2:03 p.m.

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

Others in Attendance:

County Board Supervisors: Randy Timms

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

On motion by Supervisor Kilkenny, second by Citizen Member Badame, the agenda was approved with no withdrawals.

On motion by Supervisor Russell, second by Supervisor Kilkenny, the September 12, 2016 Land Conservation Committee meeting minutes were approved.

Public Comment – There was none.

New Business

- Discussion/Possible Ordinance Amendment Action – Construction Site Erosion & Sediment Control and Storm Water Management update, Section 23, Article I, II, III

Shannon Haydin, Land Use and Resource Management (LURM) Deputy Director, gave a brief overview of the proposed amendment that is scheduled for a County Zoning Agency public hearing in November. The proposed language and changes will be distributed to the Committee for their input one to two weeks prior to the public hearing.

- Discussion/Possible Action – Correspondence from Supervisor Randy Timms regarding Amendment to Section 2-143 of the Code of Ordinances

Michael Cotter, Director of LURM/Deputy Corporation Counsel, gave a brief overview of Section 2-143 and stated language was left out of a previous amendment. He said the proposed amendment will include language that states a citizen member may not own property in the district. Cotter said this section will be further amended to include language that states a County Board Supervisor may not receive a per diem for serving on a lake district.

Supervisor Russell made a motion, second by Citizen Member Badame, to table the Amendment to Section 2-143 of the Code of Ordinances until the November 14, 2016 meeting. Motion carried 5-0.

- Discussion/Possible Action – SEWRPC Proposed Chloride Study

Cotter referred to information on Pages 6 thru 13 of the packet. Supervisor Russell stated that she and Charles Coleman presented the chloride issue to SEWRPC. Russell expressed her concern with the increase of salt in various watersheds; there is nothing that absorbs the salt, which could potentially become toxic. Russell stated SEWRPC is proposing the study be funded by various groups. Haydin said she attended the Wisconsin County Code Administrators meeting. At that meeting a Minnesota researcher provided a statistic that per lane mile Wisconsin used twice as much road salt as Minnesota in 2015. Haydin said this is something the jurisdictions need to review. She said the Winter Road Maintenance Conference in Whitewater next week is getting more attention and there are currently 31 individuals from Walworth County who will be attending.

Supervisor Russell made a motion, second by Citizen Member Badame, to create a resolution supporting the SEWRPC Proposed Chloride Study. Motion carried 5-0.

▪ Discussion/Possible Action – Nippersink Watershed Study Grant
Haydin gave a brief overview of the Nippersink Watershed Study Grant. She said SEWRPC estimated a cost of \$100,000 to perform a more robust plan than the 9 key element plan. She said a 9 key element plan, when written for projects within a watershed, will open additional funding from the Environmental Protection Agency (EPA). Haydin stated the study would be a four year project for an estimated \$25,000 per year. The River Planning Grant would cover approximately \$10,000 leaving the County to come up with \$15,000. She said if the County were to apply for a \$25,000 grant, the first phase would involve modeling, data collection, and some instream monitoring, which the County could seek assistance from the DNR. If moving forward the money were not available, Walworth County would retain this data. Haydin stated with a four year project there is no guarantee what will happen in any given year. She said LURM is comfortable moving forward with SEWRPC because of the familiarity with SEWRPC's product, but they also believe it is possible for LURM to pull together a plan themselves. Haydin stated currently there is not \$15,000 in the budget for this project, but the possibility exists that some funds may be available from the LURM erosion permitting fees to help fund the project. However, the County would have to come up with additional money to fund the study. The grant application is due in December. Discussion then focused on the portions of Nippersink located within Kenosha and Walworth counties; whether or not Kenosha County and/or the Village of Bloomfield would be willing to partner with Walworth County; costs associated with performing the 9 key element plan, whether it be SEWRPC, LURM, or a collaboration of the two; and the approach to be taken once the problems have been identified. Cotter stated the matter would be brought back to the Committee in November along with some maps.

Supervisor Russell made a motion, second by Supervisor Kilkenny, to have the Land Use and Resource Management Department (LURM) further research the Nippersink Watershed Study Grant and to establish parameters and costs for the project. Motion carried 5-0.

Confirmation of next meeting – The next meeting was confirmed for Monday, November 14, 2016, 2:00 p.m.

Adjournment

On motion by Supervisor Kilkenny, second by Citizen Member Badame, the meeting adjourned at 2:35 p.m. Motion carried 5-0.

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

DRAFT

**Walworth County Board of Supervisors
Monday, October 17, 2016 Public Works Committee Meeting Minutes
Walworth County Government Center, County Board Room 114
100 W. Walworth Street, Elkhorn, Wisconsin**

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

Roll call was conducted and all members were present: Chair Nancy Russell, Vice Chair Ken Monroe, and Supervisors Joe Schaefer, Randy Timms and Paul Yvarra. A quorum was declared.

Others in Attendance

County staff: County Administrator David Bretl; Director of Central Services Eric Nitschke; County Engineer Joe Kroll; Senior Project Manager John Miller; Public Works Finance Manager Penny Bishop; Deputy County Administrator-Finance Nicki Andersen; Sheriff's Office Capt. Jamie Green; LHCC Administrator Bernadette Janiszewski; Deputy Corporation Counsel/Director of LURM Michael Cotter
Members of the Public: Robert Arnold, Elkhorn, Wisconsin

Supervisor Schaefer made a motion, seconded by Supervisor Timms, to approve the agenda. Motion carried by voice vote.

Vice Chair Monroe made a motion, seconded by Supervisor Timms, to approve the September 12, 2016 meeting minutes. Motion carried 5-0.

Public comment – There was none.

Unfinished Business - There was none

Consent Items

- Approval of DPW Vehicle Maintenance Facility Project Change Order Requests under Project #15-125
 - CO Request #24 – Increase height of tire shop wall to support the bulk fluids system – add \$4,625
 - CO Request #25 – Extend contract – no dollar change
 - CO Request #26 – Add new branch circuits for water softener and portable lift charging station – add \$3,007.

Supervisor Timms made a motion, seconded by Supervisor Schaefer, to approve Change Order requests #24, 25 and 26. Motion carried 5-0.

New Business

- Approval of Change Order #1 for Lakeland Health Care Center Memory Door Connector Project #16-067

Supervisor Timms made a motion, seconded by Supervisor Schaefer, to approve Change Order #1 of Project #16-067. Motion carried 5-0.

- Approval of Change Order #2 for CTH NN East Campus South to CTH H Project #16-009
Central Services Director Eric Nitschke said there are two items in this change order. CO2-1 is to replace drain tile that wasn't marked and discovered during cross-culvert installation, in the amount of \$3,201. CO2-2, in the amount of \$10,698.92, was for removal and disposal of an old box culvert beneath the road base during installation of new cross culverts. **Vice Chair Monroe made a motion, seconded by Supervisor Yvarra to approve Change Order 16-009-CO2. Motion carried 5-0.**

- Review and approval of draft Resolution **-11/16 Authorizing the Closure of the Sheriff's Office Indoor Range Project and Transferring Remaining Funds
Supervisor Schaefer made a motion, seconded by Supervisor Timms, to recommend approval of the resolution. Motion carried 5-0.
- Review and approval of draft Resolution **-11/16 Authorizing the Use of County Owned Lands During Replacement of Existing Natural Gas Distribution Facilities
We Energies is replacing 23,000 feet of aging gas main facilities in the Towns of Geneva and Lyons in April 2017, and requested to use the lot adjacent to the county boiler house for staging. They will need a temporary construction easement on county owned lands to complete the work, which will involve boring underneath CTH NN, but will not disturb the new roadway. **Vice Chair Monroe made a motion, seconded by Supervisor Timms, to recommend approval of the resolution. Motion carried 5-0.**
- Approval of summary specifications for Sheriff's Indoor Range equipment
Chair Russell asked Captain Green if the Sheriff's Office approved of the specifications. He said the specifications include the original equipment requested by the Sheriff's Office. **Supervisor Timms made a motion, seconded by Vice Chair Monroe, to approve the summary specifications. The motion carried 5-0.**
- Approval of summary specifications for Sheriff's Communication Division Equipment Room fire suppression system
Supervisor Timms made a motion, seconded by Vice Chair Monroe, to approve the specifications for the fire suppression system. The motion carried 5-0.
- Approval of summary specifications for Sheriff's LEC Security Electronics UPS system
Senior Project Manager John Miller said the UPS system will prevent surges during power outages until the standby generator picks up and carries the load. The system will protect the cell locking mechanisms. **Vice Chair Monroe made a motion, seconded by Supervisor Timms, to approve the summary specifications for the UPS system. The motion carried 5-0.**
- Approval of summary specifications for Public Works W.A.V.E. Plus instant notification system
Nitschke said the system upgrade will provide additional notifications, texts and emails. **Vice Chair Monroe made a motion, seconded by Supervisor Yvarra to approve the summary specifications for the W.A.V.E. Plus system. The motion carried 5-0.**
- Discussion and possible action regarding Wisconsin Department of Transportation's request for Access Control on WI STH 120 under WisDOT Project ID #3694-10-29
Nitschke said the Wisconsin Department of Transportation (DOT) is requesting controlled access to allow them the ability to dictate intersection improvements on CTH D within 250 feet of STH 120. The affected owners have been contacted by DOT and there were no objections. **Supervisor Timms made a motion, seconded by Vice Chair Monroe, to approve the DOT request for the access control on STH 120. The motion carried 5-0.**

Old Business – None.

Reports

- Report on Current Public Works Projects

➤ Report on 2017-2026 10 Year Major Highway and Bridge Improvement Plan

Nitschke distributed a revised 2017-2026 Major Highway and Bridge Improvement plan. The grant for the CTH DD bridge over Sugar Creek has been received; construction has been moved to 2018. Overall, projected costs per year for both roads and bridges are \$3 million a year. The CTH ES project in East Troy was moved up, and a discussion ensued about future negotiations and options on jurisdictional transfers to municipalities. Nitschke advised costs on the highway/bridge plan need to be adjusted, such as the project on CTH NN which came in under the \$2.8 million budget. Nitschke said that Local Road Improvements Program (LRIP) projects need to be identified in the year in which the money will be used, not when received. Updates to the plan will be presented to the Committee as changes occur.

➤ Report on CTH DD Bridge Replacement (Honey Creek and Sugar Creek)

Nitschke said the CTH DD bridge over Honey Creek is budgeted for construction in 2017. The county's engineer and consultant are working cooperatively with DOT and the Department of Natural Resources on the final plans.

➤ Update regarding the Transportation Development Association of Wisconsin's "Just Fix It" Initiative

Nitschke said the initiative began in 2016, and reminded the committee that the Board sponsored a resolution supporting "Just Fix It." Of the 72 Wisconsin counties, 70 have held promotional events/meetings, including Walworth County, whose event was well attended.

- Reports/Announcements by Chair – None.

Correspondence

Correspondence from Lakeland School Friends Group expressing appreciation for cleaning services.

Vice Chair Monroe made a motion, seconded by Supervisor Timms, to place the correspondence on file. Motion carried 5-0.

The next meeting was confirmed for Monday, November 14, 2016 at 3:30 p.m. The December 12, 2016 committee meeting will be held at the Public Works department, followed by a tour of the new shop facility.

Closed Session

The committee convened in closed session at 4:13 p.m. on motion and second by Supervisor Timms and Vice Chair Monroe pursuant to the exemption contained in Section 19.85(1) (e) of the Wisconsin Statutes, "deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session," relative to the item below. A roll call vote was conducted and all members voted "aye." Remaining in closed session were County Administrator Bretl, Central Services Director Eric Nitschke, Deputy Corporation Counsel/Director of LURM Michael Cotter, County Engineer Joe Kroll, Deputy County Administrator-Finance Nicki Andersen and Public Works Finance Manager Penny Bishop.

- Potential sale of county-owned steam plant and establishment of negotiating parameters

The committee reconvened in open session at approximately 4:55 p.m. by motion and second by Supervisors Timms and Schaefer.

Vice Chair Monroe made a motion, seconded by Supervisor Timms, to direct staff to proceed as discussed in closed session. The motion carried 5-0.

On motion by Supervisors Schaefer and Timms, Chair Russell adjourned the meeting at 4:57 p.m.

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

Walworth County Board of Adjustment

MINUTES

October 12, 2016 - Hearing – 9:00 AM

October 13, 2016 – Meeting – 9:00 AM

County Board Room

Government Center – Elkhorn, Wisconsin

A hearing and decision meeting of the Walworth County Board of Adjustment was held on October 12 & 13, 2016, in the County Board Room of the Government Center in Elkhorn, Wisconsin. Those present on October 12, 2016, were Chair John Roth, Vice-Chair Elizabeth Sukala and Secretary Ann Seaver. Shannon Haydin, Deputy Director Walworth County Land Use & Resource Management, Deb Grube, Senior Zoning Officer and Wendy Boettcher, recording secretary were in attendance. Those present on October 13, 2016, were Chair John Roth, Vice-Chair Elizabeth Sukala and Secretary Ann Seaver. Also present were Fay Amerson, Urban Manager and Maegan Sanke, Conservation Technician and Code Enforcement Officer, from the Walworth County Conservation Division. Deb Grube, Senior Zoning Officer and Wendy Boettcher, recording secretary were in attendance. “Sign-in” sheets listing attendees on October 12, 2016, and October 13, 2016, are kept on file as a matter of record.

The October 12, 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. **Elizabeth Sukala motioned to approve the agenda as amended to postpone hearing #2. Patricia A. Hargrave Trust / La Grange Township. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose. Elizabeth Suklala motioned to approve the September 14 & 15, 2016, Minutes and dispense with the reading. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose. After testimony of all cases, Elizabeth Sukala motioned to recess until 9:00 A.M. on Thursday, October 13, 2016. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose.** The October 12, 2016, hearing went into recess at approximately 11:55 A.M.

On October 13, 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. **Ann Seaver motioned to approve the agenda as amended to postpone hearing #2. Patricia A. Hargrave Trust / La Grange Township. Seconded by Elizabeth Sukala. Motion carried. 3-favor, 0-oppose. After the decisions were completed, Ann Seaver motioned to adjourn until the November 9, 2016, hearing at 9:00 A.M. Seconded by Elizabeth Sukala. Motion carried. 3-favor, 0-oppose.** The October 13, 2016, decision meeting adjourned at approximately 11:07 A.M.

Nine variance hearings and one appeal were scheduled and details of the October 12, 2016, hearings and the October 13, 2016, decisions are digitally recorded and available to the public upon request / video to view on our website: www.co.walworth.wi.us.

Old Business none

New Business – Variance Petitions

Hearing – Count #9:06:52 – 9:18:33 / Decision – Count #9:05:41 – 9:08:15

The First Hearing was Eric K. Edstrom Trust & Jennifer Edstrom Frederickson Trust, owners / Urban Herriges & Sons, Inc., applicant – Section(s) 14 – Spring Prairie Township

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

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

VARIANCE REQUEST: The applicants are requesting a 3.1' side yard setback. The request is a variance from Section(s) 74-38 / 74-52 / 74-92 of Walworth County's Code of Ordinances – Zoning to permit the location of an accessory structure upon combining parcels.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of October 12 & 13, 2016, for the petition of Eric K. Edstrom Trust & Jennifer Edstrom Frederickson Trust, owners / Urban Herriges & Sons Inc., applicant, voted to **APPROVE** the request for a 3.1' side 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 accessory structure has existed since 1977 with Walworth County zoning review and approval. The Board found the structure to be in good condition and usable. The Board found the combination of lots and the removal of a house caused the hardship. The Board found the structure has a concrete foundation and to require the structure to be moved or removed would cause unnecessary hardship. The Board found to approve the variance request would allow for maintenance of the structure. The Board found to approve the request would cause no harm to public interests. There was no support. There was no opposition.

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

The Second Hearing was Patricia A. Hargrave Trust, owner / Patricia A. & Dale Hargrave, applicants – Section(s) 35 – 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 retaining walls, and permit the location of a patio and deck.

REQUIRED BY ORDINANCE: The Ordinance requires a 75' shore yard setback for retaining walls, a patio and deck.

VARIANCE REQUEST: The applicants are requesting an approximate 39' shore yard setback for retaining walls and an approximate 52' shore yard setback for a patio, deck and stairs. 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 retaining walls, and permit the location of a patio and deck.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of October 12 & 13, 2016, did not vote on the petition of Patricia A. Hargrave Trust, owner / Patricia A. & Dale Hargrave, applicants.

BOARD OF ADJUSTMENT FINDINGS: This variance request is **POSTPONED** at the owner's request.

Hearing – Count #9:18:45 – 9:34:11 / Decision – Count #9:08:16 – 9:10:55

The Third Hearing was W David & Lynn A. Denton, owners – Section(s) 25 – Geneva Township

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

REQUIRED BY ORDINANCE: The Ordinance requires an R-1 parcel to be 150' in width and 40,000 square feet of lot area.

VARIANCE REQUEST: The applicants are requesting to create a parcel 100' in width and 16,216 square feet. The request is a variance from Section(s) 74-54 of Walworth County's Code of Ordinances – Zoning to create a parcel that is buildable.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of October 12 & 13, 2016, for the petition of W David & Lynn A. Denton, owners, voted to **APPROVE** the request to create a parcel 100' in width and 16,216 square feet.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found the request was unique and would not set precedence. The Board found the newly created parcel will be similar to surrounding properties. The Board found the owner has done due diligence regarding this variance request. The Board found the owner has an easement plan to allow ingress / egress to both the existing parcel and proposed parcel. The Board found no opposition from neighboring property owners. The Board found the owner did receive approval from the Town. There were letters of support from the Town of Geneva and three neighboring property owners. The Town of Geneva Chairman spoke in support. There was no opposition.

Hearing – Count #9:34:12 – 9:48:48 / Decision – Count #9:10:56 – 9:20:26

The Fourth Hearing was Todd & Kristine M. Zinkgraf, owners / Stephen Bruns, Bruns Architecture LLC, applicant – Section(s) 26 – Whitewater Township

Applicants are requesting a variance from Section(s) 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to construct an accessory structure (16' x 22' garage) and a deck on a single-family residence.

REQUIRED BY ORDINANCE: The Ordinance requires a 25' street yard setback and 75' shore yard setback for an accessory structure (garage) and a 75' shore yard setback for a residential deck.

VARIANCE REQUEST: The applicants are requesting a 4' street yard setback and a 33.4' shore yard setback for an accessory structure (garage) and a 22.2' shore yard setback for a residential deck. The request is a variance from Section(s) 74-167 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to construct an accessory structure (16' x 22' garage) and a deck on a single-family residence.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of October 12 & 13, 2016, for the petition of Todd & Kristine M. Zinkgraf, owners / Stephen Bruns, Bruns Architecture LLC, applicant, voted to **APPROVE** the request for a 4' street yard setback and a 33.4' shore yard setback for an accessory structure (garage) and voted to **APPROVE** a 22.2' shore yard setback for a residential deck.

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

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

BOARD OF ADJUSTMENT FINDINGS:

APPROVAL of the accessory structure GARAGE: The Board found the unique property limitation is the steep terrain and a shallow lot. The Board found the shallow lot limits options for placement of the accessory structure. The Board found to approve the variance request would permit off-street parking. The Board found the requested location of the garage is similar to that of surrounding properties and to approve the request would cause no harm to public interests.

APPROVAL of the DECK: The Board found to approve the variance request would improve safety by allowing greater ingress / egress from the residence and access to the shore. The Board found to approve the variance request will result in a reduction of impervious surface on the parcel. The Board found the proposed deck will be no closer to the shore than an existing deck.

There was no support. There was no opposition.

Hearing – Count #9:48:49 – 9:57:22 / Decision – Count #9:20:27 – 9:23:43

The Fifth Hearing was John & Mary Connelly, owners / Mary O'Connor, @ Properties, applicant – Section(s) 31 – Delavan Township

Applicants are requesting a variance from Section(s) 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to create two buildable substandard parcels.

REQUIRED BY ORDINANCE: The Ordinance requires a substandard parcel that is to be used as a building site must have never been developed with one or more of its structures placed partly upon an adjacent lot or parcel. Or parcel must meet today's lot area and width requirements.

VARIANCE REQUEST: The applicants are requesting to make a substandard parcel with structure(s) placed partly upon parcels to be a buildable parcel. The request is a variance from Section(s) 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to create two buildable substandard parcels.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of October 12 & 13, 2016, for the petition of John & Mary Connelly, owners / Mary O'Connor, @ Properties, applicant, voted to **DENY** the request to make a substandard parcel with structure(s) placed partly upon parcels to be a buildable parcel.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found no unique property limitations. The Board found to approve the request would set precedence and would harm the purpose and intent of the Zoning Ordinance. The Board found to approve the variance request would not be in keeping with the character of the surrounding properties. There was no support. There was a letter of opposition from the Town of Delavan and an e-mail of opposition from a neighboring property owner.

Hearing – Count #9:57:35 – 10:09:00 / Decision – Count #9:23:44 – 9:27:02

The Sixth Hearing was Scott A. & Lauren A. Kogen, owners / Charles F. Madden, applicant – Section(s) 35 – La Grange Township

Applicants are requesting a variance from Section(s) 74-164 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to create a buildable parcel and to construct a single-family residence (a previous variance was granted 10/15/15 and 9/14/14).

REQUIRED BY ORDINANCE: The Ordinance requires all buildable lots to abut upon a public street or other officially approved way for a frontage of at least 50' and a side yard setback of 5.72' (16% of lot width).

VARIANCE REQUEST: The applicants are requesting a parcel with 19.98' of road frontage to be buildable and 5.0' side yard setbacks. The request is a variance from Section(s) 74-164 / 74-181 / 74-221 of Walworth County's Code of Ordinances – Shoreland Zoning to create a buildable parcel and to construct a single-family residence (a previous variance was granted 10/15/15 and 9/14/14).

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of October 12 & 13, 2016, for the petition of Scott A. & Lauren A. Kogen, owners / Charles F. Madden, applicant, voted to **APPROVE** the request for a parcel with 19.98' of road frontage to be buildable and 5.0' side yard setbacks.

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 request was previously approved in October, 2015 and September, 2014. The Board found extenuating circumstances prevented the owners from following through on the Board of Adjustment approvals of 2014 and 2015. The Board found the steep slope of the property to be a unique property limitation. The Board found the existing residence was very old and too dilapidated to be remodeled. The Board found the variance request met the criteria necessary for approval. There was no support. There was no opposition.

Hearing – Count #10:09:01 – 10:30:24 / Decision – Count #9:27:03 – 9:50:38

The Seventh Hearing was Kyle Mayes, owner – Section(s) 35 – Whitewater Township

Applicant is requesting a variance from Section(s) 74-167 / 74-181 / 74-221 / 74-232 of Walworth County’s Code of Ordinances – Shoreland Zoning to construct an accessory structure (garage 22’ x 30’), steps, walkway / deck and to permit grade changes, retaining walls and a gravel patio.

REQUIRED BY ORDINANCE: The Ordinance requires a 25’ street yard setback, a 15’ side yard setback and a 75’ shore yard setback for a garage; a 75’ shore yard setback and 19’ street yard setback for elevated steps and a walkway / deck; prohibits grade changes within 75’ of shore; and requires a 75’ shore yard setback for retaining walls and gravel patio.

VARIANCE REQUEST: The applicant is requesting a 2’ street yard setback, 3’ side yard setback and 68’ shore yard setback for accessory structure (garage); a 0’ street yard setback and 30’ shore yard setback for a stairway and walkway / deck; and retaining walls, grade changes and gravel patio as close as 34’ to the ordinary high water mark. The request is a variance from Section(s) 74-167 / 74-181 / 74-221 / 74-232 of Walworth County’s Code of Ordinances – Shoreland Zoning to construct an accessory structure (garage 22’ x 30’), steps, walkway / deck and to permit grade changes, retaining walls and a gravel patio.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of October 12 & 13, 2016, for the petition of Kyle Mayes, owner, voted to **POSTPONE** their decision on the request for a 2’ street yard setback, 3’ side yard setback and 68’ shore yard setback for accessory structure (garage); and voted to **APPROVE** a 0’ street yard setback and 30’ shore yard setback for a stairway and walkway / deck; and voted to **APPROVE** the request for retaining walls, grade changes and gravel patio as close as 34’ to the ordinary high water mark.

A motion was made by Ann Seaver to postpone the decision on the variance request for the garage. Seconded by Elizabeth Sukala. Motion carried. 2-favor 1-oppose (John Roth)

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

A motion was made by Ann Seaver to approve the variance request for the grade changes, retaining walls and a gravel patio. Seconded by John Roth. Motion carried. 3-favor 0-oppose

BOARD OF ADJUSTMENT FINDINGS:

ACCESSORY STRUCTURE GARAGE with 2’ street yard setback and 3’ side yard setback and 68 shore yard setback requested: The Board found clarification is needed before a decision can be reached. The Board is requesting information be submitted regarding the roof pitch, garage design, water flow and questioned the land disturbance intended.

APPROVAL of stairway and walkway / deck: The Board found unique property limitations in the steep lot. The Board found the request to be the minimum necessary to allow safe ingress / egress to the residence from the road and from the residence to the lake.

APPROVAL of the retaining walls, grade changes and gravel patio: The Board found unique property limitations in the steep slopes. The Board found the retaining walls, grade changes and gravel patio were done to stabilize the house, manage water runoff and help reduce damage to the residence caused by runoff.

There were four letters of support from neighboring property owners. There was no opposition.

***The owner / applicant shall contact the Walworth County Land Use & Resource Management Department immediately to address the information required by the Board of Adjustment with regards to the POSTPONED ACCESSORY STRUCTURE/ GARAGE.**

Hearing – Count #10:30:25 – 10:42:50 / Decision – Count #9:50:39 – 9:52:49

The Eighth Hearing was Scott C. & Julie A. Sievert, owners / Joseph Kopecky, Kopecky Architects, applicant – Section(s) 32 – Delavan Township

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

REQUIRED BY ORDINANCE: The Ordinance requires a 75’ shore yard setback and additions to substandard structures outside the footprint and envelope to be at least 5’ from property lines.

VARIANCE REQUEST: The applicants are requesting a 41’ shore yard setback and a 2.1’ street yard setback for a second story addition and a 33’ shore yard setback for a deck. The request is a variance from Section(s) 74-167 / 74-181 / 74-219 / 74-221 of Walworth County’s Code of Ordinances – Shoreland Zoning to construct a second story addition to a single-family residence and a deck.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of October 12 & 13, 2016, for the petition of Scott C. & Julie A. Sievert, owners / Joseph Kopecky, Kopecky Architects, applicant, voted to **APPROVE** the request for a 41’ shore yard setback and a 2.1’ street yard setback for a second story addition and a 33’ shore yard setback for a deck.

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

BOARD OF ADJUSTMENT FINDINGS: The Board found the residence to be existing for some time. The Board found the unique property limitations were an old existing structure that is on a corner lot. The Board found the second story addition would not come closer to the lake than the existing structure. The Board found to deny the request and require the building to be moved would cause unnecessary hardship. The Board found to approve the variance request would cause no harm to public interests. There was no support. There was no opposition.

Hearing – Count #10:42:51 – 10:51:40 / Decision – Count #9:52:50 – 9:57:49

The Ninth Hearing was Lawrence C. & Sara Gulotta, owners / Joseph Kopecky, Kopecky Architects, applicant – Section(s) 21 – Delavan Township

Applicants are requesting a variance from Section(s) 74-181 / 74-219 / 74-221 of Walworth County’s Code of Ordinances – Shoreland Zoning to construct a new 2-story single-family residence.

REQUIRED BY ORDINANCE: The Ordinance requires a substandard structure to meet a 5’ side yard setback for any addition or enlargement outside the footprint and envelope.

VARIANCE REQUEST: The applicants are requesting a 1.18’ side yard setback and a 1.93’ side yard setback. The request is a variance from Section(s) 74-181 / 74-219 / 74-221 of Walworth County’s Code of Ordinances – Shoreland Zoning to construct a new 2-story single-family residence.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of October 12 & 13, 2016, for the petition of Lawrence C. & Sara Gulotta, owners / Joseph Kopecky, Kopecky Architects, applicant, voted to **APPROVE** the request for a 1.18’ side yard setback and a 1.93’ side 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 the existing residence to be beyond repair. The Board found to approve the variance request would permit a residence to be rebuilt to current codes. The Board found the proposed residence to be similar to other homes in the area. The Board found to approve the request would cause no harm to public interests. The Board found the proposed residence will not block the lake view of neighboring property owners. The Board found no objection from neighboring property owners or from the Park Association. A neighboring property owner spoke in support. There was no opposition.

New Business – Appeals

Hearing – Count #10:51:41 – 11:54:39 / Decision – Count #9:57:50 – 10:06:09

The Tenth (Appeal) Hearing was Andrew Huebner Trust, owner / Andrew Huebner, applicant – Section(s) 32 – Geneva Township

Applicants are appealing the interpretation and decision of the Zoning Administrator that renting to the transient public for stays of less than 30 days constitutes a violation of the Walworth County Code of Ordinances – Shoreland Zoning on lands zoned R-1, Single-Family Residence District (unsewered) based on Section(s) 74-163 / 74-181 / 74-190(3) / 74-263.

APPLICANT(S) APPEAL: The applicants are appealing the interpretation and decision of the Zoning Administrator that renting to the transient public for stays of less than 30 days constitutes a violation of the Walworth County Code of Ordinances – Shoreland Zoning on lands zoned R-1, Single-Family Residence District (unsewered) based on Section(s) 74-163 / 74-181 / 74-190(3) / 74-263. The applicants’ interpretation is that the property is grandfathered due to renting prior to December, 2014.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting on October 12 & 13, 2016, voted to UPHOLD the interpretation and decision of the Walworth County Zoning Administrator that renting to the transient public for stays of less than 30 days constitutes a violation of the Walworth County Code of Ordinances – Shoreland Zoning on lands zoned R-1, Single-Family Residence District (unsewered).

A motion was made by Elizabeth Sukala to uphold the interpretation and decision of the zoning administrator. Seconded by John Roth. Motion carried. 3-favor 0-oppose

BOARD OF ADJUSTMENT FINDINGS: By a motion unanimously adopted, the Board found that by engaging in transient rentals in a single family zoning district, the landowner violated the Walworth County Code of Ordinances – Shoreland Zoning. The Board found the owner had no approvals from the County LURM to rent to transients and did not do due diligence in researching the County Code of Ordinances before renting to the transient public. The Board found the owner did not prove a vested interest. The Board found the owner did use the home for personal use when not used for transient rental and the owner could not prove that purchases or improvements for the home or property were solely for transient rental use. The Board found that most expenditures were generally consistent with the use of a single family dwelling and that the landowner would not suffer substantial damage if transient rental is not permitted as a non-conforming use.

Shannon Haydin testified on behalf of Walworth County.

Other

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

Staff Reports

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

- C. Board of Adjustment Training – Land Conservation
Fay Amerson and Maegan Sankey, Walworth County Land Conservation Division, discussed with the Board members: Land Conservation review of variance requests, Land Conservation findings letters, structure removal and retaining walls in the shore yard, permeable vs. impervious and navigability. (6 page supplement)

Proposed discussion for next agenda

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

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

ANN SEAVER
WALWORTH COUNTY BOARD OF ADJUSTMENT

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

DRAFT

Walworth County Board of Supervisors
October 3, 2016 Transportation Coordinating Committee Meeting Minutes
Walworth County Government Center, County Board Room 114
100 W. Walworth Street, Elkhorn, Wisconsin

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

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

Others in Attendance

County Staff: County Administrator David Bretl; Transportation Consultant David Lowe; Senior Accountant Todd Paprocki

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

Mr. Grant made a motion, seconded by Ms. Muzatko, to approve the agenda. Motion carried 7-0.

Supervisor Monroe made a motion, seconded by Mr. Grant, to approve the August 29, 2016 meeting minutes. Motion carried 6-0.

Public Comment

Mr. Eric Russow, on behalf of the Dementia Friendly Community Initiative, distributed a flyer for a movie entitled "Dealing with Dementia," which will be shown on October 27 at Peoples Bank in Elkhorn from 2:30 p.m. to 4:30 p.m. The movie explains what is being done to make Elkhorn a dementia-friendly community.

Old Business

- Discussion and approval of Final Fare Schedule for Shared-Ride Taxi Services

Chair Russell said Citizen Member Duesterbeck had a question about the definition of "next community;" if a rider lives equidistant between communities, what criteria is used in determining which one is nearest? Transportation Consultant Dave Lowe said in those instances, people would self-determine their nearest community. Chair Russell suggested the published fare schedule include the effective date of the fares. Lowe said the schedule would be published in newspapers, on the County's website and in the ADRC newsletter. Ms. Hallatt said one of the Mobility Coordinator's principal responsibilities will be to develop a more comprehensive communication plan to publicize services. Chair Russell suggested that the term "elderly" be replaced with "senior" throughout the schedule, and that the age to be considered senior be included. Mr. Grant expressed a concern that Whitewater residents cannot get transportation to Fort Atkinson, where 60% of them go for medical care. Lowe clarified that the Shared-ride service will take rural citizens to Whitewater, but won't transport out-of-county. **Ms. Hallatt made a motion, seconded by Mr. Grant, to approve the proposed Shared-ride fare schedule, with the removal of the word "suggested" in the title, the replacement of the word the "elderly" with "senior (over 60 and above)," and insertion of the effective date of the fares. The motion carried 7-0.**

New Business

- Approval of proposal for Shared-ride Taxi Services

County Administrator Bretl said the proposals received were evaluated by him and the selection committee (Administrator Bretl, Todd Paprocki, Ms. Hallatt and Chair Russell). They independently read the proposals and met to share their scoring, which didn't include pricing. The group recommends

approval of VIP Services as vendor for the shared-ride taxi services, contingent upon successful negotiation of pricing, approval by the Finance Committee and by the Department of Transportation. Bretl said his preference was not to disclose publicly how many vendors submitted a proposal, and some pages containing privileged information in the responses to the RFP were not included with the agenda packet. Bretl emphasized all of the state and federal requirements were addressed in the RFP. Questions about the proposal were discussed and addressed. **Supervisor Monroe made a motion, seconded by Mr. Grant, to approve the recommendation to award the proposal for the shared-ride taxi service to VIP Services, contingent upon successful negotiation of pricing, approval by the Finance Committee and the Department of Transportation. The motion carried 7-0.**

Senior Accountant Todd Paprocki asked authorization from the committee to apply for the 85.20 (shared-ride taxi) and 5311 (accessible van) Mass Operating Transit grant to fund the program. **Mr. Grant made a motion, seconded by Ms. Hallatt, to authorize staff to apply for the 85.20 and 5311 grants. The motion carried 7-0.**

Discussion regarding any transportation service concerns

Vice Chair Kerwin distributed a letter he received on September 30 from a citizen who was denied transportation service from VIP on two occasions. Vice Chair Kerwin forwarded the letter to VIP Services for response. He noted that this is the second time he has received a complaint from people requesting rides who have been denied, although their requests were made within the 48-hour requirement. Chair Russell said the County has advertised that even if 48-hour notice isn't given, VIP would accommodate requests if at all possible. Bretl will relay the concerns to Executive Director of VIP Services Cindy Simonsen.

Transportation financial summary

Ms. Muzatko asked how the 85.20 grant funds would be allocated. Paprocki said he is working on the integration of the two funds.

Announcements – There were none.

Establish date for public hearing for 85.21 grant

Ms. Muzatko made a motion, seconded by Vice Chair Kerwin, to hold the public hearing for the 85.21 grant at the December 5, 2016 committee meeting. The motion carried 7-0.

Next meeting date and time: Monday, November 7, 2016 at 1:30 p.m.

Adjournment

On motion by Supervisor Monroe, second by Mr. Grant, Chair Russell adjourned the meeting at 2:04 p.m.

**Walworth County Board of Adjustment
MINUTES**

September 14, 2016 - Hearing – 9:00 AM

September 15, 2016 – Meeting – 8:30 AM

County Board Room

Government Center – Elkhorn, Wisconsin

A hearing and decision meeting of the Walworth County Board of Adjustment was held on September 14 & 15, 2016, in the County Board Room of the Government Center in Elkhorn, Wisconsin. Those present on September 14, 2016, were Chair John Roth, Vice-Chair Elizabeth Sukala and Secretary Ann Seaver. Also present was Shannon Haydin, Land Use & Resource Management Deputy Director. Deb Grube, Senior Zoning Officer and Wendy Boettcher, recording secretary were in attendance. Those present on September 15, 2016, were Chair John Roth, Vice-Chair Elizabeth Sukala and Secretary Ann Seaver. Also present was Shannon Haydin, Land Use & Resource Management Deputy Director. Deb Grube, Senior Zoning Officer and Wendy Boettcher, recording secretary were in attendance. "Sign-in" sheets listing attendees on September 14, 2016, and September 15, 2016, are kept on file as a matter of record.

The September 14, 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 #5. Andrew Huebner Trust / Geneva Township. Seconded by Elizabeth Sukala. Motion carried. 3-favor, 0-oppose. Elizabeth Sukala motioned to approve the August 10 & 11, 2016, Minutes and dispense with the reading. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose. After testimony of all cases, Elizabeth Sukala motioned to recess until 8:30 A.M. on Thursday, September 15, 2016. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose.** The September 14, 2016, hearing went into recess at approximately 11:01 A.M.

On September 15, 2016, at 8:30 A.M., Chair John Roth called the decision meeting to order. Wendy Boettcher conducted roll call and verified that there was a quorum. Those present were same as listed above. **Ann Seaver motioned to approve the agenda as amended to postpone hearing #5. Andrew Huebner Trust / Geneva Township. Seconded by Elizabeth Sukala. Motion carried. 3-favor, 0-oppose. After the decisions were completed, Elizabeth Sukala motioned to adjourn until the October 12, 2016, hearing at 9:00 A.M. Seconded by Ann Seaver. Motion carried. 3-favor, 0-oppose.** The September 15, 2016, decision meeting adjourned at approximately 8:57 A.M.

Two variance hearings, one special exception petition and two appeals were scheduled and details of the September 14, 2016, hearings and the September 15, 2016, decisions are digitally recorded and available to the public upon request / video to view on our website: www.co.walworth.wi.us.

Old Business - none

New Business – Variance Petitions / Special Exception

Hearing – Count #9:05:00 – 9:21:40 / Decision – Count #8:33:30 – 8:45:50

The First Hearing was Andrea G C Krier, owner / R. Lynam & Co., Inc. d b a North Lake Fine Custom Homes, applicant – 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 construct a wood deck, walkway / patio and retaining walls to support stairway in the shore yard.

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

VARIANCE REQUEST: The applicants are requesting structures in the shore yard as close as 0' from 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 wood deck, walkway / patio and retaining walls to support stairway in the shore yard.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of September 14 & 15, 2016, for the petition of Andrea G C Krier, owner / R. Lynam & Co., Inc. d b a North Lake Fine Custom Homes, applicant, voted to **MODIFY AND APPROVE** the request for a walkway / patio and retaining walls in the shore yard as close as 0' from the Ordinary High Water Mark. The Board modified and approved the request by reducing the width of the walkway / patio, running parallel to the shore, to the preconstruction footprint and to replace the retaining wall supporting the stairway with a boulder outcrop. The Board voted to **APPROVE** a wood deck in the shore yard as close as 0' from the Ordinary High Water Mark.

A motion was made by Ann Seaver to deny the deck as presented but approve walkway & stairs. Motion dies for lack of a second.

A motion was made by John Roth to modify and approve the walkway / patio and stairway retaining walls to meet criteria of Walworth County Land Conservation Division letter. Seconded by Elizabeth Sukala. Motion carried. 3-favor 0-oppose

A motion was made by Ann Seaver to approve deck with modifications. Ann Seaver rescinded her motion.

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

BOARD OF ADJUSTMENT FINDINGS:

Walkway/ Patio & Retaining walls: The Board modified and approved the request and found the steep slope to be an exceptional circumstance to the property. The Board found a walkway / patio had existed since the 70's but smaller in size, based on photos. The Board found that the retaining walls were not necessary and that outcroppings would be better. The Board found the applicant received approval from the Township.

Deck: The Board found the deck did exist since at least 1975. The Board found the deck had been unsafe and in need of repair. The Board found the deck had been resurfaced and upgraded to meet current codes. The Board found no harm to public interests since the deck had existed since the 70's. The Board found no increase in impervious surface.

A copy of Minutes documenting approval from the Town of Whitewater was submitted. There were three letters of support from neighboring property owners. There was a letter of comment from the Walworth County Land Conservation Division. There was no opposition.

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

Hearing – Count #9:21:41 – 9:33:02 · Decision – Count #8:45:51 – 8:51:39

The Second (Special Exception) Hearing was Bonnie Jo Scramberg Trust, owner · Bonnie & Edward Scramberg, applicants – Section(s) 17 – East Troy Township

Applicants are requesting a special exception in accordance with Section(s) 74-163(7a) 74-240(7a) of Walworth County's Code of Ordinances – Shoreland Zoning and requirements of the Federal Fair Housing Act, the Wisconsin Fair Housing Act or the American with Disabilities Act for installation of a tram outside the view access corridor and as a second means of access to the shore.

VARIANCE REQUEST: The applicants are requesting a special exception in accordance with Section(s) 74-163(7a) · 74-240(7a) of Walworth County's Code of Ordinances – Shoreland Zoning and requirements of the Federal Fair Housing Act, the Wisconsin Fair Housing Act or the American With Disabilities Act for installation of a tram outside the view access corridor and as a second means of access to the shore.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of September 14 & 15, 2016, for the petition of Bonnie Jo Scramberg Trust, owner · Bonnie & Edward Scramberg, applicants, voted to **APPROVE with CONDITION (deed restriction)** the special exception request for the installation of a tram outside the view access corridor and as a second means of access to the shore.

A motion was made by Ann Seaver to approve the special exception request. Seconded by Elizabeth Sukala. Motion carried. 2-favor 1-oppose (John Roth)

BOARD OF ADJUSTMENT FINDINGS: The Board found the request is for a disabled person who resides on the parcel. The Board found the request has shown that the structure would allow the disabled person access to the pier. The Board found the structure shall be temporary and may only continue as long as the disabled person resides on the parcel and shall be removed not more than 30 days after the disabled person vacates the parcel. **The Board found a deed restriction shall be filed in the Register of Deeds Office to assure removal of the structure in accordance with the stipulation of approval.** The Board found the owner will submit a letter to the Zoning Division advising status on an annual basis beginning one year from the filing date of this decision.

There were letters of support from three medical caregivers, East Troy Fire & Rescue Department, the Town of East Troy and two neighboring property owners. There was no opposition.

Hearing – Count #9:33:03 – 9:57:59 / Decision – Count #8:51:40 – 8:55:05

The Third 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 a fire pit and retaining walls and to construct a stairway and landing.

REQUIRED BY ORDINANCE: The Ordinance requires a 75' shore yard setback for structures and permits shore yard landings not to exceed 25 square feet in size.

VARIANCE REQUEST: The applicants are requesting an approximate 35' shore yard setback for a fire pit, an approximate 35' shore yard setback for retaining walls and a landing approximately 40 square feet in size. 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 fire pit and retaining walls and to construct a stairway and landing. The request for the landing was withdrawn prior to the hearing as the zoning ordinance was amended to permit a sidewalk.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting of September 14 & 15, 2016, for the petition of William P. & Patricia A. Hite, owners, voted to **DENY** the request for an approximate 35' shore yard setback for a fire pit and an approximate 35' shore yard setback for retaining walls.

A motion was made by Elizabeth Sukala to deny the fire pit with the surrounding 4' paving block patio. Seconded by Ann Seaver. Motion carried. 3-favor 0-oppose

BOARD OF ADJUSTMENT FINDINGS: The Board found no unique property limitations rather than considerations personal to the property owner. The Board found the request to be a large increment of relief. The Board found the firepit / patio area is not necessary to enable use of the property. The Board found to approve the variance request would allow too much impervious surface in the shore yard. The Board found the request did not meet the criteria necessary for approval.

There was one letter of comment from the Land Conservation Division. The Town of Whitewater had submitted a recommendation for denial.

***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.**

New Business – Appeals

Hearing – Count #9:58:00 – 11:00:39 / Decision – Count #8:55:06 – 8:58:56

The Fourth (Appeal) Hearing was No Free Time LLC / Cassandra Kordecki, owners – Section(s) 28 – Geneva Township

Applicants are appealing the interpretation and decision of the Zoning Administrator that renting to the transient public for stays of less than 30 days constitutes a violation of the Walworth County Code of Ordinances – Shoreland Zoning on lands zoned R-2, Single-Family Residence District (sewered) based on Section(s) 74-163 / 74-181 / 74-190(3) / 74-263.

APPLICANT(S) APPEAL: The applicants are appealing the interpretation and decision of the Zoning Administrator that renting to the transient public for stays of less than 30 days constitutes a violation of the Walworth County Code of Ordinances – Shoreland Zoning on lands zoned R-2, Single-Family Residence District (sewered) based on Section(s) 74-163 / 74-181 / 74-190(3) / 74-263. The applicants' interpretation is that the property is grandfathered as a legal non-conforming use due to renting prior to December, 2014.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting on September 14 & 15, 2016, voted to **UPHOLD** the interpretation and decision of the Walworth County Zoning Administrator that renting to the transient public for stays of less than 30 days constitutes a violation of the Walworth County Code of Ordinances – Shoreland Zoning on lands zoned R-2, Single-Family Residence District (sewered).

A motion was made by John Roth to uphold the interpretation and decision of the zoning administrator. Seconded by Ann Seaver. Motion carried. 3-favor 0-oppose

BOARD OF ADJUSTMENT FINDINGS: By motion unanimously adopted, the board found that the landowner violated the Walworth County Code of Ordinances – Shoreland Zoning and did not establish a legal non-conforming use. The Board found the applicant presented detailed evidence of a business use including sales tax documents, asset depreciation reports and, tourist rooming house license and inspections. The Board also found that the owner never stayed in the residence. Such business use was not legally established and is not allowed in the Walworth County Shoreland Zoning Ordinance in the R-2 zoning district.

Shannon Haydin testified on behalf of Walworth County.

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

The Fifth (Appeal) Hearing was Andrew Huebner Trust, owner / Andrew Huebner, applicant – Section(s) 32 – Geneva Township

Applicants are appealing the interpretation and decision of the Zoning Administrator that renting to the transient public for stays of less than 30 days constitutes a violation of the Walworth County Code of Ordinances – Shoreland Zoning on lands zoned R-1, Single-Family Residence District (unsewered) based on Section(s) 74-163 / 74-181 / 74-190(3) / 74-263.

APPLICANT(S) APPEAL: The applicants are appealing the interpretation and decision of the Zoning Administrator that renting to the transient public for stays of less than 30 days constitutes a violation of the Walworth County Code of Ordinances – Shoreland Zoning on lands zoned R-1, Single-Family Residence District (unsewered) based on Section(s) 74-163 / 74-181 / 74-190(3) / 74-263. The applicants’ interpretation is that the property is grandfathered due to renting prior to December, 2014.

BOARD OF ADJUSTMENT DECISION: The Walworth County Board of Adjustment, during the meeting on September 14 & 15, 2016, did not vote on the interpretation and decision of the Walworth County Zoning Administrator that renting to the transient public for stays of less than 30 days constitutes a violation of the Walworth County Code of Ordinances – Shoreland Zoning on lands zoned R-1, Single-Family Residence District (unsewered).

BOARD OF ADJUSTMENT FINDINGS: This appeal was **postponed** at the owner’s request.

Other

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

Staff Reports

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

Proposed discussion for next agenda

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

- A. Discussion of 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.

To: Chairman Logterman and WalCoMet Commission
From: Brad Huza, Administrator 
Date: October 4, 2016
Re: Administrator's Monthly Report – September 2016

Plant Operation

The wastewater treatment facility has met all of its operational and discharge permit requirements for the month of September. The total flow treated in September of 2016 was 103.75 MG with a peak day of 4.01 MG and an average daily flow of 3.46 MG. In comparison, September of 2015 the total flow was 123.51 MG, a peak daily flow of 8.44 MG and an average daily of 4.12 MG.

Financial

The cash receipts through September 2016 show a total of \$5,262,985 which includes the \$650,000 Elkhorn payment. From cash disbursement standpoint, the total disbursements for the same time period were \$4,729,958. When removing the pass through payment of \$650,000 from the City of Elkhorn, expenditures are out pacing revenues by \$116,973.

Training

The administrator attended the quarterly MEG meeting in Plover, WI. WalCoMet will be sending three operational staff to the WWOA annual conference in mid – October. The WWOA will be held in La Crosse, WI this fall.

Discharge Permit Update

I attended the MEG meeting in Plover on September 21, 2016 and the multi discharge variance (phosphorus) was on the agenda. The discussions indicated that WDNR should be receiving a conditional approval from EPA by mid – October. No specific dates on the release of the EPA comments and / or determination were given.

Two areas of encouragement were discussed.

1. Utilities may want to start compiling the required information as detailed in the Statute to submit for the variance.
2. Utilities may want to visit with the County to insure their organization has started discussions on the implementation of the enabling legislation.

Biosolids Application

Staff began application on August 15th. Recent rains have slowed the program somewhat but from an overall perspective the phase one should be complete by late October. Staff anticipates that the total amount of biosolids applied in the fall of 2016 will exceed 2,000,000 gallons.

Capital Improvement Project Update

Upcoming Projects

Award letters were transmitted to the utility truck supplier, the sewer televising company and the sampling / testing organization for industrial compliance.

The truck supplier indicated that the delivery of the vehicle is on schedule.

The televising company is anticipated to be onsite in mid-November.

The compliance sampling is anticipated to be completed in late October.

**WALWORTH COUNTY METROPOLITAN SEWERAGE DISTRICT
BILLINGS TO ENTITIES-2016**

ENTITY	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTALS	BUDGET TOTAL	DIFFERENCE BUDGET TO ACTUAL	PERCENT +/- BUDGET
DELAVAN	TOTAL DUE	\$ 105,259.33	\$ 117,540.02	\$ 105,450.48	\$ 116,755.91	\$ 122,494.51	\$ 118,768.88	\$ 109,560.16	\$ 107,173.83	\$ 115,308.41			\$ 1,018,309.53	\$ 1,047,102.00	\$ (28,792.47)	-2.75%
	VOLUME MG	25.350	25.985	24.972	27.224	26.508	26.595	25.147	24.857	23.778			230.426	222.621	7.805	3.51%
														298.828	(2016 Study)	
ELKHORN	TOTAL DUE	165,547.45	159,877.49	133,468.92	205,881.29	162,834.10	143,109.97	128,825.05	121,898.10	120,593.33			\$ 1,341,825.70	\$ 1,251,957.76	\$ 89,867.95	7.18%
	VOLUME MG	83.121	53.652	47.818	68.757	64.713	47.431	41.694	35.894	35.245			478.325	363.293	115.033	31.66%
														484.390	(2016 Study)	
DLSD	TOTAL DUE	51,048.67	53,767.84	50,096.56	53,181.37	57,383.06	58,747.84	65,996.92	78,805.10	72,370.72			\$ 541,397.88	\$ 577,002.75	\$ (35,605.07)	-6.17%
	VOLUME MG	16.076	14.576	13.767	18.012	18.822	16.337	16.377	19.009	17.703			146.679	152.363	(5.684)	-3.73%
														203.150	(2016 Study)	
WCI	TOTAL DUE	11,911.56	11,520.04	12,084.32	13,518.53	11,926.40	11,862.42	10,877.67	9,863.48	10,395.79			\$ 103,760.21	\$ 95,560.50	\$ 8,199.71	8.58%
	VOLUME MG	3.909	3.022	2.822	3.581	3.556	3.109	2.870	2.653	2.454			27.976	24.525	3.451	14.07%
														32.700	(2016 Study)	
WMS. BAY	TOTAL DUE	50,316.72	48,951.12	44,085.44	50,889.45	50,610.15	52,815.92	56,311.03	61,357.61	57,714.42			\$ 473,051.86	\$ 454,583.25	\$ 18,468.61	4.08%
	VOLUME MG	19.648	15.908	14.911	18.179	17.924	18.306	17.065	17.686	18.458			156.085	143.939	12.147	8.44%
														191.918	(2016 Study)	
INSPIRATION MINISTRIES	TOTAL DUE	1,360.84	1,560.73	1,646.73	1,550.61	1,591.08	1,826.50	1,373.53	1,463.99	1,723.52			\$ 13,897.53	\$ 13,256.25	\$ 641.28	4.84%
	VOLUME MG	0.228	0.262	0.279	0.280	0.288	0.275	0.225	0.232	0.281			2.310	2.352	(0.042)	-1.79%
														3.138	(2016 Study)	
GNSD & INTERLAKEN	TOTAL DUE	18,862.94	17,266.90	14,439.50	17,572.72	18,329.17	19,423.33	21,788.22	24,443.65	21,803.61			\$ 173,930.04	\$ 155,261.25	\$ 18,668.79	12.02%
	VOLUME MG	6.625	4.860	4.084	5.087	5.535	5.381	5.327	6.022	5.365			48.266	43.502	4.764	10.95%
														58.003	(2016 Study)	
VILLAGE OF DARIEN	TOTAL DUE	18,880.70	20,108.19	17,540.41	21,010.28	19,777.75	18,807.19	17,665.71	16,940.46	17,451.38			\$ 167,993.07	\$ 178,065.75	\$ (10,072.68)	-5.68%
	VOLUME MG	5.573	4.774	4.159	4.879	5.592	4.476	3.580	3.289	3.077			38.379	30.918	8.461	27.37%
														41.224	(2016 Study)	
TOWN OF DARIEN	TOTAL DUE	3,430.90	3,879.74	3,491.92	3,552.85	3,684.77	4,047.91	4,100.70	4,024.38	4,225.28			\$ 34,438.41	\$ 28,159.50	\$ 6,278.91	22.30%
	VOLUME MG	0.887	0.875	0.816	0.908	0.919	0.980	0.946	0.910	0.826			8.167	5.918	2.250	38.01%
														7.890	(2016 Study)	
LAKE COMO SANITARY DISTRICT	TOTAL DUE	19,654.00	19,849.63	18,159.06	20,555.02	20,883.35	19,196.54	18,700.44	19,217.60	18,665.55			\$ 174,781.19	\$ 140,186.25	\$ 34,594.94	24.68%
	VOLUME MG	4.901	4.812	4.132	4.900	5.052	4.483	4.144	4.468	4.163			40.855	24.692	16.164	65.46%
														32.922	(2016 Study)	
TOTAL DUE		\$ 445,983.11	\$ 454,322.50	\$ 400,463.34	\$ 504,468.03	\$ 469,314.34	\$ 448,206.30	\$ 435,199.43	\$ 445,188.18	\$ 440,239.99	\$ -	\$ -	\$ 4,043,385.22	\$ 3,941,135.25	\$ 102,249.97	2.59%
														\$ 5,254,847.00	(2016 Study)	
TOTAL VOLUME MG		166.318	128.536	117.760	149.787	146.889	127.353	117.375	115.000	109.450	-	-	1,178.468	1,014.121	164.347	16.21%
														1,352.161	(2016 Study)	
VEOLIA WASTE	TOTAL DUE	32,787.93	25,946.83	18,908.97	29,874.66	35,257.11	15,547.78	12,924.37	13,623.39	15,344.05			\$ 200,215.07	\$ 151,909.50	\$ 48,305.57	31.80%
	VOLUME MG	0.904	0.658	0.454	0.987	0.966	0.374	0.402	0.350	0.361			5.456	\$ 202,546.00	(2016 Budget)	

Benedict-Tombeau Lakes Management

Village of Bloomfield, Town of Randall, Walworth County, Kenosha County

www.lakebenedict.org
btlakes1996@gmail.com

BOARD

Bill Engelman, Chairman
Robert Thompson, Treasure
Catherine Meyer, Secretary

Rosemary Badame, Walworth County
Gary Grolle, Village of Bloomfield

Quarterly Meeting

October, 8, 2016

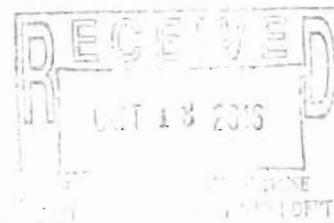
9am – Bloomfield Village Hall

1100 Town Hall Rd, Pell Lake, WI 53157

Notice of this meeting has been properly posted

AGENDA

- Call to Order
- Roll Call
- Pledge of Allegiance
- Approval of minutes from August 20, 2016
- Treasures Report
- Discussion from the Floor
 - Randall Town Board Member and Lake Patrol Officer available for questions and answers
- Chairman's Report
 - Hey and Associates contract
- Boat Launch Committee Report
 - presentation of proposed solution
- Old Business
 - Nippersink Bowl – letter from Gary
 - Water Quality Report
 - reimbursement for boards purchased used to launch boats this spring
 - Ice Fishing Derby
- Set Dates for next year meetings



**Benedict-Tombeau Lakes Management
Third Quarter Meeting**

**Board Members: Bill Engleman, Chairman
Robert Thompson, Treasure
Cathy Meyer, Secretary**

**Rosemary Badame, Walworth County
Gary Grolle, Bloomfield Rep.**

Minutes from August 20, 2016

- Meeting was called to order at 10:45 AM - All commissioners present
- Assignment of Positions: Chairman – Bill Engelman
Treasure – Robert Thompson
Secretary – Cathy Meyer
- Fall Meeting Agenda Information Needed:
 1. Information from Larry Belenke concerning alternative launch options
 2. Loan/Grant money for weed control and removal
 3. Purchase of land for launch site options
 4. Survey for exact height of dam with the 1 board
 5. Second quote for: 3 gauge installation, topographic survey, data management, dam inspection, dam operation and water level management plan
 6. Inviting a Randall Town representative
 7. Water Quality Report out to members
 8. Letter from Gary to Randall Town concerning Nippersink Bowl
- Set dates for next year meetings
- Fourth Quarter Meeting set for October 8, 2016
- Motion to Adjourn at 11:00 AM



HONEY LAKE PROTECTION AND REHABILITATION DISTRICT

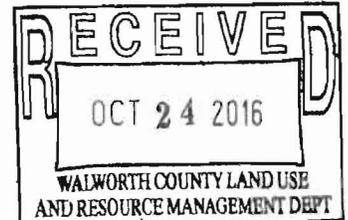
BOARD OF COMMISSIONERS

JOHN LUTZ: CHAIRMAN; (re-elected for 3-year term, 8/28/16)
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 5/1/18.

OCTOBER 18, 2016 MONTHLY MEETING

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

Absent: Trimberger



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

Secretary Hildebrandt read the minutes of the September 20, 2016 meeting which were subsequently approved. Treasurer Kolosso read the September, 2016 Treasurer's Report which was subsequently approved. (Copies of minutes and Treasurer's report attached.)

Old Business:

Mike Weinkauf reported that he had met with Jeff Johnson of Custom Grading regarding separate issues, and that Johnson had given him some thoughts about the rebuilding of the drawdown device and the affiliated coffer dam. Chairman Lutz will discuss further with Johnson when he is finally able to meet with him. Johnson indicated his proposal might enable the unit to be installed in one day. Chairman Lutz indicated that a proposal must be submitted to the DNR for its approval.

Maintenance: Chairman Lutz indicated that the dike will be mowed one more time this season. He also said that the previously-reported thistles have been cut down.

Chairman Lutz, Treasurer Kolosso, and Secretary Hildebrandt met with officials at Chase Bank to finalize the creation of the new "Non-lapsing Fund For Aquatic Weed Control".

New Business:

The Board met with Bob Hoffmann to discuss, and finalize, a new three-year contract for snowplowing. The contract, to run through the 2018 – 2019 season, is for \$66,000, the same as for the last contract.

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 7:58 p.m.

Respectfully submitted,



Robert E. McIndoe 10/20/16

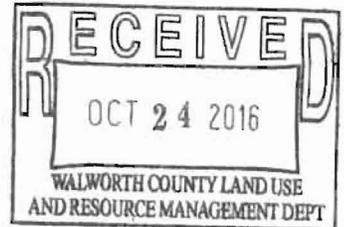
HONEY LAKE

P.O. Box 565



Protection and
Rehabilitation District

Burlington, WI 53105



COMMISSIONER'S MEETING
ROCHESTER VILLAGE HALL
300 W. SPRING STREET
October 18, 2016

AGENDA

1. CALL MEETING TO ORDER
2. SECRETARY'S REPORT: September 20, 2016
3. TREASURER'S REPORT: September 2016
4. OLD BUSINESS
 - 4.1 Drawdown Structure repairs
 - 4.2 Maintenance issues
5. NEW BUSINESS
 - 5.1 Snow Plow Contract
 - 5.2 Monthly Bills (October)
6. ADJOURN

HONEY LAKE

Protection and
Rehabilitation District

P.O. Box 565

Burlington, WI 53105



Commissioner's Meeting September 20, 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 Weinkauff. Also attending were Pat and Debbie Dillon, residents of the District.

The minutes of the August 16, 2016 meeting were read. A correction was made to the tax levy, corrected from the June meeting from \$48,511 to \$48,510. A motion to approve the minutes as corrected was made by Robert McIndoe, seconded by Joseph Kolosso, and carried.

The treasurer's August 2016 report was read. A motion to approve the treasurer's report was made by Robert McIndoe, seconded by Shelley Hildebrandt, and carried.

OLD BUSINESS

- Drawings have been provided to Custom Grading, the general contractor for the drawdown structure repair. The DNR representative in the Dam Unit, Tonya Lorigan, indicated that a permit will be required for the repairs to the drawdown device, as it will involve placing a coffer dam on the lakebed and concrete repair.
- The repairs to County Line Blvd. have been completed and the swale in the ROW is functioning as designed to allow for water infiltration.
- A revised estimate was obtained by Bienemann's Tree Service to trim trees and brush and spray weeds within the rights-of-way of Lake District roads. The original estimate for East and West Lakeshore Drives was \$3,750 each. The revised estimate is \$2700 per road, based on costs of \$1800 per day and \$900 per half day. This service will be performed by the end of the year. In addition, there are two dead trees on East Lakeshore and one dead tree on West Lakeshore that will need to be removed.
- Ken Moser will mow the dike once more this year, and he will repair a few small potholes on various roadways within the District.
- The wooden "jungle gym" in the park is in need of repair. Options include repairing the current structure, replacing the structure with a synthetic structure, or removing the structure.

**Commissioner's Meeting
September 20, 2016**

- Overnight parking continues to be a problem at various locations within the District, mainly on County Line Road and Viewcrest. The Walworth County Sheriff will notify the owners if the parking continues to be a problem when snowplowing services start to be required.

NEW BUSINESS

➤ SEPTEMBER 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	\$50.00
Beaches/Parks/Trees (8/1, 8/3/16, \$145 ea.)	Cutting Edge Lawn Maint. & Landscaping	\$290.00
Beaches/Parks/Trees (Remove 2 dead trees)	Bienemann's Quality Tree Service, LLC	\$700.00
Miscellaneous Annual meeting notice	Southern Lakes Newspapers, LLC	\$103.26

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

- It was proposed that Aron & Associates, a private lake management consultant, be hired to serve as the consultant for the District, for a fee of \$60 per hour. They will perform such services as communication with the DNR, the District, and the weed treatment contractor, Marine Biochemists; and preparation and submittal of the required permit applications for the treatment of the weeds. Our treatment permit will need to be submitted before February 2017. At this time it's planned to perform whole lake treatments of Honey Lake and Delmonte Lake, if approved by the DNR. A motion to approve hiring Aron & Associates was made by Robert McIndoe, seconded by Mike Weinkauff and carried.
- Graham Morgan, the maintenance person for the District, has done a very good job this year. He is currently paid \$10.50 per hour and the commission agreed that a merit raise was appropriate. A motion to approve a 50 cent raise to \$11 per hour, effective immediately, was made by Mike Weinkauff, seconded by Robert McIndoe, and carried.
- Canadian Thistles have become a problem at the south beach and on the berm. Graham Morgan will be asked to pull or treat these weeds.
- The District commissioners will need to convene at Chase Bank in order to establish the new "Non-lapsing Fund for Aquatic Weed Control", which was approved at the annual meeting. A notice will be posted when the meeting is scheduled.

**Commissioner's Meeting
September 20, 2016**

- A motion to adjourn, subject to recall, was made by Robert McIndoe, seconded by Mike Weinkauf, and carried at 7:34 P.M.

Respectfully submitted,

A handwritten signature in cursive script that reads "Shelley L. Hildebrandt".

Shelley Hildebrandt, Secretary
HLPRD

Honey Lake Protection & Rehabilitation District

Treasurers Report

September 2016

Joseph Kolosso

Treasurer

Honey Lake Protection and Rehabilitation District

Payroll Checking-September 2016-For Fiscal Year 2016-2017

<u>Date</u>	<u>Number</u>	<u>Transaction</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
9/1/2016		Starting Balance			\$7,072.36
9/12/2016	1310	Graham Morgan	\$197.33		\$6,875.03
9/26/2016	1311	Graham Morgan	\$197.33		\$6,677.70
9/30/2016	Deposit	Chase Bank-Interest		\$0.06	\$6,677.76
9/30/2016		Ending Balance			<u>\$6,677.76</u>

Dam, Dykes and Drawdown Devise

Non-Lapsing Fund-September 2016-For Fiscal Year 2016-2017

<u>Date</u>	<u>Number</u>	<u>Transaction</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
9/1/2016		Starting Balance			\$75,005.55
9/30/2016	Deposit	Chase Bank-Interest		\$0.61	\$75,006.16
9/30/2016		Ending Balance			<u>\$75,006.16</u>

Potter Lake

September 10, 2016 Budget / Annual Meeting Minutes

Present: Commissioners Christine Celley (Chairman), Bob Rice (Secretary), MaryJo Jones (Treasurer), and Joyce Reed (Walworth County Appointed Representative)

Also Present: 25 Electors and Kathy Aron

9:04am Christine Celley calls meeting to order

First order of business Budget Meeting

Treasury Report

Mary Jo reported on the 2016 estimated full year budget and stated income was a little more than last year at \$58,000 for 2016. Some of the income is from the grant we are going to be receiving from clean boats/clean waters. The rest is as it's been for past 5 years. Expenses a little higher than expected and this was due to harvesting and payroll for weed control and treatments. The biggest hit we had for expense was the harvester engine; that put us out \$15,000. Computer and website is \$2500.

The proposed budget is pretty much the same as 2016 with an increase of 2% to allow for inflation. The levy is the same and the weed control tax will remain the same as it has for over 10 years. We will apply for the clean boats clean waters grant again for the 2017-year. It has been decided we will maintain the harvester versus buying a new one. In 2017 the hydraulics will need replacing; these funds have been allocated for 2017. We will also combine Projects and Payroll, however each line item will be broken down. This will omit having to have a special meeting every time we need payroll or lake treatment.

Banking and investments are at \$304,024.

Budget approved for 2017 acceptance: Voted for approval by Dale Marciniak and second by Rick Witt, all were in favor, vote passed

Approval for special meeting minutes: Motion by Paul Celley, second by Dale Marciniak, all were in favor. Minutes were approved.

Report by Kathy Aron-

Kathy reported she is working on the 5 year plan based on the survey that was taken. The information is being input now for this.

She reported that NO Starry Stonewort was found in our lake, but to keep eye for it. It was found in Waukesha county, Racine County and Washington County lakes, also in Sturgeon Bay Lake Michigan. It was introduced to the lakes via St. Lawrence

Seaway shipping lanes. New York was hit, it appears Lake Michigan was hit the worst. It is definitely moving. Photos will be uploaded to the website.

Watching the boats at the launches or move your boats, it's very important to make sure you boats are clean. It's very expensive to try and remove. (Remove this)

Kathy reported there is a lot of Elodea. It was eliminated 15 years ago when we had the whole lake treatment, but is coming back, and a lot of it. It is causing access problems. However, Elodea does tie up the sediments in the lake and gives us better clarity. The lake treatments prime focus has been the Milfoil and proves very effective for the treated areas. However, now there is a hybrid milfoil and it is hit or miss on which treatment will work.

Kathy is working on applying for a whole lake treatment with Sonar. Originally the DNR felt it was ineffective, now things and people have changed they are re-looking at it. Also, originally, they had said no treatment could be done the year prior to Sonar; now that too has changed. The DNR will allow if the manufacture agrees its ok to treat the lake the year before.

Silver Lake did a whole lake treatment with 24D and it failed, the following year they did Sonar and it was successful.

There is no effect on sigh or sighing with the sonar, however there is a 24 hour restriction put into place so people are aware the water has been treated. Notices will be put out. (doesn't make sense remove)

Sonar is approximately \$30,000 and is in the budget for 2017. However, Sonar will help with saving money as we will not have to harvest or payroll or 24D treatments for 4-6 years (based on the last Sonar treatment)

We will also apply for a grant for help with the treatment plan.

The pre-treatment survey has already been done and we will know more after her meeting with Heidi.

Kathy handed out information regarding an update on plant management plan and what our options are. This will be put on the website.

A question was asked regarding Suction Harvesting. It seems Little Muskego did this and paid \$50,000 for one acre and it was a logistical nightmare. Kathy does not recommend this.

Kathy reminded us to do a goose roundup for next year.

Block / Lake Party Report

Lorraine reported it was a successful event, even though attendance was down, more money was earned from the raffles. There was good help setting up and taking down the event. Next year's date will be July 29, 2017. She will send out information, as we get closer for help and volunteers.

On a side note, someone mentioned the annoying carp fishing boat. Even though the lights are annoying, they are managing to take out 2 - 55 gallon drums of carp when they fish. So, please be patient when you see them as they are helping the lake. This is a sport and it helps.

Old Business

Happy to report there is a committee working on the new website. We have had three meetings and the 3rd is scheduled for October. This meeting will be with the web developer. We will be making it more user friendly and easier to access information. If anyone has historical information, pictures, anything, please contact Christine as we are planning on a historical page for Potters Lake, We are hoping to have it up by Spring Meeting.

New Business

Weed cutting – we lost a couple weeks due to the harvester being down. Last year we had 88 loads out, this year so far 65. We plan on one more cutting this week before our fall treatment. The treatment is scheduled for the week of the 19th. We know some areas are bad, but we are regulated and restricted on where and when we can harvest. If you know of a really bad area, please contact us and let us know the area so we can see what can be done.

Uncollected Weed Tax – The uncollected weed tax is \$1400 in total, this is for the 2 years we are allowed to go back. There are four properties. We will be sending out letters asking that they pay. We will report back at next meeting results.

If you want to know what your weed tax is, it is the feet of your shoreline times \$3.79

Election of Commissioner – Bob Rice's term will expire Dec 31, 2016. He has volunteered to run again. Nominations were asked, none. A motion was made by Dave Bradley to nominate Bob for another term. This was second by Dale Marciniak. All were in favor and the motion carried. Bob Rice will be on Board for 3 more years.

Walworth County Clean Sweep – This is a program to get rid of hazardous waste. It will be held October 7 & 8, 2016. Visit: <http://www.co.walworth.wi.us/public%20works/public%20works%20-%20solid%20waste%20division/publicserviceprograms.aspx> for more information.

FYI – there is a yard waste / compost pit on County Road L

Resolutions – Resolutions are the same as last year except a change to number 6.

Resolutions:

1. Annual Meeting

2. Depository
3. Annual Budget - Operations
4. Annual Budget - Weed Control
5. Authorization to Borrow Funds
6. Authorization to Seek Grants – the wording was changed that the Board can act on our behalf and apply and accept grants without a meeting and then report back to us at the annual meeting.

Motion to authorize the change was called by Dave Bradley and second by Dennis Moeller. All were in favor; motion was carried to change the resolution.

7. Grant Agreement for DNR

Spring Meeting – Spring meeting will be May 13, 2017. Motion by Dave Bradley For the date was called and second by Dympna Purvis All were in favor. Motion carried.

Someone reported their fishing net was stolen from their boat at the pier. No one else had knowledge of this or any other thefts.

10:26 motion to close the meeting Paul Celley and Second by Dale Marciniak. All were in favor.



WHITEWATER-RICE LAKES MANAGEMENT DISTRICT

P.O. Box 301
Whitewater, WI 53190



MINUTES September 8th, 2016

The Sept. 8th, 2016 Whitewater/Rice Lakes Management District board meeting was called to order at 6:00 PM by Board Member Ernie Roy. Board members present were, Larry Brady, Brad Corson, Norm Prusener, Town Representative and Jerry Grant, Walworth County Appointee. Rich Charts present by tele-conference.

Board Members Absent – Chuck Chamberlain
Guest Present – Bernie Tangney
Standing Teams Present – Dave Cleven
Standing Teams Absent – Tom Ganfield, Tom Potrykus
Shoreline Management Team- Present Gerhard and Theresa Stegeman
Clerk Present: Susie Speerbrecher

ADMINISTRATIVE

Ernie asked for approval of the agenda. So moved by Jerry, seconded by Larry. Motion Carried.

Ernie asked for approval of the July 14th 2016 minutes. So moved by Jerry and seconded by Larry. Motion Carried. Approval of the August 27th, 2016 brief board meeting with an amendment stating the board members agreed to keep their same positions on the board was made by Larry and seconded by Jerry. Motion Carried.

Public Input – Bernie spoke to the board about bogs coming up in Rice Lake and showed several photos. At the present time the bogs are not near the shoreline of property owners.

COMMISSIONER REPORTS

Secretary – Ernie spoke about the e-mail sent out regarding a workshop being held by Wisconsin Lakes In Action – Advocacy 101 on September 22nd, 2016 in Rhinelander and September 23rd, 2016 in Spooner. The DNR is still reviewing the SEWRPC plan.

Finance –Brad reviewed the expense handout with the board. Expenses for the month of August totaled \$20,591.86. Disbursements were \$50,591.86 which included \$30,000 being transferred to the capital fund. Ernie motioned to accept Brads report, seconded by Larry. Motion Carried. The 2017 budget was approved at the Annual Meeting with amendment to increase the capital fund from \$36,000 to \$56,000.

Weed – Larry reported weed harvesting has ended. He will send in his report by November. Brad will be calculating the number of loads harvested and sent it to Larry for his report.

Chemical – Ernie reported another treatment was applied on August 29th, 2016 and Clean Lakes will be out soon to survey the treated area.

Bog – Brad reported bog harvesting began August 30th. Art Schmitz has been appointed to be the crew leader. He will monitor daily the bog harvesting procedures and advise the crew when issues arise.

Equipment –In Chuck's absence Brad reported one truck and one trailer are presently being used for bog removal. An axle is broke on the tandem axle trailer and it will take 3 weeks to be repaired. Larry reported Chuck and himself will be looking at a truck Lynch Chevrolet has for sale.

Wildlife Management – Dave reported he picked up 58 pounds of goose meat and took the meat to the Elkhorn Food Pantry. A suggestion was made to re-approach the Whitewater Food Pantry to see if the new management would be interested in receiving some goose meat also.

Safety – Nothing to report

Water Quality – No report.

Lake Shore Management – Theresa reported she has found a website that will tell her when new residents move into the lake area and she then can hand out her information packets. There are volunteers to help rebuild the Rice Lake Nature Trail. An informational meeting will be held in the near future.

Audit – No report.

2016 Schedule – Brad will be revising the RFP for harvesting in 2017 and sending it to Larry.

AIS – No report

Old Business – **Bernie** expressed his concern about the carp in Rice Lake and asked what is being done. No further discussion was held. Ernie is looking for a boundary map of Whitewater Lake and asked if anyone knew where he can locate one.

New Business – None

Other Business – None

Next Meeting – October 13th, 2016 6:00 PM

Ernie motioned to adjourn the meeting, seconded by Larry Meeting adjourned at 7:05 PM

Respectfully Submitted
Susie Speerbrecher, Clerk