

1 **PLANNING, CONSERVATION & PARKS COMMITTEE**

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3 PAC  
4 West Bend, WI

May 17, 2006  
1:00 p.m.

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6 Present: John W. Stern, Donald J. Berchem, Charlene S. Brady, Kenneth W. Brandt, Melvin K. Ewert,  
7 Daniel R. Knodl, and Mark T. McCune.

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9 Also present: Administrator Paul Mueller, Assistant Administrator Herbert Wolf, Assistant  
10 Administrator for Planning Debora Sielski, County Clerk Brenda Jaszewski, Supervisor Mary  
11 Krumbiegel, Supervisor Maurice Strupp, and Conservation Partnership Project Coordinator Sue Millin.

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13 Chairman Stern called the meeting to order and read the Affidavit of Posting.

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15 **PURCHASE OF DEVELOPMENT RIGHTS (PDR) PRESENTATION – TRIP TO**  
16 **MARYLAND, NEW JERSEY, & PENNSYLVANIA**

17 Appearance: Supervisor Mary Krumbiegel, Assistant Administrator Herbert Wolf, and Conservation  
18 Partnership Project Coordinator Sue Millin.

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20 Ms. Krumbiegel, Mr. Wolf, and Ms. Millin presented a PowerPoint presentation regarding their spring  
21 2006, PDR tour to Maryland, New Jersey, and Pennsylvania that was coordinated by the Waupaca  
22 County UW-Extension and Comprehensive Planning Core Committee, and the WI Dept. of Ag, Trade,  
23 & Consumer Protection. Ms. Krumbiegel summarized the various programs they attended and  
24 information they received during this tour. Ms. Millin indicated the final report would be in the form  
25 of a video, which will be presented to this Committee and also shown throughout the entire state when  
26 it is complete.

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28 Ms. Krumbiegel left at 1:50 p.m.

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30 **CAPITAL IMPROVEMENT PLAN UPDATE**

31 Mr. Mueller distributed and reviewed a draft of the Capital Improvement Plan (CIP) projects for the  
32 Planning and Parks department for 2007 through 2012. The draft plan includes a total of \$500,000  
33 earmarked for Planning and Parks each year, with \$200,000 of this designated for golf course debt  
34 reduction and \$100,000 designated for purchase of development rights on lands adjacent to parks.

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36 Mr. Mueller indicated an additional \$800,000 was to be included in the Planning and Parks CIP  
37 beginning in 2007 for the county's Purchase of Development Rights program; however, due to the  
38 review of this program by the current County Board and unknown outcome, Mr. Mueller has removed  
39 these funds from the Planning and Parks department CIP plan and Administrative Coordinator Doug  
40 Johnson will include these funds as a starting point in the annual CIP.

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42 In addition to the yearly \$100,000 PDR for lands next to parks and \$200,000 for golf course debt  
43 reduction, the remaining projects in the proposed 2007-2012 Planning and Parks Department Capital  
44 Improvement Plan are as follows:

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46 **2007**

47 **Homestead Hollow** – Replace play apparatus & ADA accessibility - \$50,000  
48 **Sandy Knoll** – Pave sidewalk to ADA specification; Footbridge - \$100,000  
49 **Leonard J. Yahr** – Play apparatus & sand volleyball pit, installed - \$50,000

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**2008**

**Lizard Mound** – Research, design and construct interpretive center & trail signs and school group shelter - \$200,000

**2009**

**Homestead Hollow** – Pave trail loop & sidewalk to ADA specifications - \$200,000

**2010**

**Ackerman’s Grove** – Construct trail segment & sidewalk to ADA specifications - \$100,000 and; construct access road \$50,000

**Family Park and Ridge Run** – Finish Arboretum plantings and trail work at both parks for a total of \$50,000

**2011**

**Glacier Hills** – Improve road and trail access to lakeshore - \$200,000

**2012**

**Glacier Hills** – Construct flush toilet restroom at shore - \$200,000

Mr. Mueller explained that approval of this plan finalizes the 2007 projects; however, the projects listed for years 2008 through 2012 are only considered as proposed projects and may be changed at a later date.

The Committee discussed a former proposed plan for Heritage Trails Park, which included the creation of a pond where the gravel pit is currently located, along with other improvements. Mr. Mueller explained that this project is no longer in the CIP for several reasons, one of those being that the Sheriff’s Department has been temporarily using the gravel pit as an outdoor shooting range and there have been discussions proposing to make this permanent. Mr. Mueller suggested that prior to next year’s CIP review, this Committee have a joint meeting with the Public Safety Committee to discuss this issue.

Mr. Stern requested a review of the 2006 – 2011 CIP that was presented to last year’s PCPC Committee. Mr. Mueller did not have that information immediately available and suggested continuing with other agenda items in order to obtain and present that information.

Supervisor Strupp and Ms. Millin left at 2:30 p.m.

**DIVISION REPORTS**

Appearance: GIS Manager Eric Damkot, GIS Analyst/Technician Karen Long, Office Manager Joanne Wagner, Real Property Lister Brian Braithwaite, Assistant Administrator for Golf and Parks Mike Kactro, Assistant Administrator Herbert Wolf, and Assistant Administrator for Planning Debora Sielski.

Division reports were distributed and presented for the GIS, Administration, Real Property Lister, Golf and Parks, Land Use, and Planning divisions of the Planning and Parks department.

Moved by Ms. Brady, seconded by Mr. Ewert to accept the division reports as presented.

1 **CONTINUATION OF CAPITAL IMPROVEMENT PLAN UPDATE**

2 Mr. Mueller distributed the 2006 through 2011 CIP that was presented last year and reviewed the  
3 changes. After further discussion, Mr. McCune suggested the inclusion of improvements at Heritage  
4 Trails in the Planning and Parks Department CIP at some point after 2007. Mr. Mueller recommended  
5 amending the Capital Improvement Plan by removing the proposed construction of the flush toilet  
6 restroom at Glacier Hills Park in the year 2012, and replacing that project with improvements to  
7 Heritage Trails Park, including the development of a pond, beach & picnic facilities, and passive trails.

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9 Moved by Mr. Knodl, seconded by Ms. Brady to approve the Planning and Parks Department Capital  
10 Improvement Plan as amended, and forward to the Administrative Coordinator. Motion carried.

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12 **MINUTES OF MAY 10, 2006**

13 A correction to page 1, line 41, changing "Preliminary" to "Final" was noted. Moved by Mr. McCune,  
14 seconded by Mr. Brandt to approve the minutes of May 10, 2006, as corrected. Motion carried.

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16 **DISCUSSION ON COMPREHENSIVE PLAN CHAPTER REVIEW**

17 Ms. Sielski distributed and summarized the procedure that has been used by this Committee to review  
18 and give preliminary approval of the Comprehensive Plan chapters. After each chapter is presented to  
19 this Committee, there are 11 local governments and at least one Multi-Jurisdictional Comprehensive  
20 Planning workgroup and the Advisory Committee that have the opportunity to review it and make  
21 changes. In the monthly Planning division report, Ms. Sielski has been including and reviewing any  
22 substantial changes made by the local governments or Planning workgroups. Mr. McCune suggested  
23 changing this procedure to provide the PCPC with a brief, written explanation only. Ms. Sielski  
24 explained that at the end of this project in two years, there would be a total of 16 chapters in the  
25 Comprehensive Plan. Mr. Mueller stated that changing the procedure would put more responsibility  
26 on the PCPC members to review chapter changes on their own. Per the request of this Committee, Ms.  
27 Sielski will provide a separate, brief written summary of substantial changes made by local  
28 governments or Planning workgroups, but these changes will not be reviewed in the monthly Planning  
29 division report.

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31 **ADJOURNMENT**

32 Moved by Mr. Brandt, (corrected 5/24/06) seconded by Mr. Ewert to adjourn at 4:27 p.m. Motion  
33 carried.

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36 Brenda J. Jaszewski, County Clerk