1. June 15, 2020 Executive Committee Meeting Agenda (PDF)
   Documents:
   
   JUNE 15, 2020 EXECUTIVE COMMITTEE AGENDA.PDF

2. June 15, 2020 Executive Committee Meeting Packet (PDF)
   Documents:
   
   JUNE 15, 2020 EXECUTIVE COMMITTEE PACKET.PDF
County Board Executive Committee
MEETING NOTICE
Monday, June 15, 2020
10:00 AM
County Board Room 114
Walworth County Government Center
100 W. Walworth St., Elkhorn, Wisconsin

Dave Weber, Chair
Supervisor Brian Holt

Dan Kilkenny, Vice-Chair
Supervisor Susan Pruessing
Supervisor Nancy Russell

NOTICE: DUE TO THE CONTINUING PUBLIC HEALTH EMERGENCY,
THIS MEETING IS PLANNED TO PROVIDE FOR REMOTE OR OFF-SITE ATTENDANCE
BY COMMITTEE MEMBERS.

The Walworth County Government Center remains open, but in-person attendance may be limited to
help ensure appropriate social distancing is observed. ALL INDIVIDUALS ARE STRONGLY
ENCOURAGED TO WATCH THE MEETING STREAMING LIVE AT
https://mediasite.co.walworth.wi.us/Mediasite/Play/edb24c2fde9a429f95ddabfb13f25801d.

Individuals wanting to provide a Public Comment can do so remotely by telephone, but must contact the
County Administrator’s Office at 262-741-4357 on the day of the meeting and at least 15 minutes prior
to the start of the meeting to obtain instructions.

(Posted in compliance with Sec. 19.84 Wis. Stats.)

A quorum of the Agriculture and Extension Education, Land Conservation and Park Committees will be in attendance. It is
possible that a quorum of the county board or any of its other committees could be in attendance at this meeting.

Agenda enclosures are available upon request from the County Administrator’s Office or on the County’s web page
(www.co.walworth.wi.us). The agenda packet, including supporting documents, may be large, depending upon the number of
enclosures. Downloading it will require ample computer memory and may take significant time.

A G E N D A

Note: all agenda items are subject to action.

1. Call to order
2. Roll call of committee members
3. Agenda withdrawals, if any
4. Agenda approval
5. Approval of Minutes
   a) May 18, 2020 Executive Committee Meeting (encl. pgs. 2-3)
6. Public Comment Period
7. Consent Items – expense/mileage reimbursement claims submitted by:
   a) Rick Stacey, County Board Supervisor, in the amount of $47.61 (encl. pg. 4)
b) Anna Seaver, citizen member on Board of Adjustment, in the amount of $32.66 (encl. pg. 5)

8. Appointments. Recommendations regarding County Administrator’s nominations:
   a) Aging and Disability Resource Center (ADRC) Governing Board – appointment of Terrence Dignan, Laura Berg, and Kit Deubel (encl. pgs. 6-11)
   b) County Zoning Agency – appointment of Richard Kuhnke, Sr. and Jim Van Dreser (encl. pgs. 12-15)
   c) Elkhorn Matheson Memorial Library Board – appointment of Debbie Adams (encl. pgs. 16-17)
   d) Wisconsin River Rail Transit Commission – appointment of Richard Kuhnke, Sr. (encl. pgs. 18-19)

9. New business
   a) Correspondence from County Clerk Kimberly Bushey regarding the upcoming redistricting process/timeline including Res. No. 50-09/09 – Requesting the Southeastern Wisconsin Regional Planning Commission (SEWRPC) to Prepare a Redistricting Plan for Walworth County Following the 2010 United Stated Census (encl. pgs. 20-24)
   b) Correspondence from County Board Vice Chair Jerry Grant in regards to requiring committee citizen members be residents of Walworth County (encl. pg. 25)

10. Reports/announcements by Chairperson

11. Set/confirm next meeting date and time – Monday, July 20, 2020 at 10:00 a.m.

12. Adjournment

Submitted by: Dave Weber, Committee Chairperson
Mark W. Luberda, County Administrator

Posted: June 11, 2020
Memorandum

To: Walworth County Executive Committee

From: Mark W. Luberda, County Administrator

Date: June 11, 2020

RE: June 15, 2020 Executive Committee Meeting

Consent Items. Expense and mileage reimbursement claims submitted by County Board Supervisor Rick Stacey and Anna Seaver, citizen member on Board of Adjustment, are included on the agenda for approval.

Appointments

Aging and Disability Resource Center (ADRC) Governing Board. I am forwarding the nominations of Terrence Dignan, Laura Berg, and Kit Deubel. The ADRC Governing Board recommend these appointments.

County Zoning Agency. I am forwarding the nominations of Richard Kuhnke, Sr. and Jim Van Dreser for appointment to the County Zoning Agency (CZA). Mr. Kuhnke and Mr. Van Dreser have served on CZA for several years. County ordinances require CZA nominees to be interviewed by the Executive Committee. Mr. Kuhnke and Mr. Van Dreser have been invited to attend the meeting.

Elkhorn Matheson Memorial Library Board. I am forwarding the nomination of Debbie Adams for appointment as a county representative on the Matheson Memorial Library Board. Our ordinances call for four county representatives on this library board, and we currently have one vacancy.

Wisconsin River Rail Transit Commission (WRRTC). I am forwarding the nomination of Richard Kuhnke, Sr. for appointment as a county representative on WRRTC. Mr. Kuhnke has served on this commission for several years.

New Business

Correspondence from County Clerk Kimberly Bushey regarding the upcoming redistricting process/timeline including Resolution No. 50-09/09 – Requesting the Southeastern Wisconsin Regional Planning Commission (SEWRPC) to Prepare a Redistricting Plan for Walworth County Following the 2010 United States Census. A copy of the Clerk Bushey’s correspondence is included in your packet.

Correspondence from County Board Vice Chair Jerry Grant in regards to requiring committee citizen members be residents of Walworth County. A copy of Vice Chair Grant’s correspondence is included in your packet.

Please call with any questions you may have.

MWL/nh
Chair David Weber called the meeting to order at 10:00 a.m.

Roll call confirmed all members were present either in person or remotely: Chair David Weber, Vice Chair Daniel Kilkenny, Supervisors Brian Holt, Susan Pruessing and Nancy Russell. A quorum was declared.

Others in Attendance
County Board Supervisors: Kathy Ingersoll, Ryan Simons, and Rick Stacey
County staff: County Administrator Mark W. Luberda; Corporation Counsel/Director of Land Use and Resource Management (LURM) Michael Cotter; Director-Public Works Richard Hough; Finance Director Jessica Conley; Clerk of Circuit Court Kristina Secord; Director of Human Resources Kate Bishop; and Director of Health & Human Services Elizabeth Aldred

On motion by Supervisor Pruessing, second by Supervisor Holt, the agenda was approved with no withdrawals.

On motion by Supervisor Holt, second by Supervisor Pruessing, the minutes of the April 27, 2020 Executive Committee Meeting were approved.

Public Comment – There was none.

Appointments. Recommendations regarding County Administrator’s nominations:
• Southeastern Wisconsin Regional Planning Commission – appointment of Dave Weber
  Chair Weber stated he was asked by Supervisor Russell to fill the vacancy on the Southeastern Wisconsin Regional Planning Commission (SEWRPC.) Supervisor Russell offered a motion, second by Supervisor Holt, to approve the appointment of David Weber to SEWRPC. Motion carried 5-0.

New Business
• Ordinance Confirming Special Authority for 2020 to Enable Continued Response to and Management of Operations During the COVID-19 Pandemic by Extending Certain Authorization as Approved within the Resolution for a Declaration of Emergency as Approved March 19, 2020
  County Administrator Luberda spoke briefly regarding the original Emergency Declaration that was approved by the County Board of Supervisors on March 19, 2020 and is due to expire on June 17, 2020. He gave a brief overview of the proposed ordinance (Pages 12-17) and requested approval of the portions that fall under the purview of the Executive Committee (Part I creating Section 2-69 and Part IV amending Section 15-707(b) of the Walworth County Code of Ordinances). Luberda explained the option of either implementing the proposed ordinance prior to the June 17th deadline or extending the Emergency Declaration by 60 to 90 days. Vice Chair Kilkenny requested an Administrative Report, inclusive of expenditures, be given at all future committee meetings as to the actions that have been taken or will be taken under the authority of either the Emergency Declaration and/or proposed ordinance. Discussion then focused on the line of communication between the County Administrator and Corporation Counsel; and providing information and guidance to County Board Supervisors as things progress at the state, federal and public health level. Supervisor Russell offered a motion, second by Supervisor Pruessing, to accept the revisions in the proposed ordinance as suggested by the County Administrator. Supervisor Holt stated he is comfortable with the recommended changes as indicated in Parts I, IV and V of the proposed ordinance, as applicable to the Executive Committee. Motion carried 5-0.
• Discussion regarding essential employees and essential operations
Administrator Luberda provided a brief explanation and timeline leading up to the use of essential employees and essential operations language contained within the Emergency Declaration. He stated even though this language is now mute due to the Supreme Court’s action to overturn the Safer at Home order, it is worth preserving moving forward. Discussion then focused on the need for continued monitoring of the rulings defining essential employees and essential operations to make certain that all funding mechanisms still apply to Walworth County once The Family First Corona Response Action (FFCRA) money is distributed from the federal government to the state and governor. Luberda stated the FFCRA definitions will be useful in anticipating future funding.

• Wisconsin Counties Association (WCA) consideration of Walworth County advisory resolutions at WCA annual business meeting
Administrator Luberda briefly explained the purpose for the proposed resolution submitting certain advisory resolutions to the Wisconsin Counties Association (WCA) to be included in its platform. Supervisor Russell stated the executed resolutions that are attached to the proposed resolution were previously sent to the WCA and suggested eliminating Res. No. 39-07/19 (Page 25) as it contains the same information as Res. No. 02-04/20 found on Page 35. **Supervisor Russell offered a motion, second by Supervisor Pruessing, to approve the proposed resolution and to exclude Res. No. 39-07/19. Motion carried 5-0.**

Reports/announcements by Chairperson – There was none.

**Confirmation of next meeting date and time:** The next meeting was confirmed for Monday, June 15, 2020 at 10:00 a.m.

**Claims and Litigation**
The Committee convened in closed session at approximately 11:16 a.m. on motion and second by Vice Chair Kilkenny and Supervisor Pruessing pursuant to the exemption contained in Section 19.85(1)(g) of the Wisconsin Statutes, “conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved,” relative to the items listed below. A roll call vote was conducted and all members present voted “aye.” County Administrator Mark W. Luberda and Corporation Counsel/Director of Land Use and Resource Management Michael Cotter remained in closed session.

a) Judith Demeuse and the Estate of James Demeuse, Plaintiffs, vs. Walworth County, Corrections Officer Peggy Horsthemke, Corrections Officer Jarrett McCardle, and Corrections Officer Doug Welch, each in his or her individual capacity, Defendants

b) Jeré Fabrick and Larry Chapman, Petitioners, vs. Andrea Palm, et al, Respondents

**The committee reconvened in open session at 11:33 a.m. on motion and second by Vice Chair Kilkenny and Supervisor Pruessing.**

**Vice Chair Kilkenny offered a motion, second by Supervisor Holt, to proceed as discussed in closed session on items a) and b), above herein. Motion carried 5-0.**

**Adjournment**

On motion and second by Vice-Chair Kilkenny and Supervisor Russell, Chair Weber adjourned the meeting at 11:34 a.m.

Submitted by Patricia Sommers, Administrative Assistant. Meeting minutes are not considered final until approved by the committee at the next regularly scheduled meeting.
# Form 1-651-A: 2020 BUSINESS EXPENSE

## REIMBURSEMENT FORM

**Department Name:**  
**Claimant's Name:** Rick Stacey  
**County Board**  
**Claimant's Address:** W2373 New Deal Avenue, East Troy, WI 53120  
**Vendor # or Enpl #** 5820

**By my signature of this form, I certify that I have a valid driver's license and required vehicle liability insurance, available upon request.**

<table>
<thead>
<tr>
<th>Date of Expense</th>
<th>Description</th>
<th>Destination / Location</th>
<th>Mileage</th>
<th>Parking &amp; Tolls</th>
<th>Lodging</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th><em>Depart Time from Wal Cy OR Home</em></th>
<th><em>Return Time to Wal Cy OR Home</em></th>
<th>Overnight stay Y/N</th>
<th>Misc Exp</th>
<th>Total Non-Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/29/20</td>
<td>Government Center - sign zoning plats (round trip from home)</td>
<td>100 W. Walworth St., Elkhorn</td>
<td>27.6</td>
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</tr>
<tr>
<td>06/02/20</td>
<td>Government Center - sign zoning plats (round trip from home)</td>
<td>100 W. Walworth St., Elkhorn</td>
<td>27.6</td>
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</tr>
<tr>
<td>06/08/20</td>
<td>Government Center - sign zoning plats (round trip from home)</td>
<td>100 W. Walworth St., Elkhorn</td>
<td>27.6</td>
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</tr>
</tbody>
</table>

**TOTAL MILEAGE:** 82.8  
**TOTAL PARKING:** 0.00

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**TIME NEEDED IF CLAIMING MEALS/LODGING**

Note: Please attach all receipts to a separate 8 1/2 X 11 piece of paper

Claimant's Statement: I declare, under penalties of perjury, that this account of expenses is true and correct in conformity with applicable county policies, related travel schedules and instructions. This claim represents reasonable and actual expenses necessarily incurred by me personally in performance of my official duties and no portion of this claim was provided free of charge or covered by my registration fee, or previously reimbursed to me by the County or any other source.

Claimant's Signature  
Date

Supervisor's Statement: I certify that I have reviewed this expense claim and find it to be reasonable and in compliance with established policy and the mission of the department.

Supervisor's Signature  
Date

Print Supervisor's Name

**General Notes:**

---

Non-Mileage 53325  
Mileage ($0.575) 53310  
Total Travel Expense: 47.61  
Less Advances:  
Total Reimbursement: 47.61

Acct# 1010-51650  
$47.61

Acct#  
$-

Acct#  
$-

Acct#  
$-

Page 4 of 25
## Form 1-651-A: 2020 BUSINESS EXPENSE

**REIMBURSEMENT FORM**

By my signature of this form, I certify that I have a valid driver's license and required vehicle liability insurance, available upon request.

<table>
<thead>
<tr>
<th>Date of Expense</th>
<th>Description</th>
<th>Destination / Location</th>
<th>Mileage</th>
<th>Parking &amp; Toll</th>
<th>Lodging</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>*Depart Time From Wld Cty OR Home</th>
<th>*Return Time To Wld Cty OR Home</th>
<th>Overnight Stay Y / N</th>
<th>Misc Exp</th>
<th>Total Non-Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-7-20</td>
<td>View Property BOA W 5239</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>2:10 PM</td>
<td>2:39 PM</td>
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<tr>
<td>5-7-20</td>
<td>View Property BOA W 7947 Surratt Rd</td>
<td>Ekhau</td>
<td>19.5</td>
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<td>2:45 PM</td>
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<tr>
<td>5-7-20</td>
<td>View Property BOA W 5579 Okron</td>
<td>Ekhau</td>
<td>21.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3:15 PM</td>
<td>3:25 PM</td>
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</tr>
<tr>
<td>5-7-20</td>
<td>View Property BOA 251 N Shew</td>
<td>Ekhau</td>
<td>10.0</td>
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<td>3:50 PM</td>
<td>4:10 PM</td>
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<tr>
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<td>Home to W77102-0</td>
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<td></td>
<td>4:10 PM</td>
<td>4:15 PM</td>
<td>-</td>
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</tr>
</tbody>
</table>

**TOTAL MILEAGE:** 0.0 0.0 **TOTAL PARKING**

*TIME NEEDED IF CLAIMING MEALS/LODGING*

**Note:** Please attach all receipts to a separate 8 1/2 X 11 piece of paper

Claimant's Statement - I declare, under penalty of perjury, that this account of expenses is true and correct in conformity with applicable county policies, related travel schedules and instructions. This claim represents reasonable and actual expenses necessarily incurred by me personally in performance of my official duties and no portion of this claim was provided free of charge or covered by my registration fee, or previously reimbursed to me by the County or any other source.

**Supervisor's Statement** - I certify that I have reviewed this expense claim and find it to be reasonable and in compliance with established policy and the mission of the department.

*Shannon K. Hayden* 6/9/20

Supervisor's Signature Date

Print Supervisor's Name

<table>
<thead>
<tr>
<th>Non-Mileage</th>
<th>Mileage (50.75)</th>
</tr>
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<tbody>
<tr>
<td>5325</td>
<td>53310</td>
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**Total Travel Expense:**

Less Advances: -

**Total Reimbursement:**

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<thead>
<tr>
<th>Acct#</th>
<th></th>
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<th>$52.40</th>
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Page 5 of 25
Nomination for Committee/Board/Commission Appointment

Committee: Aging and Disability Resource Center (ADRC) Governing Board

Nominee: Terrence Dignan

Residence: Town of East Troy

Submitted by: Mark W. Luberda, County Administrator

Authority: Section 59.18, Wisconsin Statutes

Who will the nominee replace? Penny Scheuerman

When did/does the incumbent’s current term expire? June 30, 2020

Was this vacancy advertised? 

Comment: Upon confirmation, Mr. Dignan would be appointed for a three-year term which will end on June 30, 2023.

For incumbents, committee attendance, if known:
WALWORTH COUNTY
NOTICE OF INTEREST TO SERVE AS A CITIZEN REPRESENTATIVE

Name: Terrence Dignan 01/30/2020 Date:

Mailing Address:

I reside in: ☑ the Town of East Troy
☐ the Village of
☐ the City of

Phone: 

Please consider me for appointment to: ADRC Governing Board

I am interested in serving as a citizen representative because: For several decades I have been interested in promoting appropriate services for senior citizens, especially in the area of housing and health care.

Special skills, experience or qualifications I possess related to this appointment are: See attached

Check one of the following:
☑ I am a resident of Walworth County and reside in the appropriate jurisdiction to serve on the board or commission for which I am applying.
☐ I am not a resident of Walworth County.

I certify that the information I have provided is truthful to the best of my knowledge.

Signature of Applicant 1-30-2020 Date

Feel free to attach any additional documentation to this form.
Nomination for Committee/Board/Commission Appointment

Committee: Aging and Disability Resource Center (ADRC) Governing Board

Nominee: Laura Berg

Residence: City of Lake Geneva

Submitted by: Mark W. Luberda, County Administrator

Authority: Section 59.18, Wisconsin Statutes

Who will the nominee replace? David Jordan

When did/does the incumbent’s current term expire? June 30, 2020

Was this vacancy advertised? 

Comment: Upon confirmation, Ms. Berg would be appointed for a three-year term which will end on June 30, 2023.

For incumbents, committee attendance, if known: 


WALWORTH COUNTY
NOTICE OF INTEREST TO SERVE AS A CITIZEN REPRESENTATIVE

Name: Laura Berg                                      Date: 2-26-2020

Mailing Address:   Phone:  

I reside in:        
☐ the Town of                           
☐ the Village of                        
☒ the City of Lake Geneva               

Please consider me for appointment to: ADRC Governing Board

Special skills, experience or qualifications I possess related to this appointment are:

I hold several volunteer positions. I am passionate about helping senior citizens be aware of the many scams and frauds that are geared toward the senior population.

Volunteer Service to Walworth County citizens:
☒ Volunteer: Walworth County Food Pantry  
☒ Volunteer: ADRC Medicare Minute  
☒ Volunteer: SMP (Senior Medicare Patrol)  
☒ Volunteer: TRIAD Walworth County  

Check one of the following:

☒ I am a resident of Walworth County and reside in the appropriate jurisdiction to serve on the board or commission for which I am applying.
☐ I am not a resident of Walworth County.

I certify that the information I have provided is truthful to the best of my knowledge.

Laura Berg                                          2-26-2020
Signature of Applicant  Date

Feel free to attach any additional documentation to this form.
Nomination for Committee/Board/Commission Appointment

Committee: Aging and Disability Resource Center (ADRC) Governing Board

Nominee: Kit Deubel

Residence: City of Elkhorn

Submitted by: Mark W. Luberda, County Administrator

Authority: Section 59.18, Wisconsin Statutes

Who will the nominee replace? The nominee is the incumbent.

When did/does the incumbent’s current term expire? June 30, 2020

Was this vacancy advertised?

Comment Upon confirmation, Ms. Deubel would be appointed for a three-year term which will end on June 30, 2023.

For incumbents, committee attendance, if known:
WALWORTH COUNTY
NOTICE OF INTEREST TO SERVE AS A CITIZEN REPRESENTATIVE

Name: Kit Deubel
Date: 1/27/2020

Mailing Address: [Redacted]
Phone: [Redacted]

I reside in: [ ] the Town of
[ ] the Village of
X the City of Elkhorn

Please consider me for appointment to: ADRC Governing Board

I am interested in serving as a citizen representative because: I currently serve on the
ADRC Governing Board and would be interested in continuing to serve in this capacity.

Special skills, experience or qualifications I possess related to this appointment are: As stated in my previous notice of interest; I am an aging disabled female with a medical background living on Social Security. I have been a recipient of ADRC services.

Check one of the following:
X I am a resident of Walworth County and reside in the appropriate jurisdiction to
serve on the board or commission for which I am applying.
[ ] I am not a resident of Walworth County.

I certify that the information I have provided is truthful to the best of my knowledge.

* Completed by R. Kane via phone. Kit will sign on Monday, February 3rd at
ADRC Governing Board Meeting.

Signature of Applicant

Date

Feel free to attach any additional documentation to this form.
Nomination for Committee/Board/Commission Appointment

Committee: County Zoning Agency

Nominee: Richard Kuhnke, Sr.

Residence: Town of Darien

Submitted by: Mark W. Luberda, County Administrator

Authority: Section 59.18, Wisconsin Statutes

Who will the nominee replace? The nominee is the incumbent.

When did/does the incumbent’s current term expire? June 30, 2020

Was this vacancy advertised? 

Comment Upon confirmation, Mr. Kuhnke would be appointed for a two-year term which will expire on June 30, 2022.

For incumbents, committee attendance, if known:
WALWORTH COUNTY
NOTICE OF INTEREST TO SERVE AS A CITIZEN REPRESENTATIVE

Name: Richard Kuhoke sr                      Date: 5-21-2020

Phone:                                      Email:

--------------------------

I reside in:  ☑ the Town of Darin
              □ the Village of
              □ the City of

Please consider me for appointment to: CZF citizen member

I am interested in serving as a citizen representative because:

I think we need rural representation on the board

Special skills, experience or qualifications I possess related to this appointment are:

I have been on the board or chair and citizen member

Check one of the following:

☒ I am a resident of Walworth County and reside in the appropriate jurisdiction to serve on the board or commission for which I am applying.

☐ I am not a resident of Walworth County.

I certify that the information I have provided is truthful to the best of my knowledge.

Signature of Applicant  5-21-2020

Date

Feel free to attach any additional documentation to this form.
Nomination for Committee/Board/Commission Appointment

Committee: County Zoning Agency  
Nominee: Jim Van Dreser  
Residence: Town of Walworth  

Submitted by: Mark W. Luberda, County Administrator  
Authority: Section 59.18, Wisconsin Statutes  

Who will the nominee replace? The nominee is the incumbent.  

When did/does the incumbent’s current term expire? June 30, 2020  
Was this vacancy advertised?  

Comment  
Upon confirmation, Mr. Van Dreser would be appointed for a two-year term which will expire on June 30, 2022.  

For incumbents, committee attendance, if known:
WALWORTH COUNTY
NOTICE OF INTEREST TO SERVE AS A CITIZEN REPRESENTATIVE

Name: Jim Van Deurs Date: 5-21-20

Mailing Address: 

Phone: 

Email: 

I reside in: ☑ the Town of Walworth

the Village of 

the City of 

Please consider me for appointment to: County Planning Agency

I am interested in serving as a citizen representative because: Experience on committee and commitment to consistent and appropriate review of development policies and procedures.

Special skills, experience or qualifications I possess related to this appointment are: Experience on committee

Check one of the following:

☑ I am a resident of Walworth County and reside in the appropriate jurisdiction to serve on the board or commission for which I am applying.

☐ I am not a resident of Walworth County.

I certify that the information I have provided is truthful to the best of my knowledge.

Signature of Applicant Date 5-21-20

Feel free to attach any additional documentation to this form.
Nomination for Committee/Board/Commission Appointment

Committee: Elkhorn Matheson Memorial Library Board

Nominee: Debbie Adams

Residence: Village of Williams Bay

Submitted by: Mark W. Luberda, County Administrator

Authority: Section 59.18, Wisconsin Statutes

Who will the nominee replace? The seat was vacant.

When did/does the incumbent’s current term expire? April 30, 2023

Was this vacancy advertised? 

Comment Upon confirmation, Ms. Adams would be appointed for a three-year term which will expire on April 30, 2023.

For incumbents, committee attendance, if known:


WALWORTH COUNTY
NOTICE OF INTEREST TO SERVE AS A CITIZEN REPRESENTATIVE

Name: Debbie Adams

Mailing Address: ____________________________

Date: 6 6 2020

Phone: ____________________________

RECEIVED

JUN 2 2020

WALWORTH COUNTY ADMINISTRATION

I reside in: □ the Town of ____________________________

☒ the Village of Williams Bay

☐ the City of ____________________________

Please consider me for appointment to: the Menomonee Memorial Library Board

I am interested in serving as a citizen representative because: I’ve been on the board the last 3 years. I resided in Eklhorn until I moved a month ago. I love the library and feel reading is so important as well as supporting the community, and promoting reading and programs as much as possible. Special skills, experience or qualifications I possess related to this appointment are: Volunteered for 11 years running the book fair in elementary schools; helping out, I run my own business in Eklhorn and have previously served on the board.

Check one of the following:

☒ I am a resident of Walworth County and reside in the appropriate jurisdiction to serve on the board or commission for which I am applying.

☐ I am not a resident of Walworth County.

I certify that the information I have provided is truthful to the best of my knowledge.

Debbie Adams 6 6 2020

Signature of Applicant Date

Feel free to attach any additional documentation to this form.
Nomination for Committee/Board/Commission Appointment

Committee: Wisconsin River Rail Transit Commission (WRRTC)
Nominee: Richard Kuhnke, Sr.
Residence: Town of Darien

Submitted by: Mark W. Luberda, County Administrator
Authority: Section 59.18, Wisconsin Statutes

Who will the nominee replace? The nominee was incumbent.

When did/does the incumbent’s current term expire? April 30, 2023
Was this vacancy advertised?

Comment  
Upon confirmation, Ms. Adams would be appointed for a three-year term which will expire on April 30, 2023.

For incumbents, committee attendance, if known:
WALWORTH COUNTY
NOTICE OF INTEREST TO SERVE AS A CITIZEN REPRESENTATIVE

Name: Richard Kubala Sr

Mailing Address: [redacted]

Phone: [redacted]

Email: [redacted]

Date: 5-21-2020

I reside in: [ ] the Town of Danica
[ ] the Village of ________________________
[ ] the City of ________________________

Please consider me for appointment to: Wisconsin River Rail

I am interested in serving as a citizen representative because: interested in improving rail service in our area and southern wis.

Special skills, experience or qualifications I possess related to this appointment are: I have served on this committee for 12+ yrs and like to continue

Check one of the following:

[ ] I am a resident of Walworth County and reside in the appropriate jurisdiction to serve on the board or commission for which I am applying.

[ ] I am not a resident of Walworth County.

I certify that the information I have provided is truthful to the best of my knowledge.

RECEIVED

MAY 22 2020

WALWORTH COUNTY ADMINISTRATION

Signature of Applicant 5-21-2020

Date

Feel free to attach any additional documentation to this form.
Fw: Redistricting Timeline

Bushey, Kimberly <kbushey@co.walworth.wi.us>
Fri 5/22/2020 9:33 AM
To: Luberda, Mark <mluberda@co.walworth.wi.us>; Russell, Nancy <nrussell@co.walworth.wi.us>; Nancy Russell <nrussell5@wi.rr.com>
Cc: Cotter, Michael <mcotter@co.walworth.wi.us>; Drayna, Dale <ddrayna@co.walworth.wi.us>; Hill, Nicole <nhill@co.walworth.wi.us>

3 attachments (6 MB)

Attached find information that I received from Dale Drayna, GIS regarding the upcoming redistricting process/timelines that may be helpful.

WISE-LR is the software program used in Wisconsin to facilitate the redistricting process. June 1, 2020 the pilot program to familiarize counties/municipalities with the software program WISE-LR begins.

In 2009, the County Board contracted with Southeastern Wisconsin Regional Planning Commission (SEWRPC) to prepare the redistricting plan/maps for the County Board following the 2010 Census. Attached is the 2009 resolution used to contract with SEWRPC for this purpose. It looks like this resolution came to the County Board via the Executive Committee.

I do not know if we are considering contracting with SEWRPC to perform these duties at the next redistricting but wanted to ensure that you were aware and had the necessary information/timelines.

I hope this information is helpful.

Kimberly S. Bushey
Walworth County Clerk
Government Center
100 West Walworth Street
P.O. Box 1001
Elkhorn, WI 53121

262-741-4241

From: Drayna, Dale <ddrayna@co.walworth.wi.us>
Sent: Monday, April 27, 2020 3:29 PM
To: Bushey, Kimberly <kbushey@co.walworth.wi.us>
Cc: Hostetler, Benjamin <bhostetler@co.walworth.wi.us>
Subject: RE: Redistricting Timeline
HI Kim,

Here is what the timeline looks like for the Redistricting Process:

1. All phases of the Local Redistricting process must be complete within 60 Days.
   a. March 1 - April 1, 2021 (PL-94-171) – Census Redistricting Data Delivered to the States between March 1st and April 1st. Data will be made available through the LTSB’s WISE-DECADE System in the WISELR Software. This starts the 60-day clock for completing Phase 0 and Phase 1.

   b. *Phase 0 and Phase 1 (60-Day limit or No Later than July 1, 2021) –* County LIO’s confirm Census Block Geometry first (Phase 0) and then County Board creates and adopts a Preliminary Supervisory District Plan (Phase 1). These phases run together and must be complete within the 60-days ("June 2021 Phase 0 and 1 Completion")

   c. Stage 2 (60-Days begins upon Completion of Phase 0 and Phase 1) – Municipalities over 1,000 people create Ward Boundaries based off of Preliminary Supervisory District Plan approved in Phase 1 ("August 2021 Phase 2 Completion")

   d. *Stage 3 (60-Days Upon Completion of Phase 2) –* Counties Adopt Final Supervisory District Plans and Municipalities create Aldermanic Districts ("October 2021 Phase 3 Completion")

*County Phase Requirement

I have attached a couple Power Point Presentations that you can distribute to the County Board or your staff so that everyone understands the process and timeline. These Power Point Presentations were used at the Workshops that Ben and I attended. I assume they will be used again during next month’s presentations.

Let me know if you have any questions or need anything else. I hope this information helps you out.

As a side note, the WISELR Software from LTSB for creating these plans is pretty easy to use and with all the workshops they are providing, hopefully the redistricting process will go smoothly in 2021.

Thanks,
Dale

Dale Drayna
Walworth County – GIS Supervisor
262-741-7811
ddrayna@co.walworth.wi.us

From: Bushey, Kimberly <kbushy@co.walworth.wi.us>
Sent: Monday, April 27, 2020 12:16 PM
To: Drayna, Dale <ddrayna@co.walworth.wi.us>
Subject: Redistricting Timeline

I know you were able to go to that redistricting meeting that we could not attend.
Resolution No. 50 - 09/09
Requesting the Southeastern Wisconsin Regional Planning Commission (SEWRPC)
To Prepare A Redistricting Plan for Walworth County
Following the 2010 United States Census

Moved/Sponsored by: (Executive)

WHEREAS, pursuant to Wisconsin Statutes section 59.10 (3) (b) 1, county boards are required
to propose a tentative county supervisory district plan setting forth the number of supervisory
districts and tentative boundaries or a description of boundary requirements within 60 days after
the population count by block, established in the decennial federal census of population, and
maps showing the location and numbering of census blocks become available in printed form
from the federal government or are published for distribution by an agency of this state, but no
later than July 1 following the year of each decennial census; and,

WHEREAS, the county board is also required to hold a public hearing on the proposed plan and
adopt a tentative plan, which proposed plan may be amended following the public hearing; and,

WHEREAS, the next federal decennial census will be conducted in March of 2010; and,

WHEREAS, the executive committee recommends the County Board request the Southeastern
Wisconsin Regional Planning Commission ("SEWRPC") to prepare a redistricting plan for the
county following the 2010 United States Census; and,

WHEREAS, SEWRPC prepared a redistricting plan for the county in 2007, which plan was
adopted by the Board and became the basis for the current supervisory districts in Walworth
County; and,

WHEREAS, SEWRPC has professional staff qualified to prepare redistricting plans in
accordance with State of Wisconsin requirements.

NOW, THEREFORE, BE IT RESOLVED that the Walworth County Board of Supervisors
hereby authorizes the appropriate County staff to request the Southeastern Wisconsin Regional
Planning Commission to prepare a redistricting plan for Walworth County following the 2010
United States decennial census.

BE IT FURTHER RESOLVED that the County Clerk mail a copy of this resolution to
SEWRPC.

__________________________  ____________________________
Nancy Russell                      Kimberly S. Bushey
County Board Chair                County Clerk

This Resolution/Ordinance was:
Adopted: Roll Call/U.C./Voice
Rejected/Referred/Laid Over
Ayes:  Nays:  Absent:
Date  9-8-09

Page 22 of 25
County Board Meeting Date: September 8, 2009

Action Required: Majority Vote X Two-thirds Vote Other

Policy and Fiscal Note is attached. Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

David A. Brett 8/31/09 Date
County Administrator/Corporation Counsel

Nicole Andersen 8/31/05 Date
Deputy County Administrator - Finance

If unsigned, exceptions shall be so noted by the County Administrator.
Policy and Fiscal Note
Resolution No. 50 – 09/09

I. Title: Requesting the Southeastern Wisconsin Regional Planning Commission (SEWRPC) To Prepare A Redistricting Plan for Walworth County Following the 2010 United States Census

II. Purpose and Policy Impact Statement: The purpose of this resolution is to request the Southeastern Wisconsin Regional Planning Commission to prepare a redistricting plan for Walworth County following the 2010 United States decennial census.

III. Budget and Fiscal Impact: There will be no impact to the current County budget associated with passage of this resolution, at this point. It is possible SEWRPC will charge to prepare the plan. Any cost would be subject to County Board review and approval.

IV. Referred to the following standing committees for consideration and date of referral:

Committee: Executive
Meeting Date: August 17, 2009
Vote: 5 – 0
County Board Meeting Date: September 8, 2009

Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached resolution.

David A. Bretl 8/31/09
County Administrator/Corporation Counsel

Nicole Andersen 8/31/09
Deputy County Administrator - Finance
May 18, 202

Dear Nancy-County Board Chair:

RE: Request for an ordinance

This letter is a request for an ordinance change due to information passed on to me concerning requirements of citizen participation on committee assignments.

This started with the change in the ordinance where Albert Stanek is appointed to the Railroad Commission. Al is a very good selection because of his background. I knew Al as a neighbor for several years also.

I had asked for the proposed ordinance to require a citizen member to be a resident of Walworth County. Administrator Luberda felt employment in Walworth County would be sufficient. In his research, it was discovered that there is no ordinance requiring residency of citizens to serve on committees of Walworth County.

I believe it would be appropriate and proper for such an ordinance.

Sincerely Jerry Grant – Dist. 4

Cc/Mark Luberda – County Administrator
    David Weber – Chair of Executive Committee