

**DODGE COUNTY PLANNING, DEVELOPMENT AND PARKS COMMITTEE
MINUTES
January 15, 2018**

The Dodge County Planning, Development and Parks Committee met on January 15, 2018 at 7:00 p.m. on the 1st Floor of the Administration Building, Juneau, Wisconsin.

Chairman Schaefer called the meeting to order. Roll Call was taken. Members present were Tom Schaefer, William Muche and Joseph Marsik. Members excused were Allen Behl and Janice Bobholz. The staff present at the request of the Chairman were Bill Ehlenbeck and Joseph Giebel.

The Chairman asked the staff to confirm compliance with the open meeting laws and the public hearing notice requirements. Mr. Giebel noted that the meeting was properly noticed in accord with the open meeting law and noted that the required notices for the public hearings listed on the agenda were posted, mailed and published in accord with the statute and code requirements.

The agenda was reviewed.

Motion by William Muche to approve the agenda and allow the Chairperson to go out of order as needed to efficiently conduct the meeting. Second: Joseph Marsik Motion carried.

The hearing procedures were read into the record.

PUBLIC HEARING

Klaus and Christine Mittig - Petition to rezone approximately 4.99-acres of land from the R-1 Single Family Residential Zoning District to the A-2 General Agricultural Zoning District under the Land Use Code, Dodge County, Wisconsin to allow for the construction of a barn on this site. The property is located in part of the NW $\frac{1}{4}$ of the SW $\frac{1}{4}$, Section 26, Town of Ashippun, the address being W1181 County Road O.

Motion by William Muche to submit a favorable recommendation to the County Board of Supervisors on the petition to rezone approximately 4.99-acres of land from the R-1 Single Family Residential Zoning District to the A-2 General Agricultural Zoning District under the Land Use Code, Dodge County, Wisconsin to allow for the construction of a barn on this site.

Second by Joseph Marsik Vote 3-0 Motion carried.

PUBLIC HEARING

Steven Johnson, agent for John Deere Horicon Works – Request for a Conditional Use Permit under the Shoreland Protection Ordinance, Dodge County, Wisconsin to allow filling, grading and dredging within a navigable waterway, a wetland, and a floodplain associated with the clean out of a regulated waterway and the replacement of a culvert within said waterway. The property is located in part of the NE $\frac{1}{4}$, the NW $\frac{1}{4}$, and the SE $\frac{1}{4}$ of Section 22, Town of Burnett, the site address being W5728 Swan Road.

Motion by William Muche to allow filling, grading and dredging within a navigable waterway, a wetland, and a floodplain associated with the clean out of a regulated waterway and the replacement of a culvert within said waterway subject to the following conditions:

1. It shall be the responsibility of the applicant to obtain all other permits or approvals that may be required (e.g., Wisconsin Department of Natural Resources and/or U.S. Army Corps of Engineers) for the proposed project.
2. The clean-out project shall not exceed the original dimensions of the ditch (no increase in depth or bottom width), although sideslopes may be flatter than the original sideslopes if necessary to conform with modern erosion-control practices, provided that the sideslopes are not flatter than 2:1 (horizontal to vertical);
3. The replacement culvert shall have the same diameter as the existing culvert and it shall be placed at the correct elevation so that the proposed project does not obstruct flow or result in an increase in the regional flood height.
4. All disturbed areas shall be leveled and graded (as needed) and seeded to permanent vegetation as soon as possible to prevent erosion of silt/sediment into the waterway.
5. All spoil materials shall be disposed of outside of the floodplain and shall be seeded to permanent vegetation as soon as possible to prevent erosion of silt/sediment into the waterway.
6. The proposed project shall not obstruct flow and shall not increase the regional flood height.
7. All erosion control measures required by the applicable Federal, State, County and Local codes shall be in place and shall be maintained throughout the duration of the project in accordance with Best Management Practices.
8. All work shall be done in accord with the plans and specifications submitted on November 29, 2017
9. The decision of the Committee is valid for one year.

Second by Joseph Marsik Vote 3-0 Motion carried.

PUBLIC HEARING

Warren and Susan Meier – Request for a Conditional Use Permit under the Land Use Code, Dodge County, Wisconsin to allow for the creation of an approximate 1.9-acre nonfarm single family residential lot within the A-1 Prime Agricultural Zoning District. The property is located in part of the SE ¼ of the SE ¼, Section 13, Town of Elba, the site address being N3721 Frank Road.

Motion by Joseph Marsik to approve the conditional use permit request to allow for the creation of an approximate 1.9-acre nonfarm single family residential lot within the A-1 Prime Agricultural Zoning District subject to the following conditions:

1. The applicant shall obtain the required land division approvals for the proposed lot from the County and local municipalities if required, prior to the creation of these lots;
2. The proposed non-farm residential lot shall not exceed 2.813-acres in area unless the lot is successfully rezoned out of the A-1 Prime Agricultural Zoning District;
3. Only one single family residential unit may be located on the proposed non-farm residential lot unless this lot is successfully rezoned into a zoning district which allows additional residential units;
4. The acreage of the proposed non-farm residential lot shall count towards the total non-farm residential acreage that can be created from the base farm tract for this property;

5. A "Notice of Zoning Limitations" document shall be recorded with the Dodge County Register of Deeds Office for the following parcels which make up the "base farm tract" which notifies the potential buyers of these parcels that there may be limitations as to the number of new lots that can be created from this base farm tract:
 - 014-1013-1344-000; 014-1013-1343-002;
6. The owner and subsequent owners of this non-farm residential lot hereby agree to comply with Subsection 9.2, Right to Farm provisions of the Dodge County Land Use Code and that they will not cause unnecessary interference with adjoining farming operations producing agricultural products and using generally accepted agricultural practices, including access to active farming operations;
7. The decision of the Committee is valid for one year.

Second by William Muche Vote 3-0 Motion carried.

ADMINISTRATIVE BUSINESS

1. 2017 Budget Status

Bill Ehlenbeck provided the Committee with a handout showing the latest projected net total 2017 budget numbers for the department. There is approximately \$286,000 in unexpended funds and unanticipated revenues for the department prior to the carry-over requests. The higher than expected revenue numbers were due to a strong construction season, strong camping season and savings in personnel costs due to employee retirements, position modification and unfilled positions in 2017.

2. Consider, discuss and take action on request to carryover unexpended funds and unanticipated revenues

Bill Ehlenbeck discussed the proposed preliminary carry-over amounts that will be requested by the department. Carry-over requests for business unit 7801 include \$6,100 for shelving unit replacements for permit file storage, \$2,500 for additional staff training needs and \$3,500 for payments for GCS permit tracking software implementation which is being withheld until the program is functional. Carryover requests for park business units include \$12,000 for Nitschke Mounds Park Master Plan, \$33,000 for unexpended storm damage funds and \$20,000 for unexpended shelter repurpose funds at Astico Park. Final carryover amounts will be provided at the next meeting with County Board resolutions for approval.

Motion by Joseph Marsik to support the carry-over requests of the department as discussed.

Second by William Muche Vote 3-0 Motion carried.

PARK SYSTEM

1. Consider, discuss and take action on Gold Star Memorial Trail construction bid.

Bill Ehlenbeck provided the committee with an update on the construction bid for the Gold Star Memorial Trail. Changes to the construction plan have been made to remove the boardwalks and reduce construction costs by \$155,219. The signage and posts installation item which can be done by volunteers and county park staff was also removed for a savings of \$3,010. Mike Laue of MSA Professional Services, the

County's consultant for the project, informed the Committee that Joe Woleske of Woleske Construction, will not provide another bid extension due to other projects they may bid on. The current bid expires tonight (January 15, 2018). With the bid modifications, the project costs are still approximately \$94,809 more than current grants and donations are available to cover. Andy Nelson, Andrew Johnson and Glenn Daily of the Friends of Dodge County Parks / Gold Star Trail Committee discussed possibility of additional grants and donations, but likely won't be received until summer or fall. There was discussion on the possibility of requesting county sales tax revenue to cover the remaining funding gap. The general consensus was that the project needs to move forward this year with the current bid. Costs for the project are expected to rise further if rebid at a later date, thus making it more difficult to carry out the project.

Motion by Joseph Marsik to request sales tax funding and accept the modified bid contingent on obtaining County Board approval on February 21, 2018 for the contract and providing sufficient funding obligations are met.

Second by Thomas Schaefer Vote 3-0 Motion carried.

2. Consider, discuss and take action on agreement renewal regarding boat launch fee system at Derge Park.

The County has had an agreement with the Beaver Dam Lake Improvement Association since 2000 for collecting boat launch fees and issuing the permits for the Derge Park boat launch. The lake improvement association takes care of the permitting and collection of the boat launch fees at the launch facility and in return, 25% of the fees collected are returned to the Dodge County Friends of the Parks group for shoreline improvement projects at Derge Park. Funds so far have assisted with the new kayak launch, pier improvements and shoreline benches. It was recently discovered that the former 5 year agreement expired in 2015. The County would like to renew the agreement with the association and continue with the current responsibilities for collecting the boat launch fees and permitting process as outlined in the former agreement.

Motion by William Muche to extend the current boat launch fee agreement at Derge Park with the Beaver Dam Lake Improvement Association until March 31, 2023.

Second by Joseph Marsik Vote 3-0 Motion carried.

3. Consider and discuss Okeeg Cemetery egress agreement renewal at Astico Park.

Bill Ehlenbeck provided the committee with an update on the Okeeg Cemetery egress agreement at Astico Park. Last fall the Okeeg Cemetery Association requested permanent egress through Astico Park, effectively making it an easement. Department staff are not aware of any significant issues with the current agreement allowing the egress, however, do not believe a permanent easement should be provided. The current agreement expires in 2018 and an extension of that agreement is proposed. There was consensus from the Committee that a permanent easement should not be given.

4. Consider, discuss and take action on Parks Online Reservation System and consider, discuss and take action on implementation of Parks reservation fee.

Bill Ehlenbeck provided the Committee with an update on the park reservation system being considered by the Department. \$20,000.00 was budgeted for the purchase of a park reservation computer program for the parks in 2018. The department recently reviewed a reservation system that is being used by Iron County and believes that this system fits the needs of the department at a lower initial cost. The cost of the reservation system is a one-time set up fee of \$750 plus \$2.00 per each "stay" at the parks. The reservation system is a web based system that is stored on the "cloud" so there is no software to purchase or hosting issue. There should be minimal to no support needed from the IT Department. Implementation of a reservation fee is recommended to recover the \$2 per stay fee and credit card fees. Projected revenue/expense charts for different reservation fees was reviewed with the Committee. It was determined that a \$5.00 reservation fee per site should recover most or all the credit card fees and per stay fees without being too significant of a cost change that could cause a camping attendance drop.

Motion by Joseph Marsik to approve the purchase of Premier Reservation System and implement a \$5.00 reservation fee as discussed.

Second by William Muche Vote 3-0 Motion carried.

OTHER BUSINESS

1. The minutes from the January 8, 2018 meeting were reviewed by the Committee.

Motion by Joseph Marsik to approve the minutes as written.

Second by William Muche Vote: 3-0 Motion carried.

2. No Committee Member Reports
3. No additional Per Diems.

Motion by order of the Chair to adjourn the meeting.

Meeting adjourned at 8:40 p.m.

Respectfully Submitted,

Allen Behl, Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.