

MINUTES OF US CENSUS COMPLETE  
COUNT COMMITTEE MEETING  
OF MAY 26, 2009

Walworth County Administrator David Bretl called the meeting to order at 6:00 p.m.

Roll call was made by those present introducing themselves.

Present:

Walworth County Administrator David Bretl  
Walworth County Board Chair Nancy Russell  
Deputy Director Land Use & Resource Management Louise Olson  
Land Use & Resource Management, Audrey Green  
Town of Delavan Chair Dorothy C. Burwell  
Town of Spring Prairie Supervisor Robert E. McIndoe  
Town of Geneva Chair Daniel L. Lauderdale  
Town of Troy Chair John Kendall  
Town of Bloomfield Chair Ken Monroe  
Town of Geneva Treasurer Debra L. Kirch  
Town of Delavan Clerk Dixie Bernsteen  
Town of LaGrange Supervisor Mark Bromley  
Town of Delavan Administrator John Olson  
Walworth County Supervisor David Webber

Administrator Bretl thanked everyone for attending and noted some communities such as Whitewater were forming their own census complete count committees. He hoped this group could maximize grant money and organizational efforts.

**Mark Bromley made a motion to approve the agenda with a second by Bob McIndoe. The motion carried.**

Administrator Bretl introduced Louise Olson who will coordinate the efforts of all county municipalities who wish to participate with this group. She brings to this group her organizational skills and familiarity with the towns in the county. Louise Olson thanked Audrey Green of the LURM department for her help in preparing the power point program she prepared while recuperating at home following knee surgery. She presented the power point program along with two handouts. A yellow handout was an informational document that could be included with tax bills when they are mailed in December and the other white handout was a listing of potential groups that would help get the word out of the importance of filling out the census form when received in the mail. She felt the yellow handouts could be ordered in bulk for municipalities to cut down on the cost of printing.

Frank Lamm, consultant for the Census Bureau, gave everyone an example of the form that will be mailed out. The more forms returned means the less people the census

bureau needs to hire and train to make personal contacts for to obtain completed forms. The forms will be mailed in the middle of March. He also gave everyone timeline of what the census plans on doing to get all of the responses. Louise Olson is the liaison person for the county but he would also like liaison people for municipalities as well. He would like each community to pass a resolution or proclamation that indicates that municipality will participate with the county. He is willing to go to each municipality and meet with officials to let them know what is needed.

In response to a question of Bob McIndoe, Frank Lamm explained the mailings, how addresses are obtained and the role of the local government in the process. Bob McIndoe noted Louise Olson had done the work he envisioned he would have to do and thanked her for that. It was noted that the handout would need to be translated into Spanish for distribution as well and Louise Olson felt she had a staff member who could help her with this.

Frank Lamm stated the census bureau will wait until the middle of April before census people would go out and knock on doors to make personal contact to obtain the information.

There was discussion about different organizations to be contacted and several contacts were suggested. Louise Olson stated she would have a booth at the dairy breakfast for instance and information in the political party booths at the county fair. Other suggestions included fire departments, food pantries, churches, schools, private schools, bars, taverns and posting where municipalities post their agendas. Dixie Bernsteen suggested municipal clerks should be e-mailed the information. Nancy Russell suggested another place would be where people get their boat and beach passes. Dan Lauderdale suggested they be put in hospital waiting rooms

Frank Lamm pointed out the items that could be given away. He stated a formal letter of request would be needed and explained how that process worked.

Louise Olson wondered how to determine the number of handouts she should order. David Weber noted the county population is about 100,000 with an average of 2.5 per household for about 40,000. It was thought an additional 15,000 should be obtained for handing out at various functions. Louise Olson stated she would go through the county for bids and would try to get a grant to cover the cost of printing and folding the handouts.

Administrator Bretl stated anyone would be welcome to volunteer to help with a subcommittee or to let him know if the municipality was going to form a committee. He would also get an e-mail out to everyone on the Intergovernmental Cooperation Counsel as well as police and fire chiefs.

Louise Olson did not think another meeting would be necessary but urged those present to call her if they had any questions or suggestions. Administrator Bretl again thanked everyone for coming.

**Bob McIndoe made a motion to adjourn with a second by Mark Bromley. The motion carried.**

Administrator Bretl adjourned the meeting at 7:00 p.m.

Respectfully submitted,  
Dorothy C. Burwell, Secretary