

**Lake Ripley Management District**  
**Meeting Minutes**  
**January 20, 2007**

**I. Call to Order & Roll Call**

The Lake Ripley Management District (LRMD) Board met at the Oakland Town Hall at N4450 County Highway A in Cambridge on January 20, 2007. Chairman Molinaro called the meeting to order at 9:00 a.m. Secretary Jacobsen-Brown took roll. Board members present included Dennis McCarthy, Mike Sabella, John Molinaro, Gene Kapsner, Mike Burow, Derek Hoffman and Jane Jacobsen-Brown. Paul Dearlove, LRMD Lake Manager, was also present. Ryan Ellifson, DNR Warden, showed up later in the meeting. The meeting was taped by Cambridge Cable TV Channel 12.

**II. Public Comment**

There were no public comments.

**III. Minutes of Last Meeting**

The Board reviewed the minutes of the 11/18/06 meeting and had no additions or corrections. *Burow moved to approve the minutes as written. Motion seconded by Sabella with no subsequent discussion. Motion carried 7-0.*

**IV. Treasurer's Report**

Treasurer Sabella began by presenting the financial statements for the LRMD and Lake Ripley Priority Lake Project (LRPLP) for the fourth quarter ending December 31, 2006. Handouts included balance sheets, statements of operations, actual-to-budget/budget remaining report for the LRMD, general ledgers and transaction listings for each entity. A summary is provided below.

LRPLP: On the balance sheet, current assets consisted of \$200.00 in petty cash, \$72.56 in the general checking account, and \$27,173.73 in the landowner cost-sharing account. There was a liability of \$41,907.26 due to the LRMD. This represented the accrued shortfall in the grant in covering operations over the 13-year project history. Sabella pointed out that the liability will be offset when the two operating accounts are combined. On the statement of operations, there were total revenues of \$23.70, representing interest income. There were direct costs of -\$577.00 for cost sharing projects. Sabella explained that the negative dollar amount was due to the Board's decision to allocate money out of the F.K. Elson Fund to cover past project costs. Total operating expenses were \$14,304.95, consisting mainly of payroll and office expenses. Other expenses included \$520.22 for information and education. Sabella noted that LRPLP account would be combined with the LRMD account as of January 1, 2007, following 13 years of state funding.

LRMD: On the balance sheet, current assets consisted of \$45,933.36 in general checking, \$97,491.53 in a bank certificate of deposit due to mature on 6/26/07, and a \$41,907.26 receivable due from the LRPLP account. Sabella reiterated that the liability will be zeroed out when the two operating accounts are combined in 2007. Equity consisted of \$84,415.00 in the restricted capital reserve fund, \$33.00 in the restricted F.K. Elson Memorial Fund, and a fund balance of \$80,189.89. Molinaro asked Sabella how he was accounting for donations to the Friends of the Preserve Fund. Sabella replied that the money is currently designated as "donations" under the revenue category of the statement of operations, but that he would be setting up a Friends of the Preserve restricted fund. On the statement of operations, revenue consisted of \$2,543.96 in interest income and \$500.00 in donations. Total operating expenses were \$5,772.68, consisting mainly of weed harvesting costs, Board stipends, legal fees, and membership dues and conferences. Other expenses included \$290.50 for the Lake District Preserve. Sabella concluded by comparing actual expenses over the 12-month period to what was budgeted. He noted that we were under budget in all categories except for weed harvesting. Dearlove explained that most of the unanticipated expenses were the result of significant equipment repairs performed in 2005, but invoiced in 2006.

Sabella next reviewed the year-end adjusted statements for the LRMD and LRPLP for the one-year period ending December 31, 2006. Handouts included balance sheets, statements of operations, general ledgers and transaction listings for each entity. A summary is provided below.

LRPLP: Balance sheet figures are the same as described above for the fourth-quarter reporting period. On the statement of operations, total revenue was \$78,544.81, consisting of \$32,074.29 in cost sharing grants, \$46,350.00 in administration grants, and \$120.52 in interest income. Direct costs for cost sharing projects totaled \$32,076.50. Total operating expenses were \$58,447.43, consisting mainly of payroll and office expenditures. Other expenses included \$1,714.09 for information and education. Total expenses exceeded revenue by \$13,693.21. Molinaro pointed out that the LRMD has had to supplement the grant over the last 10 years, primarily because the grant is not adjusted for inflation.

LRMD: Balance sheet figures are the same as described above for the fourth-quarter reporting period. On the statement of operations, total revenue was \$49,789.22, consisting of \$43,400.00 in real estate taxes, \$4,858.49 in interest income, \$600.00 in donations, and \$1,170.12 in other income. Total operating expenses were \$18,096.79, consisting of \$3,845.00 for insurance, \$6,597.15 for weed harvesting, and \$7,654.64 for operations. Other expenses were \$16,398.17, consisting of \$8,000.00 from the restricted capital reserve account, \$2,783.17 for the Lake District Preserve, \$215.00 for no-wake regulation, and a \$5,400.00 net decrease in restricted funds. Net income for the year was \$15,294.26.

Molinaro thanked Sabella for his significant investment of time and expertise, and for continuing to oversee the financial affairs of the District. *Kapsner moved to accept the treasurer's report as presented. Motion seconded by Burow without subsequent discussion. Motion carried 7-0.*

## **V. Lake Manager's Report**

Dearlove distributed his phone logs among other handouts, and reported on his activities since the last meeting. He said that only those activities that are not the subject of later agenda items would be reviewed. He began by providing a status report on the DNR Lake Planning Grant applications he was preparing for submission. It was explained that the \$20,000 in state funding would be used to: 1) conduct a post-'Priority Lake Project' watershed assessment and sediment core analysis, 2) carry out a community-based social marketing program to affect behavior changes, and 3) update existing lake and watershed management plans. Dearlove described the purpose and scope of work of the proposed grant activities, and noted that in-kind services would be used to cover the 25% local match requirement. Molinaro added that since Dearlove would be directing the activities, much of the requested funding would go toward offsetting his wages.

Dearlove also reported that he applied to renew the District's weed-harvesting permit for another five years. Results of the 2006 aquatic plant inventory were used to help approximate future target areas for milfoil cutting. He said his intention is to use the latest inventory data to update the District's existing aquatic plant management plan that guides harvesting efforts. He then distributed an operator wage-rate analysis that the Board had previously requested. The analysis was based on interviews conducted with area lake groups that run harvesting programs. Dearlove said his findings demonstrate that the District is presently offering fair compensation rates. Burow and Kapsner suggested that a wage rate increase may still be appropriate to reward special skills or to help retain experienced employees. Dearlove concurred, and agreed to bring the matter back before the Board prior to the start of the summer harvesting season.

In other news, he said he was wrapping up another shoreline cost-share project off of Sleepy Hollow Rd. The work was expected to be completed within the next couple weeks, depending on the weather. He then provided a 2007 summary of currently proposed and pending cost-share projects. The summary included a review of estimated project costs, implementation timelines, and commitment levels of the participating landowners. He concluded his report by reviewing the status of donations to the Friends of the Preserve Fund.

## **VI. Old Business**

### **A. Lake Pointe Association proposal affecting conservation easement**

The Lake Pointe Homeowner's Association did not have a representative present at the meeting. Given the absence of an amended proposal to consider, no Board discussion or action was taken.

### **B. Enforcement status of Kaashagen easement violation**

Molinaro announced that a letter and settlement agreement was sent certified mail to Dag Kaashagen and Melissa Meske on January 2, 2007. He expressed his frustration with the DNR for taking so long to get to this point. Copies of the letter and settlement agreement were distributed to the Board. The letter formerly approved the restoration plan and requested the signing of a settlement agreement, including payment of \$2,221.00 to the District within 30 days to cover estimated costs of enforcement by DNR and LRMD. It was received by Ms. Meske on January 4<sup>th</sup>. Dearlove added that implementation of the restoration plan had started prior to issuance of the letter, and that a recent site inspection verified that restoration activities were proceeding as planned.

Kapsner asked how the fine was determined. Molinaro responded that it was based on documented hours that Dearlove and DNR officials had expended for purposes of enforcement. Kapsner felt the fine amounted to a slap on the wrist, and expressed his concern that it might not be an adequate detriment to others considering similar activities. Jacobsen-Brown concurred. Molinaro responded that it was an uphill battle with DNR just getting them to agree to the fine, and that it required our attorney's involvement in the end to get this out the door. Dearlove indicated that the Board did have authority, as joint easement holder, to take independent legal action if it felt that was necessary. He said it would be known by the March meeting whether the fine gets paid, which could influence the Board's decision to pursue further action.

### **C. Proposed scope amendment to cost-share project with Town of Oakland**

Molinaro said that he and Dearlove attended the Town Board's December meeting to discuss the proposed shoreline restoration project. At that time, he said there was an interest by the Town Board to expand the scope of work to include bank terracing in addition to the plantings. He explained that Dearlove and Hoffman prepared a rough plan and cost estimates for the additional work, and that the Town Board had indicated at its January meeting that it was interested in moving forward. He added that the change in scope of work would now require authorization by the LRMD Board. Hoffman and Dearlove gave a brief overview of the proposed bank-terracing methodology and its purpose. Kapsner said the Town wanted something that controls the runoff problem, looks nice, and doesn't require a lot of maintenance. This led to additional discussion about planting design and anticipated maintenance requirements. Dearlove estimated total project costs would not exceed \$4,500 to do both the bank terracing and plantings. ***Sabella moved to approve the amended scope of work for the Town shoreline restoration cost-share project. Motion was seconded by Jacobsen-Brown without subsequent discussion. Motion carried 7-0.***

#### **D. Revised template for landowner cost-share contracts**

Dearlove informed the Board that legal review of the District's cost-share agreement is still in progress. He said he would forward any changes as soon as they were available, and prior to the March meeting. He said that any recently authorized projects will not move forward until the cost-share agreement language is finalized and approved by the Board. Sabella asked and received clarification about the nature of the changes. He pointed out that it was an important process and one that should not be rushed.

#### **E. Regional/state lakes conferences**

Molinaro reminded the Board about the upcoming lakes conferences. The regional lakes workshop for Southern Wisconsin, for which the LRMD is a sponsor, takes place Saturday, February 24<sup>th</sup> in Waukesha. He noted that he would be making the welcoming remarks, and that Dearlove would be serving as a session moderator. The Wisconsin Lakes Convention would then take place April 26-28<sup>th</sup> in Green Bay. He encouraged Board members to consider attending the conferences, and briefly discussed their importance as sources of information and networking opportunities. Dearlove added that the North American Stormwater and Erosion Control Association (NASECA) was holding its annual conference January 31<sup>st</sup> – February 1<sup>st</sup> in Madison. He said that he accepted an invitation from Hoffman, who also serves on the NASECA Board, to speak at the event.

### **VII. New Business**

#### **A. Lake District Preserve trapping fees**

Molinaro informed the Board that a complaint was received from Tom Ehrke, a local trapper, who objected to the \$50 application fee to trap in the Preserve. This prompted a review of the trapping fee and the District's application procedures. Dearlove explained that he requested and received written comment from both DNR Warden Ryan Ellifson and Jim Seidl, an experienced local trapper who served as an advisor to the District. He said both individuals wrote in support of the current application procedures and trapping fee. Copies of the e-mails were distributed to the Board. He said he had invited Ellifson, Seidl, and the gentleman who complained about the fee to attend today's meeting. Ellifson was present and spoke to the matter, explaining why he felt the fee and application procedures were still justified. Based on this testimony, the Board determined that no action was presently warranted.

#### **B. Authorizing resolution for DNR Lake Planning Grant applications**

Molinaro read into the record the proposed authorizing resolution that Dearlove had discussed in his Lake Manager's report:

Resolution # 2007-1

RESOLUTION OF THE LAKE RIPLEY MANAGEMENT DISTRICT  
COUNTY OF JEFFERSON

Relating to: Funding request from the Wisconsin Department of Natural Resources' Lake Planning Grant Program to: 1) conduct a post-'Priority Lake Project' sediment core analysis and comprehensive watershed assessment, 2) design a community-based social marketing program, and 3) update existing lake and watershed management plans.

WHEREAS Lake Ripley is an important resource used by the public for recreation and enjoyment of natural beauty; and

WHEREAS the completion of the above-mentioned projects will lead to a better understanding of present resource conditions, and the impact of past and ongoing management efforts as they relate to those conditions; and

WHEREAS there is a continued need for responsible and holistic long-range planning to better manage the lake, its watershed, and its use for the purpose of promoting public health and welfare; and

WHEREAS the Lake Ripley Management District is qualified to carry out the responsibilities of this planning project

IT IS, THEREFORE, RESOLVED THAT:

The Lake Ripley Management District requests the funds and assistance available from the Wisconsin Department of Natural Resources under the Lake Planning Project Grant Program; and

HEREBY AUTHORIZES Mr. Paul D. Dearlove, Lake District Manager, to act on behalf of the Lake Ripley Management District to: submit an application to the State of Wisconsin for financial aid for lake planning purposes; sign documents; and take necessary action to undertake, direct, and complete the approved planning grant.

BE IT FURTHER RESOLVED THAT the Lake Ripley Management District will meet the obligations of the planning project, including timely publication of the results, and meet the financial obligations under this grant, including the prompt payment of a 25% commitment to planning project costs. We understand the importance of continuing management program for Lake Ripley and intend to proceed on that course.

***Sabella moved to approve Resolution #2007-1 for the purpose of applying for the DNR Lake Planning Grants. Motion seconded by Burrow with no subsequent discussion. Motion carried 7-0.***

**C. Community-based social-marketing partnership with U.W.-Madison**

Dearlove described the purpose and nature of the partnership that was entered into with Dr. Richard Chenoweth, an environmental psychologist and professor with the U.W.-Madison's Urban and Regional Planning Department. He explained that he will be working with a team of graduate students over the spring semester to design a community-based social marketing (CBSM) program for Lake Ripley. He said the goal was to identify and change a target behavior, using the CBSM approach, which would result in a positive and measurable impact to the lake. He reviewed some example behaviors and invited the Board members to contribute their own ideas. Dearlove said that if the effort is successful, it will provide a model can be used to affect other behavior changes. A summary of semester activities, deliverables and estimated costs was distributed.

**VIII. Correspondence**

All correspondence was previously discussed during the course of the meeting.

**IX. Closed Session**

***Molinaro moved to enter into closed session at 11:05 a.m. as authorized by Wis. Stats. Section 19.85(1)(4) for the purpose of conducting public business with competitive or bargaining implications related to the possible purchasing of public properties. Motion seconded by Sabella. Motion carried by a unanimous roll call vote.***

**X. Return to Open Session**

***Hoffman moved to return to open session at 11:42 a.m. Motion seconded by Sabella without discussion. Motion carried 7-0.***

***Burrow moved to authorize Molinaro and Dearlove to pursue a land acquisition grant application. Motion seconded by Sabella with no subsequent discussion. Motion carried 7-0.***

**XI. Adjournment**

***Sabella moved for adjournment at 11:45 a.m. Motion seconded by Hoffman with no subsequent discussion. Motion carried 7-0.*** Meeting adjourned. Next meeting: March 17, 2007.

Respectfully Submitted,

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Jane Jacobsen-Brown, Secretary

Date

Recorder: PDD