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

Washington County Government Center  
Courthouse – Government Center

December 10, 2013  
7:56 a.m.

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

Also present: Administrator Paul Mueller, Deputy Administrator Debora Sielski, County  
Conservationist Paul Sebo, Land Resources Manager Phil Gaudet., County Engineer/Surveyor  
Scott Schmidt, GIS Manager Eric Damkot, Office Manager, Joanne Wagner.

Chairperson Miller called the meeting to order at 7:56 a.m. and read the Affidavit of Posting.

**MINUTES**

Motion by Mr. Schulz, seconded by Mr. Sorce to approve the minutes of November 20, 2013 as  
presented with no additions or corrections. Motion carried.

**PUBLIC HEARING**

Public Hearing for comments to the County Ordinance Chapter 17 – Erosion Control and  
Stormwater Management and Chapter 24 – Land Divisions to ensure consistency with the  
adopted Multi-jurisdictional Comprehensive Plan for Washington County: 2035 pursuant to  
§66.1001, Wis. Stats.

The purpose of this hearing is to hear public opinion on the Washington County Ordinance  
amendments for Chapters 17 and 24 of the Washington County Code as described above.

Ms. Wagner read the Notice of Public Hearing. Ms. Sielski stated that back in 2009 the  
ordinance updates went to the County Board, and at that time there was a motion on the County  
Board floor to remove secondary environmental corridors. Since the PCPC put secondary  
environmental corridors back into the Comprehensive Plan through Amendment #1, these are the  
items that were taken out in 2009, so the ordinance is putting this language back into the  
ordinance.

Chairperson Miller asked three times if anyone was present who wished to speak for or against  
these amendments. No one was present from the public, and hearing no comments, Chairperson  
Miller closed the Public Hearing. Motion by Mr. White, seconded by Mr. Sorce to approve these  
amendments. Motion carried.

**Award 2013 Public Land Survey System (PLSS) Monument Repair and Rehabilitation  
Project and approve funding. The Project also includes the remaining Monument Repair  
and Rehabilitation work from the terminated 2010, 2011 and 2012 contracts.**

Present: Scott Schmidt, County Surveyor/Engineer. Mr. Schmidt reminded the Committee that  
he explained at the last PCPC meeting why they terminated the contract with Capitol Surveying

1 for the Town of Erin, Town of Hartford and Town of Jackson projects. Following that  
2 termination, they have decided to roll that into one larger project so they included the  
3 approximate 12 monuments for the Town of Erin, the ones for Jackson and Hartford, and now  
4 the next phase, the Town of Kewaskum. This makes it one “mega” project in getting them all  
5 done at this time. Mr. Schmidt referred the Committee to the handout (attached), and stated that  
6 they have bid this out. Bid tabulation sheet was reviewed with the Committee. Mr. Schmidt  
7 stated that Staff is happy with the bid from K. Singh & Associates in the amount of \$84,899.81.  
8 Each project on the enclosed spreadsheet starts with a budget of \$50,000 to come from Retained  
9 Fees. If we do not need the entire \$50,000, the remainder stays in the Retained Fees account. Mr.  
10 Schmidt also discussed a fund of \$2,000 to be held aside for potential change orders. Any  
11 changes deviating from the proposed project that are found by the contracted surveyor would  
12 have to be reported to Staff. We would then determine whether it is necessary to go to the site  
13 and follow up. That would make the requested bid award total of \$84,899.81 to K. Singh &  
14 Associates, plus the \$2,000 fund held aside for change orders, or a total of \$86,899.81. Mr.  
15 White inquired as to whether this was a “not to exceed” contract. Mr. Schmidt stated that K.  
16 Singh & Associates could not go above a total of \$84,899.81 unless Mr. Schmidt approves a  
17 change order. The total change order amount cannot go above \$2,000 without Mr. Schmidt  
18 coming back to this Committee to request additional funds. Motion by Mr. White, seconded by  
19 Mr. Ewert to approve the budget of \$84,899.81 for the bid going to K. Singh & Associates and a  
20 \$2,000 fund for change orders. Motion carried.

## 21 22 **PUBLIC HEARING**

23 Michael and Jacquelyn Malinowski - SE ¼, Sec. 31, Town of Erin – Conditional Use Permit  
24 for excavating, filling or grading (**wildlife scrape greater than 15,000 square feet of**  
25 **excavating, filling and grading within 300 feet of a navigable waterbody**) in a  
26 Shoreland/Wetland/Floodplain Zoning District. Address: 7242 County Line Road, Hartland, WI.

27  
28 Ms. Wagner read the notice of Public Hearing. Mr. Gaudet illustrated and described the location  
29 of this project on the air photo. This project is a wildlife scrape. Mr. Gaudet illustrated where the  
30 scrape will be located on the property. The scrape will be just under an acre in size and will be  
31 about four feet in depth. Mr. Gaudet stated that a scrape is actually a shallow pond, usually not  
32 more than four feet in depth and with gentle side slopes to promote vegetation and to enhance  
33 wildlife. The property owner has obtained Department of Natural Resources approval prior to  
34 beginning this project and the excavated material from this pond will be hauled to a disposal area  
35 that is outside of the shoreland/wetland/floodplain. Mr. Gaudet stated that Department Staff has  
36 no objections to this project as long as standard erosion control practices are followed.

37  
38 Chairperson Miller asked three times if there was anyone present who would like to speak for or  
39 against this project. Hearing no comments, Chairperson Miller closed the Public Hearing.  
40 Mr. Sorce inquired as to how long this project would take to complete.  
41 Present: Michael Malinowski, property owner. Mr. Malinowski stated that the DNR permit gives  
42 him until 2016, but he plans to do it this year. Motion by Mr. White, seconded by Mr. Parsons to  
43 approved this Conditional Use Permit as presented. Motion carried.

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**NEXT MEETING DATE**

The next meeting of the Planning, Conservation and Parks Committee will be Wednesday, January 22, 2014 at 1:00 p.m. in the Public Agency Center. The originally scheduled meeting for December 18<sup>th</sup> will not be necessary.

**ADJOURNMENT**

Motion by Mr. Heidtke, seconded by Mr. White to adjourn. Motion carried. Meeting adjourned at 8:27 a.m.