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

4 Public Agency Center
5 West Bend, WI

December 14, 2011
1:55 p.m.

6
7 Present: Michael Bassill, Melvin Ewert, Raymond Heidtke, Michael Miller, Gerald Schulz,
8 Peter Sorce, and John Stern.

9
10 Also present: Administrator Paul Mueller, Deputy Administrator Debora Sielski, Land
11 Resources Manager Phil Gaudet, GIS Manager Eric Damkot, County Engineer Scott Schmidt,
12 Landscape Designer Cindy Leinss, Accounting Supervisor Kelly Cisar, Office Manager Joanne
13 Wagner, and County Clerk Administrative Assistant Linda Doro.

14
15 Chairperson Stern called the meeting to order at 1:55 p.m. and read the Affidavit of Posting.

16
17 **DISCUSSION ON PROPOSED ARCHERY RANGE AT ISADORE & LORRAINE**
18 **SPAETH COUNTY PARK**

19 *Appearance: Norb Yogerst, Washington County 4-H Shooting Sports Coordinator*

20 Mr. Yogerst presented a proposal to establish a public archery range, for family use, in the
21 Isadore & Lorraine Spaeth Park. This is an ideal central location and is accessible for all county
22 residents. A few low cost improvements would be needed to meet the proper public safety
23 standards similar to archery ranges in county parks elsewhere in Wisconsin. The Washington
24 County 4-H Shooting Sports is committed to provide assistance and long term support for this
25 archery range. This includes securing donations for backstops, informational signs, and range
26 rules signs.

27
28 Mr. Mueller reported he had discussed with Supervisor Miller the idea of constructing an archery
29 range at Heritage Trails County Park. Staff supports the idea of an archery range, the range
30 could be constructed at a minimal cost, and unused capital improvement funds could be utilized
31 to fund this project. Staff will work with Mr. Yogerst to determine the appropriate park site for
32 an archery range, and bring back a proposed plan and costs to the Committee in spring.

33
34 **DIVISION REPORTS**

35 *Geographic Information Systems Division - Eric Damkot*

- 36 • Post-redistricting Work
- 37 • GIS Website Updates
- 38 • Review of other Division Activities and Projects

39
40 *Administration Division - Joanne Wagner and Scott Schmidt*

- 41 • Office Activities Update
- 42 • Engineering Assistance Update

43
44 *Land Use Division – Phil Gaudet*

- 45 • Permit Activity
- 46 • Training
- 47 • Federal Emergency Management Agency (FEMA) Map Modernization

48

1 Moved by Mr. Schulz, seconded by Mr. Sorce to accept the GIS, Administration and Land Use
2 Division reports. Motion carried.

3
4 **MINUTES**

5 Moved by Mr. Miller, seconded by Mr. Sorce to approve the minutes of October 24, 2011, as
6 presented. Motion carried.

7
8 Moved by Mr. Ewert, seconded by Mr. Heidtke to approve the minutes of October 26, 2011, as
9 presented. Motion carried.

10
11 **REVIEW OF CONCEALED CARRY LAW (2011 ACT 35) AS IT APPLIES TO THE**
12 **COUNTY PARK SYSTEM AND CONSIDER COUNTY CODE CHANGES AS**
13 **NECESSARY**

14 Mr. Mueller reported no discussion or action is required by this Committee since 2011
15 Ordinance 15 - Weapons Prohibited (4.41) was defeated by the County Board, at its December
16 13, 2011, meeting.

17
18 **DISCUSS LOCATOR SYSTEM OR SIGNS IN COUNTY PARKS**

19 Mr. Mueller reported staff will be placing additional locator signs in the County Parks.

20
21 **DISCUSS DEPARTMENT'S USE OF PROFESSIONAL SERVICES AND**
22 **WASHINGTON COUNTY CODE 4.04(11)**

23 Mr. Mueller reported the Executive Committee has requested that each Department and its
24 liaison committee review its current purchase of professional services policy. The
25 Administrative code, as it is written, wants departments and committees to be able to waive the
26 bidding process and make selections directly for professional services only. He would like the
27 PCPC to consider some general procedures for staff to follow with regard to the purchase of
28 professional services. Mr. Mueller will bring this issue back for further discussion at a future
29 meeting.

30
31 **DISCUSS CHANGING THE FEBRUARY 22, 2012 PCPC TO FEBRUARY 15, 2012**

32 For the February 2012 meeting, the Planning, Conservation and Parks Committee will tentatively
33 meet on Wednesday, February 15, 2012, at 1:00 p.m.

34
35 **AGENDA ITEMS FOR FUTURE MEETINGS**

- 36
 - GIS Web Site Demonstration
 - Staffing Report on the Archery Range

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38
39 **NEXT TENTATIVE MEETING DATE**

40 The Planning, Conservation and Parks Committee will tentatively meet on Wednesday, January
41 25, 2012, at 1:00 p.m.

42
43 **ADJOURNMENT**

44 Moved by Mr. Miller, seconded by Mr. Sorce to adjourn the meeting at 2:44 p.m. Motion
45 carried.