

**Lake Ripley Management District  
Meeting Minutes  
March 20, 2010**

**I. Call to Order and Roll Call**

The Lake Ripley Management District Board met at the Oakland Town Hall on March 20, 2010. Chairman Molinaro called the meeting to order at 9:00 a.m. Board members present: Walt Christensen, Jane Jacobsen-Brown, Dennis McCarthy, Mike Sabella, Georgia Gomez-Ibanez and John Molinaro. Gene Kapsner was absent. Also present: Paul Dearlove (Lake Manager), Kent Brown, Debra Kutz, Richard Kutz, Pam Dollard, Clay Frazer (EC3 Environmental Consulting Group), and Cambridge Cable TV 98.

**II. Guest Speaker: Clay Frazer of EC3 Environmental Consulting Group, Inc. to present long-range planning options for the Lake District Preserve**

Molinaro amended the agenda, without objection, as a courtesy to the invited speaker (formerly agenda item VI). Mr. Frazer, a professional ecologist and land-restoration specialist, spoke about how the development of a 20-year plan would benefit the Lake District in its efforts to manage and improve the Preserve. Among the potential benefits and deliverables: development of a clear vision and specific restoration goals for the property; a timeline and methodology for tracking progress; cost savings and improved outcomes by better targeting limited resources; greater assurances that the right projects are completed in the proper sequence; creation of a long-term maintenance and monitoring schedule; less meeting time needed to deliberate project needs and approaches; and an improved ability to budget, secure funds and solicit proposals.

The presentation was followed by a brief question and answer session with the Board. It was learned that a comprehensive plan, to supplement what is currently available, could cost as much as several thousand dollars, but can be customized to address specific needs or priorities. More project- or site-specific plans might cost less than \$1,000. Frazer noted that mostly federal grants, such as through the NAWCA program, may be available to help offset certain costs. Molinaro thanked Mr. Frazer for coming, and offered to contact him should the Board decide to pursue a more comprehensive, long-range plan.

**III. Public Comment**

There were no public comments concerning issues not already on the agenda.

**IV. Approve Minutes of Last Meeting**

Draft minutes from the 01-09-10 meeting were reviewed by the Board. *Gomez-Ibanez moved to approve the minutes as presented. Motion seconded by McCarthy. Motion carried 6-0.*

**V. Treasurer's Report**

Sabella distributed and reviewed complete copies of the 2009 year-end and fourth-quarter financial statements, as well as his treasurer's report for the two-month period ending February 28, 2010. The year-end (and year-end adjusted) "Statement of Assets, Liabilities and Equity Income Tax Basis" consisted of the balance sheet, statement of revenues and expenses, actual-to-budget/budget-remaining report, general ledger and transaction listing.

As of December 31, 2009, there were no liabilities and total current assets and equity of \$112,558.99, which consisted of \$200.00 in petty cash and the remainder as cash in the bank checking account. Equity consisted of \$14,514.00 in restricted funds, a fund balance of \$20,393.49 and net income of \$77,651.50 (year-end adjusted: \$49,765.00 in restricted funds, a fund balance of \$65,593.41, and a net income loss of \$2,799.42). Sabella then provided revenue and expense summaries by budget category, offering explanations as to the nature of any apparent budget deviations. A summary of restricted fund activity for the 2009 fiscal year was also reviewed.

For the two-month period ending February 28, 2010, total receipts were \$76,561.54. Receipts consisted of \$101.26 in interest, \$71,425.28 in real estate taxes (two installments), a \$35.00 photocopying charge, and a \$5,000.00 DNR Lake Planning Grant payment (which Molinaro pointed out was to, at least in part, go towards Dearlove's salary). Disbursements for the period amounted to \$16,042.04. The transaction listing showed that most of the disbursements related to landowner cost sharing, staff payroll and general operations. Asset balances included \$200.00 in petty cash and \$172,878.49 in the bank checking account.

Molinaro complimented Sabella for his excellent reporting and asked for a motion to approve. *Jacobsen-Brown moved to accept the Treasurer's Report as presented. Motion seconded by Christensen. Motion carried 6-0.*

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

Dearlove reported on the following activities since the last meeting:

### Landowner Cost Sharing

- The riprap phase was completed for the Fischer/Schabowski and Thompson projects, addressing 214 feet of eroding shoreline. Bids were subsequently received for the Fischer/Schabowski planting phase.
- The DNR permit was finally approved for the Hoard-Curtis Scout Camp project. Restoration plans are currently being reviewed for work to be completed this spring under the county grant. The next step is to reapply for a DNR Lake Protection Grant by May 1<sup>st</sup>.
- A proposed lakeshore-buffer project on Ripley Rd. (Paramore) was evaluated and scored by the cost-share committee. Another cost-sharing request was subsequently received for a proposed shoreline project on Sleepy Hollow Rd. (Hilleshiem).
- The contract-signing deadline extension has expired for the Johnson shore restoration. Ms. Johnson could not be reached to discuss the matter.

### Lake District Preserve

- A partnership agreement was developed with the U.S. Fish & Wildlife Service for the 26-acre prairie restoration scheduled for this fall.
- The new information kiosk was picked up and is now ready to be installed.
- A Memorandum of Agreement was signed and contractor bids obtained to install a grass-swale waterway.
- A woodland stewardship plan was prepared by the state forester. This was done as a free service in response to our recent application to join the "Community Forest" program.

### Outreach

- The first of three Ripples newsletters for this year was produced and distributed. It featured an executive summary of the updated lake-improvement plan.
- A presentation on recreational carrying capacity was given at the Southeast Wisconsin Regional Lakes Conference.
- New postings were produced and are now on display at the Town boat landing.
- A rain barrel was obtained, at no cost, to be used for demonstration purposes at the Town Hall.

### Other Announcements

- A grant application was submitted to help with the purchase a dissolved oxygen meter. If awarded, the grant would pay for 75% of the approximately \$1,300 cost.
- Mechanical work is about to get underway on the weed-harvesting equipment. Bill Ratzberg will be servicing the shore conveyor engine and replacing some clogged hydraulic hoses on the harvester.
- Starting next spring as a service to District residents, Dearlove offered to facilitate the publicizing, ordering and pick up of native plants through a special program offered by Agrecol. He explained that the District qualifies for discounted plants if a minimum quantity is pre-ordered by early March. The plants are ideal for use in rain gardens and shoreline restorations.
- A complaint was received by a lakefront property owner and former board member about the growing geese population on the lake. Dearlove pointed out that the management of nuisance geese populations was a recommendation in the recently adopted, lake-management plan. He suggested the first step was to do a population estimate by soliciting volunteers to regularly count geese. Interested volunteers were asked to contact him so that information can start being collected. If a problem can be documented, a federal migratory bird permit would be needed to conduct special harvests or egg-oiling efforts.

## **VII. Old Business**

**A. Consideration and possible adoption of Resolution #2010-1 to enroll Lake District Preserve woodlands into the Wisconsin DNR's "Community Forest" program**

Dearlove read Resolution #2010-1 into the record and responded to questions about the program. *Gomez-Ibanez moved to adopt Resolution #2010-1. Motion was seconded by Jacobsen-Brown. As a point of discussion, Sabella asked whether acceptance into the program would impose any financial or other obligations onto the District. Dearlove answered that it would not, but rather would make us eligible for free seedlings and forestry-management assistance. Motion carried 6-0.*

**B. Consideration and possible approval of Forest Stewardship Plan prepared for the Preserve for “Community Forest” assistance eligibility.**

Dearlove summarized the purpose and objectives of the Forest Stewardship Plan which had been previously distributed for review. He clarified that the recommendations were strictly advisory, and that acceptance of the plan did not impose any mandates on the District. Jacobsen-Brown was concerned about the plan’s reported evidence of oak wilt on the property. She questioned its extent and what action should be taken to control the problem. Dearlove offered to talk to the forester to find out. *McCarthy then moved to adopt the Forest Stewardship Plan. Motion was seconded by Gomez-Ibanez. Motion carried 6-0.*

**C. Consideration and possible approval of a U.S. Fish & Wildlife Service partnership and grant award to restore 26 acres of cropland in the Preserve to prairie.**

Copies of the partnership/grant agreement had been previously distributed for review. Dearlove explained that USFWS was offering to provide the seed which was valued at about \$4,100. In addition, the Wisconsin DNR had offered to look into furnishing a seed drill and operator. The Lake District would then be responsible for three maintenance mowings, and the actual planting of the seed if the DNR fails to come through with a seed drill. Sabella indicated that the extra \$2,650 could be absorbed by the District. *Gomez-Ibanez moved to approve the partnership agreement with USFWS and authorize Dearlove to sign the contract. Motion seconded by Jacobsen-Brown. Motion carried 6-0.*

**D. Discussion and possible action on contractor bids to install a grass-swale waterway at the Preserve.**

Four contractor bids were reviewed by the Board to install a 500x30’ grass-swale waterway. Dearlove distributed a summary table showing the similarities and differences among the different bids in terms of proposed methods, materials and costs. Each bid included grading, seed-bed preparation, seed planting and erosion control. Bidders included Awesome Landscaping, LLC (\$1,206), Bob Riege (\$1,625), A&N Lenox Dirt Works, Inc. (\$1,735-\$2,230, depending on method), and Bedrock Hay & Landscaping (\$2,144). Sabella said he favored the hydro-seeding and mulching approach proposed by A&N which was believed to provide an optimal seed-growing medium. Following discussion, *Jacobsen-Brown moved to approve the A&N Lenox Dirt Works, Inc. bid to construct the grass-swale using the preferred seed broadcasting and hydro-mulching method for \$1,735. Motion also included the extra cost to substitute hay bales for “sediment logs” to serve as check dams, and to change the seed mix so it didn’t consist of reed canary grass. Motion seconded by McCarthy. Motion carried 6-0.*

**E. Review of Phase II landscaping bids and approval of cost-share amount for the Fischer/Schabowski shore restoration at W9353 Bluff Ln. and W9346 Ripley Rd.**

Three contractor bids were reviewed by the Board that had been obtained by the participating landowners. The project area was represented by two adjoining but separate properties that consisted of 140 feet of shoreline. Dearlove distributed a summary table comparing and contrasting the bids. Bidders included LJ Reas Environmental Consulting Corporation (\$6,703), Good Oak, LLC (\$7,579), and Tallgrass Restoration, LLC (\$9,446). Dearlove said he felt each bid was complete, and that each of the landscapers appeared to have the necessary qualifications to do the work. Liz Fischer, one of the participating landowners, was in attendance. She indicated that she did not have a particular hiring preference, but felt that Frank Hassler from Good Oak had the most experience when it came to aquatic plantings. She also was interested in putting up a sign that would inform the public about the restoration. Following discussion about planting-density options, *Jacobsen-Brown moved to approve 50% cost sharing based on the LJ Reas Environmental bid of \$6,703, which was for a one plant per square foot density. Motion seconded by Christensen. Motion carried 6-0.* Dearlove confirmed that Ms. Fischer could choose to work with any of the three bidders, but that cost-sharing would only be available based on \$6,703 in total costs.

**F. Discussion and possible action on a utility vehicle for the Preserve**

Molinaro shared some information he obtained on all-terrain utility vehicle options. He then asked for additional Board input on what should be included in a more formal Request for Proposals (RFP) to price out a vehicle. Agreed upon specifications included: a heavy-duty winch; hitch for trailer and accessories; two seats; dump box;

ample undercarriage clearance; and a gas versus diesel engine (lighter, easier and less expensive maintenance, more readily available fuel). Molinaro said he and Dearlove would price out both new and, if available, used vehicles available through local suppliers, and then bring that information back to the Board for consideration at a later date.

**G. Confirm date of August budget hearing and Annual Meeting**

Dearlove requested Board consideration to change the date of the August 21<sup>st</sup> Annual Meeting due to a personal scheduling conflict. The budget hearing and Annual Meeting were subsequently rescheduled for September 4, 2010, starting at 8:00 a.m. and 9:00 a.m., respectively. Regular board meetings would then take place on August 21<sup>st</sup> and September 18<sup>th</sup> starting at 9:00 a.m.

**VIII. New Business**

**A. Discussion and possible adoption of Resolution #2010-2 to complete a DNR Lake Planning Grant to help with the purchase of a dissolved-oxygen meter.**

A copy of the resolution was distributed for review. Dearlove explained that the authorizing resolution was a grant-application requirement, which would allow him to seek a DNR Lake Planning Grant to cover 75% of the cost of a new dissolved oxygen meter. Total estimated cost for this type of monitoring equipment was about \$1,300. *Gomez-Ibanez moved to adopt Resolution #2010-2. Motion seconded by McCarthy. Motion carried 6-0.*

**B. Discussion and possible action on Paramore/Snellman cost-sharing request for a proposed shoreline restoration located at W9065 Ripley Rd.**

Copies of the March 17<sup>th</sup> cost-share-committee meeting minutes, a completed project-scoring sheet, and site photos were distributed for consideration. Molinaro explained that the proposed project was to plant a 1,400-sq.-ft. buffer and aquatic plants along 75 feet of rip-rapped shoreline. The committee awarded the proposed project a total of 10 out of 20 possible points, and recommended it for cost-share approval. *Gomez-Ibanez moved to approve 50% cost-share assistance, with a cost-share amount to be determined following a review of project bids. Motion seconded by Jacobsen-Brown. Motion carried 6-0.*

**IX. Correspondence**

A February 23, 2010 letter was sent to Richard Preuninger documenting remaining contractual obligations with respect to uncompleted shoreline riprap installations located at W9184 Ripley Rd. and W9353 Bluff Ln. The letter stipulated specifications and completion deadlines for each unfinished task. All other correspondence had been covered during the course of the meeting.

**X. Adjournment**

*Jacobsen-Brown moved for adjournment at 12:00p.m. Motion seconded by Christensen. Motion carried 6-0.* Meeting adjourned. Next meeting: April 17, 2010 at 9:00 a.m. at the Oakland Town Hall.

Respectfully Submitted,

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Jane Jacobsen-Brown, Secretary

Date

Recorder: PDD