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

Public Agency Center  
West Bend, WI

April 13, 2011  
1:15 p.m.

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

Also present: Deputy Administrator Debora Sielski, Assistant Administrator for Golf and Parks Mike Kactro, Chairperson Herbert Tennes, Club House Supervisor John Statz, County Attorney Kim Nass, County Engineer Scott Schmidt, GIS Manager Eric Damkot, Land Resources Manager Phil Gaudet, Office Manager Joanne Wagner, Landscape Designer Cindy Leinss, Register of Deeds Sharon Martin, Supervisor Mary Goeman, Supervisor Ralph Hensel, and County Clerk Administrative Assistant Linda Doro.

Chairperson Stern called the meeting to order at 1:15 p.m. and read the Affidavit of Posting.

**OBJECTING AUTHORITY SUBDIVISION - FINAL PLAT REVIEW - HELSAN BUSINESS PARK - SE-1/4, SECTION 36, VILLAGE OF RICHFIELD**

*Appearance: Ryan Wilgreen, Excel Engineering*

Mr. Gaudet presented the revised final plat map for Helsan Business Park. The final plat was previously approved by the Planning, Conservation and Parks Committee in December of 2009. The property is located at the northwest corner of the intersection of Highway 45 and CTH FD. A total of 12 lots are proposed. The previously approved plat contained 8 lots. Eleven of the 12 lots have been developed. The Washington County Highway Department had the following condition listed in a January 18, 2011, letter to the Engineering Firm: All D.O.T. Highway restrictions written on the current plat will remain in force with the exception of the Access Control statement which shall read "Access to CTH FD is controlled by Washington Count Highway Department." This condition has been stated on the revised plat. Staff has no objections to the final revised plat. Moved by Mr. Bassill, seconded by Mr. Heidtke to indicate no objection to the final revised plat of Helsan Business in the Village of Richfield. Motion carried.

**DIVISION REPORTS**

*Administration Division - Joanne Wager and Scott Schmidt*

- Office Activities Update
- Engineering Assistance Update

**UPDATE REAL PROPERTY LISTER FEE SCHEDULE ITEMS AND MOTION TO ADD TO LIST**

*Appearance: Register of Deeds Sharon Martin*

Ms. Martin reported two items were omitted from the Real Property Lister fees schedule during the 2011 budget process. Those two items were Labels - \$.02 per address label and Reports - \$.50 per page. The Committee recommended a \$10.00 minimum charge for the Labels. Moved by Mr. Miller, seconded by Mr. Ewert to approve the updated 2011 Real Property Lister Fee Schedule as presented and including a \$10.00 minimum charge for labels. Motion carried.

**DISCUSSION FOR VACANT PART-TIME REGISTER OF DEEDS POSITION AND MOTION TO RETAIN POSITION**

*Appearance: Register of Deeds Sharon Martin*

1 Moved by Mr. Miller, seconded by Mr. Schulz to retain the one part-time Real Estate Records Clerk in  
2 the current Register of Deeds Department's staffing plan. Motion carried with Mr. Bassill voting no.  
3

#### 4 **QUARTERLY UPDATE ON REVENUE AND EXPENSES**

5 Ms. Martin presented the quarterly revenue report for the Register of Deeds department.  
6

#### 7 **PROPOSED POLICY CHANGE AT THE WASHINGTON COUNTY GOLF COURSE**

8 *Appearance: Supervisor Mary Goeman*

9 Ms. Goeman stated she is concerned that ID's are not being checked and non-residents are being charged  
10 resident fees at the Washington County Golf Course. She would like a policy change through a resolution  
11 or an ordinance requiring every person's ID be checked at the golf course. Mr. Kactro presented  
12 background on the fee structure and ID policy at the golf course. The current written ID policy in place  
13 states that a valid picture ID is required by adults to qualify for resident rates. A nonresident may pay a  
14 flat rate that is the same as the resident rate, if they pay an annual fee of \$75.00. If a person does not  
15 provide ID showing proof of residency, they are charged the non-resident rate. Moved by Mr. Bassill,  
16 seconded by Mr. Schulz to postpone the proposed policy change through a resolution and ordinance until  
17 the next meeting to allow for further study of the Golf Course ID policy. Motion carried.  
18

#### 19 **DIVISION REPORTS CONTINUED**

20 *Geographic Information Systems Division - Eric Damkot*

- 21 • Redistricting
  - 22 • Washington County Demographics
  - 23 • Review of other Division Activities and Projects
- 24

#### 25 **CLOSED SESSION**

26 Moved by Mr. Sorce, seconded by Mr. Schulz to convene into closed session at 2:15 p.m. pursuant to  
27 Wis. Stats. §19.85(1)(e), deliberating or negotiating the purchasing of public properties, the investing of  
28 public funds, or conducting other specified public business, whenever competitive or bargaining reasons  
29 require a closed session, "specifically to consider a neighbor's proposal to donate land to the Washington  
30 County Park System, approximately 20 acres near the County Fairgrounds." Motion carried unanimously  
31 by roll call vote.  
32

#### 33 **OPEN SESSION**

34 Moved by Mr. Miller, seconded by Mr. Heidtke to return to open session at 2:43 p.m. Motion carried  
35 unanimously by roll call vote.  
36

#### 37 **POSSIBLE ACTION ON ITEMS DISCUSSED IN CLOSED SESSION**

38 Moved by Mr. Heidtke, seconded by Mr. Sorce to accept the land donation as discussed in closed session  
39 and direct the County Attorney to prepare a resolution to be advanced to the County Board at the May 10,  
40 2011, meeting. Motion carried.  
41

#### 42 **DIVISION REPORTS CONTINUED**

43  
44 *Land Use Division - Phil Gaudet*

- 45 • Permit Activity
  - 46 • Chapter 23 (Shoreland, Wetland and Floodplain zoning ) Revision
  - 47 • Subdivision Files
  - 48 • Wisconsin County Code Administrators Conference
  - 49 • Map Corrections
- 50

1 Moved by Mr. Sorce, seconded by Mr. Ewert to accept the Administration, Geographic Information  
2 Systems Division, and Land Use Division reports. Motion carried.

3  
4 **DISCUSSION OF FARMLAND PRESERVATION PLAN PROGRESS**

5 Ms. Sielski answered the Committee's questions regarding draft Farmland Preservation Plan Chapters 1  
6 through 3. Draft Chapters 4 and 5 and delineation of the Farmland Preservation areas will be presented at  
7 the next meeting.

8  
9 **MINUTES**

10 Moved by Mr. Sorce, seconded by Mr. Ewert to approve the March 9, 2011, meeting minutes as  
11 presented. Motion carried.

12  
13 **FLOODPLAIN MAPPING UPDATE**

14 Mr. Gaudet reported staff is looking at ways to accelerate the floodplain mapping project and will provide  
15 more information at the May meeting.

16  
17 **CONSIDERATION AND POSSIBLE ACTION REGARDING APPLICATION FOR ATV  
18 GRANT FUNDING**

19 Moved by Mr. Miller, seconded by Mr. Ewert to approve a resolution regarding the Washington County  
20 All Terrain Vehicle (ATV) program, and forward to the County Board. Motion carried.

21  
22 Mr. Ewert was excused at 3:20 p.m.

23  
24 **LIZARD MOUND COUNTY PARK INTERPRETIVE CENTER CAPITAL IMPROVEMENT  
25 PLAN UPDATE AND REQUEST FOR COMPLETION FUNDS**

26 Ms. Leinss provided an update on the Lizard Mound County Park Interpretive Center. Moved by Mr.  
27 Sorce, seconded by Mr. Miller to approve the allocation of \$39,000 of remaining unallocated Capital  
28 Improvement Program funds to complete the Interpretative Center project. Motion carried.

29  
30 **AGENDA ITEMS FOR FUTURE MEETINGS**

- 31
- 32 • Proposed Policy Change at the Washington County Golf Course
  - 33 • Capital Improvement Program Project Time Frame and Cost Estimates

34 **NEXT TENTATIVE MEETING DATE**

35 The Planning, Conservation and Parks Committee will tentatively meet on Wednesday, May 11, 2011, at  
36 1:00 p.m.

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38 **ADJOURNMENT**

39 Moved by Mr. Miller, seconded by Mr. Heidtke to adjourn the meeting at 3:36 p.m. Motion carried.

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Brenda J. Jaszewski, County Clerk