

1 **PLANNING, CONSERVATION & PARKS COMMITTEE**

2
3 Public Agency Center
4 West Bend, WI

August 22, 2007
1:27 p.m.

5
6 Present: Donald J. Berchem, Charlene S. Brady, Kenneth W. Brandt, Melvin K. Ewert, Daniel R. Knodl,
7 and Mark T. McCune.

8
9 Excused: John W. Stern

10
11 Also present: Administrator Paul Mueller, Land Resources Manager Phil Gaudet, Assistant Administrator
12 for Planning Debora Sielski, Deputy Clerk Patty Hoerig, and County Clerk Brenda Jaszewski.

13
14 Vice-Chairman Berchem called the meeting to order.

15
16 **MINUTES**

17 Moved by Mr. McCune, seconded by Mr. Brandt to approve the minutes of August 8, 2007. Motion
18 carried.

19
20 **PUBLIC HEARING**

21 **J & J Investments of Hartford, LLC and Jaeger Land Holdings LLC (c/o Jerry Pflughoeft and Brian**
22 **Jaeger) SW 1/4, Sec. 35, Town of Polk – Conditional Use Permit for excavating, filling or grading in a**
23 **Shoreland Zoning District (Address: 2621 State Hwy 175 and approximately 800 ft. north-northwest**
24 **of the intersection of Pioneer Rd. and State Hwy 175, on the west side of State Hwy 175) – wet**
25 **stormwater pond project that involves more than 15,000 sq. feet of fill, grading and excavating and**
26 **will change grades by more than 2 feet within the setback to the Ordinary Highwater Mark.**

27 Appearance: County Engineer/Surveyor Scott Schmidt, Jerry Pflughoeft

28
29 Ms. Jaszewski read the Notice of Public Hearing. Mr. Gaudet presented the map showing the location of
30 the project, which is for a wet stormwater pond and related grading. All of the project is located outside the
31 floodplain and wetland districts and is contained within shoreland district only. Silt fencing downslope of
32 the affected area is required. The grades north of the proposed pond will be changed. Mr. Schmidt stated
33 the stormwater report is not complete, but believes it will meet the town's ordinance and should meet
34 requirements. Mr. Gaudet stated there are two separate lots involved in the project and both have had soil
35 testing. Soil testing on the southern lot indicates the site would accommodate a mound system and the
36 northern lot would accommodate a conventional system. Mr. Gaudet is concerned that the area identified
37 to accommodate the mound system on the southern lot may be disturbed by the project and recommends
38 requiring the areas identified on each lot for POWTS be maintained, or if the area identified for the mound
39 system is destroyed or disturbed, require the lots be combined into one lot to utilize the site identified on
40 the northern lot for the POWTS.

41
42 Mr. Berchem opened the public hearing. No comments were heard from the public. Mr. Berchem closed
43 the public hearing.

44
45 Moved by Mr. Knodl, seconded by Mr. Ewert to approve the conditional use permit for J & J Investments
46 of Hartford, LLC and Jaeger Land Holdings, LLC in the town of Polk, contingent upon the use of
47 appropriate erosion control, stormwater approval, and the requirement that the POWTS areas shown by soil

1 tests be preserved on both lots, or the lots are to be combined into one lot. Motion carried with Mr.
2 McCune Abstaining.

3
4 **OBJECTING AUTHORITY SUBDIVISION**

5 **Final Plat – Zeeba Hills, SW 1/4, Sec. 20, City of Hartford – 14 lots – Karbassi Development, LLC,**
6 **Owner**

7 Mr. Gaudet presented the plat map and stated the subdivision consists of 14 lots approximately 1/4 acre
8 each. All lots are on city sewer & water and city stormwater and staff has no concerns.

9
10 Moved by Mr. McCune, seconded by Mr. Brandt to have no objections to the Zeeba Hills Subdivision in
11 the City of Hartford. Motion carried.

12
13 **2008 BUDGET – PLANNING & PARKS**

14 Mr. Mueller presented and reviewed the 2008 Planning & Parks Department budget. It was noted the text,
15 outlay, user fees, and out-of-state travel was reviewed at the last meeting. A change in the projected 2007
16 year-end financial condition for the Planning Division was presented. The base budget is a net levy of
17 \$3,052,178, plus \$85,250 for Clean Sweep, and the Requested Level is a net levy of \$3,160,178, plus
18 \$85,250 for Clean Sweep.

19
20 Mr. Mueller reviewed the locations of pay phones within county parks and it was requested funding for
21 these phones be removed from the 2008 budget, which will reduce the requested level by \$3,960.

22
23 Mr. Mueller stated staffing changes in operations include; one Park Maintenance worker position will be
24 vacated by an announced retirement in spring and will not be refilled or budgeted. There will be an
25 increase in Park summer help hours to address the busiest period. A Land Use Inspector vacancy will not
26 be refilled or budgeted. A Land Conservation Project Technician vacancy will not be refilled or budgeted
27 for in 2008, and an existing Land Use Technician position will be split 50/50 between the Land Use
28 Division and Land & Water Conservation Division.

29
30 Moved by Mr. McCune, seconded by Ms. Brady to tentatively approve the 2008 Planning & Parks base
31 budget with a net levy of \$3,052,178, plus \$85,250 for the Clean Sweep program. Motion carried.

32
33 The Committee reviewed the decision items and prioritized the list as follows:

34
35 **Parks Section**

- | | | |
|----|--|-------------------------|
| 36 | 1. Add 2” gravel base to northern half of Eisenbahn Trail | \$ 30,000 |
| 37 | 2. Trade one 8 year old rotary mower for one new 11’ rotary mower | \$ 36,000 |
| 38 | 3. Install finish gravel and pave parking lot at shelter #3 at Ackerman’s Grove Park | \$ 30,000 |
| 39 | 4. Build parking lot at south end of Eisenbahn Trail | \$ 12,000 |
| 40 | | <u>\$108,000</u> |

41 Moved by Mr. McCune, seconded by Mr. Brandt to approve \$108,000 in decision items for Parks and
42 include in the requested level budget. Motion carried.

43
44 **Golf Section**

- | | | |
|----|---|-----------------|
| 45 | 1. Upgrade irrigation pump station | \$ 10,000 |
| 46 | 2. Paint exterior of clubhouse | \$ 7,500 |
| 47 | 3. Crack fill, seal, and stripe all lots and cart paths | \$ 30,000 |
| 48 | 4. Replace concrete at kitchen entrance | <u>\$ 4,500</u> |

\$ 52,000

Moved by Mr. McCune, seconded by Mr. Ewert to approve \$52,000 in decision items for Golf and include in the requested level budget. Motion carried.

The out-of-state travel and outlay for the 2008 Planning & Parks department budget was presented and reviewed at the August 8, 2007 meeting and is included in the requested level budget.

OUTLAY

Land & Water Conservation Division

Pickup truck - \$19,900

Golf Division

Irrigation pump station - \$10,000

Replacement of concrete at kitchen entrance - \$4,500

Golf Division – Enterprise Projects not included in levy

Commercial Freezer - \$5,000

Lastec Rough Mower - \$14,750

Parks Division

The 2008 Outlay consists of the Parks Section decision items listed above in the amount of \$108,000, plus trading truck #147 for a new one-ton diesel 4 x 4 plow truck with salt spreader gate in the net amount of \$39,000.

Land Use Division

Pickup Truck - \$19,500.

OUT-OF-STATE TRAVEL

GIS Division

2 people to attend the ESRI International Users Conference in San Diego, CA at a cost of \$2,500.

Planning Division

2 people to attend the Upper Midwest Planning Conference at a location to be determined at a cost of \$950, and 1 person to attend the American Society of Landscape Architects Annual Meeting & Expo in Philadelphia, PA at a cost of \$1,600.

Golf Division

1 person to attend the PGA Merchandise Show in Orlando, FL at a cost of \$1,500.

Parks Division

1 person to attend the National Association of County Park & Rec. Officials and National Rec. & Parks Assn. in Baltimore, MD at a cost of \$1,400, 1 person to attend the National Assn. of County Park & Rec. Officials in Washington, DC at a cost of \$1,500, and 1 person to attend the National Assn. of County Park & Rec. Officials and National Assn. of Counties in Kansas City, MO at a cost of \$1,200.

User fees for the Land & Water Conservation Division, GIS Division, Parks Division, and Land Use Division were presented on August 8 and are included in the 2008 Planning & Parks department budget.

1 GIS Land Records Fees Projects and Internet Records Fees Projects were presented on August 8 and are
2 included in the 2008 Planning & Parks – GIS Division budget. Land Records Fees projects include:
3 Monument Maintenance-Recurring in the amount of \$50,000, Land-use Application Upgrade in the amount
4 of \$45,000, and GIS Office Expense-Recurring in the amount of \$5,940. Internet Records Fees projects
5 include: Support/Enhance existing Internet mapping application–Recurring in the amount of \$7,070, and
6 Real Estate document scanning 1830-1944 in the amount of \$80,000.

7
8 Moved by Mr. McCune, seconded by Mr. Ewert to approve the 2008 Planning & Parks Department
9 requested level budget with a net levy of \$3,156,218, plus the Clean Sweep program with a net levy of
10 \$85,250, including the text, outlay, out-of-state travel, and user fees, and forward to Administration.
11 Motion carried.

12
13 Moved by Mr. McCune, seconded by Mr. Ewert to authorize Mr. Mueller make corrections or decreases to
14 the Planning & Parks 2008 budget as necessary. Motion carried.

15
16 **ADJOURNMENT**

17 Moved by Mr. McCune, seconded by Mr. Brandt to adjourn at 3:03 p.m. Motion carried.

18
19
20
21

Brenda J. Jaszewski, County Clerk