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**WASHINGTON COUNTY
PLANNING, CONSERVATION AND PARKS COMMITTEE**

Public Agency Center
West Bend, WI

May 23, 2012
1:43 p.m.

Present: Melvin Ewert, Raymond Heidtke, Michael Miller, Michael Parsons, Gerald Schulz, and Todd White. Excused: Peter Sorce.

Also present: Administrator Paul Mueller, Deputy Administrator Debora Sielski, Land Resources Manager Phil Gaudet, County Engineer Scott Schmidt, County Conservationist Paul Sebo, Chairperson Herbert Tennies, Assistant Administrator for Golf and Parks Mike Kactro Accounting Supervisor Kelly Cisar, GIS Manager Eric Damkot, Landscape Designer Cindy Leinss, Office Manager Joanne Wagner, Deputy County Clerk Gina Duck, and Chief Deputy County Clerk Linda Doro.

Chairperson Tennies called the meeting to order at 1:43 p.m. and read the Affidavit of Posting.

ELECTION OF OFFICERS

Postponed until the next meeting.

PUBLIC HEARING

Tracy and Michelle Hetebrueg, NW ¼ , Section 9, Town of Farmington - Conditional Use Permit for excavating, filling or grading in a Shoreland/Wetland/Floodplain Zoning District
Appearance: Tracy Hetebrueg and Duane Wollner.

Ms. Doro read the Notice of Public Hearing. Mr. Gaudet presented a plat map indicating the location of the parcel owned by Tracy and Michelle Hetebrueg. The owner is requesting approval of a conditional use permit to excavate and grade a new driveway in a Shoreland Zoning District. A conditional use permit is needed because the filling, grading, and excavating will exceed 15,000 square feet within 300 feet of the ordinary highwater mark. The new driveway will be 130 feet from Stoney Creek, which is a Class 1 waterbody and requires a minimum of 125 foot setback. A ditch will be created on the north side of the proposed driveway, which will be contain and direct the majority of the drainage to the east and northeast of the driveway. Staff does not object to the conditional use permit request. Appropriate erosion control measures shall be installed before any filling, grading, or excavating is started and maintained until permanent vegetation is established for the entire lot. Mr. Tennies opened the public hearing and comments were received from Mr. Hetebrueg and Mr. Wollner. Mr. Tennies closed the public hearing. Moved by Mr. Miller, seconded by Mr. Parsons to approve the Conditional Use Permit for excavating, filing or grading in a Shoreland/Wetland/Floodplain Zoning District for Tracy and Michelle Hetebrueg, Section 9, Town of Farmington, subject to appropriate erosion control measures being installed before any filling, grading, or excavating is started and maintained until permanent vegetation is established for the entire lot. Motion carried.

PLANNING AND PARKS DEPARTMENT DIVISION ORIENTATION

Golf and Parks Division - Assistant Administrator for Golf and Parks - Mike Kactro

1 Mr. Kactro presented the roles and responsibilities of the Golf and Parks Division.

2
3 Land Use Division - Land Resources Manager - Phil Gaudet

4 Mr. Gaudet presented the roles and responsibilities for the Land Use Division.

5
6 Geographic Information Systems Division - GIS Manager Eric Damkot

7 Mr. Damkot presented the roles and responsibilities of the Geographic Information Systems
8 Division.

9
10 Administration Division - Joanne Wagner and Scott Schmidt

11 Ms. Wagner and Mr. Schmidt presented the roles and responsibilities for the Administration
12 Division.

13
14 Planning Division - Deputy Administrator Debora Sielski

15 Ms. Sielski presented the roles and responsibilities for the Planning Division.

16 17 **MINUTES**

18 Moved by Mr. Ewert, seconded by Mr. Miller to approve the March 28, 2012, minutes as
19 presented. Motion carried.

20 21 **SCHEDULE COUNTY PARKS TOUR**

22 The Planning, Conservation and Parks Committee will tentatively tour the County Parks on
23 Monday, June 18, 2012.

24 25 **DISCUSSION OF OPENING HERITAGE TRAILS COUNTY PARK FOR THE** 26 **WINTER AND RECENT HERITAGE TRAILS HISTORY**

27 Mr. Mueller provided background on Heritage Trails County park and presented a proposal to
28 have Heritage Trails County park opened year round.

29 30 **CAPITAL IMPROVEMENT PLAN UPDATE**

31 Mr. Mueller presented the proposed Capital Improvement Plan (CIP) projects and costs for 2013-
32 2018. For 2013, \$500,000 has been allocated for the following projects: a heated flush toilet
33 restroom and site work at Heritage Trails County park, building and pavement demolitions at
34 Homestead Hollow and Ridge Run County parks, and Golf Course debt reduction. Concerns
35 were raised regarding the cost of \$250,000 for a heated flush toilet restroom, and if there was
36 documented proof that there is public demand to have Heritage Trails County park opened year
37 round. Ms. Sielski pointed out that a survey of residents and park users consistently list pit
38 toilets as the number one complaint about the county's park system and that flush toilets are
39 preferred. A suggestion was made to switch the 2013 and 2014 projects in the 2013-2018
40 Capital Improvement Plan (CIP) and have staff conduct a countywide survey to determine if
41 there is public interest in having Heritage Trails County park opened year round. For 2014,
42 \$500,000 has been allocated for the following projects: re-shingle hall and install a fishing pier
43 at Glacier Hills County park, construct an archery range and barn re-shingle at Heritage Trails
44 County park, re-shingle shelters 1 & 2 at Homestead Hollow County park, construct a large open
45 shelter at Ridge Run County park, construct an archery range at Isadore and Lorraine Spaeth

1 County park, pave two shelter parking lots and walkways at Leonard J. Yahr County park, and
2 Golf Course debt reduction.

3
4 Moved by Mr. Schulz, seconded by Mr. Miller to switch the 2013 and 2014 projects in the 2013-
5 2018 Capital Improvement Plan (CIP), direct staff to conduct a countywide survey to determine
6 if there is public interest in having Heritage Trails County park opened year round, and forward
7 the 2013-2018 CIP plan as amended to the Administrative Coordinator. Motion carried.

8
9 **SCHEDULE OPENING CEREMONY FOR THE COUNTY BOARD AT LIZARD**
10 **MOUND AND RIDGE RUN COUNTY PARKS FACILITIES**

11 Mr. Mueller reported a brief ceremony for the new facilities at Ridge Run and Lizard Mound
12 County parks is scheduled on July 10, 2012, at 6:00 p.m.

13
14 **CLOSE CEDAR LAKE WAYSIDE NATURAL AREA**

15 Mr. Mueller discussed closing the public access to Cedar Lake Wayside and leaving it as a small
16 nature preserve.

17
18 **DISCUSSION REGARDING THE DEPARTMENT'S USE OF PROFESSIONAL**
19 **SERVICES AND WASHINGTON COUNTY CODE §4.04(11)**

20 Mr. Mueller reported at a future meeting, this Committee will need to review the purchased
21 services of the Planning and Parks Department and determine if these services should be bid out
22 as per Washington County Code §4.04(11).

23
24 **ADJOURNMENT**

25 Moved by Mr. Heidtke, seconded by Mr. Schulz to adjourn the meeting at 3:45 p.m. Motion
26 carried.

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Brenda J. Jaszewski, County Clerk