

1 **PLANNING, CONSERVATION & PARKS COMMITTEE**

2  
3 PAC  
4 West Bend, WI

August 17, 2005  
1:00 p.m.

5  
6 Present: Maurice Strupp, Paul J. Beistle, Mary A. Krumbiegel, Donald H. Roskopf, John W. Stern,  
7 Herbert J. Tennies (arrived at 1:05 p.m.), and Deborah L. Wilke.

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9 Also present: Administrative Coordinator Doug Johnson, Administrator Paul Mueller, Assistant  
10 Administrator Herbert Wolf, Assistant Administrator for Golf & Parks Mike Kactro, GIS Manager  
11 Eric Damkot, Finance Director Susan Haag, Assistant Finance Director Paul Labonte, Register of  
12 Deeds Sharon Martin, County Conservationist Blaine Delzer, and County Clerk Brenda Jaszewski.

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14 Chairperson Strupp called the Planning, Conservation & Parks Committee meeting to order and  
15 read the Affidavit of Posting.

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17 **COUNTY INTERNET ACCESS PRIVACY POLICY**

18 Ms. Martin presented a proposed Resolution to amend the County's Internet Access Privacy Policy,  
19 in order to implement the previously approved LandShark Internet project. The proposed change to  
20 the policy would allow, by contractual arrangement approved by the Liaison Committee, searching  
21 County records by name. The Land Information Advisory Committee approved the proposed  
22 change at their meeting on August 16, 2005.

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24 Mr. Tennies arrived at 1:05 p.m.

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26 Moved by Mr. Roskopf, seconded by Ms. Krumbiegel to approve the Resolution to amend the  
27 Internet Access Privacy Policy to allow searching by name if a contractual arrangement is approved  
28 by the appropriate liaison committee, and forward to the Executive Committee. Motion carried.

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30 **CONTRACT AGREEMENT FOR LANDSHARK INTERNET ACCESS AND ESCROW**  
31 **ACCOUNT**

32 Ms. Martin distributed a draft contract for LandShark Internet users. The proposed yearly non-  
33 refundable fee for users would be \$500, payable January 1st of each year. In addition, an escrow  
34 account would be established with a minimum of \$100, and replenished accordingly. Images would  
35 be available for viewing at the statutory \$2.00 for the first page, plus \$1.00 for each additional page,  
36 and will be charged against the escrow account. Indexes would be made available at no charge.  
37 The contract includes obtaining a Federal ID number, but does not include the requirement of the  
38 user having a Certificate of Authenticity, which was requirement this Committee approved on May  
39 25, 2005. Ms. Martin stated the Certificate of Authenticity would cost the user \$100 to \$300 per  
40 year, and she recommends waiving this requirement.

41  
42 Mr. Stern expressed concern since there is no way to authenticate the person using LandShark, even  
43 with a Certificate of Authenticity on the computer.

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45 Moved by Mr. Tennies, seconded by Mr. Beistle to approve the draft contract for users of  
46 LandShark, removing the requirement to obtain a Certificate of Authenticity. Motion carried with  
47 Mr. Stern voting No.

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49 **2006 REGISTER OF DEEDS BUDGET**

50 Ms. Martin presented the 2006 proposed Register of Deeds budget. The base amount for 2006 is  
51 \$483,081 credit, and the requested level is \$493,508 credit. Ms. Martin is requesting one Outlay

1 item, a plat cabinet, in the amount of \$4,000. The 2006 User Fees were presented with the  
2 following changes:

- 3 1. DIHLR handling charge of \$10 per stipulation for the weatherization program.
- 4 2. Increase the first page fee for uncertified copies of documents and instruments from \$1.00 to  
5 the statutory fee of \$2.00. Ms. Martin stated the County Ordinance is in direct conflict with  
6 the Wisconsin Statutes for this fee. Ms. Martin is proposing a change to the County's  
7 Ordinance in order to be in compliance with State Statutes, and will present a draft to  
8 amended the Ordinance at a future meeting.
- 9 3. LandShark Internet Access subscriptions, \$500/year for each signed contract.
- 10 4. Credit Card convenience fee not to exceed \$5.00 per transaction, plus \$.05 per additional  
11 copy per transaction.

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13 All other User Fees will remain the same as 2005.

14  
15 Ms. Martin will be contacting the County Treasurer in order to begin accepting credit cards in 2006  
16 for services provided by the Register of Deeds office.

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18 Moved by Ms. Krumbiegel, seconded by Mr. Tennes to tentatively approve the 2006 Register of  
19 Deeds budget in the amount of \$493,508 credit, including the Outlay and User Fees. Motion  
20 carried.

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22 **PERIODIC REPORT FROM FINANCE DIRECTOR**

23 Ms. Haag distributed an analysis of budget to actual for revenues and expenses for Planning and  
24 Parks, and a separate analysis specifically for the Golf Course.

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26 The Committee discussed the reports and Ms. Haag stated a footnote showing a breakdown of Cost  
27 of Goods Sold and Professional Services could be included for future reports. Ms. Haag noted the  
28 June 2005 Loss on Debt Refinancing amount of \$87,162.55 needed to be recognized and is a one-  
29 time cost. The amount saved through refinancing will more than make up this amount. Mr.  
30 Roskopf requested a monthly report on inventory of the food & beverages and the Pro Shop  
31 merchandise.

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33 **STAFF TO PROVIDE WRITTEN COMMENTS TO DNR REGARDING NR-115**

34 Mr. Wolf distributed a copy of a letter from the President of WCCA, addressed to the DNR Bureau  
35 of Watershed Management, regarding concerns of NR-115. The DNR has conducted public  
36 hearings throughout the state regarding NR-115 provisions. The Committee requested Mr. Wolf  
37 prepare a draft letter that this Committee would submit regarding concerns of NR-115, and present  
38 this draft for review at the next meeting. The concerns addressed in the letter would be included at  
39 the legislative hearings.

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41 **CLOSED SESSION**

42 Moved by Ms. Krumbiegel, seconded by Ms. Wilke to move into closed session at 2:22 p.m.  
43 pursuant to Wisconsin Statute Section 19.85(1)(e) to deliberate and discuss Golf Course Operations  
44 and issues relating to competitive and bargaining aspects of the operation, specifically to review a  
45 list of staff proposals to further reduce costs in 2005. Motion carried by roll call vote.

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47 **RETURN TO OPEN SESSION**

48 Moved by Mr. Beistle, seconded by Ms. Wilke to return to open session at 3:10 p.m. Motion  
49 carried by roll call vote.

1 **APPROVAL OF MINUTES**

2 Moved by Ms. Wilke, seconded by Mr. Tennes to approve the PCPC minutes of August 10, 2005.  
3 Motion carried. After the minutes were approved, Mr. Wolf noted that the minutes are incorrect  
4 regarding the motion of the preliminary plat review for Carity Land Corporation. This Committee  
5 postponed approval of the preliminary plat, and did not reject the preliminary plat. Moved by Ms.  
6 Krumbiegel, seconded by Ms. Wilke to correct the minutes of August 10, 2005, page two, line 40,  
7 to read: “postpone” instead of “reject”. Motion carried.

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9 **2006 PLANNING & PARKS DEPARTMENT BUDGET**

10 The Committee was provided a draft 2006 Planning & Parks Department budget, which will be  
11 reviewed and finalized at the next meeting.

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13 **ADJOURNMENT**

14 Moved by Mr. Roskopf, seconded by Mr. Beistle to adjourn the PCPC meeting at 3:17 p.m. Motion  
15 carried.

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Brenda J. Jaszewski, County Clerk