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**JOINT MEETING  
WASHINGTON COUNTY  
LAND CONSERVATION COMMITTEE AND  
PLANNING, CONSERVATION AND PARKS COMMITTEE**

6 Public Agency Center  
7 West Bend, WI

July 30, 2012  
1:30 p.m.

9 Present: Ralph Dornacker, Melvin Ewert, Raymond Heidtke, Michael Miller, Michael Parsons,  
10 Gerald Schulz, Peter Sorce. Excused: Todd White.

11  
12 Also present: Administrator Paul Mueller, Deputy Administrator Debora Sielski, County  
13 Conservationist Paul Sebo, County Engineer/Surveyor Scott Schmidt, GIS Manager Eric  
14 Damkot, Land Resources Manager Phil Gaudet, Accounting Supervisor Kelly Cisar, Office  
15 Manager Joanne Wagner, and Chief Deputy County Clerk Linda Doro.

16  
17 Chairperson Miller called the meeting to order at 1:30 p.m. and read the Affidavit of Posting.

18  
19 **MINUTES**

20 Moved by Mr. Sorce, seconded by Mr. Ewert to approve the June 25, 2012, Land Conservation  
21 Committee minutes as presented. Motion carried.

22  
23 **USDA-NATURAL RESOURCES CONSERVATION SERVICES REPORT**

24 *Appearance: Josh Odekirk, District Conservationist*

25 Mr. Odekirk, on behalf of the National Resources Conservation Service, presented a certificate  
26 of appreciation to the Land and Water Conservation Division for coordinating and assisting in a  
27 barnyard planning training held last September.

28  
29 **LAND AND WATER CONSERVATION DIVISION REPORT (MAY 16, 2012 - JUNE 30,  
30 2012)**

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- Conservation Education
  - Conservation Assistance
  - Conservation Compliance
  - Code Administration
  - Miscellaneous & Training

37 Moved by Mr. Sorce, seconded by Mr. Dornacker to accept the Land and Water Conservation  
38 Division report (May 16, 2012 - June 30, 2012). Motion carried.

39  
40 **CONSIDERATION OF APPROVAL REGARDING 2013 CLEAN SWEEP GRANT  
41 DRAFT RESOLUTION**

42 Mr. Sebo requested authorization to apply for a 2013 Clean Sweep grant in the amount of  
43 \$26,000. Mr. Sebo advised the Committee that there is a 25% match grant requirement, which is  
44 included in the Department's 2013 budget.

45  
46 Moved by Mr. Ewert, seconded by Mr. Schulz to approve a resolution authorizing the Land and  
47 Water Division to apply for a Wisconsin Department of Agriculture, Trade and Consumer  
48 Protection 2013 Wisconsin Clean Sweep Grant "Temporary Collection", in the amount of

1 \$26,000 for the collection of household hazardous waste, agricultural waste, and pharmaceutical  
2 drug collection, and forward to the Finance Committee and County Board. Motion carried.  
3

#### 4 **CONSIDERATION OF APPROVAL OF 2013 LAND AND WATER CONSERVATION** 5 **DIVISION BUDGET (TEXT PORTION ONLY)**

6 Mr. Mueller and Mr. Sebo reviewed the draft 2013 budget for Outlay and text for the Land and  
7 Water Conservation Division. There are no new positions requests, out-of-state travel, or user fee  
8 changes for 2013. The complete budget will be presented and reviewed at the next meeting.  
9

10 Moved by Mr. Sorce, seconded by Mr. Dornacker to tentatively approve the text portion of the  
11 2013 Land and Water Conservation budget including the outlay request. Motion carried with  
12 Mr. Parsons voting no.  
13

#### 14 **MINUTES**

15 Moved by Mr. Ewert, seconded by Mr. Heidtke to approve the June 25, 2012, Planning,  
16 Conservation and Parks Committee minutes as presented. Motion carried.  
17

#### 18 **NEXT MEETING DATE**

19 The Land Conservation and Planning, Conservation, and Parks Committees will tentatively meet  
20 on Wednesday, August 22, 2012, at 1:00 p.m. and if needed, Wednesday, August 29, 2012, at  
21 1:00 p.m.  
22

#### 23 **REGISTER OF DEEDS 2013 BUDGET REVIEW**

24 *Appearance: Register of Deeds Sharon Martin.*

25 Ms. Martin presented the 2013 Register of Deeds budget. The 2013 Register of Deeds requested  
26 level budget is \$205,600 credit. There are no new position requests, outlay, out-of-state travel,  
27 or fee changes for 2013. Moved by Mr. Parsons, seconded by Mr. Sorce to table action on the  
28 2013 Register of Deeds budget until August 22, 2012. Motion carried.  
29

#### 30 **DIVISION REPORTS**

31 Administration Division - Joanne Wagner and Scott Schmidt

- 32 • Office Activities Update
- 33 • Engineering Assistance Update  
34

35 Planning Division - Debora Sielski

- 36 • Farmland Preservation Plan
- 37 • Aquatic Invasive Species Strategic Plan
- 38 • Park User Survey and Park Reservation System
- 39 • EDWC Toolbox Committee and US EPA Brownfield's Grant
- 40 • Get Moving Washington County
- 41 • Activities for Other Planning and Parks Department Divisions
- 42 • Other Planning Division Activities  
43

44 Land Use Division - Phil Gaudet

- 45 • Permit Activity
- 46 • Federal Emergency Management Agency (FEMA) Map Modernization
- 47 • Staffing
- 48 • Private Onsite Wastewater Treatment System (POWTS) Inventory

- Private Onsite Wastewater Treatment System (POWTS) Software Program

Moved by Mr. Ewert, seconded by Mr. Sorce to accept the Administration, Planning, and Land Use Division reports. Motion carried.

### **2013 PLANNING AND PARKS DEPARTMENT BUDGET REVIEW - TEXT PORTION**

Mr. Mueller reviewed the draft 2013 budget for Outlay, User Fees, Out-of-State Travel, and text for Golf and Parks Sections, Administration, GIS, Land Use, and Planning Divisions. The complete budget will be presented and reviewed at the next meeting.

Moved by Mr. Sorce, seconded by Mr. Ewert to tentatively approve the text portion of the 2013 Planning & Parks - Golf Section, Parks Section, Administration Division, GIS Division, Land Use Division, and Planning Division budget including out-of-state travel and outlay requests. Motion carried.

### **CAPITAL IMPROVEMENT ALLOCATION**

Mr. Mueller presented a revised 2013-2018 Capital Improvement plan due to a reduction of the annual allocation of \$500,000 to \$400,000 by Executive Committee action. Mr. Mueller is recommending the following: 1) reduce the Washington Golf Course debt reduction from \$200,000 per year to \$100,000 per year in 2013 through 2015; 2) postpone the proposed Phase 1 development of the Erin property planned for 2016 and direct \$175,000 to the Golf Course debt in 2016; and 3) re-allocate unspent funds from the old Purchase of Development Rights capital improvement project in the amount of \$125,000 to Golf Course debt immediately. Mr. Mueller also requested a reallocation of capital improvement funds, in the amount not to exceed \$11,000, to replace a substantial number of larger nursery trees this fall that have died due to the drought this summer. PCPC consensus was to postpone replacement of the trees and revisit this issue in spring 2013. Action on the revised 2013-2018 CIP plan and reallocation request was postponed until the August 22, 2012, meeting.

### **LETTER FROM THE TOWN OF POLK REGARDING THE CAPITAL IMPROVEMENT PLAN**

Mr. Mueller reported the PCPC was provided a letter from Judy Stephenson, Town of Polk Zoning Secretary/Deputy Clerk requesting flush toilets be installed at Heritage Trails County Park.

### **DUMPSTERS IN COUNTY PARKS**

Mr. Mueller reported he has provided Supervisor Brian Krebs information regarding the location, type, and frequency of pickup of dumpsters in the County Parks.

### **ADJOURNMENT**

Moved by Mr. Heidtke, seconded by Mr. Dornacker to adjourn the Land Conservation Committee and Planning, Conservation and Parks Committee meeting at 4:15 p.m. Motion carried.