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**JOINT MEETING
WASHINGTON COUNTY
LAND CONSERVATION COMMITTEE
PLANNING, CONSERVATION & PARKS COMMITTEE**

Public Agency Center
West Bend, WI

August 10, 2011
1:00 p.m.

Present: Michael Bassill, Ralph Dornacker, Melvin Ewert, Michael Miller, Gerald Schulz, Peter Sorce, and John Stern. Excused: Raymond Heidtke.

Also present: Administrator Paul Mueller, Deputy Administrator Debora Sielski, Land Resources Manager Phil Gaudet, County Conservationist Paul Sebo, County Engineer/Surveyor Scott Schmidt, Assistant Administrator for Golf and Parks Mike Kactro, GIS Manager Eric Damkot, Register of Deeds Sharon Martin, Accounting Supervisor Kelly Cisar, Office Manager Joanne Wagner, and Administrative Assistant Linda Doro.

Chairperson Stern called the meeting to order at 1:00 p.m. and read the Affidavit of Posting.

MINUTES

Moved by Mr. Sorce, seconded by Mr. Dornacker to approve the July 13, 2011, Land Conservation Committee minutes as presented. Motion carried.

CONSIDERATION OF APPROVAL REGARDING 2012 CLEAN SWEEP GRANT DRAFT RESOLUTION

Moved by Mr. Miller, seconded by Mr. Schulz to approve a resolution authorizing the Land & Water Division to apply for a Wisconsin Department of Agriculture, Trade and Consumer Protection 2012 Wisconsin Clean Sweep Grant "Temporary Collection", in the amount of \$26,000 for the collection of household hazardous waste, agricultural waste, and pharmaceutical drug collection, and forward to the Finance Committee and County Board. Motion carried.

UPDATE REGARDING WI DEPARTMENT OF NATURAL RESOURCES 2011 GRANT - RIVERBACK FARMS - NOTICE OF INTENT

Mr. Sebo reported the Land and Water Conservation Division was awarded the DNR and DATCP Cost Share Grant for a Notice of Discharge/Intent (NOD/NOI) project for Riverback Farms in the amount of \$226,625 for the purposes of implementing measures to assist in reducing and/or eliminating the nonpoint source wastewater pollution discharge.

CONSIDERATION OF APPROVAL OF 2012 LAND & WATER CONSERVATION DIVISION BUDGET (TEXT PORTION ONLY)

Administrator Paul Mueller and Mr. Sebo presented the 2012 Land and Water Conservation Division budget.

Mr. Mueller and Mr. Sebo reviewed the draft 2012 budget for Outlay and Out-of-State Travel, and text for the Land and Water Conservation Division. The complete budget will be presented and reviewed at the next meeting.

2012 PLANNING AND PARKS DEPARTMENT BUDGET REVIEW - TEXT PORTION

Administrator Paul Mueller presented the 2012 Planning & Parks Department - Golf Section, Parks Section, Administration Division, GIS Division, Land Use Division, and Planning Division budget.

Mr. Mueller reviewed the draft 2012 budget for Outlay, User Fees, Out-of-State Travel, and text for Golf and Parks Sections, Administration, GIS, Land Use, and Planning Divisions. The complete budget will be presented and reviewed at the next meeting.

MINUTES

Moved by Mr. Miller, seconded by Mr. Sorce to approve the July 13, 2011, Planning, Conservation and Parks Committee minutes as presented. Motion carried.

**REPORT ON THE AWARD OF PHASE 2 FOR THE TOWN OF JACKSON
MONUMENTATION REPAIR AND REHABILITATION PROJECT**

Mr. Schmidt reported Capitol Surveying was awarded the Phase 2 contract for the Town of Jackson Monumentation Repair and Rehabilitation project at a cost \$19,555. The project includes the repair and rehabilitation of approximately 74 monuments.

**UPDATE REGARDING EXECUTIVE COMMITTEE MEETING OF JULY 19, 2011 -
OUTSOURCING**

Mr. Mueller reported on his meeting with the Executive Committee on July 19, 2011, to discuss outsourcing grounds maintenance and snow plowing of the county facilities except for the County Parks, Golf Course, and Vehicle Maintenance & Storage Facility grounds. Administrative Coordinator Doug Johnson is recommending moving forward with a pilot for contracting out all snow removal and grass cutting services at Fair Park for 2012. For the Parks Division, the 2012 budget revenues for fair park grounds services were proposed at \$61,287. The Department will be amending the 2012 Park's budget to eliminate this revenue and the same amount of appropriate offsetting expenses. The 2012 Facilities budget will use this estimate for budgeting, but will seek a private contract to provide these services beginning January 3, 2012. Administration will be responsible for developing specifications for the Fair Park grounds bid. The Administrative Services Committee will have oversight of this project and award the potential contract. In the event that the Administrative Services Committee concludes the price of all bids is too high, or the commitment to provide these services is insufficient, the Planning and Parks Department would need to prepare a plan for restoring county staff to provide this service for 2012. The snow and grass care for all other county properties will continue in 2012 as it now exists.

UPDATE REGARDING LIZARD MOUND COUNTY PARK CHANGE ORDER

Mr. Kactro reported on the change order to have the foreman of Quasius Construction install purlins, hangars, and through bolts in the new shelter with the assistance of park personnel. The reason was to correct a sag in the roof deck. The cost estimate for this change order is approximately \$1,770.

COUNTY FAIR DISPLAYS UPDATE

Mr. Mueller reported the department was asked to cut back on the materials provided at the County Fair Display booth due to an increase in the number of departments participating at the County Fair booth.

APPROVAL OF USE OF VACANCY CREDITS FOR PLANNING DIVISION INTERN

Ms. Sielski reported the Planning Division Intern employment ended August 1, 2011. She is requesting approval to extend the Intern's employment full-time to the end of summer and part-time during the school year at a cost of \$4,500. There is funding available in the 2011 budget to extend the employment of this position as requested. Moved by Mr. Bassill, seconded by Mr. Ewert to approve extending the Planning Division Intern employment for full-time until the end of summer and part-time during the school year at a cost not to exceed \$4,500. Motion carried.

ADJOURNMENT - LAND CONSERVATION COMMITTEE

Moved by Mr. Sorce, seconded by Mr., Dornacker to adjourn the Land Conservation Committee meeting at 2:20 p.m. Motion carried.

ADJOURNMENT - PLANNING, CONSERVATION AND PARKS COMMITTEE

Moved by Mr. Miller, seconded by Mr. Bassill to adjourn the Planning, Conservation, and Parks Committee at 2:20 p.m. Motion carried.