

**Lake Ripley Management District
Meeting Minutes
July 16, 2011**

I. Call to Order and Roll Call

The Lake Ripley Management District Board of Directors met at the Oakland Town Hall on July 16, 2011. Molinaro called the meeting to order at 9:00 a.m. Board members present: Jane Jacobsen-Brown, Mike Sabella, Dennis McCarthy, Georgia Gomez-Ibanez, John Molinaro and Gene Kapsner. Walt Christensen was absent. Also in attendance: Paul Dearlove (Lake Manager), Jonathan Kaiser (invited speaker from DNR), Rick Kutz, Debbie Kutz, Shirley Teske, Kent Brown, Corrie Wilson, Bill Ratzburg and Cambridge Cable TV 98.

II. Public Comment

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

III. Invited Speaker: Jonathan Kaiser, Deputy Conservation Warden with the Wisconsin Department of Natural Resources, to talk about aquatic invasive species prevention

Molinaro introduced Jonathan Kaiser who spoke about aquatic invasive species (AIS) prevention. Kaiser noted that he and two other DNR Water Guard wardens are in charge of enforcing AIS rules within all of Southern WI. Their primary responsibility is to raise awareness about invasive species and related laws through boater contact at public boat landings. He reviewed the history, purpose and objectives of the Water Guard program, and spoke about AIS-prevention efforts occurring throughout the state and within our region. While education of the new AIS rules was the original emphasis of the program, he explained that citations are now being issued for any violations. Kaiser concluded by responding to a number of questions, comments and concerns from the Board.

IV. Approve Minutes of Last Meeting

Draft minutes from the 06-18-11 meeting were previously distributed for Board review. *Gomez-Ibanez moved to approve the minutes without additions or corrections. Motion seconded by McCarthy. Motion carried 6-0.*

At the treasurer's request, Molinaro amended the agenda so the first New Business item (VIII. A.) could precede the Treasurer's Report. (See VIII. A. for minutes of the discussion)

V. Treasurer's Report

Sabella presented the Treasurer's Report for the second quarter ending June 30, 2011. Handouts included: Statement of Assets, Liabilities and Equity; Statement of Revenues and Expenses (for the 3 and 6 months ending June 30, 2011); Actual-to-Budget/Budget-Remaining report; General Ledger; and Transaction Listing. As of June 30th, the balance sheet showed total current assets of \$143,886.71, consisting of \$200.00 in petty cash and the remainder in the bank checking account. Total liabilities amounted to \$1,637.27, consisting of \$320.78 in accrued state payroll taxes and \$1,316.49 in pension. Total equity was \$142,249.44, including \$59,927.00 in restricted funds, a fund balance of \$58,186.62, and \$24,135.82 in revenue over expenses. The Statement of Revenues and Expenses showed revenue over expenses of \$24,135.82 for the six months ended June 30th. *Gomez-Ibanez moved to accept the treasurer's report and enter it into the record. Motion seconded by McCarthy. Motion carried 6-0.*

VI. Lake Manager's Report

Dearlove summarized his activities since the last meeting.

A. Weed Harvesting and Aquatic Plant Inventory

A weed-harvesting update was provided, including staff hours, cutting locations, weed-growth observations, equipment-tampering concerns, and the status of the DNR operating permit. The five-year permit was due to expire in 2012 and would need to be renewed. In addition, all field work and data entry pertaining to the aquatic plant inventory were now complete. A number of individuals were acknowledged for their contributions to the effort, including Patricia Cicero from the Jefferson County Land & Water Conservation Department and Jeanne Scherer. Preliminary findings were shared with the Board. Next steps are to finish the data analysis, create plant-community maps, and prepare a summary report with any management recommendations.

B. Landowner Cost Sharing

Bulrushes and other aquatic plantings were installed at the Hoard-Curtis Scout Camp, wrapping up the last major phase of the grant-funded shoreland restoration. A report with cost documentation is being prepared to file for DNR grant reimbursement. Fall plans include performing some follow-up weed control and developing a public informational sign. Jacobsen-Brown complimented all those involved with the project, which she felt was a big accomplishment. Other projects included the replacement of a collapsed seawall with rock at the Lindelof shoreline. Contractor bids have since been received for the shoreland-planting phase of the project.

C. Lake District Preserve

Reed canary grass was sprayed along the edge of the prairie west of County Road A. The second mowing of the new, 26-acre prairie was next on the schedule. Work on the forestry mowing RFP and long-range management plan are temporarily on hold while our consultant battles with Lyme disease.

D. Community Outreach and Events

It was reported that the Ripples newsletter was in the latter stages of production, and would be ready to send to the printer shortly. Updates pertaining to the Facebook photo contest were also provided. Other news and activities included: review of draft changes to Jefferson County's shoreland protection ordinance; development of proposed 2012 budget; scheduling of the July 30th Audit Committee meeting; and an update on water quality conditions.

VII. Old Business

- **Review bids and approve cost-share amount for the shoreland buffer phase of the Lindelof project located at W9376 Ripley Rd.**

Dearlove provided a brief project synopsis, introduced Corrie Wilson as the landowner representative, and distributed copies of the four contractor bids for the shoreline plantings. He indicated that the participating landowners were interested in going with the LJ Reas Environmental Consulting Corporation proposal, which also happened to represent the lowest bid. *Jacobsen-Brown moved to approve 50% cost sharing based on the low bid of \$1,627.44. Motion seconded by Kapsner. In discussion, Sabella confirmed that the project was previously reviewed and approved by the Board, and that the District's exposure would be capped at \$813.72 (or 50% of the low bid). Motion carried 6-0.*

VIII. New Business

- A. Approve reclassification of \$7,800 in farm rental income from general unrestricted funds to restricted "Preserve Restoration & Development"**

Molinaro summarized that a total of \$7,800 in farm rental income had been collected over a two-year period from lands within the Lake District Preserve. He added that it was his, and he thought, the Board's intention to use those revenues for Preserve-related activities, including conversion of the farmland to prairie. He said Sabella was now asking that the decision be part of the official record so the appropriate fund reclassification could be made and reflected in the budget presentation. *Jacobsen-Brown moved to approve the proposed reclassification. Motion seconded by Gomez-Ibanez. Motion carried 6-0.*

- B. Discussion and possible action on budget committee recommendations for proposed 2012 budget**

Copies of the proposed 2012 budget were previously distributed for Board review. Also distributed were copies of the more detailed worksheets from the July 1st budget meeting. Budget committee members included Molinaro, Sabella and Dearlove. Molinaro said it was his goal to keep the tax levy at or below the prior year's level, meaning that difficult decisions had to be made on how to allocate limited resources. He highlighted some of those decisions, and noted that the entire budget would be discussed in detail again at the August 27th budget hearing. He added that the format of the budget presentation is set by state statute.

Sabella then described how to read and interpret the worksheets, explained how individual budget numbers and carryover estimates were generated, and reviewed the status of restricted fund accounts. Anticipated future needs that did not get budgeted for 2012, but that justified building up capital reserves, included: replacement of the 1977 GMC dump truck; replacement of the 1993 Dodge Dakota (or, at a minimum, new tires on the existing truck); new office computer; new GIS software; and implementation of the Lake District Preserve management plan currently under development. The proposed tax levy for 2012 totaled \$118,257.

IX. Correspondence/Announcements

- 7/11/11 email from Susan Graham, Wisconsin DNR, confirming that the District's 5-year mechanical weed harvesting permit was due to expire on 12/31/11.
- 7/11/11 email from Dennis McCarthy stating his intention to run for re-election to the Board.
- 7/10/11 email from John Molinaro stating his intention to run for re-election to the Board.
- 7/7/11 email from Rob Klotz, Jefferson County Zoning Department, inviting the District's participation on a committee to review and comment on draft changes to Section 11.10 Shoreland Provisions.
- 7/6/11 email to Kelly Witte, Shore Place Beach Committee representative, responding to questions on the impacts and management options pertaining to sand beaches.
- 6/28/11 email from Elizabeth St. James, Ducks Unlimited, requesting the District's help in advocating for the preservation of North American Wetland Conservation Act funding.

X. Closed Session [as per Wis. Stat. §19.85(1)(c) to consider staff employment, promotion, compensation or performance evaluation data]

McCarthy moved to enter into closed session at about 10:30 a.m. Motion seconded by Gomez-Ibanez. Motion approved 6-0 on a roll call vote.

XI. Return to Open Session

Kapsner moved to return to open session at approximately 11:00 a.m. Motion seconded by Gomez-Ibanez. Motion carried 6-0.

McCarthy moved for Board acceptance of the proposed 2012 budget, including staff payroll adjustments. Motion seconded by Gomez-Ibanez. Motion carried 6-0.

XII. Adjournment

Jacobsen-Brown moved for adjournment at approximately 11:00 a.m. Motion seconded by Molinaro. Motion carried 6-0.

Next meeting: August 27, 2011 at the Oakland Town Hall (8:00 a.m. budget hearing; 9:00 a.m. Annual Meeting)

Respectfully Submitted,

Jane Jacobsen-Brown, Secretary

Date

Recorder: PDD

**LAKE RIPLEY MANAGEMENT DISTRICT
2012 PROPOSED BUDGET**

	2010 ACTUAL	2011 JAN-JUNE ACTUAL	2011 JAN-DEC ESTIMATED	2012 PROPOSED BUDGET
Revenues:				
Real Estate Tax Levy	\$ 112,888	\$ 77,956	\$ 118,775	\$ 118,257
Grants	57,763			
Interest Income	726	401	802	
Carry-over		6,650	6,650	4,193
Other	4,072	240	260	
Restricted Funds Net	(49,520)	--	100	--
Total Revenues	125,929	85,247	126,587	122,450
Projects:				
Landowner Cost Sharing	16,493	0	10,000	7,000
Weed Harvesting	8,365	3,151	7,600	7,200
Lake District Preserve	3,371	2,900	5,400	4,500
Special Programs	0	520	630	250
Operations:				
Staff Payroll/Fringes/Taxes	64,979	33,636	67,272	69,950
Insurance	4,448	4,558	4,558	4,650
Legal Counsel	318	0	0	1,000
Dues & Conferences	792	937	1,107	1,400
Office & Community Outreach	6,638	2,266	6,000	6,100
Contingency	732	1,155	3,700	3,700
Commissioner Stipends	4,800	2,250	4,900	4,900
Rent	1,800	1,050	1,800	1,800
Capital Reserve, Land/Equipment Acquisition	10,000	2,037	10,000	10,000
Total Disbursements	122,736	54,460	122,967	122,450
Balance	\$ 3,193	\$ 30,787	\$ 3,620	\$ --

Restricted Funds:	Capital Reserve, Land & Equipment Acquisition	F.K. Elson Memorial	Friends of the Preserve	Preserve Restoration & Development
Est. Balance (12/31/10)	\$ 57,985	\$ 205	\$ 1,810	\$ 0
Additional 2010 activity:				
Increase			100	
Decrease	(4,378)			
Final Balance (12/31/10)	53,607	205	1,910	0
2011 Est. Additions	20,932		100	7,800
2011 Est. Interest	268	1	10	39
2011 Est. Expenditures	(12,969)			(5,595)
Est. Balance (12/31/11)	\$ 61,838	\$ 206	\$ 2,020	\$ 2,244