

1 **PLANNING, CONSERVATION AND PARKS COMMITTEE**

2
3 Public Agency Center
4 West Bend, WI

July 14, 2010
1:53 p.m.

5
6 Present: Michael Bassill, Melvin Ewert, Raymond Heidtke, Michael Miller, Gerald Schulz, Peter Sorce, and John
7 Stern.

8
9 Also present: Administrator Paul Mueller, Chairperson Herbert Tennes, County Engineer Scott Schmidt, Deputy
10 Administrator Debora Sielski, Land Resources Manager Phil Gaudet, Accounting Supervisor Kelly Cisar, Office
11 Manager Joanne Wagner, Supervisor Joseph Gonnering, and County Clerk Administrative Assistant Linda Doro.

12
13 Chairperson Stern called the meeting to order at 1:53 p.m. and read the Affidavit of Posting.

14
15 **REVIEW AND APPROVE AGREEMENT FOR SOCIAL SECURITY NUMBER REDACTION FROM**
16 **REAL ESTATE RECORDS - Sharon Martin, Register of Deeds**

17 Ms. Martin reported on the Social Security Number Redaction legislation that was passed in May of 2010. Prior
18 to this legislation, a Register of Deeds office was authorized to collect, when recording or filing an instrument,
19 \$11 for the first page and \$2 for each additional page. The new legislation provides that this fee will be \$25 for
20 each instrument, plus an additional fee of \$5 for the Register of Deeds to redact Social Security numbers from the
21 public records before placed out on the Internet. This fee can be collected through December 31, 2011, and three
22 years after, if you apply to the State. Ms. Martin presented the project license agreement with TriMin Systems,
23 Inc. for the Social Security Number Redaction project. Ms. Martin anticipates completing the project by the end
24 of 2011 and proposes to stop collecting the \$5 redaction fee at that time. Ms. Martin will report back to the PCPC
25 on the redaction project and the sunset date for the redaction fee.

26
27 **APPROVE PURCHASE OF LARGE FORMAT PLOTTER- Sharon Martin, Register of Deeds**

28 Moved by Mr. Miller, seconded by Mr. Ewert to approve the Register of Deeds' request to purchase a large format
29 plotter, with an extended two-year warranty, at a total cost of \$5,000, and forward to the Finance Committee.
30 Motion carried.

31
32 **STATUS OF REGISTER OF DEEDS REVENUE - Sharon Martin, Register of Deeds**

33 Ms. Martin reported six-month estimates for 2010 shows revenues are down approximately \$100,000 for the
34 Register of Deeds office.

35 **ESTATE OF BERNICE RETTLER BEQUEST**

36 Mr. Mueller reported the Washington County Park System received a major gift from the estate of the late
37 Bernice A. Rettler of West Bend. The Department received \$233,414.45, which is to be used for a construction
38 project in the County Parks in the West Bend or Hartford area. The terms of the bequest requires that the personal
39 representative of the estate approve a County park project in the area using the Rettler name.

40
41 **CONSIDER PROJECTS FOR USE OF BEQUEST FUNDS**

42 Mr. Mueller presented a proposal for several additions and changes at Ridge Run County Park in West Bend.
43 The proposal includes the development of two tennis courts, a basketball court, replace the play equipment,
44 sidewalks, exercise stations, tree plantings and landscape improvements at a cost of a
45 \$233, 274.03. The area of the park bordered by UWWC, the park entrance road and University Drive would be
46 named the Bernice A. Rettler Recreation Area, in recognition of her outstanding contribution. Completion and
47 dedication of the site would be expected in the spring of 2011. Mr. Mueller is proposing to restore the Capital
48 Improvement Program (CIP) funds expended for the development of the first two courts with the bequest funds.
49 Moved by Mr. Miller, seconded by Mr. Heidtke to approve the Ridge Run County Park project as proposed, in the
50 amount of approximately \$233,274.03. Motion carried.

51
52 **REDEPLOYMENT OF CAPITAL IMPROVEMENT PROGRAM FUNDS**

53 Mr. Mueller discussed the redeployment of CIP funds unexpended from previous years for 2010 County Park
54 projects. Presently, there is approximately \$220,000 in CIP funds available. The PCPC will review a list of
55 projects at the next meeting.

56

1 **BUDGET PREPARATION AND SCHEDULE - CONSIDER 2ND PCPC MEETING IN AUGUST TO**
2 **REVIEW DEPARTMENT BUDGET**

3 The PCPC will tentatively meet on Wednesday, August 18, 2010, at 1:00 p.m. for budget review, and if needed,
4 Wednesday, August 25, 2010, at 1:00 p.m. for budget review.

5
6 **MISCELLANEOUS BUDGET ITEMS FROM PREVIOUS YEARS - ANNUAL BOAT LAUNCH FEES**
7 **FOR SENIORS, BOARD OF ADJUSTMENT FEES ON TWO LOTS/TWO PERMITS**

8 Mr. Mueller discussed an annual boat launch fee for seniors and a Board of Adjustment fee for two lots/two
9 permits in the proposed 2011 fee schedule.

10
11 **AGENDA ITEMS FOR FUTURE MEETINGS**

- 12 • Redeployment of Capital Improvement Program Funds

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14 **NEXT TENTATIVE MEETING DATE**

15 The Planning, Conservation and Parks Committee will tentatively meet on Wednesday, August 11, 2010, at 1:00
16 p.m. for its regular meeting, Wednesday, August 18, 2010, at 1:00 p.m. for budget review, and if needed,
17 Wednesday, August 25, 2010, at 1:00 p.m. for budget review.

18
19 **DIVISION REPORTS**

20 Geographic Information Systems Division - Paul Mueller

- 21 • Topographic Mapping Related Initiatives
- 22 • Land Information Plan Update Schedule
- 23 • Review of Other Division Activities and Projects

24
25 Land Use Division - Phil Gaudet

- 26 • Permit Activity
- 27 • Scanner Purchase & Installation
- 28 • Software Purchase for POWTS program
- 29 • Private Onsite Wastewater Treatment Systems (POWTS) Inventory
- 30 • FEMA Map Modernization
- 31 • Chapter 23 Revision

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33 Moved by Mr. Sorce, seconded by Mr. Heidtke to to accept the Geographic Information Systems and Land Use
34 Division reports. Motion carried.

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36 **RECONSIDER A FLOODPLAIN MAPPING PROJECT IN THE RUBICON RIVER WATERSHED**

37 Mr. Schmidt presented an update on the Rubicon River Floodplain Mapping project. Mr. Schmidt is requesting
38 authorization to contract with Southeastern Wisconsin Regional Planning Commission (SEWRPC) for the
39 Rubicon River Floodplain Mapping project, at a cost not to exceed \$170,000. This project will be funded through
40 the Retained Fees account. Moved by Mr. Heidtke, seconded by Mr. Schulz to authorize the Planning and Parks
41 Department to contract with the SEWRPC for the Rubicon River Floodplain Mapping project, at a cost not to
42 exceed \$170,000. Motion carried.

43
44 **MINUTES**

45 Moved by Mr. Sorce, seconded by Mr. Bassill to approve the June 9, 2010, minutes as presented. Motion carried.

46
47 **ADJOURNMENT**

48 Moved by Mr. Bassill, seconded by Mr. Miller to adjourn the meeting at 3:34 p.m. Motion carried.