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

Public Agency Center  
West Bend, WI

November 28, 2012  
3:02 p.m.

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

Also present: Deputy Administrator Debora Sielski, County Conservationist Paul Sebo, Assistant  
Administrator for Golf and Parks Mike Kactro, Accounting Supervisor Kelly Cisar, Landscape  
Designer Cindy Leinss, County Engineer Scott Schmidt, NRCS District Conservationist Josh  
Odekirk, Project Technician Paul Backhaus, County Board Chairperson Herbert Tennies, GIS  
Manager Eric Damkot, Office Manager Joanne Wagner, Supervisor Dennis Myers, and Chief  
Deputy County Clerk Linda Doro.

Chairperson Miller called the meeting to order at 3:02 p.m.

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**FUNDING FOR COMPLETION OF YAHR PARK LARGE GROUP SHELTER**

Ms. Leinss presented a summary of the construction of the Yahr Park shelter parking lot by  
County Highway Department staff. The original estimate provided by the Highway Department  
for the work of grubbing out the stumps and building the gravel parking lot and associated  
roadway was \$16,456.10; however, the Highway Department has expended more labor and  
equipment costs than the original estimate. Highway Department's final cost to date is \$20,250.  
The estimated cost to finish the parking lot is an additional \$2,692.91, for a total of \$22,942.91.  
Also, additional funds are needed to install electric to the shelter. The Department budgeted  
\$16,464.10 for the parking lot, making the estimated shortfall approximately \$10,062.81. Ms.  
Leinss and Mr. Kactro indicated there are unspent CIP funds available that could be transferred  
to Park outlay to complete this project. In the interim, Ms. Leinss was instructed to continue  
with the project even though the funding source was not decided upon.

Moved by Mr. Ewert, seconded by Mr. White to request the Finance Committee provide an  
amount not to exceed \$12,500 from the CIP fund to the Planning and Parks Department to  
complete the Leonard Yahr Park Shelter Parking Lot project; however, if the Finance Committee  
does not approve this request, the PCPC approves the transfer of not to exceed \$12,500 from  
unspent CIP park funds to Park outlay to complete the Leonard Yahr Park Shelter Parking Lot  
project. Motion carried.

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**PRESENTATION OF THE WISCONSIN PARK AND RECREATION ASSOCIATION  
VIDEO - "PARKS - YOUR BEST INVESTMENT"**

Postponed to a future meeting.

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**DIVISION REPORTS**

Administration Division - Joanne Wagner and Scott Schmidt

- Office Activities Update
- Engineering Assistance Update

1 Moved by Mr. Heidtke, seconded by Mr. Parsons to accept the Administration Division report.  
2 Motion carried.

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4 **MINUTES**

5 Moved by Mr. Sorce, seconded by Mr. Ewert to approve the minutes of October 24, 2012, as  
6 presented. Motion carried.

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8 **CONSIDER ACQUISITION OF OBLIQUE AERIAL IMAGERY AND RELATED**  
9 **SOFTWARE FROM PICTOMETRY INTERNATIONAL CORPORATION**

10 Mr. Damkot reported as part of the 2013 budget, \$50,000 was approved to acquire oblique aerial  
11 imagery. The funding source for this project is the Housing Data/Internet Distribution retained  
12 fees account, which is not on the county tax levy. At their November 16, 2012, meeting, the  
13 Land Information Council (LIC) reviewed the project requirements and recommended the  
14 contract be awarded to Pictometry International Corporation. The LIC further recommended the  
15 County Purchasing Office and GIS Division negotiate a price with Pictometry International  
16 Corporation and not put this project out for competitive bid. Mr. Damkot provided the reasons,  
17 per County ordinances, that this project would not need to go out for competitive bid.

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19 Moved by Sorce, seconded by Mr. Ewert to award the contract for the Oblique Aerial Imagery  
20 project directly to Pictometry, and allow the Purchasing Agent to negotiate a price with  
21 Pictometry without a formal bidding process. Motion carried.

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23 **NEXT TENTATIVE MEETING DATE**

24 The Planning, Conservation and Parks Committee will tentatively meet on Wednesday,  
25 December 19, 2012, at 1:00 p.m.

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27 **ADJOURNMENT**

28 Moved by Mr. Sorce, seconded by Mr. Heidtke to adjourn the meeting at 3:45 p.m. Motion  
29 carried.

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Brenda J. Jaszewski, County Clerk