1. November 18, 2019 Executive Committee Meeting Agenda
   
   Documents:
   
   NOVEMBER 18, 2019 EXECUTIVE COMMITTEE AGENDA.PDF

2. November 18, 2019 Executive Committee Meeting Packet
   
   Documents:
   
   NOVEMBER 18, 2019 EXECUTIVE COMMITTEE PACKET.PDF
County Board Executive Committee
MEETING NOTICE
Monday, November 18, 2019
10:00 AM
County Board Room 114
Walworth County Government Center
100 W. Walworth St., Elkhorn, Wisconsin

Dave Weber, Chair
Charlene Staples, Vice-Chair
Supervisor Susan Pruessing
Supervisor Nancy Russell
Supervisor Dan Kilkenny

(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) October 14, 2019 Executive Committee Meeting (encl. pgs. 4-8)
   b) October 16, 2019 Special Executive Committee Meeting (encl. pg. 9)
   c) November 4, 2019 Special Executive Committee Meeting (encl. pg. 10)
6. Public Comment Period
8. Consent Items – expense/mileage reimbursement claims submitted by:
   a) John Roth, citizen member on Board of Adjustment, in the amount of $15.26 (encl. pg. 77)
   b) Anna Seaver, citizen member on Board of Adjustment, in the amount of $15.26 (encl. pg. 78)
9. Appointments. Recommendations regarding County Administrator’s nominations:
   a) Agriculture and Extension Education Committee – appointment of Jennifer Straus (encl. pgs. 79-80)
   b) Lakeshores Library System Board – appointment of Susan Metzner (encl. pgs. 81-82)
   c) Veterans Service Commission – appointment of Mark Gajewski (encl. pgs. 83-84)

10. Unfinished business
    a) Correspondence from County Board Vice Chair Jerry Grant regarding County Board election years (encl. pgs. 85-90)
    b) Correspondence from Assistant Corporation Counsel Estee Scholtz regarding County Sex Offender Residency/Child Safety Zone Ordinance (encl. pgs. 91-103)

11. New business
    a) Resolution Designating Kristen Perry and Cindy Wrobel as Walworth County Humane Officers (encl. pgs. 104-105)
    b) Resolution Establishing a Committee of the Whole meeting date relating to Human Resources training videos (encl. pgs. 106-107)
    c) Approving an Intergovernmental Agreement between Milwaukee County and Walworth County regarding the Provision of Autopsy Services (encl. pgs. 108-113)
    d) Correspondence from County Board Chair Nancy Russell regarding a proposed resolution entitled “Authorizing the Naming of the Walworth County Government Center as the David A. Bretl Government Center” (encl. pgs. 114-115)
    e) Outagamie County Resolution No. 64-2019-20 – Supporting legislation which addresses a non-partisan redistricting process that utilizes locally developed wards/districts to establish voting districts (encl. pgs. 116-120)
    f) Outagamie County Resolution No. 72-2019-20 – Urging the Wisconsin Governor and Legislators to research and understand the reasons behind the out-migration of the millennial population as well as why people are not moving to Wisconsin for available jobs and to make changes to encourage families to maintain Wisconsin as their residence as well as develop a plan to encourage families to move to Wisconsin (encl. pgs. 121-130)
    g) Outagamie County Resolution No. 84-2019-20 – Supporting legislation requiring the Department of Revenue (DOR) to annually publish information on its internet site and requiring the reporting of utility aid payment itemization to municipalities and counties (encl. pgs. 131-138)
    h) Correspondence from Rachel Scott, Rachael Glogovsky, Anne LaBouy and Michelle Thomas regarding animal care and control (encl. pgs. 139-142)
    i) Wisconsin Department of Administration Final Estimate of January 1, 2019 Population for Walworth County (encl. pgs. 143-144)

12. Reports/announcements by Chairperson

13. Set/confirm next meeting date and time – Monday, December 9, 2019 at 10:00 a.m.

14. Claims and litigation. The committee may discuss the following topic(s) in open session. The committee may convene in closed session 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) Claim for Vehicle Damage – Daniel Clifford (encl. pg. 145)
b) Notice of Circumstances of Claim and Claim Against Walworth and the Walworth County Drainage District Board Pursuant to Wis. Stat. Sec. 893.80 – Kimberly and Kevin McCarter (encl. pgs. 146-147)

The committee will reconvene in open session and may discuss and/or take action on the above-referenced agenda item(s).

15. Closed Session. The committee may discuss the following topic(s) in open session. The committee may convene in closed session pursuant to the exemption contained in Section 19.85(1)(c) of the Wisconsin Statutes, “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility,” relative to the item(s) listed below:

a) County Administrator recruitment (encl. pgs. 148-149)
b) Extension of David Bretl’s contract to serve as County Administrator into 2020

The committee will reconvene in open session and may discuss and/or take action on the above-referenced agenda item(s).

16. Adjournment

Submitted by: Dave Weber, Committee Chairperson
David A. Bretl, County Administrator

Posted: November 14, 2019
Memorandum

To: Walworth County Executive Committee

From: David A. Bretl, County Administrator

Date: November 14, 2019

RE: November 18, 2019 Executive Committee Meeting

Public Hearing and Consideration of Alpine Valley Music Theatre 2020 Business and Sanitary License Application and Operations Plan and 2020 Camping Operational Plan. Alpine Valley’s 2020 business and sanitary license application and operations plan and 2020 camping operational plan are included in your packet. It has been reviewed by County staff and a notice of public hearing was appropriately advertised. I am enclosing a copy of our business license ordinance for your reference as well as the draft business license. I do not believe the Sheriff or staff have objections to the application. I did receive one complaint relative to the Farm Aid concert, which I have included in the packet.

Consent Items. Expense and mileage reimbursement claims submitted by John Roth and Anna Seaver, citizen members on Board of Adjustment, are included on the agenda for approval.

Appointments

Agriculture and Extension Education Committee. I am forwarding the nomination of Jennifer Straus for appointment as the school representative on the Agriculture and Extension Education Committee. Ms. Straus was appointed in October to fill the unexpired term of Russ Tronsen, who resigned earlier this year. Mr. Tronsen’s term was set to expire December 31, 2019. I am recommending Ms. Straus be appointed for a two-year term.

Lakeshores Library System Board. I am forwarding the nomination of Susan Metzner for appointment to the Lakeshores Library System Board. Ms. Metzner has served on the library system board since 2010.

Veterans Service Commission. I am forwarding the nomination of Mark Gajewski for appointment to the Veterans Service Commission. Mr. Gajewski would replace Kenneth Baumeister who is not seeking re-appointment.

Unfinished Business

Correspondence from County Board Vice Chair Jerry Grant regarding County Board election years. Recall this item was tabled from our October meeting. A copy of the correspondence is included in your packet.

Correspondence from Assistant Corporation Counsel Estee Scholtz regarding County Sex Offender Residence/Child Safety Zone Ordinance. Recall from our September meeting, the committee directed staff to begin the process of ascertaining
the need for restricting residency of certain sex offenders and to present findings at our November meeting. Included in your packet is correspondence from Assistant Corporation Counsel Estee Scholtz detailing her research. Also enclosed in your packet is the correspondence from Supervisor Staples requesting the County Board consider an ordinance.

**New Business**

**Resolution Designating Kristen Perry and Cindy Wrobel as Walworth County Humane Officers.** Included in your packet is a draft resolution designating Walworth County Humane Officers. Ms. Perry and Ms. Wrobel have obtained the required certifications to be humane officers.

**Resolution Establishing a Committee of the Whole meeting date relating to Human Resources training videos.** As part of our audit, Supervisors are required to annually view certain Human Resources training videos. Those videos include open policy statement, harassment, ethical standards and HIPAA. Viewing of the videos will take approximately 1 hour 15 minutes.

**Medical Examiner Contract with Milwaukee County.** Enclosed in your packet is a draft intergovernmental agreement with Milwaukee County for the provision of autopsy services. The agreement is also on this month’s Finance Committee meeting agenda for consideration.

**Correspondence from County Board Chair Nancy Russell regarding a proposed resolution entitled “Authorizing the Naming of the Walworth County Government Center as the David A. Bretl Government Center.”** Enclosed in your packet is correspondence and a draft resolution from County Board Chair Nancy Russell.

**Outagamie County Resolution No. 64-2019-20.** This resolution supports legislation which addresses a non-partisan redistricting process that utilizes locally developed wards/districts to establish voting districts.

**Outagamie County Resolution No. 72-2019-20.** This resolution urges the Wisconsin Governor and legislators to research and understand the reasons behind the out-migration of the millennial population as well as why people are not moving to Wisconsin for available jobs and to make changes to encourage families to maintain Wisconsin as their residence as well as develop a plan to encourage families to move to Wisconsin.

**Outagamie County Resolution No. 84-2019-20.** This resolution supports legislation requiring the Department of Revenue to annual publish information on its website and requiring the reporting of utility aid payment itemization to municipalities and counties.
Correspondence from Rachel Scott, Rachael Glogovsky, Anne LaBouy and Michelle Thomas regarding animal care and control. Enclosed in your packet is correspondence requesting an ordinance regarding responsible pet ownership.

Wisconsin Department of Administration Final Estimate of January 1, 2019 Population for Walworth County. There is no committee action required on this item.

Claims and litigation. Your agenda includes two (2) claim matters for discussion in closed session.

Closed Session. There will be a closed session to discuss recruitment for County Administrator and extension of my contract as County Administrator into 2020. My current contract expires on December 31, 2019. You should have a little better idea after this Friday of what the prospects are for having the new Administrator on board. We have some money in the budget for an overlap of Administrators. I will bring some suggested language to the meeting on Monday.

Please call with any questions you may have.

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

Roll call confirmed all members were present: Chair David Weber, Vice Chair Charlene Staples, and Supervisors Dan Kilkenny, Susan Pruessing and Nancy Russell. A quorum was declared.

Others in Attendance
County Board Supervisors: Jerry Grant and Kathy Ingersoll
County staff: County Administrator David Bretl; Director-Public Works Richard Hough; Deputy Corporation Counsel/Director of LURM Michael Cotter; Human Resources Director Kate Bishop; Finance Director Jessica Conley; Lead Medical Investigator Gina Carver; Sheriff’s Office Captain David Gerber; Deputy Director of Health & Human Services Carlo Nevicosi
Members of the public: Management representatives from Alpine Valley Music Theatre; Kyle Christiansen, Sarah Diedrick-Kasdorf and Jon Hochkammer from the Wisconsin Counties Association, Madison, WI; John Roth, Lake Geneva WI; Elizabeth Sukala, LaGrange, WI [Individuals who gave public comment are listed under the agenda item to which they spoke. The complete sign-in sheet of members in attendance is available at the County Clerk’s office.]

Supervisor Russell made a motion, seconded by Vice Chair Staples, to approve the agenda as presented. Motion carried by voice vote.

Vice Chair Staples made a motion, seconded by Supervisor Russell, to approve the September 9, 2019 meeting minutes. Motion carried by voice vote.

Public Comment – County Administrator David Bretl suggested that public comment be heard on the Walworth County Republican Party’s request for an April 2020 referendum and the presentation from the Wisconsin Counties Association when the agenda item is introduced. Chair Weber asked for comments regarding other items, and there were none.

Consent Items – expense/mileage reimbursement claims submitted by:
Supervisor Kilkenny made a motion, seconded by Vice Chair Staples, to approve all of the expense/mileage claims except for County Board Chair Russell’s mileage claim. Motion carried 5-0.

- Nancy Russell, County Board Chair, in the amount of $139.66
- Jerry Grant, County Board Vice Chair, in the amount of $126.85
- Franklin Jones, citizen member on the Board of Adjustment, in the amount of $33.41
- Richard Kuhnke, Sr., county representative on WRRTC, in the amount of $250.80
- Allan Polyock, county representative on WRRTC, in the amount of $137.00
- Anna Seaver, citizen member on the Board of Adjustment, in the amount of $47.32
Appointments. Recommendations regarding County Administrator’s nominations:

- Board of Adjustment – appointment of Elizabeth Sukala and John Roth
  County Administrator David Bretl said Mr. Roth had completed all the requisite training and he and Ms. Sukala were present to be interviewed. Chair Weber asked them a series of questions regarding their experience, qualifications, reasons for serving on the Board, and any potential conflicts of interest that would preclude them from serving on the Board of Adjustment. Both candidates have previously served terms on the Board and listed their qualifications and previous experience in serving on similar committees. Roth stated his primary concern is controlled growth in the County, and his belief that developers should pay for their own infrastructure. Sukala said she is concerned about the conflict between commercial and residential interests, and said the County’s long-range plan needs to take precedence in making decisions. Neither candidate had a conflict of interest prohibiting them from serving. Both stated they had no scheduling issues that would prevent them from regular attendance at meetings. Chair Weber commended Roth and Sukala for their dedicated service. Supervisor Russell made a motion, seconded by Vice Chair Staples, to recommend the appointments of Elizabeth Sukala and John Roth to the Board of Adjustment. Motion carried 5-0.

- Civil Service Board – appointment of F. Mark Bromley
  Supervisor Russell made a motion, seconded by Vice Chair Staples, to recommend the appointment of F. Mark Bromley to the Civil Service Board. Motion carried 5-0.

- Transportation Coordinating Committee – appointment of Andy Kerwin
  Vice Chair Staples made a motion, seconded by Supervisor Russell, to recommend the appointment of Andy Kerwin to the Transportation Coordinating Committee. Motion carried 5-0.

- Williams Bay Barrett Memorial Library Board – appointment of Edgar Mosshamer
  Vice Chair Staples made a motion, seconded by Supervisor Russell, to recommend the appointment of Edgar Mosshamer to the Williams Bay Barrett Memorial Library Board. Motion carried 5-0.

- Medical Examiner – appointment of Gina Carver, effective January 1, 2020
  Chair Weber said with the termination of the contract with Waukesha County, the County will now have its own Medical Examiner. Bretl noted that Gina Carver’s resume was distributed to the Committee prior to the meeting. The appointment of Ms. Carver would be effective January 1, 2020. Vice Chair Staples made a motion, seconded by Supervisor Russell, to recommend the appointment of Gina Carver as Medical Examiner. Supervisor Russell commented that Carver has done an outstanding job as Lead Medical Investigator and has raised the standard of service to the public. The motion carried 5-0.

- Corporation Counsel/Director of Land Use and Resource Management – appointment of Michael Cotter, effective January 1, 2020
  Bretl said Cotter has worked at the County for 21 years, and stated he was pleased to nominate him as Corporation Counsel. The appointment would be effective January 1, 2020. Mr. Cotter’s resume was distributed before the meeting. Supervisor Russell made a motion, seconded by Supervisor Pruessing, to recommend the appointment of Michael Cotter as Corporation Counsel/Director of Land Use and Resource Management. The motion carried unanimously.

New Business

- Alpine Valley Music Theatre 2020 Business Plan and License Application and 2020 Camping Operations Plan
  - Review 2020 operations plan
Set date and time for public hearing on 2020 Alpine Valley business plan and license application
Bretl reported that the 2020 Alpine Valley business plan and license application has been distributed to the Sheriff’s Office, Land Use and Resource Management and Health & Human Services for review. A public hearing needs to be scheduled for the approval of the plan/license. **Supervisor Kilkenny made a motion, seconded by Vice Chair Staples, to hold the public hearing at the Monday, November 18, 2019 Executive Committee meeting at 10:00 a.m.** Motion carried 5-0.

- Correspondence from Chris Goebel, Chairman of the Republican Party of Walworth County, regarding a referendum item for the April 2020 ballot
  Chair Weber informed the audience that those who wished to offer public comment on the referendum request would be limited to three minutes.

The following individuals spoke in support of the proposed referendum: Chris Goebel, Chair of the Walworth County Republican Party, Elkhorn, WI; Rich Strohm, Lyons, WI; Erick J. Nicia, Lake Geneva, WI.

The following individuals spoke in opposition to the proposed referendum: Chris Hammerstrom, Genoa City, WI; Mary Burpee, Elkhorn, WI; Steven J. Doelder, Chair of the Walworth County Democratic Party, Genoa City, WI; Karen L. Woelfle-Potter, Elkhorn, WI; Ellen Holly, Elkhorn, WI; Monica Los, Sharon, WI; Katherine Gaulke, Elkhorn, WI; Luis Solis, Delavan, WI; Dick Malmin, Lake Geneva, WI; Berenice Solis, Delavan, WI; Jose Cano, Delavan, WI; Jim Cusack, Lake Como, WI.

Chair Weber ended public comment and thanked everyone for coming to the meeting to present their views. He asked committee members for their input. Supervisor Kilkenny said that he is an elected official for Walworth County, and is sworn to act in that capacity, not with respect to immigration, which is a federal issue. He stated a good motto is to “stay in your lane,” and act on those issues pertinent to county government. If a board or committee acts out of its purview, it confuse the public as to what officials’ responsibilities are. **Supervisor Kilkenny made a motion, seconded by Supervisor Russell, to place this item on file.** When asked if the item could be brought to the County Board, Bretl responded it could if called from the floor. **The motion carried 4-1. Supervisor Pruessing voted No.**

- Correspondence from the Wisconsin Counties Association (WCA) requesting an opportunity to present to the County Board
  Kyle Christiansen, Director of Government Affairs, Sarah Diedrick-Kasdorf, Deputy Director of Government Affairs, and Jon Hochkammer, Outreach Manager for the Wisconsin Counties Association (WCA) addressed the Committee. Christiansen said WCA represents the interests of all 72 counties within the State of Wisconsin. The WCA’s primary efforts are advocacy at the state and federal levels to advance county interests and provide educational outreach and training. Hearing feedback on WCA’s services and performance helps to strengthen their organization. Christiansen said they were troubled to learn that the Walworth County Finance Committee amended the 2020 preliminary budget to eliminate membership in the WCA. Shaping policy and direction is more effective when all 72 counties are behind those efforts. Christiansen said Walworth County has been a leader in bringing forth resolutions and perspective on issues other counties may not be aware of. The breakout session at the WCA convention on achieving debt-free status given by Chair Russell and Administrator Bretl was very well attended. He understands budget constraints and issues with the distance to meetings, lodging and mileage expense. WCA is working on providing other sessions throughout the state. Fees for educational seminars have been eliminated, and more webinars are being offered. Hochkammer said he served 40 years as an
elected official, and he feels strongly that WCA has to have a more visible presence within individual counties. Supervisor Russell stated the Finance Committee voted unanimously on the budget amendment to discontinue membership in WCA. The principal reason was the dues, and Board Chairs are obligated to attend the convention and travel to learning sessions and meetings with legislators, etc. Supervisor Monroe, who sponsored the amendment, stated he has attended the legislator sessions and often his representatives were not at the sessions. Russell added that the general assembly meetings often involve public relations for WCA; on how much they provide to counties and how much money they have. Walworth County has an 11-person board and attendance at board committee meetings, numerous other state, county and community meetings is required; there is not enough time for a full commitment to WCA. Vice Chair Staples stated she has attended several WCA conventions and has learned a great deal and believes counties should take advantage of the opportunities. She is conscious of the County’s budget constraints, but hopes that there is a way to continue membership in the WCA because establishing relationships with other counties and sharing information is important. Hochkammer said dues comprise approximately 14% of WCA’s funding, and there has not been an increase in dues since 2001. There are no longer fees for magazine subscriptions and seminars, and first-time Supervisors are not charged a registration fee for the WCA conference. If Walworth County is no longer a member, we will still benefit from WCA efforts and lobbying on behalf of all of the counties, but not be involved in shaping policy. Hochkammer said to acquire publications that are included in the WCA dues, such as Wis Politics and the Wheeler Report and other important information, would cost approximately $13,000. Bretl said Walworth County’s public budget hearing is scheduled for October 29th at 6:00 p.m. A Supervisor may sponsor a budget amendment to continue membership in WCA before budget adoption on November 12th. Hochkammer said officials from WCA would attend the budget hearing. In the meantime, he encouraged input and feedback from Board members.

- Correspondence from County Board Vice Chair Jerry Grant regarding County Board election years
  
  *Vice Chair Staples made a motion, seconded by Supervisor Kilkenny, to table the correspondence from County Board Vice Chair Jerry Grant until the November 18, 2019 committee meeting. Motion carried 5-0.*
  
  **Reports/announcements by Chairperson** – There were none.

  **Confirmation of next meeting date and time:** Special Executive Committee meeting on Wednesday, October 16, 2019 at 3:15 p.m.

  **Claims and Litigation**
  The Committee convened in closed session at approximately 12:00 p.m. on motion and second by Supervisor Kilkenny and Vice Chair Staples pursuant to the exemption contained in Section 19.85(1) (g) of the Wisconsin Statutes, “conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved,” relative to the items listed below. A roll call vote was conducted and all members present voted “aye.” County Administrator David Bretl, Human Resources Director Kate Bishop, Supervisor Kathy Ingersoll, Deputy Director of Health & Human Services Carlo Nevicosi, and Veterans Services Officer Nathan Bond remained in closed session.

  a) Claim – Michael Juers  
  b) Claim for Vehicle Damage – Dale Mangan  
  c) Opioid Litigation
The committee reconvened in open session at 12:14 p.m. on motion and second by Supervisor Kilkenny and Vice Chair Staples.

Supervisor Kilkenny made a motion, seconded by Supervisor Pruessing to disallow the claim for vehicle damage by Dale Mangan (item b), and to proceed as discussed in closed session on items a) and c). Motion carried 5-0.

Closed Session
The committee convened in closed session as approximately 12:16 p.m. on motion and second by Vice Chair Staples and Supervisor Kilkenny pursuant to the exemption contained in Section 19.85(1)(c) of the Wisconsin Statutes, “considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility,” relative to the item listed below. A roll call vote was conducted and all members present voted “aye.” County Administrator David Bretl, County Board Supervisor Kathy Ingersoll and Human Resources Director Kate Bishop remained in closed session.

   a) County Administrator recruitment

The committee reconvened in open session at 12:40 p.m. on motion and second by Vice Chair Staples and Supervisor Russell.

Vice Chair Staples made a motion, seconded by Supervisor Russell, to direct staff to proceed as discussed in closed session. Motion carried 5-0.

Adjournment
On motion and second by Vice Chair Staples and Supervisor Kilkenny, Chair Weber adjourned the meeting at 12:41 p.m.

Submitted by Becky Bechtel, Administrative Assistant. Meeting minutes are not considered final until approved by the committee at the next regularly scheduled meeting.
Selected from the image:

Chair David Weber called the meeting to order at 3:15 p.m.

Roll call confirmed all members were present: Chair David Weber, Vice Chair Charlene Staples, and Supervisors Dan Kilkenny, Susan Pruessing and Nancy Russell. A quorum was declared.

Others in Attendance
County Board Supervisors: Tim Brellenthin, Ken Monroe and Kathy Ingersoll
County staff: County Administrator David Bretl; Director of Health and Human Services (HHS) Elizabeth Aldred; Deputy Director of HHS Carlo Nevicosi; Finance Director Jessica Conley
Members of the public: Dr. Richard Terry, Lake Geneva, WI

Vice Chair Staples made a motion, seconded by Supervisor Russell, to approve the agenda as presented. Motion carried by voice vote.

Public Comment – There was none.

Appointments. Recommendations regarding County Administrator’s nominations:
• Health and Human Services Board – appointment of Dr. Richard Terry

County Administrator David Bretl stated he is pleased to recommend the reappointment of Dr. Terry to the Health and Human Services Board. Dr. Terry thanked the committee for the opportunity to serve, and stated he is honored to serve as a doctor within the community and serve on boards that help to improve residents’ quality of life. He listed his impressive credentials and experience with policy-making boards at the Medical College of Wisconsin and at Michigan State University. Dr. Terry feels the biggest challenge in public health is having the forethought and integrity to treat each case individually and attempting to strike a balance between what is in the best interest of an individual’s welfare and that of the community. Future threats to public health include the debate concerning childhood vaccinations, addressing the specific health care needs of our aging population, and lack of funding for mental health care. Dr. Terry said scheduling conflicts may occasionally prevent him attending meetings. He added he would abstain from voting on any issues connected with Mercy Health Care System to avoid a potential conflict of interest. Supervisor Kilkenny thanked him for his dedicated service and made a motion, seconded by Vice Chair Staples, to approve the reappointment of Dr. Richard Terry to the Health and Human Services Board for a three-year term, which expires on October 31, 2022. Motion carried 5-0.

Reports/announcements by Chairperson – There were none.

Confirmation of next meeting date and time: The next business meeting was confirmed for Monday, November 18, 2019 at 10:00 a.m.

Adjournment
On motion and second by Supervisor Kilkenny and Vice Chair Staples, Chair Weber adjourned the meeting at 3:24 p.m.
Chair David Weber called the meeting to order at 10:00 a.m.

Roll call confirmed the following members were present: Chair David Weber, Vice Chair Charlene Staples, and Supervisors Dan Kilkenny, Susan Pruessing and Nancy Russell. A quorum was declared.

**Others in Attendance**
- County Board Supervisors: Supervisor Tim Brellenthin
- County staff: County Administrator David Bretl; Director of Human Resources Kate Bishop

Vice Chair Staples made a motion, seconded by Supervisor Pruessing, to approve the agenda as presented. Motion carried by voice vote.

**Public Comment** – There was none.

**Reports/announcements by Chairperson** – There were none.

**Confirmation of next meeting date and time:** The next business meeting was confirmed for Monday, November 18, 2019 at 10:00 a.m.

**Closed Session**
The committee convened in closed session as approximately 10:03 a.m. on motion and second by Supervisor Kilkenny and Vice Chair Staples pursuant to the exemption contained in Section 19.85(1)(c) of the Wisconsin Statutes, “considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility,” relative to the item listed below. A roll call vote was conducted and all members present voted “aye.” County Administrator David Bretl, Human Resources Director Kate Bishop and Supervisor Tim Brellenthin remained in closed session.

a) County Administrator recruitment

The committee reconvened in open session at 12:02 p.m. on motion and second by Supervisor Kilkenny and Vice Chair Staples.

Vice Chair Staples made a motion, seconded by Supervisor Russell, to direct staff to proceed as discussed in closed session. Motion carried 5-0.

**Adjournment**
On motion and second by Vice Chair Staples and Supervisor Pruessing, Chair Weber adjourned the meeting at 12:04 p.m.
DIVISION 2. - LICENSE

Sec. 10-46. - Required.

No person shall operate a facility in the county for the purpose of holding an event, which event requires the provision of extraordinary services by the county as defined in section 10-26, without first obtaining a license from the county.


Sec. 10-47. - Application.

(a) Every person seeking a license or renewal of a license to operate a facility shall submit an application for such license in writing to the county administrator. Should the event meet the criteria set forth in section 26-236, the application shall be accompanied by an application for a special sanitary permit.

(b) The application shall be submitted on a form prescribed by the county administrator and shall contain the following information:

(1) The name and address of the applicant, including the names and addresses of principal officers or partners if the applicant is a corporation or partnership.

(2) A description of the facility including the following:
   a. A site map of the facility, including surrounding areas;
   b. The inner and outer dimensions of the facility;
   c. The number of entrances and exits and their locations;
   d. Possible configurations of the facility and surrounding areas for an event, including the area of performance, exhibition or gathering and the locations of aisles, stage and seating;
   e. The location, number, type and description of seating, including the construction material and whether the seats are fixed or portable, bench or separate;
   f. The inside and outside lighting, including house, exit, emergency and parking lot lighting;
   g. The location of any restrooms, refreshment stands, souvenir stands and first aid rooms;
   h. A plan or program relating to the sale of alcoholic beverages that demonstrates how the sale of such beverages will be managed to protect the safety of the patrons;
   i. A description of emergency medical and basic life support services being made available to patrons;
   j. The types and arrangements for communication between internal and external security personnel and the types of arrangements that will be made for taped and live communications with patrons;
   k. Accommodations which are available for admitting and seating persons with physical disabilities, including persons in wheelchairs;
   l. The location, staffing and equipment of the event control center;
   m. The duties and responsibilities of persons in charge of the facility, such as ushers, ticket takers and security personnel;
   n. A plan as to how pedestrian ingress and egress will occur and vehicular ingress and egress with regard to parking areas;
   o. A plan for advance notification of bookings or intended bookings;
p. A plan for insuring the safety and security of neighboring property owners;
q. Such other information that may be required to carry out the intent of this ordinance.

(3) It shall be the duty of the applicant to update and supplement the information required pursuant to section 10-47(b) in the event there are material changes to such information.


Sec. 10-48. - Issuance.

(a) Provided the applicant for a license has complied with all of the requirements of this article and has demonstrated that the facility will be operated in a manner consistent with preservation of public health, safety and welfare, the Executive Committee shall issue a license to the applicant, which license shall be valid for a period of one year commencing on February 1 of each year or upon the date of issuance and ending on January 31 of each year.

(b) Conditions may be placed on the license, consistent with the administration of this article and the preservation of public health, safety and welfare.

(c) An application for renewal may be submitted no earlier than October 1, prior to the next licensed period.

(d) The County shall include, as a condition of the license, the option for the licensee to submit, in advance, a list of potential events to be held during the licensed period. The Sheriff or his designee shall contact the licensee to discuss any identified concerns related to each potential event as soon as practical. This paragraph shall not limit the ability of the County to establish, as a condition of license issuance, advance notification of each specific event which the applicant wishes to hold at the facility.


Sec. 10-49. - Denial.

Any denial of a license hereunder shall be made in writing and the reasons for denial shall be furnished to the applicant and shall be issued within 30 days after receipt of the application by the County Administrator.

(Ord. No. 232-11/02, pt. 1, 12-10-02)

Sec. 10-50. - Suspension.

(a) The Executive Committee may suspend or revoke any license granted hereunder for the balance of the license period or for any shorter period of time for any of the following reasons:

   (1) Failure of the licensee to comply with the provisions of this article;
   (2) Failure of the licensee to comply with any condition of a license granted hereunder

(b) Reasons for the suspension or revocation shall be in writing and furnished to the licensee.

(c) Prior to any decision to suspend or revoke a license, the licensee shall have a reasonable opportunity to:

   (1) Cure any alleged non-compliance prior to the next scheduled event;
   (2) Appear before the Executive Committee and may call and cross-examine witnesses in the matter.
(d) The County shall use its best efforts to notify the licensee of noncompliance as the County becomes aware of such situations, however, the County's failure to do so shall not be considered a waiver of the noncomplying condition.


Sec. 10-51. - Access.

As a condition of the license granted hereunder, the licensee shall permit access to all areas of the facility by the County, for official purposes, including, without limitation, law enforcement officers, health and sanitation officials, and fire and rescue services personnel.


Sec. 10-52. - Renewal.

(a) Each year after the initial license issuance under this article, the applicant may apply for a renewal of the license for an additional year.

(b) An application for renewal shall be submitted by February 15 and shall be made on a form prescribed by the County Administrator which may include some or all of the information required in section 10-47.

(c) Prior to renewal, the County Administrator shall review the performance of the facility for the preceding year and shall determine compliance with the terms and conditions of the license and this article for that year and report such information to the Executive Committee. The County may require additional conditions for the re-issuance of the license as provided in section 10-48 above.

(d) If the Executive Committee determines that the applicant has met the requirements of section 10-48 and that the facility was operated, during the previous year, in compliance with this article, the applicant may receive another license for an additional year upon the payment of the license fee.

(e) Prior to a decision on the issue of a renewal of a license, the applicant shall have an opportunity to appear before the Executive Committee and may call and cross-examine witnesses in the matter.


Sec. 10-53. - Appeal process.

Any person aggrieved by the decision of the Executive Committee may follow the appeal process as set forth in chapter 68 of the Wisconsin Statutes.


Sec. 10-54. - Fees.

The fee for an original license or the annual renewal thereof shall be as set forth in section 30-286.


Secs. 10-55—10-80. - Reserved.
Pursuant to the provisions of section 10-52 of the Walworth County Code of Ordinances (hereinafter “Code”), the below-stated Licensee is hereby granted a concert license for the term indicated for the purpose of conducting concerts and certain events subject to the provision for all applicable state and federal laws, the Code, and further subject to the conditions set forth herein.

Licensee: Alpine Valley Music Theatre (“AVMT”)  
2699 County Road D  
East Troy, WI 53120

Term: The term of this license (“Term”) shall commence on the date of issuance and expire on December 31, 2020.

Conditions:

This license shall be subject to the following conditions:

1. Except as modified by these conditions, concerts shall be conducted in accordance with the 2020 Business License and Operational Plan (“Plan”), previously submitted by the applicant, reviewed and approved on November 18, 2019 by the Walworth County Executive Committee. In the event of a conflict between the terms of this License and the Plan, the terms of this License shall apply.

2. Attendance at any concert shall not exceed 35,600 people.

3. Within the term of this License, three consecutive concert performance days will be allowed no more than four times. After three consecutive concert performance days, Alpine Valley Music Theatre will not schedule concert performances for the next four days immediately following the end of the third consecutive concert performance day.

4. Concert performances shall normally end at 11:30 p.m., but in no event shall end later than 12:00 a.m., in the event unforeseen events cause a delay in the performance.

5. The county prefers the length of the shows at Alpine Valley Music Theatre not to exceed eight hours of performance in any one given day. This concern is grounded in the fact that the Sheriff’s Office needs to prepare in the morning with manpower prior to a show for vehicular traffic going into the event, enforcement and extra traffic control during the concert, and after the concert. If a planned concert performance is eight hours or more, Applicant agrees not to schedule a concert either the day prior to a concert or the day
after a concert. The concert performance is defined as the time the first artist takes the stage to the time when the last artist leaves the stage.

6. Alpine Valley Music Theatre shall provide a permanent shed for storage of at least 750 traffic cones. It will be wired with A/C outlets, both in the interior and exterior.

7. The Applicant shall maintain, set up/remove, and store lighting at the following intersections and/or access locations in the form of temporary lighting by generators.
   a. At County Trunk D and the airport lot.
   b. At County Trunk D and the marquee lot.
   c. At County Trunk D and the arches at County Trunk D and Townline Road.
   d. At County Trunk D and Bowers Road.
   e. At County Trunk D and Highway 120.

8. No more than eighteen (18) concert dates shall be allowed per season unless additional dates are specifically authorized by the county.

9. The Walworth County Sheriff’s office shall receive written notification no fewer than sixty (60) days in advance of any concert date, unless said notice is waived in writing by the Sheriff. For example, Alpine Valley Music Theatre cannot have a concert performance on July 1st if the Sheriff’s office was notified May 2nd or later.

10. Walworth County ("County") reserves the right to object to any event, even if pre-qualified, if information is received by the county indicating that the event will be contrary to the protection of public health, safety and welfare. In the event that the county chooses to object under this paragraph, the County shall inform the Applicant, in writing, of the specific incident or action substantially directly related to the performer in question.

11. The Applicant will provide workspaces to support Sheriff’s Office operations.

12. The Licensee will charge a surcharge of $1.90 per ticket on all tickets sold to pay the following costs: extra police protection, refuse collection and traffic control. The surcharge shall be paid to and maintained by the County in a separate fund. Expenses for the foregoing shall be paid by the County from the amounts held in the fund. Licensee may request that the County pay for certain extraordinary items required for police protection, refuse collection or traffic control from any balance in the fund at the end of the concert season. The County reserves the right to grant or deny such requests. The County will evaluate the amounts expended for police protection, refuse collection and traffic control on an annual basis, and may direct the Licensee to adjust the ticket surcharge in the next concert season.
13. In an effort to control the use of fireworks within the venue, the following measures, implemented for the 2007 concert season, will continue for the 2020 concert season:

- Dedicated signage will be placed at each entrance dictating that any use of fireworks on the property is strictly prohibited and prosecution will be enforced.
- Built into the loop tape front gate PA system there will be messages stating that the use of fireworks in the parking lots is strictly prohibited.
- At the end of each show, there will be two dedicated teams of 2 on ATV’s whose sole responsibility is to enforce the “no fireworks” policy.
- The AVMT website will include notes concerning the policy.

14. The Licensee has been issued a Conditional Use Permit to allow overnight camping at the facility. The Licensee shall, as a condition of this license:

A. Comply with all conditions of said Conditional Use Permit and Operational Plan as approved by the County Zoning Agency.
B. The licensee shall pay for the cost of law enforcement services required by the Operational Plan, which costs shall not be paid from the surcharge required pursuant to paragraph 12.

15. This license is not transferable without the consent of Walworth County. This license supersedes the 2019 license previously issued by the Executive Committee.

The committee finds that the standards set forth in Article V of Chapter 26 of the Walworth County Code of Ordinances have and will be met, and the committee directs the Director of the Land Use and Resource Management Department to issue a special sanitary permit consistent with this license and the Walworth County Code. The Licensee shall at all times be fully compliant with the Code.

______________________________  ________________________________
Nancy Russell, County Board Chair   Date

______________________________  ________________________________
David Weber, Executive Committee Chair  Date
Hill, Nicole

From: Bretl, David
Sent: Tuesday, September 24, 2019 2:01 PM
To: 'Ringblom, Steve P.'
Cc: Cotter, Michael; Hill, Nicole; Williams, Kevin
Subject: RE: Alpine Valley Theater Farm Aid

Follow Up Flag: Follow up
Flag Status: Flagged

Mr. Ringblom- Thank you for your email and sorry about your experience at Farm Aid. The County Board Executive Committee annually issues a business license to the venue. I will make sure that committee members are aware of your email when the license comes up for renewal later this year.

Sincerely, Dave Bretl County Administrator

From: Ringblom, Steve P. <Steve.Ringblom@NWTC.EDU>
Sent: Tuesday, September 24, 2019 9:36 AM
To: Bretl, David <dbretl@co.walworth.wi.us>
Subject: Alpine Valley Theater Farm Aid

I attended the Farm Aid concert on Saturday the 21st and was disgusted with the sanitary conditions of the toilets set up near the main entrance of the venue. There were toilets full to the rim with feces and toilets overflowing so people were standing in toilet water. Hand washing stations were out of water. There was plenty of manpower to make sure alcohol was flowing though. This venue needs to be looked into.

Steve Ringblom
Media Repair Technician
Northeast Wisconsin Technical College
2740 W. Mason Street
Green Bay, WI 54307
O 920-498-5736 | M 920-366-1270 | T 800-422-NWTC
steve.ringblom@nwtc.edu | nwtc.edu

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2020 Business License Application and Operations Plan

Prepared for: Executive Committee, Walworth County

By: DJ Lindfors
General Manager
Alpine Valley Music Theatre
djlindfors@livenation.com or 414-455-9560
ATTACHMENTS

- **Inner and Outer Dimensions of the Facility**
  See attached maps

- **Entrances and Exits**
  See attached map

- **Facility Configuration**
  See attached map

- **Seating**
  See attached map
  See attached explanation of physical seating

- **Lighting**
  See attached form labeled *Exterior* and *Interior* lighting
  See attached form labeled *Emergency Lighting*

- **Restrooms, Concessions, and First Aid locations**
  See attached form

- **Names and Addresses of Principal Officers of the corporation**
  See attached form

- **2020 Operations Plan**
  See attached forms

- **2020 Camping Operations Plan and Campground Site Plan**
  See attached forms

- **2020 Insurance Certificate**
  See attached form
SECTION 101
ODD NUMBERS

DISABLED
SEATING
The location, number, type and description of seating including construction material and whether the seats are fixed or portable, bench or separate:

The location and seats type is broken down into four categories: 1. Permanent seats which can be referred to as "fixed pavilion seats". 2. Temporary pavilion seats which can be referred to as "portable pavilion seats". 3. Box seats which will be referred to as "box seats". 4. Lawn seats which can be referenced as "general admission lawn seating".

1. In the pavilion we have a total of 6,281 fixed pavilion seats. These seats make up the entire 200 level seating within the pavilion, which is located directly south/southwest of the entry gates and front plaza. Each seat is reserved, so a guest must have a ticket to match the section and seat number of which the ticket reads. These seats are constructed of hardened plastic with steel armrests and bases, which are bolted directly into the concrete below/behind.

2. The pavilion also houses a total of 1,049 portable pavilion seats. These seats are located within the 100 level (lower level) of the pavilion, just in front of the stage. They are constructed of steel frames, with thick padding on the seat bottom and seat back. When these chairs are positioned in the 100 level, they are zip-tied together in addition to utilizing the interlocking leg design.

3. The pavilion also hosts VIP "boxes" which are approximately 56"x56" square boxes built in the lower level of sections 201 and 202. The boxes all contain up to 4 temporary seats, of the same design as the portable pavilion seats. There are a total of 33 boxes, 29 of which are located in section 202, rows Q through U, and the remaining 4 in section 201, rows Q through S.

4. The final area of seating is lawn seating. All lawn seats are available on a general admission basis, so first-come, first-served. Total manifested capacity for the lawn is 27,877.
Names and Addresses of Principal Officers of the Corporation

Mark Campana  
Co-President - East, North America Concerts, Live Nation Entertainment  
111 East Wacker Drive  
Suite 1400  
Chicago, IL  60601  
312-540-2106

Karl Adams  
Co- COO -East, North America Concerts, Live Nation Entertainment  
111 East Wacker Drive  
Suite 1400  
Chicago, IL  60601  
312-540-2108

Jason Wright  
President – Live Nation Chicago  
111 East Wacker Drive  
Suite 1400  
Chicago, IL  60601  
312-540-2103

DJ Lindfors  
General Manager – Alpine Valley Music Theatre  
2699 Highway D  
East Troy, WI 53120  
4104-455-9560
2020 Operations Plan

10-47 Arrangements for taped and live communication with patrons
Alpine Valley utilizes an advanced speaker and PA system at every gate as well as remote/wireless locations. Over this system we play announcements for the day as well as policies and procedures. Included are any sponsor related items which need to be announced. The system has the capability for CD or live format.

10-47 Fire suppression for common fires
For every show, Alpine Valley Music Theatre is proud to have the East Troy Fire Department (or their designee) onsite, on standby, in the parking lots. As in the past, they will be equipped with a “mobile” unit which can deal with and suppress common fires which occasionally occur. These can result from hot coals from a grill being dumped into a garbage barrel, vehicle fires, small grass fires, etc. The liaison from the ETFD will have one Alpine Valley Music Theatre radio so he/she can monitor channel 5 – which is the main channel for parking lot management and staff, and the Walworth County Sheriff's Office, hereafter referred to as WCSO. If a fire is spotted it will be relayed over the radio on channel 5 and ETFD, as well as AVMT management and WCSO will respond.

10-47 Alcohol Management Plan
Legends will provide all food and beverage services for Alpine Valley Music Theatre. Alcohol will be served from various locations throughout the confines of the ticketed area of the facility. Patrons may be allowed to consume the alcohol they purchased anywhere within the gates of the facility, unless management determines that it is inappropriate due to the type of performance and type of patrons in attendance.

In order to purchase alcohol at an event, the patron must first obtain a wristband from one of the points of sale. A trained Legends employee will verify the patron’s age from the “state issued” identification submitted. If the patron is 21 years of age or older, a Legends employee will then secure a “one-use” wristband around the patron’s wrist. That patron will then be allowed to purchase alcohol. No Legends employee will serve alcohol to any person not having that identifying wristband. The color of the wristband will be changed for every event.

AVMT will provide a designated driver booth within the Expo Building of the theatre. Patron’s who identify themselves as the designated drivers for the evening will sign in, confirming themselves as the responsible person for the group. They will be identified with a different colored wristband and be given coupons for two (2) complimentary soft drinks.

Legends employees will refuse service to any patron if that patron appears to be intoxicated or if the patron's behavior is unruly. Alcohol awareness training (TEAM Training, a Bassett/State certified program) will be provided for all Legends employees. Training will be conducted by a certified alcohol awareness trainer.
Legends will take direction from AVMT Management regarding the appropriate cutoff time of alcohol being served. This decision will solely be based upon the crowd demographic and crowd activity throughout the evening.

Communication will take place between AVMT Management at the request of WCSO concerning the alcohol cutoff time. The nature of these conversations will consist of the number and nature of alcohol related incidents and if they are either medical or security related. Alcohol cutoff will always be, at least, 30 minutes prior to the end of the show. The reason for the requested discussion is to consider an earlier cutoff time. Unfortunately, it is impossible to dictate that specific time simply because there is no consistency as to when a performance is complete. Meaning some bands will perform up to the 11:30pm county permitted time, and some will leave the stage at 10:30pm. AVMT and WCSO will work together to come to a mutual decision on the cutoff time.

The alcohol purchase limit is 2 drinks per person at the time of purchase. At no time, under any circumstance, can or will that limit be increased. It is the responsibility of both Legends and AVMT Management to monitor this policy and make sure it is adhered to at all points of purchase.

The sale of alcoholic beverages will be prohibited or restricted, as AVMT & WCSO deems appropriate, at concerts where unruly audiences are expected by AVMT or where a high percentage of the audience is under the legal age for consuming alcohol (i.e. One Direction).

The level of staffing needed to implement the Alcohol Management Program by attendance level will be as follows: Level 1=45 security, Level 2=40 security, Level 3=35 security, Level 4=30 security, Level 5=20 security.

**10-47 Crowd Safety Management Plan**
Performances shall be categorized by patron attendance projections for each performance. Staffing levels and other operational decisions are based on specific plans that are in place for each of four patron attendance categories. These plans are then adjusted, considering such factors as the particular artist performing, the type of patron expected to attend and weather conditions on that particular day.

Prior to the first event at the Facility, AVMT will post prominent and permanent signs at all main entrances stating generally that the staff is present for the patrons’ safety and comfort, and comments and suggestions are encouraged.

AVMT will post prominent and permanent signs at all entrances** (Marquee Road, Green Lot, Pond Road and Yellow Lot entrances, all off of Highway D) stating the following details:
FOR THE SAFETY AND COMFORT OF ALL ALPINE VALLEY MUSIC THEATRE GUESTS, THE FOLLOWING IS NOT PERMITTED IN THE PARKING LOTS

- No Drugs
- No Contraband
- No Vending
- No Fighting
- No Open Fires
- No Tailgating
- No Camping
- No Animals
- No Fireworks
- No Alcoholic Beverages
- No Weapons

**Events that are approved for camping will have necessary Items Permitted signage in place as outlined in Section 7 of the Camping Operational Plan.**

AVMT will, prior to the first concert, insure the posting of a permanent sign on the marquee located on Highway D stating very clearly, NO FIREWORKS.

Additionally, in accordance with Wis. Stat.§ 943.13(2)(bm)2b and § 943.13(bm)2c, AVMT will post designated signage at each entrance to the parking lots and entry gates, stating the following:

**NOTICE - NO FIREARMS OR WEAPONS ARE ALLOWED ON THIS PROPERTY**

Patron attendance categories for Alpine Valley Music Theatre (AVMT) are as follows:

- **Level 1** 30,000 to 35,600 patrons
- **Level 2** 25,000 to 30,000 patrons
- **Level 3** 20,000 to 25,000 patrons
- **Level 4** 15,000 to 20,000 patrons
- **Level 5** Less than 15,000 patrons

Key staff positions at AVMT are as follows:

- General Manager
- Production Manager
- Operations Manager
- Marketing Manager
- Security Manager
- Box Office Manager
- Building Engineer
- Parking Manager
- Sales Manager
Operational meetings will be held prior to each performance to discuss general information or areas of concern for the upcoming performance(s). AVMT Management will meet with representatives from Walworth County Sheriff’s Office every Tuesday at 1:00pm (or mutually agreed upon time) before an upcoming weekend show(s). The meeting will take place in the AVMT Administrative Office. Updates on ticket counts, time or scheduling changes, adjustments in staffing levels or other procedures for the next event will be discussed at that time. The decisions of this meeting will then be passed on to the employees of AVMT through their respective department heads.

Aisles will remain clear during concerts.
Pushing, fighting, and use of fireworks or projectiles are prohibited.

AVMT will establish an event control center to coordinate both emergency and normal event operations.

**10-47 Fireworks**
Not only are the majority of fireworks illegal, they are an obvious safety concern to our guest in the parking lot but they have equated to some property damage of our neighbors. Moving forward AVMT would like to work very closely with members of the WCSO to work together to put a stop to the use of fireworks after shows. We fully support any arrest or conviction of anybody found lighting off or having illegal fireworks on the property. The following are some examples of signage posted referring specifically to fireworks:

- Have dedicated signage at each entrance dictating that any use of fireworks on the property is strictly prohibited and prosecution will be enforced.
- Built into the loop tape front gate PA system we will have messages stating that the use of fireworks in the parking lots are strictly prohibited.
- At the end of the show, have 2 dedicated teams of 2 on ATV’s whose sole responsibility is to enforce the no fireworks policy. They will go from lot to lot enforcing the policy.
- Have notes on our website denoting the no-firework policy.

**10-47 AVMT Restrooms**
If the crowd size is sold out (35,600 capacity) AVMT must have the following fixtures: Men’s - 35 toilets and 59 urinals. Women - 310 toilets.

For men AVMT has 46 toilets 71 urinals. For women AVMT has 213 toilets. We rent an additional 100 WOMEN ONLY Port-O-Lets which are placed in close proximity to the permanent women’s restrooms.

Totals: men’s total is 87 toilets and 76 urinals with the requirement being 35 toilets and 59 urinals. Women’s total is 338 toilets with the requirement being 315 toilets. (all of these figures include rental Port-O-Lets).
**10-47 Parking Lot Restrooms**
AVMT will have 225 Port-O-Lets sporadically placed in the parking lots.

**10-47 Photographer**
Walworth County can use the services of a photographer at any concert (photo pass to be provided by AVMT), subject to performer’s approval and performers’ contractual requirements of confidentiality in each instance.

**10-47 Cmelak Residence**
The Cmelak residence is located at W 2793 CO Road D. The South (back) side of the property butts up directly to AVMT. The following specifics are part of the Operational Plan for Alpine Valley Music Theatre’s operations:

1. AVMT will make sure that at least ten (10) Port-O-Lets are placed along the fence line separating that property and AVMT property. Those ten or more will receive the same cleaning and care as the remaining Port-O-Lets onsite and are always serviced the morning after a show.
2. AVMT agrees to send a crew of one (1) or two (2) maintenance employees the morning after a show over to the property. They will be responsible for making sure the entire property is clear of bottles, cans and any other debris which might be on the property, Alpine or non-Alpine related.
3. AVMT agrees to supply an additional security guard located on the South (back) side of the property during the normal Neighbor Security posted times (see below, under NEIGHBOR SECURITY PLAN). This person will be responsible for monitoring and patrolling the back side of the house as well as assuring that guests are staying off the property at all times on show days.

**10-47 AVMT Water System**
AVMT’s water system is configured of the following criteria and can be separated into two categories: One for non-potable water (urinals and toilets) and the other for potable (drinking/hand washing). Each system has a pump system to get the water from point A to B.

For non-potable water there is a 100,000 gallon holding tank and main pump located underground in the Expo Center. This holds and feeds all the non-potable water. The non-potable water is then pumped to four separate pumps; two pumps to feed the water for the Expo Center and the other two pumps for the water backstage and the other facility restrooms. Both of these operating locations can run off of one pump should we happen to have one fail.

The potable water comes from a well which is also located in the Expo Center. There is a main pump which feeds the entire facility (the demand for potable water is far less than non-potable water). This pump was recently replaced in 2015 and is extremely reliable.
The holding tank in the Expo Center also feeds the fire suppression system in the Expo Center. After an 8 hour show the tank in the Expo Center is about ½ empty and we do not run into the problem of running out of water. Obviously we are in great shape with the well and the quantity of water.

10-47 Emergency Medical and Basic Life Support Services
First aid and emergency medical services will be provided by Entertainment Medical Services, Inc. (EMSI) which a qualified and reputable company that specializes in emergency medical treatment. Their services will include emergency medical assessment and supportive services as needed for intoxicated patrons, emergency medical assistance, recognized life-saving techniques and treatment of illness’ and injuries to all patrons and employees of AVMT. They will also provide administrative services necessary to meet local state and federal regulations. Ambulances will also be provided and will be equipped with Basic Life Support (BLS) equipment. Advanced Cardiac Life Support (ACLS) equipment will be provided on-site at AVMT. The ACLS equipment is portable and may be used to transport patients to the hospital. EMSI will provide for medical assessment and monitoring of individuals presenting as intoxicated and unable to care for themselves. EMSI and AVMT may assist in locating a responsible party to provide for an intoxicated individual’s safe departure from the facility.

Security and Medical personnel shall remain on the Facility premises until the parking lots are emptied after each concert.

First Aid support will be equipped with all the necessary first aid and Advanced Life support equipment, which will include, but not be limited to:

Advanced Life Support & Basic Life Support Equipment
Cardiac Monitor
Suction Unit
Drug Box
Endotracheal Intubations Kit
I.V. Solutions
Fully Equipped BLS, First Aid Bag
All fixed medical and office equipment
Wheelchairs

They will staff the first aid facilities (see map for location). In general, staffing levels will be as follows:

<table>
<thead>
<tr>
<th>Level</th>
<th>RN’s</th>
<th>EMT’s</th>
<th>Ambulances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>3</td>
<td>13</td>
<td>3</td>
</tr>
<tr>
<td>Level 2</td>
<td>3</td>
<td>11</td>
<td>3</td>
</tr>
<tr>
<td>Level 3</td>
<td>3</td>
<td>9</td>
<td>2</td>
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<tr>
<td>Level 4</td>
<td>3</td>
<td>7</td>
<td>2</td>
</tr>
<tr>
<td>Level 5</td>
<td>3</td>
<td>6</td>
<td>2</td>
</tr>
</tbody>
</table>
Staffing levels will be adjusted according to crowd demographic, weather, and artist/venue past history.

The medical offices will remain staffed whenever patrons are on theatre grounds.

EMSI, is responsible for contacting ProHeath Care Mukwonago, Lakeland Hospital, Mercy Walworth Medical Center and Burlington Memorial Center to make them aware of not only the show but the expected crowd demographic. EMSI has a great working knowledge of every show and AVMT Management are in constant communication about updated show counts and other relevant show information.

AVMT will retain an emergency medical treatment organization to address the emergency medical needs of the Facility, including, as the circumstances warrant, ACLS certified and Advanced Trauma Life Support (ATLS). AVMT’s medical and security operations will have his or her own communication frequencies.

If necessary, EMSI can be reached at rmalinoski@entertainmentmedical.com or 815-955-7671.

10-47 Communications
AVMT has permanent VOIP (voice over internet protocol) phone service installed with 20 incoming lines and 30 phones. AVMT also has a repeater driven two-way digital radio system for on-site use. The digital radios have a range of approximately 3-miles. All AVMT management staff, EMS personnel, Light Blue Shirt security and a WCSO supervisor will have two-way digital radios. There are at least five channels on these radios. One channel for emergency management and police, one for management, security and ushers, one for parking and maintenance, one for production and the fifth is an emergency channel to be used during a power outage. The VOIP phone lines and the two-way digital radios allow all external and internal personnel to communicate.

The theatre’s two-way digital radio system is the most important tool for theatre staff communications. It is very important for all supervisors to know how to use the radios and to not abuse them. All personnel are to be referred to by their number and not their names. The parking lots shall be referred to as yellow lot, blue lot, red lot, and green lot. The radios are only to be used when necessary. All transmissions are to be kept short. In the case of an emergency, always remember to remain calm. If it is a medical emergency, be sure to give the exact location. In other emergencies, use the codes assigned to the theatre locations (see list of codes). All medical and security transmissions must go through the security office. The security office will then transmit the pertinent information to whomever necessary. All radios will be signed in and out at the beginning and end of every performance. The employee taking possession of the radio will then test the radio to make sure it is transmitting and receiving properly. Whenever using the radio, it is important to remember never to transmit confidential information (arrival of a helicopter, departure of a limousine, etc.) over the radio, and to never transmit over someone else’s transmission.

AVMT will supply one (1) handheld radio to WCSO for their exclusive use during each event at the facility – additional may be supplied upon request. If any of the radios are lost or damaged
while in their possession, WCSO will be responsible for reimbursing AVMT for expenses incurred to repair or replace.
Radio Codes
10-4 Acknowledgment of message
10-9 Repeat message
10-20 Request of location

CODE RED
This code means there is a fire. Remain calm; give the location and nature of the fire to the security office.

MEDICAL
This code means that medical assistance is needed. All medical calls need to be transmitted first to the medical dispatcher located in the medical station. Give the location and the nature of the incident, and whether or not a wheelchair is needed.

BLUE SHIRT SECURITY
This is a “900” security personnel unit. Again the exact location must be given as well as whether or not the call is an emergency or a non-emergency.

BACK UP
This request is given when extra security is needed in a specific location. This request may be given directly to another team leader or it may be sent through the security office. The important thing to remember when hearing this code is to respond over the radio if you are providing the back up.

CHECK YOUR AREA FOR A PACKAGE
This code means that there has been a bomb threat. An AVMT manager may only give this code. If you receive this call, it is important to remember to remain calm AND TURN OFF YOUR RADIO. Your radio frequency does have the ability to trigger the device if you are close to it. From this point on the only form of communication that can take place is verbal. Use extreme caution and to follow the guideline procedures.

10-47 Public Phone Usage
On a show day – from 8:00am until the parking lots are clear there is a dedicated phone line for patrons to call with questions or comments about the facility or show activity for the day. It is manned by a human being as well as a recording with general information. Information this phone line can disseminate would include weather updates, show updates, recommended routes to avoid traffic backups, etc. This number is 262-642-4400.

10-47 Disabled Accessibility
Disabled parking is located in one (1) main area of the facility, which is in the Alpine Valley Resort Parking lot. While other areas within the facility may be used for disabled parking, the Resort lot offers us the ability to shuttle guests from that lot to a very close proximity to their seats and back at the end of the performance. Upon entering the Resort Parking Lot, guests are greeted by our Guest Service Staff to park in the appropriate location and provide assistance to/from their seating in the venue.
The disabled seating is located in a few areas of the venue:
- The front of Section 201, giving disabled guests an elevated view and the ability to see better if and when guests in front of them stand up.
- The back of Section 202, next to the sound board position.
- The East Lawn, giving access to any individual in the lawn that needs a flat, hard surface to utilize for wheelchair access.

Private disabled restrooms are also available close to the backstage area and are only accessible to our disable guests.

10-47 Armed Police Officers and AVMT Employees
At no time will any security personnel, the “light blue shirts” be armed while on Alpine Valley Music Theatre property, unless they are Walworth County Deputy Sheriffs.

AVMT shall supply Walworth County with (4) passes for County personnel only for each event at the Facility, shall be permitted in general public ticketed areas.

All on duty Walworth County Sheriff’s Deputies will be permitted to gain access to all areas by displaying their badge or ID Card.

10-47 Event Control Center
The event control center or security office, will be located on the west side of the Expo Center. This is also where the House Managers, supervisors, and guest service staff will be based. All supervisors from all departments will report to this office for instructions and guidance during the event. The two-way radio base will be located here and the office will be equipped with the appropriate telephone facilities. The station will be manned at all times with a person capable of directing important communications.

The radio operator will be responsible for checking all two-way radios in and out. A written transcript of all radio communications will be taken of all radio transmissions. When additional help is required, the radio operator will be responsible for summoning the appropriate help. In the event of a fire, the radio operator will call the fire department, and if assistance is needed, he will also contact the WCSO. The radio operator will also be responsible for dispatching medical assistance as needed within the facility.

Facility officials should work with all local and regional media in promoting its concerts to include public service announcements relating to crowd safety and individual and group responsibilities related to alcohol and drug abuse.

In general, the staffing for the control center will be as follows: Level 1=3 personnel, Level 2=3 personal, Level 3=2 personnel, Level 4=1 personnel, and Level 5=1 personnel.
10-47 Duties and Responsibilities of General Staff (Security)

One of the most important jobs of the security staff is public relations. Interaction with the patrons must always be of a friendly, polite manner. Security staff will be divided into twelve (12) teams, each with a permanent Team Leader. Each Team will be assigned to a particular area for each show, see list and map of Team placement. These areas will include the backstage area, the house, the lawn all concession areas and the parking lot. They will also be responsible for conducting the visual inspection at the entrance gates, and to help implement the facilities Alcohol Management program.

Team members will be moved to different areas of the venue throughout the evening. In the beginning, the majority of the security will be stationed in the parking lots and at the entrance gates. Once ingress has slowed, Team members will be moved inside, to the lawn and pavilion areas. After the show, the process will be reversed.

AVMT security personnel, a licensed security subcontractor or, subject to the laws and regulations of the State of Wisconsin and an agreement with the WCSO, or off-duty police officers hired by AVMT, as the case may be, shall conduct a pre-admission screening for such contraband as drugs, alcohol, weapons and other unwanted item as the circumstances warrant.

The security staff will be responsible to immediately prepare and issue a report to deputies when presenting any patrons to deputies for an arrest or citation.

The security staff will be responsible for the eviction of any patrons found to be involved in a situation where an eviction is necessary. The Team Leader’s responsibility is to decide whether the situation warrants the eviction of a patron. This judgment will be based on the following criteria:

1. When a patron is endangering the safety of either another employee or patron, or is acting in a manner that prohibits another patron's enjoyment of the performance

2. When a patron has violated theatre policy to the extent that an eviction is necessary.

After the show, all unassigned security personnel will participate in the garbage cleanup of the lawn and pavilion area. A security detail will remain in the overnight parking area of the facility whenever there are overnight parkers on theatre grounds.

In general, the staff levels will be as follows: Level 1=196 security, Level 2=172 security, Level 3=162 security, Level 4=136 security and Level 5=116 security.

10-47 Duties and Responsibilities of General Staff (Ushers)

Ushers will be placed at the turnstiles at each entrance and at positions within the reserved seating area. One usher will be placed at each turnstile and will be responsible for greeting the patrons as well as checking their tickets and scanning/tearing them. Only those patrons in possession of a valid ticket will be allowed entry into the theatre. Off duty badges or off duty officers presenting a badge are not granted admittance onto the grounds.
No patron is allowed to leave the theatre after their ticket has been scanned/torn. Those who wish to do so will be directed to the team leader at the front gate. When the entrance gates have been closed, staff members will ensure that any torn tickets have been scanned or accounted for within the scanning system to ensure an accurate drop count is calculated. In the event that a scanner is storing data that hasn't been uploaded to the server, the supervisor will work with the box office manager to ensure all data has been uploaded for accurate counts.

Ushers will also be placed at all entrances to the reserved seating area and spaced throughout the aisles in the house. Ushers must check tickets as patrons approach them in their aisles. Ushers should direct patrons to their seats but not escort them unless there is a problem. During the show, ushers must continue to check each patron’s ticket to prevent general admission patrons from entering this area. Ushers must always face the audience, not the stage. The ushers must keep all aisles clear and keep patrons from standing on their seats.

After the show, once the patrons have left the theatre, all ushers will participate in the garbage pickup of the lawn and pavilion.

In general, the staff levels will be as follows: Level 1 = 81 ushers, Level 2 = 61 ushers, Level 3 = 61 ushers, Level 4 = 42 ushers, and Level 5 = 37 ushers.

10-47 Duties and Responsibilities of General Staff (Parking)
The parking staff will be responsible for providing an orderly ingress and egress of vehicles in the parking lot. They must park cars in straight rows, maintaining fire lanes and aisles. This allows any patron to exit the parking lot at any time during the event as well as provide the required emergency vehicle access to the parking lots.

Tailgating is not encouraged in the Alpine Valley Parking lots. Once patrons’ car has been parked, they are encouraged to proceed to the entrance gates of the theatre.

The parking staff will answer patron questions concerning camera, lawn chair and any other theatre policy. We wish to save our patrons a trip back to their car with any items that are not permitted. Parking staff is instructed to politely warn any patrons they see with these items that are not allowed into the theatre.

After the show, the parking staff will assure a safe and orderly exit from the parking lot. Parking staff will use flashlights for after-show traffic direction. All gates must be open and clear of obstructions before the show has ended. If there are any problems, the parking lot manager must be notified immediately.

In general, the staffing levels will be the following: Level 1 = 76 employees, Level 2 = 56 employees, Level 3 = 56 employees, Level 4 = 46 employees, and Level 5 = 30 employees.
10-47 Duties and Responsibilities of General Staff (Police)
Walworth County will provide officers they deem necessary to facilitate vehicular ingress and egress procedures and to provide the appropriate support to peer security staff. Traffic officers will ensure that fire lanes remain open on the roads as well as assist residents of County D in getting to their homes. “Light Blue Shirts” will be stationed near each entrance gate as well as at the box office and the money room. “Light Blue Shirts” will hand off patrons to Walworth County Deputies for behavioral infractions. The final arrest authority only comes from an on-duty Walworth County Sheriff’s Deputy. “Light Blue Shirts” will also provide peer security staff assistance if necessary. At no time should “Light Blue Shirts” be armed while on AVMT property. On the occasion that there are campers on theatre grounds, a detail of “Light Blue Shirts” officers will remain on-site at all times.

In general, the staff will be as follows: Level 1 = 18 Light Blue Shirts; Level 2 = 14 Light Blue Shirts; Level 3 = 12 Light Blue Shirts; Levels 4 & 5 = 10 Light Blue Shirts.

10-47 Duties and Responsibilities of General Staff (Maintenance)
During the performances, the maintenance staff will perform concession area pick-up, empty garbage cans and restock restrooms as necessary. Their general event responsibilities are to keep the grounds clean.

AVMT shall properly maintain all fences that currently run along borders between AVMT and neighboring properties.

After the concert the same maintenance staff will empty the garbage cans, pick up all garbage bags that have been filled during the general staff’s lawn and pavilion cleaning and deposit all garbage bags in the dumpsters.

On the day after the concert the day maintenance staff will be responsible for cleaning the theatre. This will begin with the access road garbage pick-up. The staff will then move on to theatre grounds cleaning the parking lots. Once the outside areas are clean, the next areas to be cleaned are the pavilion, the washrooms, the plazas, the expo center and the backstage area. The staff will divide into teams, each responsible for a specific area. Once these areas are prepared, the staff will make an “once-over” of all the theatre grounds. This will include trimming shrubs, carpentry repairs and watering flowers.

Garbage pick-up will be taken care of by the Facility at the Facility and on the public roads adjacent to the Facility on a regularly scheduled weekly basis, and commenced no later than Monday morning after a weekend concert.

1. All on-site garbage cans shall be permanently secured and emptied on a regular basis to discourage littering on-site during concerts.
2. On-site dumpsters shall be emptied regularly.

If a staff member from any department notices any physical problem with the theatre (broken seat, loose board etc.) a maintenance request form must be completed and given to the
Maintenance Director. These problems will be corrected by the next event. If any of these problems would occur during an event, the maintenance staff should be notified immediately. Whoever is notifying maintenance will wait at the location of repair until maintenance arrives.

On the day of the show, prior to the opening of the gates, the maintenance department will conduct a “readiness to open” inspection of the theatre. Any problems found within the theatre will be corrected prior to the gates opening. The security and usher team leaders will conduct the same inspection of their area for the evening.

In general, the staff will be as follows: Level 1 = 34 maintenance staff; Level 2 = 30 maintenance staff; Level 3 = 23 maintenance staff; Levels 4 & 5 = 16 maintenance staff

10-47 Ingress/Egress
When the parking lots are scheduled to open, AVMT will have a minimum of 2 parking lots open. Walworth County Sheriffs along with AVMT Management will monitor traffic flow throughout the ingress and make adjustments in the access to the theatre as necessary.

AVMT will be prepared to open the Main/Yellow Lot (or a mutually agreed upon parking lot) a minimum of 60 minutes (one hour) prior to the posted parking lot opening time for any and every show.

It is the SOLE responsibility of the WCSO to be on any Highway or County Road directing traffic. At no time should any AVMT employee be on any road directing traffic. Call times will be communicated appropriately to the WCSO and they are expected to have the men and women distributed at the appropriate locations at the correct call times.

Facility ingress and egress vehicle lanes should be free and accessible at all times.

Traffic exiting from the yellow lot and the red lots will be directed west on County D. The traffic exiting from the green and blue lots will be directed east on County D.

Generally, parking lots will open five hours before show time. The General Manager will communicate with the WCSO regarding changes to this general rule. AVMT will cooperate as necessary on each concert day to prohibit cars from lining up on the county roads. AVMT Parking Staff will always be prepared to open at least 60 minutes prior to the ADVERTISED lot opening time. In addition, as the traffic volume increases the AVMT Parking Staff will adjust and create double and triple lane splits.

Communication between the highest ranking AVMT Manager onsite and the WCSO Event Coordinator will exist throughout the evening regarding the opening of additional parking gates and the times at which these parking gates will be open. An additional three parking gates will be opened as the crowd size, arrival schedule and demands dictate. Cooperation from the AVMT is not only expected but demanded.
The concert ticketed gates will open as early as the artist will permit on the day of the event. In most cases this will be 60-120 minutes (1-2 hours) before show time. The main entrance for the theatre will be the archway gate adjacent to the box office. Patrons with lawn tickets may proceed directly across the main plaza to the lawn area. Patrons with reserved seats may take any of three paths down to the pavilion depending on the location of their seats.

There are six patron entrances to the theatre. Their locations and widths are as follows:

- **Gate 1 Entrance**: 5 Turnstiles, approximately 21’ wide
- **Gate 2 Entrance**: 6 Turnstiles, approximately 21’ wide
- **Gate 3 Entrance**: 20 Turnstiles, approximately 75’ wide
- **Gate 4 Entrance**: 5 Turnstiles, approximately 21’ wide
- **VIP Entrance**: 4 Turnstiles, approximately 12’ wide
- **Lower East Entrance**: 2 Turnstiles, approximately 10’ wide

In addition to these entrances there are 6 (six) gates available for emergency exits (in addition to the emergency exits available in the Expo Center), as shown on the facility map. Their widths are as follows:

- **Exit #1**: Approximately 8’ wide
- **Exit #2**: Approximately 6’ wide
- **Exit #3**: Approximately 8’ wide
- **Exit #4**: Approximately 33’ wide
- **Exit #5**: Approximately 15’ wide
- **Exit #6**: Approximately 27’ wide

### 10-47 Notification of Bookings and Holds

During the month of January AVMT will provide the WCSO a list of potential shows for the upcoming season. The WCSO will in return notify AVMT within 10 days of receipt of the potential show list of any concerns. It is understood and agreed to that any performers that have played AVMT within the last five years, without incident, will be automatically pre-qualified by the WCSO.

AVMT will provide monthly calendar updates as event dates and performers become more solid. Once an event’s date or dates and performers are confirmed AVMT will notify the WCSO of the confirmation.

### 10-47 Neighbor Security

AVMT will bring in an outside security contractor whose SOLE PURPOSE is protecting the neighbors’ properties on Highway D (located between Bowers Road and 120.) A security guard will be positioned at every neighbor’s property on highway D (located between bowers road and 120). The security guard will be located at neighbor’s entrance of their driveway starting 1 hour before parking lots open and will stay at this location until the parking lots are cleared at the end of the night. Each guard will be equipped with a radio, flashlight and a reflective vest. A supervisor will monitor the security guards via radio and working hand in hand with the WCSO.
The neighbor’s property will be secured at all times including when we break the individual guards. We will rotate individuals; to make sure that their property will not go uncovered at any time.

WCSO will provide additional support with a dedicated squad car that will roam Highway D and will give support to the security guards positioned at the neighbor’s property. They will stay on duty until after all of the traffic is cleared and the theatre is empty.

AVMT will appoint a neighbor representative that can assist with neighborhood issues.

AVMT will also be providing additional lighting at each entrance into the facility, and bringing in temporary and permanent fencing to assist in maintaining a safe area for the neighbor’s property.

**10-47 Neighbor Trash pickup**

It is the responsibility of AVMT to go around the following day of any concert and pick up trash left in our neighbor’s yards. This will be inclusive of any property in the surrounding area of AVMT where traffic was slow moving which resulted in trash being left on the property.

**Neighbor’s Houses to Secure**

The following neighbor properties will be secured unless requested otherwise by the owner of the property:

- W2833 County Road D
- W2793 County Road D
- W2745 and W2733 County Road D
- W2711 County Road D
- W2609 County Road D
- W2593 County Road D
- W2547 County Road D
- W2461 County Road D
- W2459 County Road D
- W2405 County Road D
- W2397 County Road D
W2345 County Road D
W2335 County Road D
W2836 County Road D
W2758 County Road D
W2546 County Road D
N7131 Townline Road
W2460 County Road D
W2260 Townline Road
W2242 County Road D
W2154 County Road D
W1184 County Road D
Camping Operational Plan

Green Lot

Updated: October 2019
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1. Purpose

This operations plan has been designed to outline clear and concise guidelines for the day-to-day operations of the Alpine Valley Music Theatre campground. While this manual has been created to outline specific procedures it does not intend to identify every possible situation that may occur. The purpose of this manual is to outline specific procedures that will ensure the safety of venue guests and employees and to minimize the risk to venue assets and the overall community. Priority will always be focused on security and safety.

This manual aims to accomplish the following:

- Outline a specific and well organized campground setup plan
- Outline staffing needs and staff responsibilities
- Plan for scenarios that may jeopardize the safety of guests and employees
- Define guest prohibited practices and behaviors
- List prohibited items in the campground
- Define hours of operation
- Explain the overall plan that is operationally sound with the needs of all involved parties addressed

The Alpine Valley Music Theatre Campground is intended to provide a safe and enjoyable experience for not only guests, but employees as well. By outlining expectations in advance, the venue along with the help of the many employees that are involved in AVMT events will be better equipped to accomplish their collective goals.

It is the intention of Alpine Valley Music Theatre to enable camping on a select number of events per season. We will not offer camping on any other nights at the venue other than on a night on which we have a concert.
2. Campground Layout

The Alpine Valley Music Theatre Campground is intended to have a flexible setup, based on demand, or availability of campsites for a particular event. At this juncture, Green Lot has been designated as the venue's campground. The remote nature of the lot, the ability to easily secure and manage separately from the general parking lots, are the main driving elements behind the decision to initially pick Green versus another lot.

There are numerous aspects in regards to the physical layout of the campground that must work well together in order to achieve the goals of safety and operational soundness. The physical layout of the campground will be designed around placement of the following necessities:

- Individual campsites
- Campground parking order
- Campground capacities (by campsite)
- Ingress/egress points & signage
- Emergency roads/drives
- Security offices/headquarters
- Placement of facilities (restrooms, hand washing stations, light towers, security & first aid and pure water distribution centers)

**Individual Campsites**

Each individual campsite is designed to be 40’ in length and 20’ in width for a total of 800 square feet. This size easily allows for almost any size vehicle to be parked and its tent setup directly in front, with the rear of the vehicle directed into the drive behind in the event the vehicle is running and emitting carbon monoxide. A scaled example of a single campsite is illustrated below showing the size of the campsite compared to a full size SUV and a large 6-person sleeping tent:

![Diagram of campsite](image)

We will require that the layout and setup of the individual campsite and camping units will be similar to what is shown above.

The Live Nation Camping Plan – Option ‘A’ (Alternate) is submitted herewith for Green Lot Camping. This plan includes a 50’ setback along the east and west perimeters of the lot. The maximum capacity of Plan A is 564 campsites – 46 RV sites (16 popup trailer sites and 30 sites capable of fitting up to a 45’ RV), and 518 general individual campsites.
The maximum of 564 sites in Plan A would account for a maximum occupancy of 3,384 campers. Each campsite is limited to 6 campers and 1 vehicle, with no more than 1 camping unit (RV, tent, camper) on the campsite – an RV is classified as both a vehicle and camping unit. As long as the vehicles fit within the footprint of the designated campsite, we will not regulate the size of the vehicles entering the campground, but will call out a distinction of standard sized vehicles (car, van, SUV) and anything considered oversized, such as an RV.

Some individual campsites may have 6 campers present, while some will only have 2 or 3. We will sell individual tickets for the entire campsite. For example if a group of 4 people would like a campsite at AVMT, only 1 camping ticket would need to be purchased. Later in the Operations Plan we will discuss the policies/procedures for who can enter the grounds, the distribution of wristbands, and how the capacity will be monitored.

Each campsite will be painted individually in the parking lot using a bright white or yellow marking paint, which clearly defines the sites in addition to the drives in front of and behind the sites.

It is imperative that the vehicles in the campground are parked in a neat and orderly fashion to ensure that drive widths are maintained for emergencies. Our parking staff onsite will work hard to get each vehicle parked in the correct position within the guest’s specific campsite.

Entry Points
The designated entry point for utilizing the Green Lot Campground is the main parking lot entrance at the north end of Green Lot, off of Hwy D. As vehicles approach the entrance they will be separated accordingly – standard cars/trucks versus campers/RV’s – for the sign in process. This will take place further into the paved area of the lot, to allow for vehicles to be stacked within the entrance area to assist in alleviating any vehicular congestion on Hwy D.

Signage
We will be utilizing the existing changeable message boards that are used for the normal concert traffic along Hwy D, to direct guests to the Green Lot Entrance for those with the proper camping credentials.

In addition, each double row will have a letter designation and each spot will have a letter/number designation. For example: Row A, with A2-A14 (even) on the north line of spots – so A2, A4, A6, etc. The south side of the double row will consist of odd numbered rows – A1, A3, A5, etc. These identifiers will prove helpful to campers and staff members alike.

Placement of Facilities
A number of facilities will be installed to ensure a smooth camping experience. The following facilities will be placed on-site any time the campground is open to the public.

1. Portable Restroom Facilities/Handwashing Stations

   Service Sanitation will be the licensed provider of both equipment and servicing of all locations within the venue.

   We will have a minimum of 19 male / 27 female designated portable restroom facilities within the Green Lot, with a total of 23 handwashing stations as well. They will be dispersed in groups evenly to ensure facilities are accessible to every campsite, and no more than 400’ away from every campsite. The 18’ wide east/west drives in front of or behind each of the campsites will allow access to the sanitary stations, preventing camp users from walking by or through neighboring campsites. Staff on site will assist with managing any vehicular traffic present if pedestrian traffic is present at the same time.

   Subject to availability – campers may have the ability to rent private portable restrooms in addition to the designated facilities on site. It will be their responsibility to lock/secure their private unit as they see fit.

   All portable restroom facilities and handwashing stations will be on a service schedule based on the duration of camping on grounds, which varies by event. A sample of said schedule may look like the following:
<table>
<thead>
<tr>
<th></th>
<th>Scheduled</th>
<th>If Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Day 1</td>
<td>10:00 PM</td>
<td></td>
</tr>
<tr>
<td>Event Day 2</td>
<td>10:00 AM</td>
<td>10:00 PM</td>
</tr>
<tr>
<td>Post Event</td>
<td>12:00 PM</td>
<td></td>
</tr>
</tbody>
</table>

- In a similar fashion, RV’s will have the ability to schedule service prior to exiting the campgrounds – this will be something that can be done upon check-in, or at any point with the Camping Office.
- A waste pumping truck will be on site throughout the duration of the campgrounds being open, and available to pump RV’s, in addition to extra servicing of port-o-lets if needed.

2. **Portable Light Towers**
   - Where light from the existing permanent poles on site is insufficient, portable light towers will be used during the evening/darkness hours. The usage of these light towers will be non-pollutant to our surrounding neighbors. The light towers will be shielded on site in compliance with the Walworth County Code of Ordinances. To ensure this process has happened, they will be setup the evening prior to the event and confirmed with neighboring properties that they are acceptable. Should the placement be disruptive, the positioning of the lights will be adjusted accordingly.

3. **Pure Water Distribution Centers**
   - Green Lot will have multiple potable water distribution centers. The distribution centers will be in the form of potable water tanks, affixed with the necessary apparatus that would allow for the campers to fill/refill their holding containers with potable water. To alleviate any accidental leakage, the apparatus will contain self-closing spring-loaded valves. These tanks will be refilled as needed throughout the duration of camping.

4. **Trash & Recycling Receptacles/Dumpsters**
   - We will have several 90-gallon trash and recycling receptacles spread sporadically throughout the campground. Note: upon entry, each vehicle will receive 2 complimentary trash bags for their use during their stay. As with the existing theatre operations, maintenance staff assigned to the lots will monitor the receptacles and replace filled receptacles with empty receptacles as necessary, hauling the full receptacles to the appropriate 40 yard dumpsters located on the east side of the Expo Building, which are used for existing theatre operations.

5. **Temporary Offices / Security and Medical Stations**
   - Site operations will require the use of 2 temporary office trailers. The first of which will be used as a general office/staff area for the campground in addition to a security office as needed. The second trailer will be designated as the onsite medical office for guests that may have a need for medical services during their stay. The placement of the trailers will be in proximity to the entrance of the campground, which will assist campers in locating the facilities, given they drove by them upon entry.
3. Lowered Concert Capacity

Usage of Green Lot for Camping vs. General Parking

Given the fact that Green lot would typically be used as a parking lot, and will now be utilized as a campground, it is necessary to adjust our overall sellable capacity based on the number of normal parking spaces, multiplied by 3.3 guests per car. This number is based on a national average, which is actually slightly higher than our onsite average of 3.1 per car over the last seven years – this allows us to create a buffer to ensure that we will have sufficient parking for regular attendees. That said, Green Lot capacity for general parking is that of 3,000 vehicles, or a total of 9,900 total ticketed guests.

Translating Green Lot as a parking lot to Green Lot as a campground, the total spaces available in the lots would translate to a maximum number of campers to 3,384.

When putting a show on sale that contains the camping option, we would reduce the available lawn tickets by 9,900 from public on sale. That would bring the total capacity of an event down to 25,700 from the max capacity of the venue at 35,600. As guests purchase tickets for camping, they would indicate the number of wristbands for their campsite, and that number would be added back into the sellable capacity.

For Example: 500 Campsites have been purchased in Green Lot with every site containing 4 people, so we would increase the sellable capacity by 2,000 to account for those guests utilizing the campgrounds versus general parking. That would bring the total sellable capacity for that particular event to a total of 27,700.

For the sake of planning purposes, a predetermined off sale date would be established to close camping sales and allow for necessary planning and communication to campers on the campground policies and procedures for the event.
4. Hours of Operation

We will only have shows on Fridays, Saturdays, or Sundays. It is possible that either a single day or multi-day event would include the option of camping on site.

Note the following Hours of Operations may vary with approval from the Walworth County Sheriff.

For weekends in which we only have 1 show, the campground will open at 10:00am the day of the show and close at 12:00pm the day following the show.

For weekends in which we have 2 consecutive shows that are part of the same event (more than likely Saturday and Sunday) the campground will open at 10:00am the day of the first show and close at 12:00pm the day after the 2\textsuperscript{nd} of the two shows.
For weekends in which we have 3 consecutive shows that are part of the same event, the campground will open at 10:00am the day of the first show and close at 12:00pm on the day following the 3rd show.

Should there be a case where we are hosting consecutive shows that are not a part of the same event, we would open the campground at 10:00am the morning of the first event, close at 10:00am on the following day. For the 2\textsuperscript{nd} show, the campground will open at 12:00pm the day of the 2\textsuperscript{nd} show and close at 12:00pm the day following the show. In the extremely rare case that a 3rd consecutive show was playing within that same weekend, and different from the 2nd, the campground would open at 2:00pm the day of the 3rd show and close at 12:00pm the following day. \textbf{Note}: It’s unlikely, although possible, that we would host a different artist/event consecutively in the same weekend, where camping is utilized for each of those events.
5. Campground Access

Initial Entry to the Campground
Upon arriving at the campground, the guests will show their camping ticket/parking hangtag in order to gain access to the campground. Upon check-in, guests will be given a list of campground regulations, trash bags, and their access wristbands. After receiving their wristbands and information, they will be directed by parking staff to the next available campsite within the grounds. Similar to general parking, guests will be directed and placed in campsites on a first come, first serve basis, and in succession. Once they have arrived in their designated site, relocating to another site is not permitted and will be strictly enforced.

In the event that campers are being dropped off, a temporary hangtag will be issued for access, allowing drop off to occur within the same footprint that check-in occurs for campers, with the vehicles dropping off then being directed offsite. At that point, AVMT staff will be available to assist campers to their site.

The Wristband
There will be specific instructions online when a customer purchases a camping ticket that each campsite is limited to 6 people, no exceptions. When arriving, the guests will be issued one wristband per person in their vehicle, which will be placed and secured by an AVMT staff member. If there are more than 6 people in the vehicle, the vehicle will not be permitted into the campground and they will have no choice but to leave the grounds and return with 6 people or less.

For the safety of guests and their belongings, and for population control within the designated campground (lot), a perimeter fence will be setup to maintain access control to concert guests within the venue lots. The wristband serves as the access credential to allow campers to re-enter the campgrounds after the show. At no time are guests without wristbands allowed within the designated campgrounds.

If a guest loses the wristband, they will not be permitted back into the campground, no exceptions. They will be informed of this policy when initially entering the campground and we will state this policy in the handout we distribute to each car upon their initial entry.
6. Campground Staffing

Campground staffing will be divided into three shifts per day in order to keep staff fresh. In addition, staff will not be permitted to work an eight or more hour shift in the campground and then immediately thereafter be allowed to work a shift at a concert. If an employee chooses to work two shifts in one day, the shifts must be separated by no less than six hours in between shifts.

Specific staffing needs are outlined in detail in the Campground Staffing Matrix, provided at the end of this section.

Each individual department will play a significant role in ensuring that the campground runs smoothly. The job descriptions below will indicate each department’s responsibilities in the campground.

**Campground Manager**

AVMT will utilize 2 Campground Managers who are ultimately responsible for every aspect/operation of the campground. These two people will be Senior Level Managers with the current AVMT staff and will be fully briefed on the expectations by the General Manager of the venue. These 2 people will also remain in close contact with any neighbors who have issues or problems with the campground operations, and he/she will have full authority to take any measures possible to achieve community satisfaction. The Campground Managers will rotate in 12 hour shifts.

**Maintenance/Cleaning Staff**

The venue maintenance/cleaning team will roaming the campground at all times to keep up with trash throughout the campground.

The roaming patrol will survey the campground throughout the day on golf carts, picking up trash, bottles, cans, etc. and placing them in the appropriate receptacles. This crew will take full bags from guests and replace them with fresh, empty bags. This crew will also be responsible for ensuring that all portable restroom facilities are stocked and well maintained, the handwashing stations are maintained, and that trash cans placed throughout the campground are emptied on a regular basis.

**Parking Staff**

There are 2 specific positions that the parking department will fill in the campground. Those positions are as follows:

1. Campground Parking Attendant
2. Campground Parking Supervisor

The campground parking attendants are responsible for directing cars in a neat and orderly fashion from the campground entrance to individual campsites. Campground parking attendants are expected to be in full uniform and always ready to assist with arrivals. There will be some down time as many guests tend to arrive together, however it is always imperative that the parking attendants are ready to direct traffic as instructed.

The overall organization of the campground hinges upon the ability to camp vehicles in an orderly fashion. Parking attendants are an integral part of the campground success.

The campground parking supervisor is responsible for ensuring that all aspects of the campground parking operations (neat and organized parking lanes as described above and well controlled entry and exit to the campground) are being handled appropriately.

**Security Staff**

The venue security staff has a number of responsibilities that are all crucial to the success of the campground. Positions include guards in a fixed position, roamers, and a supervisor.
Each security guard will be trained and prepared to ensure safety. These guards will be knowledgeable about the campground, the venue and the show policies in order to best answer questions for guests. In addition, these guards will be equipped with additional supplies (trash bags, show information, along with other materials) for guests’ ease of access. These guards will be rotated in and out with roamers to stay alert and will also be equipped with radios for proper communication.

A number of roaming teams will be in the campground ensuring that all guests are abiding by campground rules and regulations, that no unsafe or risky behavior is taking place, and providing useful information to campground guests. These guards should be on the lookout for previously troublesome behavior, as well as reporting any concerns with local laws and statutes to the WCSO on site. Some examples are listed below, although this list is not intended to be all encompassing.

1. Large gatherings
2. Fires/bonfires/roasts/etc.
3. Vehicles spinning tires
4. Vagrant guests
5. Guests in restricted areas
6. Guests impaired by alcohol and/or other drugs
7. Contraband being snuck or moved into the campground (passing off items from the perimeter, large items being moved in, etc.)
8. Guests damaging property
9. Other raucous behavior

The security supervisor onsite in the campground should ensure that roaming teams are constantly moving, that all campground policies are being upheld, that staff is able to take regular breaks and that the security team is working closely with the other departments to facilitate the overall needs of the campground.

**Off-Duty Police (900’s)**

For regular concerts we employ off-duty police officers. They are uniformed in light blue polo shirts and are referred to as “900’s.” We will staff the campground utilizing this department. These employees are simply another level of security, but carry much more authority with their law enforcement background. 900’s will be roaming the entire campground from opening to closing.

900’s will be broken up into teams of at least two and will roam the campground assisting local security to enforce campground rules and regulations. The expertise of the 900’s will be utilized to assist the security team in identifying risks and mitigating situations before they escalate. It is imperative that roaming 900’s are visible, knowledgeable of the campground, venue and show policies. Their presence sets a tone of mutual respect.

**Walworth County Sheriff’s Office (WCSO)**

The Walworth County Sheriff’s Office will have deputies available to handle any calls for service throughout the duration of the campground being open. In addition, the WCSO will have an adequately sized Command Post located within proximity of the campground, throughout the duration of the campground being open, at the expense of AVMT. We will utilize the WCSO to assist with any illegal activity and when appropriate, the deputies will issue citations and make arrests. Standard protocol dictates that the venue staff is responsible for enforcement of the campground regulations, not the WCSO.

The WCSO will be issued an AVMT radio per team working the campground. This will ensure there is constant communication between the WCSO and AVMT security within the campground.

**Medical Staff**

From the time that the campground opens until the time the campground closes, a combination of roaming EMT’s and an ALS ambulance will be onsite to assist with any medical issues that may arise.
These individuals will respond, assess, and act, based upon any particular situation’s demands. Based upon the nature of guest and employee medical needs, the medical team can be found roaming the campground on a golf cart or positioned in the medical trailer near the entrance to the campground.

In a rare instance, it may be necessary for additional medical services to supplement the onsite medical staffing. In that situation, the medical staff will communicate directly with the closest and most appropriate medical services provider to request additional backup. Furthermore, other departments should work together to ensure that additional medical services have a clear ingress and egress route throughout the campground, that crowds are being managed in and around the area to prevent further injury, and that any and all witness accounts are documented when appropriate.

**East Troy Fire Department (ETFD)**
While ETFD is on site when general parking is utilized for events, they would continue coverage on the property even after the general parking has closed in the event their services are needed throughout the evening hours and into the following morning hours following an event.

**Campground Staffing Matrix**
All of the below mentioned staffing is 24 hour coverage from the time the campground opens until the time the campground closes. The staffing levels may be adjusted as necessary based on the needs of the campground at various points in time. The staffing numbers outlined below are a suggested number of positions within each department based on 554 campsites utilized by a maximum of 6 campers per campsite, totaling 3,324 campers.

AVMT Management may be consulted in the staffing levels for the WCSO and ETFD for the campground operations, however, given that AVMT Management does not dictate the staffing level for those agencies, those areas have purposely been omitted in the breakout below.

**Campground Manager**
**Total Staff – 2**
Each manager will rotate in 12 hour shifts. There will be 1 of the 2 managers on site from open to close.

**Maintenance/Cleaning**
**Total Staff – 4**

<table>
<thead>
<tr>
<th>Maintenance Staff Positions</th>
<th>Staffing Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roaming</td>
<td>4 (2 teams of 2)</td>
</tr>
</tbody>
</table>

**Parking**
**Total Staff – 11**

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Staffing Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking Supervisor</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parking Staff Positions</th>
<th>Staffing Numbers</th>
</tr>
</thead>
</table>
**Security**

**Total Staff – 19**

Deployment of the roaming teams will be determined by the Security Supervisor and will vary throughout the day, focusing on the entrance off of Hwy D as the campground opens, shifting to roaming the site, then to the entrance off of Pond Road as the show ends to verify wristbands upon entry, etc.

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Staffing Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Supervisor</td>
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</table>

<table>
<thead>
<tr>
<th>Security Staff Positions</th>
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</thead>
<tbody>
<tr>
<td>Roaming Staff</td>
<td>10 (5 teams of 2)</td>
</tr>
<tr>
<td>Green Lot Entry/Exit Points</td>
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</tr>
<tr>
<td>Security Office</td>
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</tbody>
</table>

**Off Duty Police Officers – 900's**

**Total Staff – 5**

<table>
<thead>
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<th>900 Staff Positions</th>
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<tr>
<td>Camping Office/Dispatch</td>
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</tr>
<tr>
<td>Roamers</td>
<td>4 (2 teams of 2)</td>
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</table>

**Medical**

**Total Staff – 4**

<table>
<thead>
<tr>
<th>Medical Staff Positions</th>
<th>Staffing Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Office</td>
<td>2</td>
</tr>
<tr>
<td>Roamers</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ambulance</th>
<th>Staffing Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALS Ambulance</td>
<td>1 (Team)</td>
</tr>
</tbody>
</table>
7. Campground Regulations/Guest Conduct

The following rules and regulations have been outlined in order to help achieve the goals of the Alpine Valley Music Theatre Campground. Guests are expected to abide by these guidelines at all times.

1) Purchasing a ticket for a camping unit in the AVMT Campground does not grant the guest the opportunity to pick their own unit location. By purchasing a ticket the guest/group up to 6 people per camping unit are guaranteed a space in the AVMT Campground. Guests will be assigned to a camping unit within the campground.

2) There is a strict 2:00am-8:00am “lights out” policy. At this time all music must be turned off and people congregating in one area must disperse and go back to their camping unit. No exceptions. The light towers providing light for the roads and walkways will remain lit, however they will be dimmed.

3) Illegal drugs of any kind are not permitted. Violators will be prosecuted to the fullest extent of the law.

4) Excessive speed while in the campground will not be permitted. The campground speed limit is 10 mph and is to be observed by all guests at all times. In the situation that other guests are present, good sense prevails and speeds should be limited.

5) Damage to property will not be permitted under any circumstances. This includes but is not limited to: digging or creating holes, creating ruts with a vehicle, damaging or removing fence panels, creating fires, tampering with restroom facilities/handwashing stations/turning off light towers, etc.

6) Vehicles are not permitted to come and go. If a person chooses to leave the grounds with their vehicle – they will not be permitted to re-enter the grounds. This will be explained when the vehicle/guests initially arrive and it will be posted on the campground flier.

7) Vending of any kind will not be allowed or tolerated. A violation of this policy is grounds for immediate revocation of the guest’s permission on property, and may result in trespassing charges being filed.

8) Fighting or aggression of any kind will not be tolerated under any circumstances. Violators will be ejected without refund.

9) Underage drinking will not be permitted and violators will be prosecuted to the fullest extent of the law.

10) Fires/campfires, bonfires, etc. will not be permitted under any circumstances. All fires will be put out immediately and guests will be ejected from the campground without refund.

11) Grilling will be permitted with butane or propane grills only. No charcoal grills under any circumstances.

12) Couches, loveseats, recliners and other indoor furniture will not be permitted in the campground.

13) Pools, slip & slides and other recreational water structures will not be permitted.

14) Games such as cornhole, redneck golf, washers, etc. will be permitted as long as they are setup within the confines of a single campsite. Guests will be respectful of other guests’ space and the Alpine Valley Music Theatre Campground reserves the right to either move or tear down any games that take up an excessive amount of space (i.e. volleyball courts, etc.)

15) Any flags representing or inciting raucous behavior are not permitted. Any such flags will be surrendered to campground security upon request.

16) Pets of any kind are not permitted in the campground. Service animals however are always permitted on the Alpine Valley Music Theatre grounds.

17) Firearms and weapons of any kind are not permitted on the AVMT Campground.

18) Fireworks of any kind are not permitted and will not be tolerated. Violators will be prosecuted to the fullest extent of the law.

19) Guests will receive two trash bags upon entering the campground. If they need additional bags they may pick them up from the temporary office and/or roaming maintenance staff.

20) Restricted Areas are defined as any area that has been bike racked off, fenced off, barricaded off or is otherwise indicated as off-limits. Any guest found in a restricted area will be asked to leave the campground without a refund. Any guest caught taking items from restricted areas will be prosecuted to the fullest extent of the law.
21) AVMT is not responsible for lost or damaged property in the campground.
22) Guests will not be permitted to walk on surrounding roadways (Hwy D, Townline Rd, etc). AVMT is self-contained and for the safety of our guests, we will ask that they remain onsite for the duration of their stay.
23) Legal drinking is permitted as long as it is done responsibly and by those individuals that are of the legal drinking age. Alpine Valley Music Theatre reserves the right to eject a guest that is overly intoxicated.
24) Use of restroom in designated locations only.

Non-Permitted Items
- Illegal drugs & other contraband
- Fireworks
- Firearms, knives, weapons of any kind
- Firewood, fires, etc.
- Couches, recliners, loveseats, other indoor furniture
- Swimming pools, wading pools, slip & slides, other water games.
- Flags promoting or inciting raucous behavior
- Glass bottles
- Motorized bikes, four wheelers, golf carts, bicycles (other than commissioned personnel)
- Kegs
- Horns
- Pets
- Any other items that are deemed inappropriate or unsafe by venue management

The above Non-Permitted Items listing will be posted at the north and south entrances to the campground.

In addition to trash bags and wristbands, upon entry each guest will receive one front and back detailed flier. On one side it will be the map/layout of the campground and on the other it will highlight the restrictions/rules/regulations during their stay.

Alpine Valley Music Theatre Management reserves the right to revoke campsite privileges and evict from the campgrounds and/or the concert venue anyone that is deemed to be in violation of the rules and regulations as noted, or for other actions that are deemed inappropriate or unsafe at any point in time.

Should evictions from the grounds take place during normal event operating times, existing protocols within theatre operations will be followed accordingly. Should a guest become unruly outside of normal event operating times (2:00 a.m. – 8:00 a.m.), on site management will work together to coordinate a necessary response, which may include the following:
- Security Intervention – posting security on the campsite for the duration of the stay, or until it’s deemed appropriate to evict from the property
- Medical Intervention
- Police Intervention
8. Advanced Communication

There is a specific website that was created just for the Alpine Valley Music Theatre camping experience – http://camping.alpinestaff.com. This website contains links for basic information, policies, do’s and don’ts, etc.

We will only be selling camping tickets online in advance of the show. By doing that we will automatically receive the campers’ e-mail address which will give us the ability to communicate directly with the guests in advance of their stay.

The purpose of advanced communication with guests is to make their experience at the Alpine Valley Music Theatre Campground as enjoyable as possible, and to ensure the expectations of behavior and notification of items that are not allowed within the campgrounds are clearly conveyed.
9. Emergency Procedures

Although most emergencies can be prevented through proper planning, there are some situations that cannot be avoided. The following section outlines foreseeable emergencies in the campground and appropriate responses.

Foreseeable emergencies in the campground may include but are not limited to:

1) Weather
2) Medical Emergency
3) Fire

Whenever an emergency response is needed, an Emergency Response Team will be activated and a command post will be established contingent upon available space and emergency needs.

The Emergency Response Team will consist of the following people:

- General Manager
- Operations Manager
- Walworth County Sheriff’s Office onsite supervisor
- Maintenance Manager
- Campground Manager
- Medical Manager
- Security Manager
- Parking Manager
- Marketing/PR Manager

In the event of a weather emergency, campground managers and supervisors will be alerted with as much advance notice as possible. Roaming teams will be dispersed throughout the campground with bullhorns to alert guests as to the impending elements. Important items to note for guests will include the need for items to be secured, a recommended (but not required) place of shelter and any additional information on the storm that may be available at the time. With advance notice, once campers have been alerted properly and before a storm arrives, employees will have the opportunity to take shelter unless otherwise instructed.

With the number of guests on-site, any number of medical emergencies may arise. In any medical situation, the proper protocol is to:

1) Alert Medical
2) Medical will assess the situation and plan a proper response
3) In the event that additional medical services are needed (i.e. an ambulance), parking, security and police personnel will all be alerted via two-way radio in order to plan an organized ingress and egress route. While first responders address the matter at hand, police officers should coordinate ingress and egress routes.

Although campfires are not permitted in the campground, it is foreseeable that a fire may be started either at a campsite, in a trash receptacle, at a tent or vehicle, or possibly a grill. With those risks in mind, fire extinguishers will be located at the campground office and at the north campground entrance at all times. Fire extinguishers are ABC and can be used on most fires that are comprised of combustible materials (class A), grease and oil (class B) and electrical fires (class C). Note that ABC fire extinguishers are not to be used on chemical fires (class D for combustible metals, i.e. magnesium, sodium, etc.). If a fire extinguisher is used, it is important that it not only be returned, but replaced with a fully charged extinguisher.
In the event of any emergency, all staff must always remain calm and remember that they alone do not have to solve the entire problem at hand. Any time a staff member encounters any of the situations above, they must call for backup before addressing with a clear and detailed explanation of location.
10. Camping Checklist

- Campground mowed
- Signs posted
- Light tower ordered/setup planned
- RV/office setup
  - Items Stocked:
    - Water
    - Fire Extinguishers
    - Additional Supplies As Needed
- Fliers created/printed
- E-blasts sent
- Camping website updated
- Trash bags ordered & delivered to entrance
  - Trash bags
  - Recyclable bags
- Portable restrooms/hand washing stations ordered & placed
- Staffing planned appropriately
- Bullhorns brought to the security office
- Perimeter fence ordered/Installed to control campground access
- Holes/ruts addressed
- Campsite lines striped
- Campsite row signage installed
- Potable water tanks delivered and filled
- Restricted area blocked off appropriately
- Vehicles/equipment fueled/charged
- Wristbands ordered/located at the main entrance off of Highway D
- Camping packets will be assembled for distribution upon entry
ALPINE VALLEY MUSIC THEATRE:
Live Nation Camping Plan - Option A (Alternate)
Walworth County, Town of Litchfield, Wis.

LEGEND
- EXISTING DRIVES
- PROPOSED DRIVES
- MEDICAL SECURITY
- RESTROOMS
- PROPOSED LIGHTING
- EXISTING LIGHTING
- WASTE / RECYCLING
- WATER
- GENERAL CAMPSITE
- RV CAMPSITE
- ROW SIGNAGE
- EXISTING FENCE
- TEMPORARY CHAIN LINK FENCE

SETBACKS:
100' FRONT AND REAR, 50' ON SIDES
RV CAMPSITES
QTY: 46
(MIN TURNING RADIUS: 30')
GENERAL CAMPSITES
QTY: 516
(MIN. TURNING RADIUS: 13')
SEE ENLARGEMENT PLAN
TYPICAL FACILITIES LOCATION
MAXIMUM 1.59 MIN WALK TO NEAREST FACILITY FROM CAMPSITE.
SOUTH BEAR LINE

EXISTING DRIVE
ROW SIGNAGE
TENT
HEAD IN PARKING
PROPOSED DRIVE

ENLARGEMENT PLAN

May 10, 2016
CERTIFICATE OF LIABILITY INSURANCE

DATE: 10/25/2018

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by the policies below. This certificate of insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder.

IMPORTANT: If the certificate holder is an additional insured, the policyholder must have additional insured provisions or be endorsed. If subrogation is waived, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsements.

PRODUCER: 1-113-630-3200
Amc Risk Insurance Services West, Inc.
701 Wilshire Blvd.
Los Angeles, CA 90017

INSURED:
Naja Group, LLC
A/A Alaska Valley Music Theatre
c/o 9348 Civic Center Drive
Beverly Hills, CA 90210

CERTIFICATE NUMBER: 54451996
REVISION NUMBER:

COVERAGE:

<table>
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<tr>
<th>TYPE OF INSURANCE</th>
<th>Limits</th>
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</thead>
<tbody>
<tr>
<td>Commercial General Liability</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Contractual</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Other</td>
<td>$1,000,000</td>
</tr>
</tbody>
</table>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required):

RE: Alaska Valley Music Theatre - FOR THE ABOVE REFERENCED POLICY PERIOD

Certificate Holder is an additional insured on the liability policies, but only with respect to liability that arises out of the acts or omissions of the Named Insured; or, those persons or organizations with whom the Named Insured has agreed to provide this insurance under written contract, not only to the extent of the liability assumed under such contract.

CANCELLATION:

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

Wallingford
David Breit
104 W. Wallingford
Room 112 of the Government Center
Wallingford, CT 06492

USA

AUTHORIZED REPRESENTATIVE
Amc Risk Insurance Services West, Inc.

ACORD 25 (2016/03)
The ACORD name and logo are registered marks of ACORD

certified
54451996
## Form 1-651-A: 2019 BUSINESS EXPENSE

### REIMBURSEMENT FORM

**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 for by change or covered by my registration fee, or previously reimbursed to me by the County or any other source.

<table>
<thead>
<tr>
<th>Date of Expense</th>
<th>Description</th>
<th>Destination / Location</th>
<th>Mileage</th>
<th>Lodging</th>
<th>Break-fast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>*Depart Time from Wal Cry OR Home</th>
<th>*Return Time to Wal Cry OR Home</th>
<th>Overnight stay Y/N</th>
<th>Misc Exp</th>
<th>Total Non-Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/9</td>
<td>HOUSE VISIT</td>
<td>COMO</td>
<td>28.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Mileage:** 28.00

**TOTAL PARKING:**

---

* TIME NEEDED IF CLAIMING MEALS/LODGING

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

**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.

<table>
<thead>
<tr>
<th>Non-Mileage</th>
<th>Mileage (50.50)</th>
<th>Total Travel Expense</th>
<th>Less Advances</th>
<th>Total Reimbursement</th>
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</thead>
<tbody>
<tr>
<td>53325</td>
<td>53310</td>
<td>15,260</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Acct #** 1330 53310

**Print Supervisor's Name**

Shannon K. Hayden

10/19/19
**Form 1-651-A: 2018 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.

**Date of Expense** | **Description** | **Destination / Location** | **Mileage** | **Parking & Toll** | **Lodging** | **Breakfast** | **Lunch** | **Dinner** | **Depart Time** | **Return Time** | **Overnight Stay** | **Misc Exp** | **Total Non-Mileage**
---|---|---|---|---|---|---|---|---|---|---|---|---|---
9-30-19 | VizumMontane Property for VSO4 | 3864 S. Shin | 28.0 | - | - | - | 2:35 PM | 3:45 PM | - | - | - | - | -

**TOTAL MILEAGE** | **0.0**
**TOTAL PARKING** | **0.0**

* 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 expenditure fees 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**

**Date**

- **Supervisor's Signature**

- **Print Supervisor's Name**

**Total Reimbursement**

- **Non-Mileage**
- **Mileage (50.545)**
- **Total Travel Expense**
- **Less Advances**

- **Total Reimbursement**

- **Acct#**
- **Acct#**
- **Acct#**
- **Acct#**

- **$15.25**
- **53310**
- **53325**
- **133.0 53110**

Page 78 of 149
Nomination for Committee/Board/Commission Appointment

Committee: Agriculture and Extension Education Committee

Nominee: Jennifer Straus

Address: 465 Gregory Street
Walworth, WI 53184

Submitted by: David Bretl, 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? Dec 31, 2019

Was this vacancy advertised?

Comment: In October 2019, Ms. Straus was appointed to fill the unexpired term of Russ Tronsen, who resigned earlier this year. Upon County Board confirmation, Ms. Straus would be appointed for a two-year term which will end on December 31, 2021.

Names of individuals who have expressed interest in serving in this position:

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

Name: Jennifer (Jenny) Straus                                               Date: July 22, 2019
Mailing Address: 465 Gregory Street Walworth, WI 53184

Phone: 262-949-6336
Email: jennifer.straus@badger.k12.wi.us

I reside in: ☑ the Village of Walworth

I am interested in serving as a citizen representative because:

I value the outreach UW Extension provides. I worked with Extension leaders several years ago when Badger High School was looking to create a community garden. The insight provided helped to make our efforts successful.

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

Organizational skills: as the Principal of Badger high school I interact and plan with student, parent, and community groups to create opportunities for our students to be an integral part of their communities.

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.

Jennifer Straus                                                    July 22, 2019

Signature of Applicant                   Date

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

Committee: Lakeshores Library System Board

Nominee: Susan K. Metzner

Address: 121 N. Wisconsin St.
                 Elkhorn, WI 53121

Submitted by: David Bretl, 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? Dec 31, 2019

Was this vacancy advertised? 

Comment: Upon confirmation, Ms. Metzner would be appointed for a three-year term which will expire on December 31, 2022.

Names of individuals who have expressed interest in serving in this position:

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

Name: Susan K. Metzner
Mailing Address: 121 N. Wis. st.
                  ELKHORN, WI 53121

Date: Nov 7, 19
Phone: 262 729 2470
Email: Susu6277@oal.com

I reside in: [ ] the Town of ______________________________
            [ ] the Village of ______________________________
            [X] the City of ELKHORN _________________________

Please consider me for appointment to: Lakeshore Library
                                      System Board of Trustee

I am interested in serving as a citizen representative because:
It is a vital link in the well being of our community and I have enjoyed serving thus far.

Special skills, experience or qualifications I possess related to this appointment are:
I have been on the board for over seven years.

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.

Signature of Applicant: Susan K. Metzner Date: 11/7/19

RECEIVED

Let free to attach any additional documentation to this form.

NOV 11 2019

Page 82 of 149
Nomination for Committee/Board/Commission Appointment

Committee: Veterans Service Commission

Nominee: Mark Gajewski

Address: 530 S. Balsam Drive

Elkhorn, WI 53121

Submitted by: David Bretl, County Administrator

Authority: Section 59.18, Wisconsin Statutes

Who will the nominee replace? Kenneth Baumeister

When did/does the incumbent’s current term expire? Dec 31, 2019

Was this vacancy advertised? 

Comment Upon confirmation, Mr. Gajewski would be appointed for a three-year term which will begin on December 31, 2019 and end on December 31, 2022.

Names of individuals who have expressed interest in serving in this position:

For incumbents, committee attendance, if known:


WALWORTH COUNTY
NOTICE OF INTEREST TO SERVE AS A CITIZEN REPRESENTATIVE

Name: Mark Gajewski

Mailing Address: 530 S. Balsam Drive

Elkhorn, WI 53121

Date: 10-22-2019

Phone: 719-238-6653

I reside in: 

☐ the Town of

☐ the Village of

☐ the City of ELKHORN

Please consider me for appointment to: VETERANS SERVICE COMMISSION

I am interested in serving as a citizen representative because:

As a veteran and a leader in the Walworth County Veteran Community I hope to be a help to those veterans in need of assistance.

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

Retired Air Force Chief Master Sergeant and current Commander of Post 45 Elkhorn.

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 21 Oct 19

Feel free to attach any additional documentation to this form.
September 19, 2019

Walworth County Board of Supervisors

Re: County Board Election Years

Dear Supervisors,

I am requesting a resolution be brought to the attention of the full Walworth County Board of Supervisors.

Based on the fact that every time I read the newspapers, or listen to the news, I feel this country is in a state of political unrest. It seems to me both the Republican and Democratic parties want to obtain control of our government, both National and State. I believe the politicians in office have forgotten the needs of the taxpayers.

Because of coming changes, (the retirement of our County Administrator), Walworth County is in need of another change. Each time while taking the Oath of Office, as a County Board Supervisor, I become concerned, as the full Board is involved. This can be changed and I believe it should be.

I believe we need to protect our employees, especially the Department Heads, as well as the taxpayers of Walworth County. Each time I thought, what if the entire Board was replaced at once. This could happen. Even though our position is to be non-partisan, there is nothing to prevent politics from entering into these positions. There is a way to at least keep it under control if not prevent it from happening.

State Law allows for alternate elections of County Board Members. The odd numbered districts would be elected during the odd years and the even numbered districts would be elected during the even years. Yes, the Board members of odd numbered districts would have to run two years in a row, but this would be a one-time event.

I believe this would benefit and protect Walworth County in the future making this is a necessary change to make.

Sincerely,

Jerry Grant
County Board Vice Chair-Supervisor District 4
JG/eh
SUBCHAPTER III

COUNTY BOARD OF SUPERVISORS

59.10 Boards: composition; election; terms; compensation; compatibility. The boards of the several counties shall be composed of representatives from within the county who are elected and compensated as provided in this section. Each board shall act under sub. (2), (3) or (5), unless the board enacts an ordinance, by a majority vote of the entire membership, to act under sub. (1). If a board enacts such ordinance, a certified copy shall be filed with the secretary of state.

(1) SELF-ORGANIZED COUNTIES. (a) Number of supervisors and apportionment of supervisory districts. In each county with a population of at least 750,000, sub. (2) (a) and (b) applies. In counties with a population of less than 750,000 and more than one town, sub. (3) (a) to (c) applies. In counties with one town only, sub. (5) applies.

(b) Terms. The term of office of supervisors is 2 years. A board may determine whether the terms shall be concurrent or staggered. Supervisors shall be elected at the election to be held on the first Tuesday in April next preceding the expiration of their respective terms and shall take office on the 3rd Tuesday in April following their election. If the board determines that supervisors

2017–18 Wisconsin Statutes updated through 2019 Wis. Act 18 and through all Supreme Court and Controlled Substances Board Orders filed before and in effect on August 19, 2019. Published and certified under s. 35.18. Changes effective after August 19, 2019, are designated by NOTES. (Published 8–19–19)
shall serve staggered terms, the board shall, by ordinance, provide for a division of supervisors into 2 classes, one class to be elected for one–half of a full term and the other class for a full term and thereafter the supervisors shall be elected for a full term. The board shall publish the ordinance as a class I notice, under ch. 985, or as a notice, as described under s. 59.14 (1m) (b), before publication of the notice of the election at which supervisors are to be elected.

(c) Compensation. The method of compensation for supervisors shall be determined by the board.

(d) Vacancies. A board may determine the procedure for filling a vacancy.

(2) MILWAUKEE COUNTY. In each county with a population of at least 750,000:

(a) Composition; supervisory districts. Within 60 days after the population count by census 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 the decennial census, the board shall adopt and transmit to the governing body of each city and village wholly or partially contained within the county a tentative county supervisory district plan to be considered by the cities and villages when dividing into wards. The tentative plan shall specify the number of supervisors to be elected and shall divide the county into a number of districts equal to the number of supervisors, with each district substantially equal in population and consisting of contiguous whole wards or municipal constituencies except as authorized by sub. (3) (b) 2. Exempt as otherwise provided in this paragraph, the board shall develop and adopt the tentative plan in accordance with sub. (3) (b) 1. The tentative plan shall not include provision for division of any census block, as utilized by the U.S. bureau of the census in the most recent federal decennial census, unless the block is bisected by a municipal boundary or unless a division is required to enable creation of supervisory districts that are substantially equal in population. The board shall adopt a final plan by enacting an ordinance in accordance with sub. (3) (b) 2. to 4. Changes to the final plan shall be governed by par. (d) and sub. (3) (c).

(b) Election; term. For an election that is held before 2016, supervisors shall be elected for 4–year terms at the election to be held on the first Tuesday in April next preceding the expiration of their respective terms, and shall take office on the 3rd Monday in April following their election. For an election that is held in 2016 and thereafter, supervisors shall be elected for 2–year terms at the election to be held on the first Tuesday in April next preceding the expiration of their respective terms, and shall take office on the 3rd Monday in April following their election.

(c) Compensation. 1. Each supervisor shall be paid by the county an annual salary set by the board. The board may provide additional compensation for the chairperson, such that his or her salary may be an amount of up to 150 percent of the salary of a supervisor, and for the chairperson of the board’s finance committee, such that his or her salary may be an amount of up to 125 percent of the salary of a supervisor. Beginning with the term that commences in April 2016, the total dollar value of the annual salary and benefits that may be paid to a supervisor, other than the board chairperson and finance committee chairperson, may not exceed the annual per capita income of Milwaukee County as most recently determined by the U.S. bureau of the census and may be increased for a new term as provided in subds. 2. and 3., subject to the limit specified in subd. 4. Section 66.0505 applies to this paragraph.

2. The board may increase the salary specified in subd. 1., or as otherwise adjusted under this paragraph, by an amount that does not exceed the percentage increase in the U.S. consumer price index for all urban consumers, U.S. city average, for the period between the time that a supervisor’s salary was last set under subd. 1. or by the board, and the year before the year in which the salary increase is to take effect.

3. The board may increase the salary specified in subd. 1., or as otherwise adjusted under this paragraph, by an amount that exceeds the percentage increase in the U.S. consumer price index for all urban consumers, U.S. city average, for the period between the time that a supervisor’s salary was last set under subd. 1. or by the board, and the year before the year in which the salary increase is to take effect, except that such an increase may not take effect unless it is ratified by a majority vote of the electors in the county voting in a referendum on the proposed salary increase.

4. A supervisor may not receive any other benefits or compensation, including health insurance and pension benefits, not specifically authorized or required by law. The maximum total dollar value of the salary and benefits that a supervisor, other than the chairperson of the board and the chairperson of the finance committee, receives in any year may not exceed the annual per capita income of Milwaukee County as most recently determined by the U.S. bureau of the census.

(d) Changes during decade. 1. ‘Number of supervisors; redistricting.’ The board may, not more than once prior to November 15, 2010, decrease the number of supervisors after the enactment of a supervisory district plan under par. (a). In that case, the board shall redistrict, readjust, and change the boundaries of supervisory districts, so that the number of districts equals the number of supervisors, the districts are substantially equal in population according to the most recent countywide federal census, the districts are in as compact a form as possible, and the districts consist of contiguous municipalities or contiguous whole wards in existence at the time at which the amended redistricting plan is adopted, except as authorized in sub. (3) (b) 2. In the amended plan, the board shall adhere to the requirements under sub. (3) (b) 2. with regard to contiguity and shall, to the extent possible, place whole contiguous municipalities or contiguous parts of the same municipality within the same district. In the amended plan, the original numbers of the districts in their geographic outlines, to the extent possible, shall be retained. The chairperson of the board shall file a certified copy of any amended plan adopted under this subdivision with the secretary of state.

2. ‘Election; term.’ Any amended plan enacted under subd. 1. becomes effective on the first November 15 following its enactment, and first applies to the spring election following the plan’s effective date. Any amended plan enacted under subd. 1. shall remain in effect until the effective date of a redistricting plan subsequently enacted under par. (a). Supervisors elected from the districts created under subd. 1. shall serve for 4–year terms and shall take office on the 3rd Monday in April following their election.

(3) OTHER COUNTIES. (a) Classification; maximum number of supervisors. Counties with a population of less than 750,000 and more than one town are classified and entitled to a maximum number of supervisors as follows:

1. Counties with a population of less than 750,000 but at least 100,000 shall have no more than 47 supervisors.

2. Counties with a population of less than 100,000 but at least 50,000 shall have no more than 39 supervisors.

3. Counties with a population of less than 50,000 but at least 25,000 shall have no more than 31 supervisors.

4. Counties with a population of less than 25,000 and containing more than one town shall have no more than 21 supervisors.

5. If the population of any county is within 2 percent of the minimum population for the next most populous grouping under this paragraph, the board thereof, in establishing supervisory districts, may employ the maximum number for such districts set for such next most populous grouping.

(b) Creation of supervisory districts. 1. Within 60 days after the population count by census 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, each board shall propose a tentative county supervisory district plan setting forth the number of supervisory districts proposed by the board and tentative boundaries or a description of boundary requirements, hold a public hearing on the proposed plan and adopt a tentative plan. The proposed plan may be amended after the public hearing. The tentative plan shall divide the county into a number of districts equal to the number of supervisors, with each district substantially equal in population. The board shall solicit suggestions from municipalities concerning the development of an appropriate plan. Except as authorized in this subdivision, each district shall consist of whole wards or municipalities. Territory within each supervisory district to be created under the tentative plan shall be contiguous, except as authorized in subd. 2. In the tentative plan, the board shall, whenever possible, place whole contiguous municipalities or contiguous parts of the same municipality within the same district. If the division of a municipality is sought by the board, the board shall provide with the plan a written statement to the municipality affected by each proposed division specifying the approximate location in the territory from which a ward is sought to be divided for contiguity purposes and the approximate population of the ward proposed to effectuate the division. The tentative plan shall not include provision for division of any census block unless the block is bisected by a municipal boundary or unless a division is required to enable creation of supervisory districts that are substantially equal in population. The board shall transmit a copy of the tentative plan that is adopted to each municipal governing body in the county.

2. Within 60 days after every municipality in the county adjusts its wards under s. 5.15, the board shall hold a public hearing and shall then adopt a final supervisory district plan, numbering each district. Territory within each supervisory district created by the plan shall be contiguous, except that one or more wards located within a city or village which is wholly surrounded by another city or water, or both, may be combined with one or more noncontiguous wards, or one or more wards consisting of island territory as defined in s. 5.15 (2) (f) 3. may be combined with one or more noncontiguous wards within the same municipality, to form a supervisory district.

3. The populations of supervisory districts under the tentative plan shall be determined on the basis of the federal decennial census and any official corrections to the census issued on or before the date that the tentative plan is adopted to reflect the correct population of the county and municipalities and blocks within the county on April 1 of the year of the census. The populations of supervisory districts under the final plan shall be determined on the basis of the federal decennial census and any official corrections to the census to reflect the correct populations of the county and the municipalities and blocks within the county on April 1 of the year of the census, if the corrections as they affect any municipality are issued prior to division of the municipality into wards under s. 5.15, or if a municipality is not divided into wards, prior to adoption of the final plan.

4. The chairperson of the board shall file a certified copy of the final districting plan with the secretary of state. Unless otherwise ordered under sub. (6), a plan enacted and filed under this paragraph, together with any authorized amendment that is enacted and filed under this section, remains in effect until the plan is superseded by a subsequent plan enacted under this subsection and a certified copy of that plan is filed with the secretary of state.

(c) Changes during decade; municipal boundary adjustments.
1. After the enactment of a plan of supervisory districts by the board, the board may amend the plan to reflect a municipal incorporation, annexation, detachment or consolidation. The number of supervisory districts in the county shall not be changed by any action under this subdivision.

2. Within 60 days after enactment or adoption of a revised division ordinance or resolution under s. 5.15 (4) (a), the board shall amend the county supervisory district plan under par. (b) to reflect any renumbering of the wards specified in the plan.

3. The districts under the amended plan shall be substantially equal in population according to the most recent countywide federal census and shall be in as compact a form as possible. The board shall adhere to the requirements of par. (b) 2. with regard to contiguity and shall, to the extent possible, place whole contiguous municipalities or contiguous parts of the same municipality within the same district. In the amended plan, the original numbers of the districts in their geographic outlines, to the extent possible, shall be retained. An amended plan becomes effective on the first November 15 following its enactment.

4. The chairperson of the board shall file a certified copy of any amended plan under this paragraph with the secretary of state.

2017–18 Wisconsin Statutes updated through 2019 Wis. Acts 18 and through all Supreme Court and Controlled Substances Board Orders filed before and in effect on August 19, 2019. Published and certified under s. 35.18. Changes effective after August 19, 2019, are designated by NOTES. (Published 8–19–19)
shall call a referendum concurrently with the next spring or general election in the county that is held not earlier than 70 days after the determination is made. The question proposed at the referendum shall be: "Shall the board of supervisors of .... County be decreased from .... members to .... members?". If one or more alternative valid petitions are filed within 14 days after the last day that an original petition may be filed, the question relating to the number of supervisors shall appear separately. The first question shall be: "Shall the size of the county board of supervisors of .... County be decreased from its current membership of .... members?". Any subsequent question shall be: "If so, shall the size of the board be decreased to .... members?". Each elector may vote in the affirmative or negative on the first question and may then vote in the affirmative on one of the remaining questions. If the first question is not approved by a majority of the electors voting on the question, any subsequent question is of no effect. If the question is approved by a majority of the electors voting on the question, or, if more than one question is submitted, if the first question is approved by a majority of the electors voting on the question, the board shall enact an ordinance prescribing revised boundaries for the supervisory districts in the county. The ordinance shall be enacted in accordance with the approved question or, if more than one question is submitted, in accordance with the choice receiving a plurality of the votes cast. The districts are subject to the same requirements that apply to districts in any plan enacted by the board under subd. 1. If the board has determined under subd. (1) (b) to adopt staggered terms for the office of supervisor, the board may change the expiration date of the term of any supervisor to an earlier date than the date provided under current ordinance if required to implement the redistricting or to maintain classes of members. The county clerk shall file a certified copy of any redistricting plan enacted under this subdivision with the secretary of state.

3. "Limitation." If the number of supervisors in a county is decreased by the board or by petition under this paragraph, no further decrease may be taken by the board or by petition until the expiration of the term of a supervisor to an earlier date than the date provided under current ordinance if required to implement the redistricting or to maintain classes of members. The county clerk shall file a certified copy of any redistricting plan enacted under this subdivision with the secretary of state.

4. "Election; term." Any redistricting plan enacted under subd. 1. takes effect on November 15 following its enactment and first applies to the election of supervisors at the next spring election following the effective date that immediately precedes the expiration of the terms of office of supervisors in the county. Any reduction in the number of supervisory districts under subd. 2. is removed at a spring election shall be enacted in the form of a redistricting plan no later than November 15 following that election and shall first apply to the election of supervisors at the next spring election immediately preceding the expiration of the terms of office of supervisors in the county, and any reduction in the number of supervisory districts under subd. 2. that is approved at a general election shall be enacted in the form of a redistricting plan no later than the 2nd succeeding November 15 following that election and shall first apply to the election of supervisors at the next spring election following that November 15 immediately preceding the expiration of the terms of office of supervisors in the county. Any redistricting plan enacted under subd. 1. or 2. shall remain in effect until the effective date of any subsequent redistricting plan enacted under subd. (3) or until the effective date of a redistricting plan subsequently enacted under par. (b). Supervisors elected from the districts created under subd. 1. or 2. shall serve for 2-year terms and shall take office on the 3rd Tuesday in April following their election.

(d) "Election and term of supervisors." Supervisors are county officers, shall be elected for 2-year terms at the election to be held on the first Tuesday in April in even-numbered years and shall take office on the 3rd Tuesday in April of that year.

(e) "Vacancies." If a vacancy occurs on the board, the board chairperson, with the approval of the board, shall appoint a person who is a qualified elector and resident of the supervisory district to fill the vacancy. The successor shall serve for the unexpired portion of the term to which the person is appointed, unless the board orders a special election to fill the vacancy, in which case the person appointed shall serve until his or her successor is elected and qualified. The board may, if a vacancy occurs before June 1 in the year preceding expiration of the term of office, order a special election to fill the vacancy. If the board orders a special election during the period beginning on June 1 and ending on November 30 of any year, the special election shall be held concurrently with the succeeding spring election. If the board orders a special election during the period beginning on December 1 and ending on May 31 of the succeeding year, the special election shall be held on the Tuesday after the first Monday in November following the date of the order. A person so elected shall serve for the residue of the unexpired term.

(f) "Compensation." Each supervisor shall be paid a per diem by the county for each day that he or she attends a meeting of the board. Any board may, at its annual meeting, by a two-thirds vote of all the members, fix the compensation of the board members to be next elected. Any board may also provide additional compensation for the chairperson.

(g) "Mileage." Each supervisor shall, for each day that he or she attends a meeting of the board, receive mileage for each mile traveled in going to and returning from the meetings by the most usual traveled route at the rate established by the board under s. 59.22 as the standard mileage allowance for all county employees and officers.

(b) "Limitation on compensation." Except for services as a member of a committee as provided in s. 59.13 no supervisor shall be paid for more days' attendance on the board in any year than is set out in this schedule: in counties having a population of less than 25,000, 20 days; at least 25,000 but less than 100,000, 25 days; at least 100,000 but less than 750,000, 30 days.

(1) "Alternative compensation." As an alternative method of compensation, in counties having a population of less than 750,000, including counties containing only one town, the board may at its annual meeting, by a two-thirds vote of the members entitled to a seat, fix the compensation of the supervisors to be next elected at an annual salary for all services for the county including all committee services, except the per diem allowance for services in acquiring highway rights-of-way set forth in s. 84.09 (4). The board may, in like manner, allow additional salary for the members of the highway committee and for the chairperson of the board. In addition to the salary, the supervisors shall receive mileage as provided in par. (g) for each day's attendance at board meetings or for attendance at not to exceed 2 committee meetings in any one day.

(j) "Supplementary compensation." The board, in establishing an annual salary, may enact an ordinance providing for a per diem for all committee meetings attended in excess of 40 committee and board meetings.

(4) "Compatibility." No county officer or employee is eligible for election or appointment to the office of supervisor, but a supervisor may also be a member of a committee, board or commission appointed by the county executive or county administrator or appointed or created by the county board, a town board, a mosquito control district, the common council of his or her city, the board of trustees of his or her village or the board of trustees of a county institution appointed under s. 46.18.

(5) "Counties having only one town." In all counties containing one town only, the board shall consist of the members of the town board and one supervisor from every village. A supervisor from a village shall be elected at the time the other village officers are elected. A majority of the members shall constitute a quorum of the county board. Each supervisor shall receive compensation and mileage as provided in sub. (3) (f) and (g). The chairperson of the board elected under s. 59.12 (1) may be, but need not be, the same person who is elected chairperson of the town board under s. 60.21 (3) (a).
COUNTIES

(6) ENFORCEMENT OF DIVISION REQUIREMENT. If a county fails to comply with sub. (2) (a) or (3) (b), any municipality located in whole or in part within the county or any elector of the county may submit to the circuit court for the county within 14 days from the expiration of either 60-day period under sub. (2) (a) or (3) (b) a proposed tentative supervisory district plan or a final plan for creating a supervisory district in compliance with this section. If the court finds that the existing division of the county into supervisory districts fails to comply with this section, it shall review the plan submitted by the petitioner and after reasonable notice to the county may promulgate the plan, or any other plan in compliance with this section, and the plan shall be in effect until superseded by a plan adopted by the board in compliance with this section.


Cross-reference: See s. 17.21 (5) for provisions as to filling vacancies on county boards having 750 or more county board members.

Cross-reference: See s. 59.30 (1) for county supervisor residency requirements.

Cross-reference: See s. 66.0505 for restrictions on changes in compensation of county board members.

Judicial relief is available if a county fails to follow the statutory requirements for redistricting. City of Janesville v. County of Rock, 107 Wis. 2d 187, 319 N.W.2d 891 (Ct. App. 1983).

The trial court properly voided a city’s supervisory district plan and adopted the county’s plan even though the city did not adopt the plan within 60 days of receiving the city’s plan. County of La Crosse v. City of La Crosse, 108 Wis. 2d 560, 322 N.W.2d 531 (Ct. App. 1982).

Sub. (3) (a) does not establish a separate minimum for each class of county. The court’s statement in sub. (3) (a) is discussed at 60 Wis. 2d 475 (1971). A vacancy on a county board due to resignation may be filled by appointment by the county board chairperson when the board is not in session. 61 Atty. Gen. 1.

An ineligibility for a county supervisor must remain before the county board may consider his or her appointment as highway commissioner. 61 Atty. Gen. 424.

A county board supervisor risks violations of s. 49.16 (13) if he is appointed as counsel for his or her office. 62 Atty. Gen., 62, 118.

Under sub. (3) (c) alteration of county supervisory district boundaries between decennial censuses is authorized only when ward boundaries originally relied upon in reapportioning the county have been sufficiently altered by incorporation, annexation, detachment, or consolidation. 63 Atty. Gen. 544.

Section 59.06 (2) (intro.)(now s. 59.13 (3) (intro.)) does not prohibit payment of additional mileage under s. 59.03 (3) (g) (now s. 59.10 (3) (g)) 68 Atty. Gen. 77.

State law does not prohibit arbitrary discontinuation of all health insurance for county supervisors in self-organized counties during supervisors’ terms of office or modest but involuntary increases in health insurance premiums for county supervisors in self-organized counties during supervisors’ terms of office. OAG 5–11.

A tribal law enforcement officer who is an active duty deputy sheriff, but is not on the county’s payroll, may set serve as a county board supervisor. Under sub. (a), the office of county supervisor is incompatible with the office of active duty deputy sheriff, if it is not paid by the county. OAG 3–13.

The provision of health, dental, and life insurance and the payment of insurance premiums for county supervisors are not "compensation" under sub. (3). Thus the procedures and requirements of that statute are inapplicable to insurance or proposals to change those benefits. OAG 5–13.

59.11 Meetings; adjournment; absentees. (1) (a) Every board shall hold an annual meeting on the Tuesday after the 2nd Monday of November of each year for the purpose of transacting business. Any board may establish by rule an earlier date during October or November for the annual meeting and may by rule establish regular meeting dates throughout the year at which to transact general business. When the day of the meeting falls on November 11, the meeting shall be held on the next succeeding day.

(b) The annual meeting may be adjourned by the clerk, upon the written request of a majority of the supervisors, to a day designated in the request, but not less than one week nor more than 3 weeks from the Tuesday after the 2nd Monday of November. Upon such an adjournment being made, the clerk shall give each supervisor written notice of the time and place to which the annual meeting has been adjourned.

(c) The board, except in counties with a population of 750,000 or more in the year in which the board meets on the 3rd Tuesday of each April to organize and transact business. At this meeting the board may transact any business permitted at the annual meeting, including the appointment of all county commissions and committees. The meeting may be adjourned in the same manner as the annual meeting.

(2) A special meeting of the board shall be held:

(a) Upon a written request of a majority of the supervisors delivered to the clerk, specifying the time and place of the meeting. The time shall not be less than 48 hours from the delivery of the request. Upon receiving the request the clerk shall immediately mail to each supervisor notice of the time and place of the meeting. Any special meeting may be adjourned by a vote of a majority of all the supervisors. The board by ordinance may establish a separate procedure for convening the board in a "declared emergency" as defined by county ordinance.

(b) For the purposes and in the manner prescribed in s. 31.05, with the right to adjourn the special meeting from time to time by a vote of a majority of all the supervisors entitled to a seat. The clerk shall mail written notice of the special meeting, specifying the time, place and purpose of the meeting, to each supervisor not less than 2 weeks before the day set for the meeting.

(c) In a county with a population of 750,000 or more, upon a written request of the county executive delivered to the clerk which must have been approved by the county board chairperson, and shall preside, specifying the time and place of the meeting. The time shall not be less than 48 hours from the delivery of the request. Upon receiving the request and the approval of the county board chairperson, the clerk shall immediately mail to each supervisor notice of the time and place of the meeting. Any special meeting may be adjourned by a vote of a majority of all the supervisors.

(3) All meetings shall be held in the county at places that are designated by the board. The board shall give adequate public notice of the time, place and purpose of each meeting.

(4) The board shall sit with open doors, and all persons conducting themselves in an orderly manner may attend. If any supervisor misses or leaves a meeting of the board without good cause or without being first excused by the board, the chairperson may issue a warrant requiring the sheriff or some constable immediately to arrest and bring the supervisor before the board. The expenses of the arrest shall be deducted from the pay of the member unless otherwise directed by the board. The board may punish its members for infraction of its rules by imposing the penalty provided in the rules.

(5) The board may appropriate funds to broadcast by radio or television, or to tape and rebroadcast, any meeting of the board held under this section.


A county clerk may adjourn a regular meeting of the county board when requested by majority of the elected members of the board. 61 Atty. Gen. 352.

Chairperson; vice chairperson; powers and duties. (1) The board, at the first meeting after each regular election at which members are elected for full terms, shall elect a member chairperson. The chairperson shall perform all duties required of the chairperson until the board elects a successor. The chairperson may administer oaths to persons required to be sworn concerning any matter submitted to the board or a committee of the board or connected with their powers or duties. The chairperson may unconditionally order all matters to be taken up at meetings when present. When directed by ordinance the chairperson shall countersign all county orders, transact all necessary board business with local and county officers, expedite all measures resolved upon by the board and take care that all federal, state and local laws, rules and regulations pertaining to county government are enforced.

(2) The board at the time of the election of the chairperson shall also elect a member vice chairperson, for the same term, who in case of the absence or disability of the chairperson shall perform the duties of the chairperson. The board at the time of the election of the chairperson may also elect a member 2nd vice chairperson, for the same term, who in the case of the absence or disability of the chairperson and vice chairperson shall perform the duties of the chairperson. Except for the board of a county with a population of
June 19, 2019

Walworth County Board of Supervisors

Re: Residency Restructures for Sex Offenders

Dear Supervisors,

The Town of Richmond recently requested my assistance for the enactment of a county ordinance to restrict the residency of sex offenders to minimum distances from schools, parks, day care centers and similar facilities.

I would like the County Board to consider such regulations and request referral of this communication.

Sincerely,

Charlene Staples
Supervisory District 5

CS/eh
Memorandum

To: Executive Committee

cc: David A. Bretl, Corporation Counsel/County Administrator

From: Estee E. Scholtz, Assistant Corporation Counsel

Date: November 7, 2019

Re: County Sex Offender Residency/Child Safety Zone Ordinance

At the last meeting of the Executive Committee, I was asked to gather information to establish whether or not there is a need for Walworth County to have a countywide child safety zone/sex offender residency restriction by consulting with local stakeholders such as the Walworth County Sheriff’s Office (Sheriff’s Office), the Elkhorn Probation and Parole Office (P&P), and the Walworth County Department of Health and Human Services (HHS); and by gathering figures from the District Attorney’s Office on sex offender registry referrals. An evidence-based approach gives this committee a better knowledge foundation.

Over the past several weeks, I have consulted with each of these Departments and the following was collectively shared.

The collaboration between law enforcement, probation and parole, and community policing efforts are effective in reducing the risk that sex offenders pose to the children in the community. The CORE team of Walworth County is a group comprised of the District Attorney’s Office, P&P, the Sheriff’s Office, and local law enforcement who gather as needed, typically monthly, to proactively plan for sex offenders convicted of two or more counts who are being released from prison into Walworth County. This team reviews detailed information to rate offenders for community notice bulletins and they discuss which rules and restrictions P&P will use to monitor the offenders. Depending on the rating the offender receives, the Sheriff’s Office will make face-to-face contact with the offender, notify surrounding residents personally, or hold community meetings to share information. In addition to the CORE team, all law enforcement agencies in Walworth County utilize the P3 Tips reporting tool, which offers 24/7 triaging of complaints and tips received from the community. The Sheriff’s Office has also assigned routine sex offender registry compliance checks as part of all shift patrol duties. This includes...
offenders who are no longer on supervision with P&P. Other law enforcement jurisdictions in Walworth County do the same. Operation Trick or Treat is another targeted compliance check program in which law enforcement conducts home checks to ensure that sex offenders are not participating in trick or treat activities within the community.

These efforts appear to be mitigating the concern for sex offenders in Walworth County. The Sheriff's Office shared that they have not been receiving complaints related to sex offender residency. Outside of the complaints originating out of the Turtle Lake area within the Town of Richmond, P&P has not received any calls or complaints about ongoing issues with where sex offenders live.

Concerns for potential negative impacts that a County Ordinance could have were also collectively shared. For example, P&P shared that they have seen an increase in homelessness for sex offenders since ordinances at the municipal level have been enacted in Walworth County. P&P has absorbed the financial impact of utilizing GPS monitoring on sex offenders who report their homelessness, and has allocated the agency's emergency housing resources nearly exclusively for sex offenders, while other offenders on supervision could benefit from this resource. P&P expressed that supervising an offender with stable housing has far fewer challenges than supervising someone who is bouncing around night to night within the community. Law enforcement would also prefer the offenders have a known residence, rather than be transient in our communities.

When I asked about the possible deterrent effect of a child safety zone ordinance, the Sheriff’s Office, P&P, and the District Attorney’s Office explained that sex offenders tend to groom their victims from within a relationship or family like environment. Nobody could think of one criminal or CPS case in Walworth County where a repeat sex offender met his or her victim within a purported child safety zone.

Research shows that child safety zone residency restrictions are not effective in reducing the likelihood that a sex offender will re-offend. A 2007 study by the Minnesota Department of Corrections looked at the potential deterrent effect of residency restrictions by analyzing the sexual re-offense pattern of the 224 recidivists released between 1990 and 2002. The study concluded:

"Of the few offenders who directly contacted a juvenile victim within close proximity of their residence, none did so near a school, park, playground or other location where children are normally present. Thus, not one of the 224 offenses would likely have been affected by the residence restrictions."
Those that did re-offend (7% of the 244, recidivists), 79% victimized someone they knew. The study stated:

"The results clearly indicated that what matters with respect to sexual recidivism is not residential proximity, but rather social or relationship proximity ... more than half (N=113) of the 224 cases were "collateral contact" offenses in that they involved offenders who gained access to their victims through another person, typically an adult. For example, one of the most common victim-offender relationships found in this study was that of a male offender developing a romantic relationship with a woman who has children."

Additional studies from Florida in 2010 and Kansas in 2013 reached similar conclusions. These are outlined in the attached materials from the Association for the Treatment of Sexual Abusers Minnesota Chapter.

When I asked what the County could do to better reduce the risk that sex offenders pose to children, P&P encouraged educating the public on the use of the WI Sex Offender Registry Website and use of the Neighborhood Watch programs. P&P also supports their current use of risk based and offense specific monitoring and treatment as the most effective tools for reducing sex offender recidivism, rather than a broad rule with potential downfalls.

Collectively, the Departments felt that this ordinance could create a false sense of security within child safety zones, when those currently living in a child safety zone would be grandfathered in.

This Committee should also consider that passing an ordinance could limit housing options in most of the municipal areas, as there are more parks, schools and daycares within these more populated areas. This could lead to more sex offenders in rural areas, or lead to grouping of offenders in certain areas of the County. Property values and rent prices in those areas could be impacted.

The District Attorney’s Office assisted by providing data on sex offender registry violation referrals, which I organized by year. This data was inconclusive.

I learned that the Town of East Troy has a local code that could be useful to other townships. The request from the Sheriff’s Office is that if townships decide to pursue such an ordinance, they be consistent with each other to allow accurate enforcement across different townships.

I hope this information is helpful to your discussion on this topic. Please let me know if additional information is needed.
Residency Restrictions for Sexual Offenders in Minnesota: False Perceptions for Community Safety

Summary
Residency or zone restrictions for individuals with sexual offences have become increasingly popular in recent years, but such restrictions tend to be rooted in fear and anger, rather than informed public policy. "There is no research to support residence restrictions as effective in reducing sexual recidivism."¹ The Minnesota Department of Corrections concluded in one study that, "during the past 16 years, not one sex offender released from a MCF (Minnesota Correctional Facility) has been re-incarcerated for a sex offense in which he made contact with a juvenile victim near a school, park, or daycare center close to his home."² Because people typically choose to live close to family, friends, or employment, and establishing social stability for offenders reduces recidivism, residency restrictions may be counterproductive.³ "Research on residency restrictions demonstrate no deterrence effect."

By Richard Weinberger, M.S.E., L.P.

Sexuality includes our sexual orientation, our preferences, our gender, and our identity. It affects the way we express ourselves and how and with whom we interact. It is because of these realities that sex crimes strike powerfully at our core and elicit such revulsion. This emotional reaction motivates political leaders to create and pass laws that have the intent to protect individuals, especially women and children, from such potentially devastating crimes.

Sex offender residency restriction ordinances are one such type of law. They impose artificial distances that individuals convicted of sex crimes or who are on a predatory offender registry must live from a designated location. Nationwide, designated locations include parks, daycares, playgrounds, schools, recreation centers, bus stops or school bus stops, and anyplace where minors congregate; distances range from 500 to 2500 feet. Sometimes, these laws are limited to those individuals deemed most likely to reoffend. Sometimes, they are broad sweeping and affect anyone convicted of a sex crime. The rationale for residency restriction laws is to prevent or lessen the chance of a previously convicted offender from reoffending by increasing distance between the offender and a possible victim.

Unfortunately, sometimes what first appears to be a rational safeguard is not only ineffective, but might actually serve to defeat the objective it is intended to achieve.
On February 13, 2006, the city of Taylors Falls in Chisago County became the first community in Minnesota to implement a sex offender residency restriction ordinance.*

Between 2006 and 2015, more than 30 additional Minnesota communities followed suit and implemented sex offender residency restrictions laws (most with similar language to that of Taylors Falls). The following communities were identified in 2015 as having ordinances that, to some degree, restrict where certain registered sex offenders may live or be in proximity to designated locations. Some restrictions apply to certain (DOC) levels of offenders, or may apply to certain offenders (e.g. victim was a minor).

Albertville
Askov
Birchwood
Brainerd
Brooklyn Center
Chisago City
Chisago County
Cleveland
Cloquet
Cohasset
Cuyuna
Duluth
Eagle Lake
Elysian
Grand Rapids
Grasston
Kilkenny
Lake Crystal
Le Center
Lindstrom
Linwood Township
Mahtomedi
Mankato
Mapleton
Minnesota Lake
Moose Lake
Morristown
North Mankato
Otsego
Pine Island
Proctor
Rochester
Taylor Falls
Wyoming

(as of December, 2015)*

*See addendum for current communities.

It would be important to contact local communities for current details of their ordinances.

From the 1990's through the present, individuals who have committed sex crimes have been the subject of countless psychological, sociological, criminal justice and governmental agency studies. Consequently, there is large body of research on these individuals that demonstrates that a number of commonly held beliefs (myths) regarding recidivism are not true. The fact is, current research indicates that:

A) Sex offenders, as a group, reoffend much less than other criminal offenders.4

B) 95% of sex offenses are committed by first-time offenders.5

C) 93% of sex crimes are committed by offenders known to the victim, in a place familiar to the victim.6

In 2015, the Minnesota Sentencing Guidelines Commission published a report stating that the number of individuals convicted of sexual crimes in 2014 who had "true prior CSC [Criminal Sexual Conduct] offenses was 5%. This means that in 2014, 95% of all sex crimes were committed by first time offenders.7 The report also indicated that a salient offense factor related to stranger on stranger offending was the use of force. Of the 491 adjudicated cases in 2014, 70 offenses were against strangers and were placed in the category of "Provision Force/Other." Of these 70 offenses, eight were against children. These eight
releases represent 1.6% of the 491 people released in 2014. These results contradict the need and efficacy of the Taylors Falls’ ordinance as well as the ordinances in the other communities who followed suit.

In April 2007, the Minnesota Department of Corrections released a study entitled: Residential Proximity & Sex Offense Recidivism. The study examined “the potential deterrent effect of residency restrictions by analyzing the sexual reoffense patterns of the 224 recidivists released between 1990 and 2002 who were re-incarcerated for a sex crime prior to 2006” (p. 1). The 244 recidivists represented 7% of the 3,166 offenders who were actually released during this period. This means that 93% did not commit any new sexual crimes. The study concluded:

“Of the few offenders who directly contacted a juvenile victim within close proximity of their residence, none did so near a school, park, playground or other location where children are normally present. Thus, not one of the 224 offenses would likely have been affected by residency restrictions” (p. 24).

Moreover, of the 7% who reoffended, 79% victimized someone they knew. Consequently, the study also stated,

“The results clearly indicated that what matters with respect to sexual recidivism is not residential proximity, but rather social or relationship proximity...more than half (N = 113) of the 224 cases were “collateral contact” offenses in that they involved offenders who gained access to their victims through another person, typically an adult. For example, one of the most common victim-offender relationships found in this study was that of a male offender developing a romantic relationship with a woman who has children.”

Similarly, Zandbergen, Levenson, and Hart (2010) examined a sample of 330 sex offenders in Florida. They compared recidivists and non-recidivists who lived close to schools or daycare centers. They found that those who lived within 1,000, 1,500, or 2,500 feet of schools or daycare centers did not reoffend more frequently than those who lived farther away.

On June 21, 2013, The Kansas Department of Corrections published a report entitled: Sex Offender Housing Restrictions. The report lists 20 findings of research from reviewing implementation of housing restrictions for sex offenders in multiple states. Briefly, findings include: 1) research demonstrates that there is no correlation between residency restrictions and sex offenses against children; 2) residency restrictions have a damaging effect on the offender registry; 3) the lack of protective efficacy does not justify the cost of enforcement, and 4) the number of offenders unaccounted for doubled after the law went into effect.

Current research indicates that communities in Minnesota and throughout the country are spending money and diverting human resources to create and enforce laws that are not only ineffective, but may result in serious unintended negative consequences. To enhance the safety of our children and all community members, evidenced-based and effective laws need to be promulgated. For this to occur, “a research-based understanding of individuals who commit sex crimes must be accepted. In part, this
means accepting that sex offenders are a heterogeneous population and that many of them do not pose a grave risk to the public.\textsuperscript{11}

Between 2011 and 2015, residency restrictions were struck down by courts in Pennsylvania, New York, Massachusetts, and California.\textsuperscript{12}

Conclusion

ATSA does not support the use of residence restriction laws as a sex offender management strategy.\textsuperscript{1} There is no research to support the effectiveness of residence restrictions in reducing sexual offense recidivism, and these types of policies often have the unintended consequences that may compromise, rather than promote, public safety.\textsuperscript{1}

* In part, the Taylors Falls, Minnesota residency ordinance reads as follows:

"The Taylors Falls Code of Ordinances, Chapter 5, Nuisances and Offenses, shall be amended by adding Section 540, Sexual Offenders and Sexual Predators (italicization added for further discussion):

540.001 Findings and intent.

Subd. 1 Repeat sexual offenders, sexual offenders who use physical violence, and sexual offenders who prey on children are sexual predators who present an extreme threat to the public safety. Sexual offenders are extremely likely to use physical violence and to repeat their offenses, and most sexual offenders commit many offenses, have many more victims than are ever reported, and are prosecuted for only a fraction of their crimes. This makes the cost of sexual offender victimization to society at large, while incalculable, clearly exorbitant.

Subd. 2 It is the intent of this article to serve the City's compelling interest to promote, protect and improve the health, safety and welfare of the citizens of the City by creating areas around locations where children regularly congregate in concentrated numbers wherein certain sexual offenders and sexual predators are prohibited from establishing temporary or permanent residence.

540.003 Sexual offender and Sexual Predator Residence Prohibition; Penalties; Exceptions.

Subd. 1 Prohibited location of residence. It is unlawful for any designated offender to establish a permanent residence or temporary residence: a) within 2,000 feet of any school, licensed day care center, park, or playground; or b) within 1,000 feet of any designated public school bus stop, place of worship which provides regular educational programs (i.e. Sunday school), or other places where children are known to congregate.

Subd. 2 Prohibited activity. It is unlawful for any designated offender to participate in a holiday event involving children under 18 years of age, such as distributing candy or other items to children on Halloween, wearing a Santa Claus costume on or preceding Christmas, or wearing an Easter
Bunny costume on or preceding Easter. Holiday events in which the offender is the parent or guardian of the children involved, and no non-familial children are present, are exempt from this paragraph.”

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**Notes - References - Bibliography**


4) U.S. Department of Justice, Bureau of Justice Statistics, *Recidivism of Sex Offenders Released from Prison in 1994* (2002) (after three years, 5.3% of sex offenders were rearrested for a new sex crime and 3.5% were convicted of a new sex crime; *Comprehensive Recidivism Study*, Massachusetts Sentencing Commission, June 1, 2002, pg. 38 (“Of the major offense categories, recidivism rates were lowest for sex offenders (20.8%) and highest for property offenders (56.5%)”); Hanson, K.R.; Bussière, M.T., *Predicting relapse: A meta-analysis of sexual offender recidivism studies*, Journal of Consulting and Clinical Psychology, 66(2), Apr, 348-362,(1998)(13.4% sexual recidivism for all offenders in meta-analysis of 61 studies and 23,400 offenders); Hanson, K.R.; Morton-Bourgon, K., *The Characteristics of Persistent Sexual Offenders: A Meta-Analysis of Recidivism Studies*, Journal of Consulting and Clinical Psychology, 73(6), 1154-1163 (Dec 2005)(13.7% sexual recidivism in meta-analysis of 95 studies with over 31,000 sexual offenders over five year follow-up period).

5) Fact Sheet: What you need to know about Sex Offenders, Center for Sex Offender Management, December 2008 (estimating about 12-24% of all offenses are repeat offenders); A Better Path to Community Safety, California Sex Offender Management Board, (about 95% of all offenses are first time offenders);

6) Bureau of Justice Statistics (2000): Approximately 93% of all sex crimes are perpetrated by offenders known to the victim prior to the offense. The majority of sexually abused children are victimized by someone well known to them and approximately 60% of offenses take place in the victim’s home or the home of someone the victim knows Bureau of Justice statistics (1997).


Abstract: “Residential restrictions for sex offenders have become increasingly popular, despite the lack of empirical data suggesting that offendlers’ proximity to schools or daycares contributes to recidivism. Using a matched sample of recidivists and non-recidivists from Florida (n = 330) for the period from 2004 through 2006, the authors investigated whether sex offenders who lived closer to schools or daycares were more likely to reoffend sexually against children than those who lived farther away. No significant differences were found between the distances that recidivists and non-recidivists lived from schools and daycares. There was no significant relationship between reoffending and proximity to schools or daycares. The results indicate that proximity to schools and daycares, with other risk factors being comparable, does not appear to contribute to sexual recidivism. These data do not support the widespread enactment of residential restrictions for sexual offenders.”


A. “Housing restrictions appear to be based largely on three myths that are repeatedly propagated by the media: 1) all sex offenders reoffend; 2) treatment does not work; and 3) the concept of ‘stranger danger.” Research does not support these myths, but there is research to suggest that such policies may ultimately be counterproductive. Sex offender residence restrictions. A Report to the Florida Legislature, October 2005, Jill S. Levinson, Ph.D.

B. Research shows that there is no correlation between residency restrictions and reducing sex offenses against children or improving the safety of children. Iowa County Attorneys Association

C. The resulting damage to the reliability of the sex offender registry does not serve the interests of public safety. Iowa County Attorneys Association

D. There is no demonstrated protective effect of the residency requirement that justifies the huge draining of scarce law enforcement resources in the effort to enforce the restriction. Iowa County Attorneys Association

E. Many prosecutors have observed that the numerous negative consequences of the lifetime residency restriction has caused a reduction in the number of confessions made by offenders in cases where defendants usually confess after disclosure of the offense by the child. In addition, there are more refusals by defendants charged with sex offenses to enter plea agreements. Plea agreements are necessary in many cases involving child victims in order to protect the children from trauma of the trial process. Iowa County Attorneys Association

F. Recommendation 1: Shared Living Arrangements appear to be a frequently successful mode of containment and treatment for higher risk sex offenders and should be considered a viable living situation for higher risk sex offenders in the community.... Recommendation 2: Placing restrictions on the location of correctionally supervised sex offender residences may not deter the sex offender from re-offending and should not be considered as a method to control sexual offending recidivism. Report on Safety Issues Raised by Living Arrangements for and Location of Sex Offenders in the Community; Colorado Department of Public Safety, Division of Criminal justice, Sex Offender Management Board

G. .....the number of sex offenders who are unaccounted for has doubled since the law went into effect. Iowa Coalition Against Sexual Assault
H. There is no accommodation in the current statute for persons on parole or probation supervision. These offenders are already monitored and their living arrangements approved. Iowa County Attorneys Association

I. [This policy] is contrary to well-established principles of treatment and rehabilitation of sex offenders....These goals are severely impaired by the residency restriction, compromising the safety of children by obstructing the use of the best known corrections practice. Iowa County Attorneys Association

J. The sex offender residency restriction was a very well intentioned effort to keep the children of our communities safe from sex offenders. It has, however, had unintended consequences that effectively decrease community safety. Iowa Coalition Against Sexual Assault

K. ....some offenders are attempting to comply by providing descriptions of where they are actually living..."under the 7th street bridge," "truck near river," "rest area mile marker 149," "Flying J, in truck," "in tent, S side of I-80," "RV in old K-Mart parking lot," "I-35 rest area,"....Two listed Quick Trips.... For the first time, sex offender treatment providers tell us, sex offenders are absconding in larger numbers. Iowa Coalition Against Sexual Assault

L. When a brutal sexually violent crime occurs, such as the one that occurred in Iowa last year, our societal tendency is to focus all our resources and energy on stopping offenders. The long-term solutions to eradicating sexual violence from our society, however, do not lie in measures taken to stop re-offense, but rather in preventing sexual violence from happening in the first place. Iowa Coalition Against Sexual Assault

M. ... the Board of the Iowa Coalition Against Sexual Assault joined the Iowa County Attorneys Association in stating that these unintended consequences warrant replacing the residency restriction with more effective measures. Iowa Coalition Against Sexual Assault

N. Housing restrictions have passed in most localities with little resistance. Child safety is rightly the primary concern when sex offender restrictions are imposed. It seems to make sense that decreasing access to potential victims would be a feasible strategy to preventing sex crimes. There is no evidence, however, that such laws are effective in reducing recidivistic sexual violence. On the other hand, such laws aggravate the scarcity of housing options for sex offenders, forcing them out of metropolitan areas and farther away from the social support, employment opportunities and social services that are known to aid offenders in successful community re-entry. Sex offender residence restrictions. A Report to the Florida Legislature, October 2005, Jill S. Levinson, Ph.D.

O. Despite overwhelming public and political support, there is no evidence that proximity to schools increases recidivism, or, conversely, that housing restrictions reduce reoffending or increase community safety. Sex offender residence restrictions. A Report to the Florida Legislature, October 2005, Jill S. Levinson, Ph.D.

P. Based on the examination of level three re-offenders, there were no examples that residential proximity to a park or school was a contributing factor in any of the sexual re-offenses noted... Enhanced safety due to proximity restrictions may be a comfort factor for the general public, but it does not have any basis in fact...it appears that a sex offender attracted to such locations for purposes of committing a crime is more likely to travel to another neighborhood on order to in secret rather than in a neighborhood where his or her picture is well known. Level Three Sex Offenders Residential Placement Issues, 2003 Report to the Legislature, Minnesota Department of Corrections

Q. Having such restrictions in the cities of Minneapolis and St. Paul would likely force level three offenders to move to more rural areas that would not contain nearby schools and parks but would pose other problems, such as high concentration of offenders with no ties to the community; isolation; lack of work, education and treatment options; and an increase in the distance traveled
by agents who supervise offenders. Again, no evidence points to any effect on offense rates of school proximity residential restrictions. Level Three Sex Offenders Residential Placement Issues, 2003 Report to the Legislature, Minnesota Department of Corrections

R. Since blanket proximity restrictions on residential locations of level three offenders do not enhance community safety, the current offender-by-offender restrictions should be retained. Proximity restrictions, based on circumstances on an individual offender, serve as a valuable supervision tool... Most of these supervision proximity restrictions address the issue of the offender associating or interacting with children or minors, rather than where the offender resides. Level Three Sex Offenders Residential Placement Issues, 2003 Report to the Legislature, Minnesota Department of Corrections

S. A significant number of offenders have married or have been reunited with their victims; and, in those cases, the residency restriction is imposed on the victims as well as the offenders. Iowa County Attorneys Association...

T. A tight web of supervision, treatment and surveillance may be more important in maintaining community safety than where a sex offender resides. Report on Safety Issues Raised by Living Arrangements for and Location of Sex Offenders in the Community; Colorado Department of Public Safety, Division of Criminal Justice, Sex Offender Management Board."


Rick Weinberger is a licensed psychologist, a Clinical Member of ATSA, and at the time of this writing, the Inpatient Clinical Director at Alpha Human Services, www.alphaservices.org. Much appreciation to the Minnesota Sex Offender and Reentry Project (MNSORP) for their help in writing this paper. www.mnsorp.org

ATSA is an international, non-profit, interdisciplinary organization, with nearly 3,000 clinicians, scientists, and allied professional members. ATSA is dedicated to the prevention of sexual abuse through the advancement of research, professional knowledge, best practices, and support for public education. MnATSA is the state chapter of ATSA.

This is one in a series of educational papers written by MnATSA colleagues to provide research, facts, and information to help educate the public and inform policymakers.

Jon Brandt, MSW, LICSW - Editor

www.atsa.com www.mnatsa.org

Accepted by the MnATSA Education & Public Policy Committee, approved by the MnATSA Board of Directors, © MnATSA – March, 2016
Revised April, 2017
Addendum, April, 2017

The following Minnesota communities have been identified as having residency or zone restrictions for certain classifications of registrants.

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Local ordinances across Minnesota are not consistent with regard to the scope of residency or zone restrictions. Readers are advised to review local ordinances and consult with specific municipalities to understand the applicability to individual registrants.

Version: April, 2017
Resolution No. **-11/19
Designating Kristen Perry and Cindy Wrobel as Walworth County Humane Officers

Moved/Sponsored by: Executive Committee

WHEREAS, Lakeland Animal Welfare Society, Inc. (LAWS) performs animal control services for Walworth County; and,

WHEREAS, Kristen Perry and Cindy Wrobel have the necessary mandatory qualifications and certifications to perform the duties of a Humane Officer; and,

WHEREAS, the above designated individuals remain in employment with LAWS and continue to be certified Humane Officers.

NOW, THEREFORE, BE IT RESOLVED by the Walworth County Board of Supervisors that Kristen Perry and Cindy Wrobel are hereby appointed as Walworth County Humane Officers through December 31, 2024.

BE IT FURTHER RESOLVED that the appointment may be rescinded at any time prior to the termination date if authorized by further County Board action.

Nancy Russell      Kimberly S. Bushey
County Board Chair  County Clerk

County Board Meeting Date: December 3, 2019

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. Bretl    Jessica Conley
County Administrator/Corporation Counsel    Finance Director

If unsigned, exceptions shall be so noted by the County Administrator.
Policy and Fiscal Note
Resolution No. **-11/19

I. Title: Designating Kristen Perry and Cindy Wrobel as Walworth County Humane Officers

II. Purpose and Policy Impact Statement: The purpose of this resolution is to designate Kristen Perry and Cindy Wrobel as Walworth County Humane Officers through 12/31/2024.

III. Budget and Fiscal Impact: There is no fiscal impact related to this resolution.

IV. Referred to the following standing committees for consideration and date of referral:
Committee: Executive Committee Meeting Date: November 18, 2019
Vote:
County Board Meeting Date: December 3, 2019

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  Date     Jessica Conley  Date
County Administrator/Corporation Counsel    Finance Director
Resolution No. **-12/19
Establishing a Committee of the Whole Meeting Date for Human Resources Training Videos

Moved/Sponsored by: Executive Committee

WHEREAS, the County Board establishes committee of the whole meetings to provide an opportunity for the board to hear presentations on various topics of importance in a format encouraging interactive participation; and,

WHEREAS, the Executive Committee has requested an opportunity for Supervisors to view the Human Resources training videos.

NOW, THEREFORE, BE IT RESOLVED by the Walworth County Board of Supervisors that the following date is reserved for a committee of the whole presentation on the following topic:

Date/time: Tuesday, January 14, 2020 at 2:15 p.m.
Topic: Human Resources Training Videos

Nancy Russell
County Board Chair

Kimberly S. Bushey
County Clerk

County Board Meeting Date: December 3, 2019

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. Bretl Date
County Administrator/Corporation Counsel

Nicole Andersen Date
Deputy County Administrator - Finance

If unsigned, exceptions shall be so noted by the County Administrator.
I. **Title:** Establishing a Committee of the Whole Meeting Date for Human Resources Training Videos

II. **Purpose and Policy Impact Statement:** The purpose of this resolution is to establish January 14, 2020 as a committee of the whole meeting date for Supervisors to view the Human Resources training videos.

III. **Budget and Fiscal Impact:** Passage of this resolution will have no fiscal impact on the Walworth County budget.

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

- **Committee:** Executive  
  **Meeting Date:** November 18, 2019

- **Vote:**

- **County Board Meeting Date:** December 3, 2019

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  Date  
County Administrator/Corporation Counsel

Nicole Andersen  Date  
Deputy County Administrator - Finance
INTERGOVERNMENTAL COOPERATION AGREEMENT BETWEEN
MILWAUKEE COUNTY AND WALWORTH COUNTY REGARDING THE PROVISION OF
AUTOPSY SERVICES TO WALWORTH COUNTY

RECITALS

WHEREAS, Milwaukee County (hereinafter “Milwaukee”) and Walworth County (hereinafter “Walworth”) each have responsibilities under Chapters 59 and 979 of the Wisconsin Statutes regarding the reporting and investigation of deaths occurring in their respective counties; and

WHEREAS, Walworth desires to contract with Milwaukee for its autopsy services; and

WHEREAS, this Agreement has been considered and approved by the County Boards for each county.

NOW, THEREFORE, in consideration of these premises, Milwaukee and Walworth, under the authority of 66.0301, Wis. Stats., hereby mutually agree as follows:

SECTION I
GENERAL AGREEMENT

(a) Purpose. The purpose of this Agreement is to establish the parameters under which Milwaukee and Walworth will work cooperatively to provide Walworth with autopsy services.

(b) Term. The term of this Agreement shall be five (5) years commencing January 1, 2020 through December 31, 2024 regardless of the dates of the signatures set forth below.

(c) Either county shall provide written notice to the other no later than May 1st of the fifth year of the Agreement that it will not renew the Agreement at the end of the fifth year.

(d) After the initial five (5)-year term, this Agreement shall be renewed automatically for one additional three (3)-year term, unless otherwise amended or terminated.

(e) Amendment. Any amendments to this contract shall be made in writing only and only with the consent of both parties.

(f) This Agreement is also subject to termination under the provision in Section V below.

(g) County Representatives. Milwaukee’s Medical Examiner shall serve as the primary contact for implementing this Agreement for Milwaukee and may appoint additional representatives to work on specific tasks. Walworth’s Medical Examiner shall serve as the primary contact for Walworth for implementing this Agreement and may appoint additional representatives to work on specific tasks. These individuals (a minimum of two) shall constitute the CRs. The CRs shall be the primary administrative and managerial body tasked with overseeing all aspects of Milwaukee providing autopsy services to Walworth. They shall work cooperatively, communicate between entities, and convey decisions, documents, and other information relating to the implementation of this Agreement to relevant personnel.
SECTION II
MILWAUKEE COUNTY’S OBLIGATIONS

(a) Autopsies will be performed by a board-certified, Wisconsin-licensed, forensic pathologist, or by a Wisconsin-licensed physician who is a forensic pathologist-in-training (resident/fellow) and supervised by a board-certified, Wisconsin-licensed, forensic pathologist.

(b) Milwaukee currently owns, and shall continue to own and/or lease and maintain during the pendency of this Agreement, a fully equipped morgue and associated laboratory space necessary for a pathologist to perform autopsies and other investigatory procedures. This space will be available for use for Walworth cases with no separate charges to Walworth for the use of this space.

(c) Milwaukee shall provide autopsy services during normal business hours, to be determined by Milwaukee, unless prior arrangements have been made and agreed upon. Telephone consultations shall be provided by Milwaukee staff as needed.

(d) Milwaukee shall provide case work to Walworth which shall include, but not be limited to: internal and external examinations of bodies; obtaining, storing and submitting specimens for toxicological tests; histology; photography; radiology; other consultation work such as interpretation of laboratory tests, review and analysis of medical records; and discussions with relevant medical professionals.

(e) Milwaukee shall provide verbal or written autopsy findings to Walworth no later than the next business day following the performance of the autopsy. A complete report with relevant diagrams and photographs will be provided by Milwaukee upon completion of the case, and in a timely manner. A timely manner is understood between the parties to be 30 days for routine, uncomplicated cases, and 60 days for those cases requiring outside consultation.

(f) Records. Records for Walworth cases shall be considered Walworth’s records. Walworth shall be the custodian of these records for the purposes of public records requests. Records shall be sent to Walworth as soon as possible. Any requests for records on Walworth cases received by Milwaukee shall be transmitted to Walworth for response. Milwaukee may maintain copies of records for Walworth cases to allow Milwaukee personnel to answer questions during the pendency of a case.

(g) Specimen Storage. Milwaukee shall retain all tissue samples, slides and toxicology samples for the same time frame routinely applied to Milwaukee cases, unless Walworth specifies a different time frame and notice is provided to Milwaukee, in writing, prior to the disposal of the samples. Milwaukee will provide Walworth with its written protocol regarding retention.

(h) Body Storage. Milwaukee shall provide usual and customary storage (up to 14 days unless otherwise agreed upon) for bodies received from Walworth for autopsy at no charge to Walworth. Following the release of a body by Milwaukee, Milwaukee’s regular storage policy and fees shall apply if additional storage by the funeral home or next-of-kin is required. All relevant fees shall be communicated and charged to the funeral home designated by the next-of-kin.

(i) Consulting pathologists employed by Milwaukee will have an obligation to appear in court and testify when needed on those cases being prosecuted by the Walworth County District Attorney’s Office. The obligation to appear in court and testify does not end with the termination of this contract. If for
any reason the contract is terminated, but a consulting pathologist is required to testify, he or she shall appear in court and testify.

(j) Consulting pathologists will not accept private criminal defense cases venued in Walworth County. As used here “accept” includes but is not limited to consulting and advising with defense attorneys, reviewing criminal defense case file materials and testifying in court as an expert or otherwise whether or not a fee is paid on behalf of a criminal defendant being prosecuted in Walworth County.

(k) Consulting pathologists shall cooperate and be available to the Walworth County District Attorney’s Office as a resource to discuss the handling of any cases involving said Office and agrees to answer or discuss any other medically related questions, if necessary.

(l) Accreditation. The Milwaukee County Medical Examiner’s Office is currently accredited by the National Association of Medical Examiners (NAME); Walworth shall be notified if accreditation changes.

SECTION III
WALWORTH COUNTY’S OBLIGATIONS

(a) Walworth shall report deaths for autopsy to Milwaukee employing the standards and compliance requirements determined by Milwaukee.

(b) At its discretion, Walworth may send observers to any autopsy of a Walworth case performed by Milwaukee. Walworth observers must comply with the direction of Milwaukee at all times while on Milwaukee’s premises.

(c) Walworth shall provide Milwaukee with pertinent investigative information correlating with autopsies performed by Milwaukee under this agreement.

(d) Walworth reserves the right to arrange for organ/tissue donation at an alternate location before or after autopsy as necessary.

SECTION IV
STATEMENT OF COMMITMENT; DISPUTE RESOLUTION

(a) Cooperation. The parties are entering into this Agreement with a full understanding that the success of this relationship depends upon the commitment of the parties to work diligently and cooperatively to achieve their mutual objectives.

While it is the intent of the parties to observe all terms of this Agreement, the parties acknowledge that circumstances may arise that will require flexibility on the part of each County. An example of an unforeseen circumstance includes the loss of key Milwaukee staff. In the event that staffing will not permit Milwaukee to fully perform the services set forth in this Agreement, the parties agree to work in good faith to ensure that high quality services are provided to the public.

(b) Resolution of Disputes. The parties acknowledge and agree that they shall endeavor to resolve any and all issues that may arise under this Agreement in good faith and in the spirit of cooperation consistent with the intent of this Agreement. When a disputed issue arises, the CRs shall commence
negotiations with respect thereto. If the issue cannot be satisfactorily resolved within sixty (60) days of negotiations, both parties may mutually agree to mediation or either party may pursue any remedy to which they are entitled under this Agreement, at law, or in equity.

SECTION V
TERMINATION UPON BREACH

Notwithstanding Section I (b), either party may terminate this Agreement based upon the other party’s material breach of this Agreement, so long as (i) the termination party provides the non-terminating party written notice of at least 90 days; (ii) such written notice explains and describes the nature of the material breach in reasonable detail; and (iii) the breaching party was given a reasonable period of time to cure the breach.

SECTION VI
FEES SCHEDULE

(a) Autopsy and Consulting Services. Milwaukee shall submit billing statements to Walworth as cases are completed by Milwaukee. Each autopsy performed by Milwaukee shall be paid at $1600.00 for contract years one, two and three; $1800.00 for contract year four; and $2000.00 for year five (see also Wis. Stat. § 979.22). This fee will include the entire professional component of autopsy, including but not limited to: pathologist dissection; dictation; routine toxicology; neuropathology; histology; photography; radiography; review of medical, toxicological, and investigative reports; and completion of a final autopsy protocol. A digital copy of photographs and radiology (when applicable) will be provided for every case. This fee will also include the storage of bodies at the Milwaukee County Medical Examiner’s Office for up to 14 days unless otherwise agreed upon.

(b) Additional Testing. Walworth shall pay for any additional, non-routine services provided by consultants at cost. Determination of the need for additional, non-routine services shall be discussed by the parties and approved by Walworth prior to performance.

(c) Testimony. Milwaukee County will provide courtroom testimony / travel / courtroom prep concerning any autopsy performed by Milwaukee at a rate of $500.00 per hour.

SECTION VII
MUTUAL INDEMNIFICATION

The parties to this Agreement agree to indemnify, defend and hold harmless the other party and their elected officials, officers, employees and agents, against any and all liability, losses, charges, fines, costs or expenses (including reasonable attorney’s fees) to the extent such damages including suits at law or in equity are caused by or resulting from any intentional misconduct or negligent acts or omissions of the indemnifying party or any of the officers, employees, agents or representatives of the indemnifying party which may arise out of or are connected with the activities covered by this Agreement. Each party’s liability shall be limited by Wis. Stat. § 345.05(3) for automobile liability and § 893.80(3) for general liability. Nothing in this agreement shall be construed to constitute a waiver of any otherwise applicable immunity, limited immunity or limitation on liability under Wisconsin law. Nothing in this agreement shall be construed to constitute basis for a third-party claim against either party to this agreement which claim would not exist in the absence of this Agreement.
SECTION VIII
INSURANCE

(a) Milwaukee County is a municipal body corporate that self-funds for liability under Wis. Stat. §§ 893.80 and 895.461(1), and for automobile liability under Wis. Stat. § 345.05. Milwaukee County is also permissibly self-insured under Wis. Stat. § 102.28(2)(b) for Workers' Compensation. This protection is applicable to Milwaukee County officers, employees and agents while acting within the scope of their employment or agency. The County agrees to provide a letter of financial responsibility in proof of this.

(b) Walworth County will provide Milwaukee with evidence of the minimum insurance requirements summarized in Exhibit A.

SECTION IX
AUDIT

Walworth shall allow the Milwaukee County Audit Services Division and department contract administrators (collectively referred to as Designated Personnel) and any other party the Designated Personnel may name, with or without notice, to audit, examine and make copies of any and all records of Walworth, or other party to the agreement, related to the terms and performance of the Agreement, for a period of up to three years following the date of last payment, the end date of this Agreement, or activity under this Agreement, whichever is later. Any subcontractors or other parties performing work on this Agreement will be bound by the same terms and responsibilities as Walworth. All subcontracts or other agreements for work performed on this Agreement will include written notice that the subcontractors or other parties understand and will comply with the terms and responsibilities. Walworth or other party to the contract, and any subcontractors understand and will abide by the requirements of Section 34.09 (Audit) and Section 34.095 (Investigations concerning fraud, waste, and abuse) of the Milwaukee County Code of General Ordinances.

SECTION X
INDEPENDENT CONTRACTOR

Nothing contained in this Contract shall constitute or be construed to create a partnership or joint venture between Milwaukee or its successors or assigns and Walworth or its successors or assigns. In entering into this Contract, and in acting in compliance herewith, Contractor is at all times acting and performing as an independent contractor, duly authorized to perform the acts required of it hereunder. Nothing contained in this Contract shall give Contractor any authority to supervise, manage, and/or direct County employees.

Signature Page Follows:
IN WITNESS WHEREOF, the parties hereto have executed this Contract.

WALWORTH COUNTY

By: _________________________  Date: _____
    Medical Examiner

MILWAUKEE COUNTY

By: _________________________  Date: _____
    Medical Examiner

Approved with regards to County Ordinance Chapter 42:

By: _________________________  Date: _____
    Community Business Development Partners

Reviewed by:  

Approved for execution:

By: _________________________  Date: _____  
    Corporation Counsel

Approved as to funds available per 
Wis. Stat. sec. 59.255(2)(e):

By: _________________________  Date: _____  
    Comptroller

Approved:

By: _________________________  Date: _____  
    County Executive

Approved as compliant under sec. 59.42(2)(b)5, Stats.:

By: _________________________  Date: _____  
    Corporation Counsel
October 22, 2019

To: Kimberly S. Bushey, County Clerk

From: Nancy Russell, Supervisor, District 11

Subject: Resolution to be listed as Correspondence to be Referred at the November County Board Meeting. Refer to Executive Committee.

Enclosed is a Resolution entitled: Authorizing the naming of the Walworth County Government Center as the David A. Bretl Government Center. The resolution will require a majority vote.

Thank you,

Nancy Russell
Resolution No.

Authorizing the naming of the Walworth County Government Center as the David A. Bretl Government Center to honor Bretl’s accomplishments while serving as County Administrator/Corporation Counsel of Walworth County

Moved/Sponsored by: Executive Committee & Finance Committee

Whereas, David A. Bretl has served as County Administrator and Corporation Counsel for Walworth County since 2001; and,

Whereas, during the period from 2001 to 2019, Bretl has worked to consolidate and build new facilities for various county functions at the campus on County Highway NN; e.g., Judicial Center, Health and Human Services, Public Works, Sheriff’s Office/Jail, Lakeland Health Care Center, IT, Corporation Counsel and School for Children With Disabilities as well as modernizing the Government Center at the Elkhorn Square; e.g., offices of Administration, Finance, County Clerk, Human Resources, Land Use and Resource Management, Register of Deeds, Treasurer, UW Extension and Veterans Services; and,

Whereas, during the period of his administration, obsolete, unoccupied buildings were demolished to eliminate maintenance costs and provide space for new, efficient buildings; and,

Whereas, during the period of his administration, it was necessary to borrow funds in order to finance replacement buildings, and the County paid off all borrowings and became debt-free in 2018; and,

Whereas, as a result of Bretl’s work, Walworth County achieved a Moody’s Debt Rating of AAA in 2018 and is well on the path to fully fund Post Employment health insurance Benefits (OPEB).

NOW, THEREFORE, BE IT RESOLVED that the Walworth County Board of Supervisors authorizes the naming of the Government Center to be the David A Bretl Government Center, effective January 1, 2020.

__________________________________  ________________________________________
Nancy Russell                      Kimberly S. Bushey
County Board Chair                 County Clerk

County Board Meeting Date:

Action Required: Majority Vote ☒ Two-thirds Vote ___  Other ___
OUTAGAMIE COUNTY BOARD MEETING
September 24, 2019

RESOLUTION NO. 64—2019-20
Supervisor Iverson moved, seconded by Supervisor Konetzke, for adoption.

RESOLUTION NO. 64—2019-20 IS ADOPTED.

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VOTE RESULTS: Passed By Majority Vote
RESOLUTION NO.: 64—2019-20

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

Currently, pursuant to Article IV, Section 3 of the Wisconsin Constitution, the Legislature is directed to redistrict legislative districts according to the number of inhabitants at its next session following each decennial federal census. At the same intervals, the Legislature also reapportions congressional districts pursuant to federal law.

Historically, Wisconsin legislative and congressional redistricting plans have been subject to partisan influence that place the desires of politicians ahead of the electoral prerogative of the people. This practice of redistricting by the majority party stifles political competition, discourages compromise, ensures continued control by the party in power, and lacks the transparency necessary to reinforce citizens’ faith in the democratic process. The 2011 redistricting process to draw maps and fight litigation contesting those maps cost taxpayers nearly $2 million. Redistricting to achieve partisan gains is improper, whether it is done by Republicans or Democrats.

On April 3, 2018, Outagamie County held an advisory referendum in which 72% of the voters voted in support of a nonpartisan redistricting process. Currently, 47 County Boards, representing over 70% of Wisconsin residents, have passed resolutions in support of non-partisan redistricting. Additionally, the Wisconsin Counties Association passed a resolution in support of a non-partisan redistricting process.

A recent report prepared by Common Cause found that counties in 32 of 33 Wisconsin Senate Districts and 91 of 99 Assembly Districts back non-partisan redistricting. In January 2019, a report by the Marquette University Law School indicated that 72% of Wisconsin residents support non-partisan redistricting. All of this combined indicates there is overwhelming statewide support from citizens for non-partisan redistricting.

This resolution supports proposed legislation which addresses a non-partisan redistricting process that utilizes locally developed wards/districts to establish voting districts. The proposal allows for final approval of redistricting by the Legislature and the Governor which would be consistent with Wisconsin’s Constitution. Additionally, this resolution requests each State legislator representing Outagamie County to respond in writing expressing their positions on the proposed legislation. This resolution also requests that public hearings be held in each Wisconsin Congressional District to allow citizens of Wisconsin to express their opinions on the proposed legislation.

NOW THEREFORE, the undersigned members of the Legislative/Audit and Human Resources Committee recommend adoption of the following resolution.
Resolution No. 64—2019-20

BE IT RESOLVED, that the Outagamie County Board of Supervisors does support legislation which addresses a non-partisan redistricting process that utilizes locally developed wards/districts to establish voting districts, and

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does request that public hearings be held in each Wisconsin Congressional District to allow citizens of Wisconsin to express their opinions on the proposed legislation, and

BE IT STILL FURTHER RESOLVED, that the county board chairman request a written response from the Wisconsin Governor and each state legislator representing the residents of Outagamie County as to their opinion of proposed legislation which addresses a non-partisan redistricting process, requesting such written responses prior to the first meeting in January and reporting to the county board at the first January meeting as to each written response or failure to respond, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Board Chairperson, all Wisconsin Counties, and the Outagamie County Lobbyist who shall present a copy of this resolution to the Wisconsin Governor and the state legislators representing Outagamie County.

Dated this 24th day of September 2019.

Respectfully submitted,

LEGISLATIVE/AUDIT & HUMAN RESOURCES COMMITTEE

Travis Thyssen

Curt Knetzke

Cathy Spears

Jerry Iverson

Page 118 of 149
Resolution No. 64—2019-20

Nick Thyssen

Duly and officially adopted by the County Board on: September 24, 2019

Signed: [Signature] Board Chairperson

[Signature] County Clerk

Approved: 9/28/19

Vetoed: _____________

Signed: [Signature] County Executive
2019 ASSEMBLY BILL 303


1  An Act to repeal 3.002 (2); to consolidate, renumber and amend 3.002
2    (intro.) and (1m); to amend 3.004 (2) and 5.15 (4) (a); to repeal and recreate
3    subchapter I of chapter 4 [precedes 4.001]; and to create 13.49 of the statutes;
4    relating to: legislative and congressional redistricting.

Analysis by the Legislative Reference Bureau

Currently, under the state constitution, the legislature is directed to redistrict legislative districts according to the number of inhabitants at its next session following each decennial federal census. At the same intervals, the legislature also reapportions congressional districts in this state pursuant to federal law. Under current state law, following each decennial federal census, most municipalities are also required to divide their territory into wards. With limited exceptions, wards are required to consist of one or more whole, contiguous census blocks (the smallest geographic units for which census results are available). Traditionally, the legislature has used municipal wards to construct legislative and congressional districts, although the legislature may adjust the boundaries of a municipal ward and use the revised ward boundaries instead. Legislative and congressional redistricting plans enacted pursuant to this procedure are used to elect members of the legislature and members of Congress in the fall of the second year following the year of the census.

This bill creates a new procedure for the preparation of legislative and congressional redistricting plans. The bill directs the Legislative Reference Bureau to draw redistricting plans based upon standards specified in the bill and establishes
OUTAGAMIE COUNTY BOARD MEETING
October 8, 2019

RESOLUTION NO. 72—2019-20
Supervisor Iverson moved, seconded by Supervisor T. Thyssen, for adoption.

RESOLUTION NO. 72—2019-20 IS ADOPTED.

VOTE RESULTS: Passed By Majority Vote

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RESOLUTION NO.: 72—2019-20

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

MAJORITY

Forward Analytics, a Division of the Wisconsin Counties Association, has recently published three articles regarding population and workforce trends in Wisconsin:

- “Falling Behind: Migration Changes and State Workforce”
- “An Economic Evolution: Job Growth, Pay and Education since 2012”
- “Millennial Wisconsin: Is Wisconsin Attractive to This Generation”

All articles conclude that Wisconsin has a significant problem in attracting, retaining and growing the millennial population especially those millennials with families. The documents provide detailed analysis of these population trends and the changing educational requirements for 21st century employers.

Why should residents of Wisconsin pay attention to this information? Within the next few years, 40% of Wisconsin’s workforce will be comprised of millennials. Over the next few years, baby boomers will comprise less and less of the workforce and by 2030 only 5% of the workforce will be comprised of this age group.

The articles provide detailed data and charts for Wisconsin population changes. The articles point to the concern that millennials in the workforce are not replacing baby boomers as they age and retire. Since 2008, the replacement of the older workforce has not been maintained resulting in severe labor shortages throughout the State in many occupations. For example, the age cohort of 15 to 19 year olds in the year 2000 was 407,000. In 2015, the population of this same group, now 30 to 35 in age, declined by 36,000 to 371,000. The articles indicate that many people in this age group moved to other states.

Another issue identified in the reports is the changing level of education required to meet the requests of employers. In 2012, 25% of new jobs required post-secondary education. From 2012 to 2018, 38% of all new jobs required post-secondary education. During the same time period, there was very little growth in low paying, low skilled occupations.

The articles did not address the reasons for the population and labor force changes. The purpose of the articles was to sound an “alarm bell” for policy makers and leaders in Wisconsin. The impact on State finances and future services, especially in rural areas, will be dramatic if this trend continues for millennials and the next generation.

Wisconsin’s Governor and legislators need to get to work on this issue and understand the reasons behind the out-migration of the millennial population. They need to do everything possible to understand why people are leaving the State and why people are not moving to Wisconsin for available jobs. Based on this information, our leaders need
Resolution No. 72—2019-20

1 to make changes to encourage families to stay here and also develop a plan to encourage
2 families to move
3
4 to Wisconsin from other states. Leaders should also work on initiatives for retaining
5 young people in Wisconsin as they graduate from high schools, technical schools and
6 universities.
7
8 These population trends can be reversed. There are states in the Upper Midwest and
9 regions within our State, including Outagamie County, which have retained and/or grown
10 this important younger population group. Our state leaders should learn from their
11 success stories and work together on this significant issue.
12
13 NOW THEREFORE, the undersigned members of the Legislative/Audit and Human Resources
14 Committee recommend adoption of the following resolution.
15
16 BE IT RESOLVED, that the Outagamie County Board of Supervisors does urge the Wisconsin
17 Governor and legislators to research and understand the reasons behind the out-migration of the
18 millennial population as well as why people are not moving to Wisconsin for available jobs as detailed
19 in the attached three articles published by Forward Analytics regarding population and workforce trends
20 in Wisconsin, and
21
22 BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does urge the
23 Wisconsin Governor and legislators to make changes to encourage families to maintain Wisconsin as
24 their residence as well as develop a plan to encourage families to move to Wisconsin, and
25
26 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy
27 of this resolution to the Outagamie County Board Chairperson, Wisconsin Counties Association, all
28 Wisconsin Counties, and the Outagamie County Lobbyist who shall present a copy of this resolution to
29 the Wisconsin Governor and the state legislators representing Outagamie County.
30
31 Dated this ___ day of October 2019
32
33 Respectfully submitted,
34
35 LEGISLATIVE/AUDIT & HUMAN RESOURCES
36 COMMITTEE
Resolution No. 72—2019-20

Travis Thyssen  

Cathy Spears

Curt Konetzke  

Jerry Iverson

Nick Thyssen

Duly and officially adopted by the County Board on: October 8, 2019

Signed:  
Board Chairperson  
County Clerk

Approved: 10·15·19  
Vetoed: ___________

Signed:  
County Executive
Executive Summary
An Economic Evolution

Since 2012, Wisconsin has experienced both strong job growth and an unemployment rate falling to record lows. These trends have been well documented. Less studied has been the kinds of jobs created during this period. Occupational data from the U.S. Bureau of Labor Statistics (BLS) for 2012 and 2018 show that new jobs were more likely to be on the higher end of the pay scale and disproportionately required post-secondary education.

Annually, BLS reports information on the number of jobs and their pay distribution for more than 800 occupations. In 2012, Wisconsin businesses and governments employed about 264,000 people in 121 occupations that on average paid $68,600. Employment in those occupations increased 16% to over 305,000 by 2018. Growth was driven by large increases in the number of engineers, computer and software occupations, as well as doctors and other high paying medical occupations.

At the other end of the pay scale, about 264,000 workers were employed in 15 occupations that paid an average of less than $20,100 annually. During 2012, the number of jobs in these occupations declined 0.2%, a sharp contrast to the large gains at the top of the pay scale.

Though not as stark, a similar pattern is found among occupations in the middle of the pay scale. Generally, the number of jobs in higher paying occupations grew faster than the number in lower paying ones.

When occupations are grouped a second way, this pattern is confirmed. During 2013-2018, BLS organized occupations into STEM (science, technology, engineering, and mathematics) and non-STEM groups. During 2013, the number of jobs in STEM occupations increased 13.4%, compared to less than 5% for non-STEM occupations. Wisconsin’s growth in STEM occupations was 18th fastest among the states and Washington D.C.

The occupational data also show that new jobs increasingly require postsecondary education. In 2012, just under 25% of Wisconsin jobs required an associate degree or more. However, 38% of the new jobs created during 2012-2018 required those levels of education.

The BLS figures for Wisconsin show a growing economy that is slowly evolving into one in which jobs require more education and skills. They show an economy in which job growth is not occurring in low paying occupations, but rather in those further up the pay scale. The numbers reinforce Wisconsin’s need to invest wisely in education at both the K-12 and postsecondary levels, to ensure all residents have the education and skills to successfully compete in an evolving economy.
MIGRATION CHANGES & STATE WORKFORCE
DALE KNAPP, DIRECTOR

BEHIND
Executive Summary
Migration Changes & State Workforce

With unemployment at record lows, Wisconsin businesses are facing a worker shortage that could persist for decades. The reason? The state does not have enough young people to replace retiring baby boomers over the next 10 to 15 years and migration patterns have not shifted for the better.

The ability of a state to naturally grow its workforce over time can be measured by comparing the number of residents under 16 years of age to the number who are 50 to 64 years of age. Many in this older group will likely leave the workforce over the ensuing 15 years and be replaced by those in the younger group. The larger the ratio, the greater the state’s ability to grow the labor force.

For example, Wisconsin had 1.75 residents under 16 for each resident 50 to 64 years of age in 1990, and the state’s workforce expanded almost 12% over the next 15 years. By 2000, this ratio had fallen to 1.42 young people per resident near retirement, and the labor force expanded just 4.1% during 2000-2015. At 0.87 in 2017, this long-term indicator points to a shrinking labor pool over the next 15 years.

To grow its labor force, Wisconsin will need to attract workers from other states. However, the state has not fared well in attracting key population groups since 2010. In fact, the state’s migration patterns began shifting after 2000 and have only worsened among key age groups since.

Since at least 1990, Wisconsin has lost young people as they age from their early twenties into their late twenties. That pattern continued during 2010-2015 with the state losing almost 36,000 of these young people, many recent college graduates.

The state has typically recouped those losses by attracting people in their thirties, forties, and even fifties. For example, during 2000-2005, the state experienced a net outflow of about 25,000 young adults, but added over 40,000 residents in the older groups. However, during 2010-2015, the state not only lost 30,000 young adults to other states, it also lost population among those in the older groups. This partly explains the state’s current labor shortage.

The recent net loss of residents in their “family formation” years creates a second, long-term problem for the state. Those moving into the state who are in their late twenties to early fifties often bring with them children, who will be part of the future workforce. Indeed, during both 2000-2005 and 2005-2010, the state added more than 40,000 children from migration.

However, during 2010-2015, net migration of children to the state totaled fewer than 10,000. This large drop in the net migration of children portends trouble for long term workforce growth in Wisconsin.
IS WISCONSIN ATTRACTIVE TO THIS GENERATION?

DALE KNAPP, DIRECTOR
Millennial Wisconsin

Executive Summary

For decades, baby boomers drove labor force changes, both nationally and in Wisconsin. Now, as they retire, they are being replaced by millennials, a group that will approach 40% of the workforce over the next few years. The challenge for Wisconsin, and other states, is to attract and retain this group. Recent data from the U.S. Census Bureau shows Wisconsin is struggling with this group.

During 2000 to 2015, Wisconsin lost more than 31,000 older millennials (those born during 1981-85) as they aged from 15 to 19 years of age to 30 to 34. Net gains were seen in only six counties: Dane, St. Croix, Milwaukee, Sauk, Outagamie, and Brown.

As a group, 20 rural counties in the north experienced a 35% reduction in older millennials. Rural counties in southern and central Wisconsin experienced a 24% drop.

The state also lost among millennials born between 1986 and 1990 as they aged from 15 to 19 years of age to 25 to 29. During 2005-15, their numbers fell by more than 57,000. Over 10 years, only two counties—Dane and Milwaukee—added to this cohort. The size of this group declined 41% over 10 years in the rural north and 31% in the rural south.

The youngest millennials were born during 1991 through 1995. They were 15 to 19 years of age in 2010 and 20 to 24 years of age in 2015. During those five years, the state added about 9,000 to this cohort. The gains were almost exclusively in counties with four year UW campuses. The unanswered question for Wisconsin is: can the state retain these young millennials as they age into their late twenties and early thirties? If their older counterparts are indicative, that will be a challenge for Wisconsin.
OUTAGAMIE COUNTY BOARD MEETING
October 22, 2019

RESOLUTION NO. 84—2019-20

ROLL CALL to adopt & lock in. **RESOLUTION NO. 84—2019-20 IS ADOPTED & LOCKED IN.**

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OUTAGAMIE COUNTY BOARD MEETING
October 22, 2019

RESOLUTION NO. 84—2019-20
Supervisor T. Thyssen moved, seconded by Supervisor Spears, to reconsider Resolution No. 84 for the purpose of lock in.

ROLL CALL to reconsider. **RESOLUTION NO. 84—2019-20 IS RECONSIDERED.**

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OUTAGAMIE COUNTY BOARD MEETING
October 22, 2019

RESOLUTION NO. 84—2019-20
Supervisor Iverson moved, seconded by Supervisor T. Thyssen, for adoption.

RESOLUTION NO. 84—2019-20 IS ADOPTED.

VOTE RESULTS: Passed By Majority Vote

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RESOLUTION NO.: 84—2019-20

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:  

Utility aid payments help counties and municipalities pay for services provided to tax-exempt utility property. Currently, utility company asset data is not accessible to state and local elected officials in a manner that allows for determination regarding current and future utility aid payments in lieu of local general property taxation. Costs cannot be directly recouped through property taxation since utilities are exempt from local taxation and, instead, are taxed by the state. These payments-in-lieu of taxes are also viewed as partial compensation for the air pollution, noise, traffic congestion, property maintenance, emergency services and land use limitations caused by the presence of utility property.

There is pending legislation that will require the Department of Revenue (DOR) to annually publish on its Internet site information related to the determination of utility aid payments received by counties and municipalities where production plant property is located, including the value, depreciation amounts, and generating capacity of production plants, the value and depreciation amounts of substations and general structures, and, if applicable, the date of which such property is closed or decommissioned. The published information must also include the value of private and municipal light, heat, and power company property, as reported to the Public Service Commission, the amount of license fees paid by public utilities in lieu of property taxes, listed by the county and municipality where such property is located, and the amount of utility aid payments received by each county and municipality. In addition, DOR must provide each county and municipality that receives a utility aid payment an itemization of its payment that shows the amounts generated from each formula component used to calculate the payment.

NOW THEREFORE, the undersigned members of the Legislative/Audit and Human Resources Committee recommend adoption of the following resolution.

BE IT RESOLVED, that the Outagamie County Board of Supervisors does support pending legislation that would require the Department of Revenue (DOR) to annually publish on its Internet site information related to the determination of utility aid payments received by counties and municipalities where production plant property is located, including the value, depreciation amounts, and generating capacity of production plants, the value and depreciation amounts of substations and general structures, and, if applicable, the date of which such property is closed or decommissioned, and
Resolution No. 84—2019-20

BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does support pending legislation that would require the DOR to provide each county and municipality that receives a utility aid payment an itemization of its payment that shows the amounts generated from each formula component used to calculate the payment, and

BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to all Wisconsin Counties, the Wisconsin Counties Association, and the Outagamie County Lobbyist for distribution to legislators.

Dated this 25th day of October 2019

Respectfully submitted,
LEGISLATIVE/AUDIT & HUMAN RESOURCES COMMITTEE

Travis Thyssen
Curt Kohetzke

Cathy Spears
Jerry Iverson

Nick Thyssen

Duly and officially adopted by the County Board on: October 22, 2019

Signed:

Board Chairperson

County Clerk

Approved: 10 23 19
Vetoed: _______________

Signed:

County Executive
AN ACT to create 79.045 of the statutes; relating to: reporting data used in the calculation of utility aid payments.

Analysis by the Legislative Reference Bureau

This bill requires the Department of Revenue to annually publish on its Internet site information related to the determination of utility aid payments received by counties and municipalities where production plant property is located, including the value, depreciation amounts, and generating capacity of production plants, the value and depreciation amounts of substations and general structures, and, if applicable, the date on which such property is closed or decommissioned. The published information must also include the value of private and municipal light, heat, and power company property, as reported to the Public Service Commission, the amount of license fees paid by public utilities in lieu of property taxes, listed by the county and municipality where such property is located, and the amount of utility aid payments received by each county and municipality. In addition, DOR must provide each county and municipality that receives a utility aid payment an itemization of its payment that shows the amounts generated from each formula component used to calculate the payment.

Further information see the state and local fiscal estimate, which will be printed as an appendix to this bill.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:
SECTION 1. 79.045 of the statutes is created to read:

79.045 Reporting. (1) The department of revenue shall annually publish on its Internet site the following information obtained by the department, in the manner determined by the department, for the previous year:

(a) The net book value, depreciation amount, address, and, if applicable, the date on which the property is closed or decommissioned, of each production plant, general structure, and substation of a municipal electric association, as reported to the department by the municipality where the property is located.

(b) The net book value, as reported to the public service commission, and address of each production plant, general structure, and substation of a rural electric cooperative.

(c) The net book value, as reported to the department for purposes of s. 79.04, and address of each production plant of a private light, heat, and power company and a municipal light, heat, and power company.

(d) The net book value, as reported to the public service commission, and address of each production plant of a private light, heat, and power company and a municipal light, heat, and power company.

(e) The name-plate capacity, address, and, if applicable, the date on which the plant is closed or decommissioned, of each production plant of an electric cooperative association, private light, heat, and power company, and municipal light, heat, and power company.

(f) The amount of license fees imposed under ch. 76, as reported to the department of revenue, that were collected from private light, heat, and power companies, municipal light, heat, and power companies, telecommunications
companies, pipeline companies, electric cooperatives, municipal electric
associations, and conservation and regulation companies.

(g) The amount of the payments under s. 79.04 that are derived from payments
made under ch. 76 by private light, heat, and power companies, municipal light, heat,
and power companies, rural electric cooperatives, and municipal electric
associations.

(2) The information published under sub. (1) shall be listed by the county and
municipality where the qualifying asset or production plant is located.

(3) The department of revenue shall include with the payment made to each
county and municipality under s. 79.02 an itemization of the utility aid payments to
the county or municipality that indicates the amounts of such aid generated under
each formula component under s. 79.04 (1) to (7).

(END)
Support Responsible Pet Ownership

Rachel Scott <r.s.boston@gmail.com>
Fri 10/18/2019 2:36 PM
To: Russell, Nancy <nrussell@co.walworth.wi.us>

Dear Ms. Russell,

Animal care and control is a vital function of local government, but it must be supported by responsible pet ownership practices. Each of us has a part to play in maintaining a safe and healthy community.

For the estimated 90 million dogs and 95 million cats owned in this country, local ordinances that support responsible pet ownership can maintain public and animal safety, foster humane treatment, and reduce costs for local communities and institutions.

I invite you and your colleagues to review our local ordinances to ensure that they sufficiently incorporate the following key components to support responsible behaviors in our community:

1. Abandonment of an animal should be prohibited in all cases.
2. Sterilization should be required unless an owner explicitly wants to breed his/her pet.
3. Identification, such as licenses and microchips, should be required for pets to help return lost animals to their owners.
4. Roaming pets should be prohibited for the safety of the animal and its community.

Responsible pet ownership reduces the financial and administrative burdens of local government and supports a safer community. I ask that our ordinances reflect and encourage these values.

Thank you very much for your consideration,

Sincerely,
Rachel Scott
421 E Cravath St
Whitewater, WI 53190

RECEIVED
OCT 23 2019

WALWORTH COUNTY CLERK
Support Responsible Pet Ownership

Rachael Glogovsky <rachaelglogovsky739618@gmail.com>
Thu 10/17/2019 5:19 PM
To: Russell, Nancy <nrussell@co.walworth.wi.us>

Dear Ms. Russell,

Animal care and control is a vital function of local government, but it must be supported by responsible pet ownership practices. Each of us has a part to play in maintaining a safe and healthy community.

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Thank you very much for your consideration,

Sincerely,
Rachael Glogovsky
190 Third Ave.
Fontana, WI 53125

RECEIVED
OCT 23 2019
WALWORTH COUNTY CLERK
Support Responsible Pet Ownership

Anne LaBouy <enuf4@charter.net>
Thu 10/17/2019 5:02 PM
To: Russell, Nancy <nrussell@co.walworth.wi.us>

Dear Ms. Russell,

Animal care and control is a vital function of local government, but it must be supported by responsible pet ownership practices. Each of us has a part to play in maintaining a safe and healthy community.

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Responsible pet ownership reduces the financial and administrative burdens of local government and supports a safer community. I ask that our ordinances reflect and encourage these values.

Thank you very much for your consideration,

Sincerely,
Anne LaBouy
234 S Terrace St.
Delavan, WI 53115

RECEIVED
OCT 23 2019
WALWORTH COUNTY CLERK
Support Responsible Pet Ownership

Michelle Thomas <trajan09@yahoo.com>
Thu 10/17/2019 6:49 PM
To: Russell, Nancy <nrussell@co.walworth.wi.us>

Dear Ms. Russell,

Animal care and control is a vital function of local government, but it must be supported by responsible pet ownership practices. Each of us has a part to play in maintaining a safe and healthy community.

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Responsible pet ownership reduces the financial and administrative burdens of local government and supports a safer community. I ask that our ordinances reflect and encourage these values.

Thank you very much for your consideration,

Sincerely,
Michelle Thomas
225 Country club dr
Lake Geneva, WI 53147
Dear County Clerk:

The final estimate of the January 1, 2019 population for Walworth County is 104,062. This represents a change of 1,834 persons (1.79%) since the 2010 Census.

<table>
<thead>
<tr>
<th>Municipality</th>
<th>2010 Census Count</th>
<th>2019 Final Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town of Bloomfield</td>
<td>6,278</td>
<td>1,593</td>
</tr>
<tr>
<td>Town of Darien</td>
<td>1,693</td>
<td>1,729</td>
</tr>
<tr>
<td>Town of Delavan</td>
<td>5,285</td>
<td>5,169</td>
</tr>
<tr>
<td>Town of East Troy</td>
<td>4,021</td>
<td>4,067</td>
</tr>
<tr>
<td>Town of Geneva</td>
<td>4,993</td>
<td>5,063</td>
</tr>
<tr>
<td>Town of Lafayette</td>
<td>1,979</td>
<td>2,029</td>
</tr>
<tr>
<td>Town of La Grange</td>
<td>2,454</td>
<td>2,468</td>
</tr>
<tr>
<td>Town of Linn</td>
<td>2,383</td>
<td>2,448</td>
</tr>
<tr>
<td>Town of Lyons</td>
<td>3,698</td>
<td>3,712</td>
</tr>
<tr>
<td>Town of Richmond</td>
<td>1,884</td>
<td>1,885</td>
</tr>
<tr>
<td>Town of Sharon</td>
<td>907</td>
<td>902</td>
</tr>
<tr>
<td>Town of Spring Prairie</td>
<td>2,181</td>
<td>2,211</td>
</tr>
<tr>
<td>Town of Sugar Creek</td>
<td>3,943</td>
<td>3,927</td>
</tr>
<tr>
<td>Town of Troy</td>
<td>2,353</td>
<td>2,391</td>
</tr>
<tr>
<td>Town of Walworth</td>
<td>1,702</td>
<td>1,692</td>
</tr>
<tr>
<td>Town of Whitewater</td>
<td>1,471</td>
<td>1,481</td>
</tr>
<tr>
<td>Village of Bloomfield</td>
<td>0</td>
<td>4,745</td>
</tr>
<tr>
<td>Village of Darien</td>
<td>1,580</td>
<td>1,579</td>
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<tr>
<td>Village of East Troy</td>
<td>4,281</td>
<td>4,485</td>
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<tr>
<td>Village of Fontana-on-Geneva Lake</td>
<td>1,672</td>
<td>1,700</td>
</tr>
<tr>
<td>Village of Genoa City</td>
<td>3,036</td>
<td>3,022</td>
</tr>
<tr>
<td>Village of Mukwonago</td>
<td>101</td>
<td>203</td>
</tr>
<tr>
<td>Village of Sharon</td>
<td>1,605</td>
<td>1,567</td>
</tr>
<tr>
<td>Village of Walworth</td>
<td>2,816</td>
<td>2,830</td>
</tr>
<tr>
<td>Village of Williams Bay</td>
<td>2,564</td>
<td>2,591</td>
</tr>
<tr>
<td>Municipality</td>
<td>2010 Census Count</td>
<td>2019 Final Estimate</td>
</tr>
<tr>
<td>--------------------</td>
<td>-------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>City of Burlington</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>City of Delavan</td>
<td>8,463</td>
<td>8,336</td>
</tr>
<tr>
<td>City of Elkhorn</td>
<td>10,084</td>
<td>10,012</td>
</tr>
<tr>
<td>City of Lake Geneva</td>
<td>7,651</td>
<td>8,113</td>
</tr>
<tr>
<td>City of Whitewater</td>
<td>11,150</td>
<td>12,111</td>
</tr>
<tr>
<td><strong>Total for Walworth County</strong></td>
<td><strong>102,228</strong></td>
<td><strong>104,062</strong></td>
</tr>
</tbody>
</table>

Approximately 80,766 of the estimated population for Walworth County are of voting age. The County's voting age population is the summation of the voting age population for all communities within the county. This approximation is a courtesy estimate which helps you comply with Wisconsin Statute 5.66, which requires municipal clerks to approximate the number of electors prior to elections. The voting age population was calculated by applying the census proportion of persons over 18 to the preliminary January 1 estimate, and then multiplying the result by a state-wide factor to account for the general aging of the population.
October 21, 2019

INSURED: DANIEL CLIFFORD
DATE OF LOSS: September 24, 2019
CLAIM NUMBER: 0562065656 BBS

Dear Walworth County Clerk,

The driver of a Walworth county vehicle(excavator) struck our insured vehicle causing damage in the rear of our vehicle. Your driver Lucas Scott was making a left turn from a stop sign.

Sincerely,

BRITTANY SIMS
BRITTANY SIMS
888-237-4154 Ext. 9727258
Allstate Property and Casualty Insurance Company
Walworth County
Walworth County Drainage District Board
c/o Kimberly Bushey, County Clerk
100 W. Walworth Street
Elkhorn, WI 53121

Re: Our Clients: Kimberly and Kevin McCarter
Our File No.: 16144

NOTICE OF CIRCUMSTANCES OF CLAIM AND CLAIM AGAINST WALWORTH COUNTY AND THE WALWORTH COUNTY DRAINAGE DISTRICT BOARD PURSUANT TO WIS. STAT. SEC. 893.80

Dear Ms. Bushey:

Claimants Kimberly McCarter, Kimberly M. McCarter Revocable Trust dated November 19, 2001, Kevin McCarter and Kevin Q. McCarter Revocable Trust dated November 19, 2001 (collectively “Claimants”) are aggrieved by actions of Walworth County (“County”) and the Walworth County Drainage District Board (“Board”) taken in respect of the Hillside drainage project.

CLAIM

This Claim arose out of the following circumstances:

1. The County and Board caused the construction and implementation of the Hillside drainage project.

2. The Hillside drainage project caused property damage to Claimants’ property. The negligence of the County and Board, including but not necessarily limited to the failure to use and maintain proper erosion control measures, caused an unreasonable accumulation of dirt, silt, sand and debris in the area of Claimants’ shoreline at their property, located at N1611 Shadow Lane, Linn, Wisconsin.
3. The shoreline area accumulated sand, dirt, rocks and debris just beyond the mouth of the small creek that runs alongside Shadow Lane near Claimants’ property.

4. The property damage due to the accumulation of sand, dirt, rocks and debris described herein began on or about July 31, 2019.

5. The cost of dredging or removing the accumulation of sand, dirt, rocks and debris from Claimants’ property is in excess of $75,000.

6. Because the County and Board’s negligence and failure to utilize and maintain proper erosion control measures has unreasonably caused the property damage and accumulation of dirt, sand, rocks and debris described herein, it is a public and private nuisance that may be prohibited by injunction or abated by a legal action brought by Claimants.

Wherefore, Claimants hereby demand that Walworth County and the Walworth County Drainage District Board (a) take action to eliminate the public and private nuisance described herein and pay any and all expenses incurred in connection therewith, (b) restore Claimants’ property to its condition prior to the acts and damages described herein, and (c) pay Claimants any and all damages and losses incurred by Claimants in connection with the events described herein.

This Notice of Circumstances of Claim and Claim is made within 120 days of the events described herein.

Dated this 28th day of October, 2019.

SCHMIDT, RUPKE, TESS-MATTNER & FOX, S.C.
Attorneys for Claimants

By: ____________________________

Stephen L. Fox
State Bar No. 1018197
# County Administrator Transition Plan

(Updates show by underline and strikethrough)  
Revised as of November 12, 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Milestone</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 9</td>
<td>Executive Committee approves:</td>
<td>Approved/Direction provided to Staff on September 9, 2019.</td>
</tr>
<tr>
<td></td>
<td>• Transition Plan</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Job Description</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Posting</td>
<td></td>
</tr>
<tr>
<td>September 16 – October 15</td>
<td>Recruitment is open</td>
<td>Accomplished</td>
</tr>
<tr>
<td>October 14</td>
<td>Executive Committee considers nomination of Michael Cotter for LURM Director/Corporation Counsel (appointment effective January 1, 2020)</td>
<td>Michael’s nomination was approved at the October 14 Executive Committee meeting.</td>
</tr>
<tr>
<td>October 28</td>
<td>Candidate Report provided to Executive Committee</td>
<td>Report provided to Executive Committee members on October 29, 2019.</td>
</tr>
<tr>
<td>November 4</td>
<td>Selection of semi-final candidates; Employment contract parameters; Draft interview questions; Approval of final interview assessment</td>
<td>Semi-finalists, interview questions, interview assessment and draft contract were approved.</td>
</tr>
<tr>
<td>November 12</td>
<td>Approval of Michael Cotter’s appointment by County Board (appointment effective January 1, 2020)</td>
<td>Cotter appointment was approved by the County Board on November 12, 2019. Estee Scholtz was approved as Deputy Corporation Counsel on November 5, 2019.</td>
</tr>
<tr>
<td>November 15</td>
<td>First interviews/selection of finalists</td>
<td></td>
</tr>
<tr>
<td>November 18</td>
<td>Executive Committee recommends Bretl contract extension (if necessary).</td>
<td>Committee approves final interview questions and final assessment process.</td>
</tr>
<tr>
<td>December 3</td>
<td>County Board approves Bretl contract extension</td>
<td></td>
</tr>
<tr>
<td>December 6</td>
<td>Second interview/selection</td>
<td>• Background check</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Contract negotiation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Physical</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Drug test</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
<td>Details</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>December 9 – 20</strong></td>
<td>County Board appointment of new County Administrator</td>
<td>Dave and County Board agree on Dave’s last day of work.</td>
</tr>
<tr>
<td><strong>January 20 – 28</strong></td>
<td>Start date for new Administrator</td>
<td>The new Administrator may need to give notice of 30 to 60 days. January/February dates are subject to change.</td>
</tr>
<tr>
<td><strong>February</strong></td>
<td>Dave works with new County Administrator</td>
<td>Dave can provide some overlap with the new Administrator during the month.</td>
</tr>
</tbody>
</table>