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**WASHINGTON COUNTY
PLANNING, CONSERVATION AND PARKS COMMITTEE**

Public Agency Center
West Bend, WI

March 9, 2011
1:25 p.m.

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

Also present: Administrator Paul Mueller, Administrative Coordinator Doug Johnson, Deputy Administrator Debora Sielski, Assistant Administrator for Golf and Parks Mike Kactro, County Conservationist Paul Sebo, County Engineer Scott Schmidt, Accounting Supervisor Kelly Cisar, GIS Manager Eric Damkot, Land Resources Manager Phil Gaudet, Office Manager Joanne Wagner, Landscape Designer Cindy Leinss, LCC Representative Ralph Dornacker, Register of Deeds Sharon Martin, Supervisor Mary Goeman, Supervisor Lee Krueger, and County Clerk Administrative Assistant Linda Doro.

Chairperson Stern called the meeting to order at 1:25 p.m. and read the Affidavit of Posting.

RELEASE OF SEPTIC SYSTEM EASEMENT - STRAWBERRY GLEN SUBDIVISION, TOWN OF JACKSON

Appearance: Cory O'Donnell, MN Holdings, Inc.

Mr. Gaudet reported MN Holdings, Inc., who owns lots 43, 44 and 45 in the Strawberry Glen Subdivision, has submitted a "Release of Septic System Easement" for the lots. The easement was a part of the approval of the subdivision because lot 45 did not have suitable soils for a soil absorption system. The easement allows for the use of a mound system on lot 43 and the force main piping on lot 44 to serve a residence on lot 45. A new soil test was completed in fall of 2010 and the State Department of Commerce approved a "Soil Saturation Determination", which allows a mound-type soil absorption system on lot 45. A State Inspector completed a soil investigation of the soil test, along with the County. Moved by Mr. Bassill, seconded by Mr. Sorce to approve the release of the Septic System Easement on lots 43, 44 and 45, in Strawberry Glen Subdivision in the Town of Jackson. Motion carried.

NUMBER OF PROPERTIES AFFECTED BY REMOVAL OF DETAILED FLOODPLAIN STUDY AREAS - FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) MAP MOD PROCESS

Mr. Gaudet presented a map designating the parcels in the county jurisdiction potentially impacted by the removal of the floodway designation from the FEMA Flood Insurance Maps. Approximately 3,100 properties in Washington County will be affected by this change in mapping. If any of these 3,100 properties plan to do any type of development, a complete detailed floodplain study will be required. The Division anticipates an increased number of rezoning applications as a direct result of the new maps being adopted. Mr. Mueller discussed redirecting Retained Fee revenues over the next several years to update the floodplain maps to meet the new FEMA standards.

GENERAL FUND TRANSFER - REGISTER OF DEEDS

Appearance: Register of Deeds Sharon Martin

Moved by Mr. Heidtke, seconded by Mr. Ewert to approve the transfer of \$71,810.21 from the General Fund for 2010 Register of Deeds budget line items. Motion carried.

DIVISION REPORTS

Planning Division - Debora Sielski

- County Comprehensive Planning

- 1 • Park and Open Space Planning (POSP)
- 2 • Farmland Preservation Planning (FPP)
- 3 • Get Moving Washington County Website
- 4 • Activities for other Planning & Parks Department Divisions
- 5 • Other Planning Division Activities

6
7 *Golf and Parks Division - Mike Kactro and Cindy Leinss*

- 8 • Clubhouse and Site Projects
- 9 • Golf Course Projects
- 10 • Golf Course Staffing
- 11 • Business
- 12 • Park Projects
- 13 • Park Staffing
- 14 • Business
- 15 • Training and Miscellaneous

16
17 Moved by Mr. Schulz, seconded by Mr. Dornacker to accept the Planning Division and Golf and Parks
18 Division reports. Motion carried.

19
20 The meeting recessed at 2:33 p.m. and reconvened at 2:37 p.m.

21
22 **MINUTES**

23 Moved by Mr. Schulz, seconded by Mr. Sorce to approve the February 9, 2011, meeting minutes as
24 presented. Motion carried.

25
26 **REPORT ON THE AWARD OF PHASE 1 FOR THE TOWN OF JACKSON**
27 **MONUMENTATION REPAIR AND REHABILITATION PROJECT**

28 *Appearance: County Engineer Scott Schmidt*

29 Mr. Schmidt stated negotiations with Capitol Survey resulted in the price being held at \$26.75 per
30 monument, bringing the project total to \$4,173.00.

31
32 **STAFFING UPDATE - LIST OF VACANT POSITIONS AND ORGANIZATIONAL CHART**
33 **FOR PLANNING AND PARKS DEPARTMENT**

34 Mr. Mueller presented an updated staffing and organizational chart for the Planning and Parks
35 Department. Currently, there is one vacant park maintenance worker position on the staffing plan, and
36 the Parks Division is determining whether they can get by with the current number staff and not fill this
37 position.

38
39 **CONSIDERATION AND POSSIBLE ACTION REGARDING APPLICATION FOR ATV**
40 **GRANT FUNDING**

41 Moved by Mr. Bassill, seconded by Mr. Ewert to authorize the Planning and Parks Department to apply
42 for ATV grant from the Department of Natural Resources in the amount of approximately \$660, and
43 forward to the County Board. Motion carried.

44
45 **CONSIDER CHANGES TO THE SCOPE AND BUDGET OF THE HISTORIC PHOTO**
46 **SCANNING PROJECT**

47 *Appearance: GIS Manager Eric Damkot*

48 Moved by Mr. Schulz, seconded by Mr. Heidtke to move forward with 1985 only Scanning and
49 Georeferencing at a cost of \$14,895, with Washington County transporting the negatives to AeroMetrics.
50 Motion carried.

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CONSIDER CHANGES TO THE APPROVED RUBICON RIVER FLOODPLAIN MAPPING PROJECT

Appearance: GIS Manager Eric Damkot

Moved by Mr. Heidtke, seconded by Mr. Schulz to move forward with \$50,000 for channel surveys with SEWRPC, and a separate agreement with the DNR guaranteeing that the Rubicon River Project will be completed, contingent upon release from the original agreement with SEWRPC. Motion carried.

AGENDA ITEMS FOR FUTURE MEETINGS

- Farmland Preservation Plan

NEXT TENTATIVE MEETING DATE

The Planning, Conservation and Parks Committee will tentatively meet on Wednesday, April 13, 2011, at 1:00 p.m.

CLOSED SESSION

Moved by Mr. Sorce, seconded by Mr. Bassill to convene into closed session in accordance with Wisconsin Statutes Section 19.85(1) (c) to consider employment promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction exercises responsibility; "namely to conduct annual performance review of Planning and Parks Department Administrator." Motion carried unanimously by roll call vote.

ADJOURNMENT

Moved by Mr. Heidtke, seconded by Mr. Bassill to adjourn the meeting at 3:45 p.m. Motion carried.

Brenda J. Jaszewski, County Clerk