



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 2/7/2025

Amended Post Date:

The following documents are included in the packet for the Land, Water, Parks & Community Committee meeting on February 13, 2025.

- 1) Amended Agenda
- 2) Minutes: 1/9/2025
- 3) Department Reports
 - Land Conservation
 - Parks
- 4) Sheboygan County Stewardship Fund Grant Program Year 2025 Application Materials
- 5) Budget Request for Line Item Transfer
 - Land Conservation
- 6) Budget Carryover Documentation Request
 - LC Green Lake Capture
 - LC Lake & River Fund
 - Multi-Discharger Variance (MDV)
 - No-Trill Drill/Soil Health
 - LC Buffer Contracts – 25 years
- 7) Resolution
 - Relating to Creation of One Full Time Parks Position and Elimination of One LTE Parks and One LTE Maintenance Position within Parks/Maintenance Department
- 8) Options for Independent Living Documents



GREEN LAKE COUNTY
OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

Office: 920-294-4005
FAX: 920-294-4009

Land, Water, Parks & Community Committee
Meeting Notice

Date: Thursday, February 13, 2025 Time: 9:00 AM
The Green Lake County Government Center, County Board Room
571 County Road A, Green Lake WI

Amended AGENDA*

Committee
Members

Bob Schweder – Chair
Mike Skivington – Vice
Chair
Nancy Hiestand
Nita Krenz
Bill Boutwell
David Albright
Wes Eisenga, CASC
Rep.

Karissa Block, Secretary

Virtual attendance at meetings is optional. If technical difficulties arise, there may be instances when remote access may be compromised. If there is a quorum attending in person, the meeting will proceed as scheduled.

This agenda gives notice of a meeting of the Land, Water, Parks & Community Committee. It is possible that individual members of other governing bodies of Green Lake County government may attend this meeting for informative purposes. Members of the Green Lake County Board of Supervisors or its committees may be present for informative purposes but will not take any formal action. A majority or a negative quorum of the members of the Green Lake County Board of Supervisors and/or any of its committees may be present at this meeting. See State ex rel. Badke v. Vill. Bd. of Vill. of Greendale, 173 Wis.2d 553, 578, 494 N.W. 2d 408 (1993).

- 1. Call to Order
- 2. Certification of Open Meeting Law
- 3. Pledge of Allegiance
- 4. Public Comment (3 minute limit)
- 5. Approve Minutes: 1/9/2025
- 6. Department Reports
 - *County Library Services Report
 - Land Conservation
 - Parks
- 7. Appearances
 - Trevor Pike, Wildlife Specialist – 2024 Claim approvals and harvest waiver exemptions
 - Shelly Rothman, Foxhead Regenerative Agriculture Project – Possible Stewardship Program in Green Lake County
- 8. Budget Request for Line Item Transfer
 - Land Conservation
- 9. Budget Carryover Documentation Request
 - LC Green Lake Capture
 - LC Lake & River Fund
 - Multi-Discharger Variance (MDV)
 - No-Till Drill/Soil Health
 - LC Buffer Contracts – 25 years
- 10. Update on Extension Educator vacancy process
- 11. Discussion and possible update to Resolution passed in January 2025 regarding full time Parks Position
- 12. Discussion regarding Green Lake County Community Garden project
- 13. Dodge Memorial Accessibility Assessment
- 14. Committee Discussion
 - Future Meeting Dates: 03/13/2025 @ 9:00AM
 - Future Agenda items for action & discussion
- 15. Adjourn

This meeting will be conducted and available through in person attendance or audio/visual communication. Remote access can be obtained through the following link:

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 237 298 504 378

Passcode: C8ymz7

Dial in by phone

[+1 920-515-0745,,553090075#](#) United States, Green Bay

[Find a local number](#)

Phone conference ID: 553 090 075#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

Please accept at your earliest convenience. Thank you!

[Org help](#) | [Privacy and security](#)

Kindly arrange to be present, if unable to do so, please notify our office.
Elizabeth Otto, County Clerk

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the County Clerk’s Office, 294-4005, not later than 3 days before date of the meeting.

**GREEN LAKE COUNTY
LAND, WATER, PARKS & COMMUNITY
COMMITTEE MEETING MINUTES
Thursday, January 9, 2025**

CALL TO ORDER

Chair Bob Schweder called the meeting of the Land, Water, Parks & Community Committee to order at 9:00am in the Green Lake County Government Center, County Board Room #0902, Green Lake, WI. The requirements of the open meeting law were certified as being met. Public access was available via remote programming as well as in person. The Pledge of Allegiance was recited.

Present: Mike Skivington, Nita Krenz (remote), Bill Boutwell, Bob Schweder, David Albright, Nancy Hiestand

Absent:

Also Present: **Karissa Block**, Deputy County Clerk; **Todd Morris**, County Conservationist; **Ken Stephani**, Finance Director; **Scott Weir**, Maintenance Supervisor; **Jeff Mann (remote at 9:30am)**, Corporation Counsel; **Stacy Graff**, Fair and Office Coordinator; **Tami Toth (remote at 9:02am)**, Legal Assistant; **Stefanie Meeker (remote at 9:02am)**, Real Property Lister

PUBLIC COMMENT (3 MINUTES LIMIT)

-none

APPROVAL OF MINUTES

Motion/second (Boutwell/Hiestand) to approve the minutes of the 12/12/2024 Land, Water, Parks & Community Committee Meeting. Motion carried with no negative vote.

DEPARTMENT REPORTS

- **UW – Extension**
 - **Adam Hartfiel, Regional Livestock Educator** – Updated the committee on what he has been working on. Hartfiel held a Planning Emergency Livestock Transportation Response workshop. Hartfiel stated this workshop had a great turnout with good feedback. Upcoming events for Hartfiel are the Beef Quality Assurance Workshops on January 16th, UW-Extension Beef Lunch and Learn Series from 12:00pm-1:00pm on January 9th, February 13th, and March 13th. And lastly, UW-Extension School for Beginning Beef Production in the month of January.
 - **David Albright (spoke for Natasha Paris), Regional Crops Educator** – Natasha worked on and hosted a series of events over the last few months. Her detailed report can be found in the packet.
 - **Laci Monroe, Food Wise Nutrition Coordinator** – Participated at an afterschool event for families of the A+ Afterschool Program at Parkside Elementary School. Monroe also planned meetings with the Waushara Food Pantry to plan and conduct a participant survey to access and address the needs of the community.
 - **Brandon Springer, 4-H Program Educator** – Springer participated in events such as a 4-H Welcome Night to welcome new families to 4-H, Back Pocket Tricks for Camp Counselors at the Wisconsin 4-H Fall Forum, and planning for 5 County 4-H Camps with Area 14 Educator.
- **Land Conservation** – Todd Morris, County Conservationist, gave an update on past and upcoming events. The Farmland Preservation Program Nutrient Management Plan is coming up. Friday morning the Land Conservation department will be in the UW-Extension room to judge posters. And the plant sale is almost ready to be launched to the website.

- **Parks** – Scott Weir, Maintenance Supervisor, asked for any questions regarding his report. Weir wants to get the trees planted by Lake Maria. He is waiting to hear back from Planning & Zoning.

RESOLUTION

- Relating to Creation of One Full Time Parks Position and Elimination of One LTE Parks and One LTE Maintenance Position within Parks/Maintenance Department

Discussion held

Motion/second (Skivington/Boutwell) to pass the resolution to County Board. Motion carried with no negative vote.

DODGE MEMORIAL ACCESSIBILITY ASSESSMENT

Discussion held. Agenda item will be added to next months agenda.

DISCUSSION AND POSSIBLE ACTION ON EXTENSION EDUCATOR POSITION VACANCY

Pat Wagner went in front of the committee to present her presentation that can be found in the packet.

Discussion held. Wagner and Chair Schweder will reach out and set up meetings with community leaders to get more feedback. They will bring this feedback back to the committee. The committee agreed on getting this position posted after July 1st of this year.

COMMITTEE DISCUSSION

- a. Next meeting date – 02/13/2025 @ 9:00am
- b. Future agenda items for action & discussion
 - Dodge Memorial Accessibility Assessment

ADJOURN

Chair Schweder adjourned the meeting at 10:05am.

Respectfully submitted,

Karissa Block
Deputy County Clerk

Land, Water, Parks, and Community Committee
Land & Water Conservation Dept. February 13, 2025 Report

January 2025 Projects

- Inspect open erosion control permits and review new permit applications for erosion control and stormwater management.
- Process Farmland Preservation Program notifications to update Certificates of Compliance and mail updated COC's to landowners for use in filing taxes.
- Complete the design for 2 grassed waterways and 2 stream crossings in the Town of Brooklyn.
- Complete reviews of several design plans for LCD staff.
- Completed and submitted the DNR TMDL BMP report
- Completed Winter newsletter
- Met with landowner, conservation planning for cover and green manure BMP, developing cost share agreement.
- Continue design for grade stabilization structure in Town of Green Lake.
- Working on Notice of Discharge Grant applications for two sites.
- Completed Waste Storage Plan, Town of Princeton. Submitted to NRCS State Engineer for approval.
- Finalize grade stabilization structure project in Town of Marquette, set for Spring 2025 installation.
- Design completed for water and sediment control basin and waterway in Town of Brooklyn.
- Begin heavy use area protection design in the Township of Princeton.
- Reviewing Nutrient Management Plans submitted.
- Native Plant Sale launched.
- Attended Conservation Alliance meeting
- Attended Lake Winnebago Land and Water Conservation Association annual planning meeting in Oshkosh
- Submitted Discover Farm Request for Collaborations and Partnerships for treatment of tile drainage
- Attended Golden Sands Resource Conservation and Development board meeting
- Attended Farmland Preservation Plan Ad Hoc meeting
- Attend the Wisconsin Agribusiness Classic in Wisconsin Dells

February 2025 Planned Projects

- Complete Annual Reports
- Work on project designs for 2025 installation (13 projects)
- Planning for Small Scale Agriculture meeting
- Hold Nutrient Management Training for farmers
- Setup informational meeting in Town of Seneca regarding petitioning for Agriculture Enterprise Area

Lake and River Report

Puckaway – Working with District for Navigational Aids Grant

Twin Lakes – Met with Lake Association. Working with Lake Consultant to complete a lake management plan.

Spring Lake (Kingston) – no update

Little Green – Met with Lake Plan Adaptive Management Committee, WDNR Biologist, and GEI consultants for monthly planning meeting.

Green Lake – Design and planning work underway for stream restoration and BMP projects for 2025. Plans submitted for DNR review/permitting. Met with planning team for organizational management meeting.

Grand Lake – Waiting for grant results.

Other – Continue to work with DNR to rectify wetland violations by private landowners.

Golden Sands RC&D January AIS Update (Andrew Senderhauf): see attached

Upcoming Events:

February 19, 2025 – Nutrient Management Farmer Education Training, Green Lake

March 5-7, 2025 – WI Land + Water Conference, Green Bay

March 18, 2025 – Nutrient Management Farmer Education for Amish Community, Town of Kingston

March 11, 2025 – Small Scale Agriculture meeting, St. Marie and Princeton AEA's

April 22, 2025 – Water Testing Program, UWSP

May 16, 2025 – Lake Winnebago Land and Water Conservation Area Assoc. meeting – Adams County

GREEN LAKE COUNTY

January AIS Highlights

2024

Finishing 2024 LMPN reporting

Attended Lakes and Rivers partnership meeting

AIS and LMPN updates given to Golden Sands Council

Conducted Boat Landing and AIS inspections at 6 public access locations



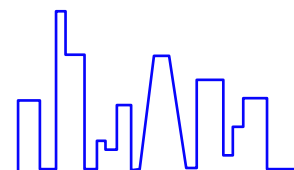
Golden Sands
Resource Conservation
& Development Council, Inc.

Conservation That Works!

**VISIT OUR WEBSITE TO LEARN MORE:
GOLDSANDSRCD.ORG**



SECTION 729 (WRDA 86) Watershed Planning



What USACE Can Do

October 2024

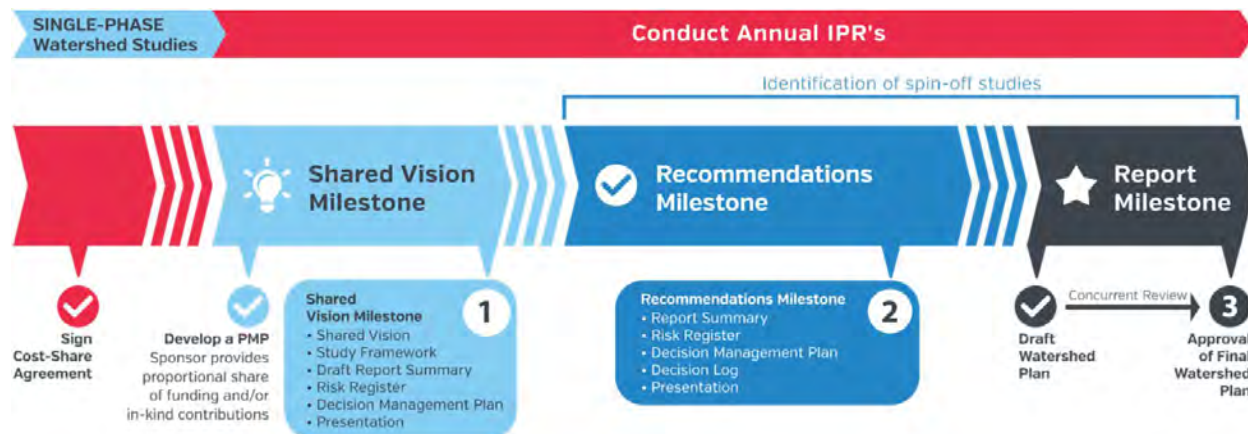
Section 729 of the Water Resources Development Act (WRDA) of 1986, as amended (33 USC 2267a), authorizes the U.S. Army Corps of Engineers (USACE) to assess the water resource needs of river basins and watersheds of the United States, including needs relating to ecosystem restoration and protection; commercial and recreational navigation; flood and coastal storm risk management; water supply; recreation; and drought preparedness. In conducting watershed studies, USACE uses its planning capability in a broader sense to meet the changing water resources needs of the nation. Ultimately, watershed studies should inform multiple audiences and decision makers at all levels of government and provide a strategic roadmap to inform future investment decisions by multiple agencies.

At a Glance:

- Broad authority to assess a wide variety of water resource needs of river basins and watersheds at a landscape scale
- 75% Fed / 25% Non-Fed cost-share

Study Process

Watershed studies are completed in a single phase. Non-federal sponsors are required to sign a cost-sharing agreement to initiate USACE involvement. No work may begin on a watershed assessment prior to execution of a cost-sharing agreement. Upon execution of the cost-share agreement, non-federal sponsors must provide \$25,000 for initiation of the study, and additional funds if needed, to develop a Project Management Plan (PMP) that details the scope, schedule, and budget for conducting the watershed assessment. Once the PMP is developed and agreed to by all parties, the non-federal sponsor(s) must provide its proportional funding or in-kind contributions consistent with federal funding and cost-sharing provisions as the study progresses.



Non-Federal Responsibilities

Non-federal sponsors must either be a public agency, a non-profit environmental organization, or a federally recognized tribe, and must agree to provide 25-percent of the total watershed study costs in the form of cash, in-kind contributions, or a combination of both.

How to Request Assistance

An investigation under Section 729 may be initiated after receipt of a formal request (see sample below) from an authorized sponsoring agency (see non-federal responsibilities above), and federal funds are made available.

Point of Contact

Questions related to Watershed Assessments should be directed to:

David F. Bucaro, Chief, Planning Branch, (312) 846-5583, david.f.bucaro@usace.army.mil

Sample Letter of Request *[on letterhead paper]*

Colonel Kenneth P. Rockwell
District Commander
U.S. Army Corps of Engineers, Chicago District
231 South LaSalle Street, Suite 1500
Chicago, Illinois 60604

Re: [Cooperating Agency] for a Sec. 729 Watershed Study – [name and location of the watershed].

Dear Sir:

In accordance with the provisions of Section 729 of the Water Resources Development Act of 1986, as amended (33 USC 2267a), [cooperating agency] is requesting the U.S. Army Corps of Engineers (USACE) assistance in assessing the water resource needs of [name and location of the watershed].

[Briefly describe the location and nature of the water resource needs]

We understand that the watershed study cannot be initiated until it is selected for new start funding through the annual Congressional appropriations process. If selected for fiscal year 2027, we intend to sign a Watershed Assessment Cost Sharing Agreement to initiate the study with the USACE. We understand the required cost-sharing for the study is based on a 75% contribution by the federal government, with our agency, [along with other cooperating agencies listed here if applicable], collectively responsible for a 25% contribution provided in cash or in-kind non-monetary services.

[Cooperating agency] is aware that this letter constitutes an expression of intent to initiate a study partnership and is not a contractual obligation. We understand that work on the study cannot commence until federal funds are appropriated and a cost-sharing agreement is signed. It is also understood that we or USACE may opt to discontinue the study at any time after the agreement is signed but intend to work together as partners to conduct this regionally important watershed study.

Sincerely,

[Name and title of public official authorized to request study]

**GREEN LAKE COUNTY WILDLIFE DAMAGE PROGRAM
2024 CLAIM SUMMARY**

<u>Name</u>	<u>Appraised Loss</u>	<u>Payable Loss</u>	<u>Township</u>	<u>Crop</u>
Bahn, Ronald	\$1,250.34	\$1,135.34	Berlin	Soybeans
Berndt, Daniel	\$14,971.66	\$10,000.00	Green Lake	Soybeans, Corn
Bocek, Rhonda	\$5,303.10	\$4,803.10	Green Lake	Soybeans, Corn
Hebbe, James	\$14,495.31	\$10,000.00	Brooklyn	Soybeans, Corn, Wheat
Hoinacki, Joe	\$5,144.94	\$4,644.94	Berlin	Alfalfa
Vinz, Daniel	\$4,177.53	\$3,677.53	Manchester	Soybeans, Corn
Vinz, Morris	\$6,403.00	\$5,722.40	Kingston	Soybeans, Corn
Vinz, Steve	\$4,981.86	\$4,481.86	Manchester	Soybeans, Corn

TOTALS	\$56,727.74	\$44,465.17
---------------	--------------------	--------------------

Deer Enrollments -	19
Goose Enrollments -	0
Turkey Enrollments -	0
Bear Enrollments -	0

February 13, 2025
Land, Water, Parks & Community
Monthly Report
Parks & Recreation Department
Green Lake County

Zobel Park (Upper)

4 dead trees removed.
Scheduled Maintenance performed.
General Maintenance performed.

Zobel Park (Lower)

Scheduled Maintenance performed.
General Maintenance performed.

Sunset Park

2 40' Launch piers taken to shop for repairs.
Scheduled Maintenance performed
General Maintenance performed.

Twin Lake Park

Scheduled Maintenance performed.
General Maintenance performed.

Spring Valley Park

Scheduled Maintenance performed.
General Maintenance performed.

Dodge Memorial Park

Updated ADA signage and materials ordered and received for future installation.
Scheduled Maintenance performed.
General Maintenance performed.

Lake Maria

Waiting for land surveying from LUZP.
Scheduled Maintenance performed.
General Maintenance performed.

Kingston Park

Scheduled Maintenance performed.
General Maintenance performed.

Laure's Trail

Scheduled Maintenance performed.
General Maintenance performed.

Mascoutin Valley State Trail

Scheduled Maintenance performed.
General Maintenance performed.

General

Seasonal equipment maintenance continues.

Submitted by:

A handwritten signature in black ink, appearing to read "Scott A. Weir". The signature is stylized with a large, looped initial "S" and a cursive "A".

Scott A. Weir
Maintenance Director
Parks & Recreation Director
Green Lake County

Sheboygan County Stewardship Fund Grant Program
Year 2024 Application Materials



Table of Contents

Introduction	3
Goals	4
Eligible Applicants	5
Eligible Projects	5
Match Requirements	5
Application, Evaluation, and Selection Process	6
Important Dates to Remember	6
Signage	6
Project Tracking	7
Application Checklist	7
Checklist for Grantees of Real Estate	8
Qualifying Questions	9
Applicant and Project Information (Attachment A)	10
Budget Worksheet – Land Acquisition (Attachment B)	11
Budget Worksheet – Project Development (Attachment C)	12
Narrative Outline (Attachment D)	13
Sample Resolutions (Attachment E)	14
Rating and Ranking Guidelines	15
Rating and Ranking Forms	16
Part A: Overall Goals	16
Part B: Project Development	18
Part C: Real Estate Acquisition	20

Introduction

In November of 2000, approximately 70% of voters in Sheboygan County voted in favor of establishing a County-wide Stewardship Fund to create and enhance recreational opportunities, and also to conserve valuable natural resources.

Funding was allocated for the first round of projects in 2002, with monies received in part from a fee charged to developers of subdivisions in Sheboygan County's towns. In order to achieve public involvement in the process of grant distribution, an ad-hoc committee was formed that was tasked with deciding to whom grants would be awarded. Although most of the early funding was provided to communities to assist with creation of Smart Growth Plans, which became a requirement after State legislation, it has now also spread to other well-deserving applications.

Since 2007, the Sheboygan County Stewardship Fund has received its funding through the County's portion of its tax levy. Funding has fluctuated over the years depending on the availability of revenue, although the Stewardship Fund has always remained a high priority program for the Planning & Conservation Department. Since land conservation and recreational opportunities have always been cornerstones of the Department, it has maintained a sincere effort to distribute Stewardship Funds equitably.

Projects are meant to align with the goals established in the Sheboygan County Comprehensive Outdoor Recreation & Open Space Plan, which is updated at approximately five year intervals, and other relevant plans. The Plan can be found online at sheboygancounty.com or made available upon request.

Potential applicants are encouraged to contact the Planning & Conservation Department before beginning the process. Staff can be reached at 920-459-3060 or tyler.betry@sheboygancounty.com.

Goals of the Sheboygan County Stewardship Fund

- Ensure citizen involvement in the County's Stewardship process
- Cultivate environmental stewardship within individuals, organizations, and government entities
- Help implement projects identified in the Sheboygan County Outdoor Recreation & Open Space Plan, and other relevant plans
- Provide matching funds by the County for leveraging dollars from federal, state, local, and private entities for conservation activities
- Coordinate County stewardship activities to be in harmony with other conservation and recreational activities already occurring in or planned for the County
- Initiate only those stewardship activities that cannot be accomplished by current or upcoming regulatory tools, such as land use planning, zoning, land division ordinances, and shoreland-wetland-floodplain regulations
- Preserve the County's natural resources while minimizing the loss of property tax revenues
- Form green space and wildlife habitat corridors by linking existing natural areas together
- Acquire, protect, and restore only those resources that can adequately be maintained by specific public or private custodians in the future
- Preserve the natural resources of the County while continuing to promote wise growth and economic development
- Promote beautiful, healthy, and thriving cities, villages, and towns so that new and existing County residents will always have attractive and useful quality of life amenities
- Provide higher priority for Stewardship funding to those municipalities that have adopted Smart Growth-compliant comprehensive plans

Eligible Applicants

- Towns, villages, or cities in Sheboygan County
- Non-profit organizations as reported in federal form 501(c)(3)
- Other government units (such as school districts)

Potential applicants are strongly encouraged to contact the Planning & Conservation Department before beginning the application process.

Eligible Projects (*must be located in Sheboygan County*)

- Land acquisition – examples include the following (this list is not all-inclusive):
 - Easement acquisition (such as conservation easements)
 - Property acquisition of sensitive or significant lands
 - Fee title acquisition of lands for future recreational purposes or to restrict development
 - Purchase of development rights (PDR) (before beginning Narrative (Attachment D) for a PDR project, please remember to *always* contact the Planning & Conservation Department first)
- Project development – examples include the following (this list is not all-inclusive):
 - Park or trail development or restoration
 - Creation or restoration of public access to significant water resources
 - Vegetative buffers along surface water resources
 - Fish and wildlife habitat restoration
 - Forest, prairie, and flora restoration
 - Wetland restoration
 - Lake Michigan bluff protection
- Discretionary/Planning – these projects will be considered on a case-by-case basis where the project has significant merit to promote the goals of the Stewardship program

Non-Eligible Projects

- Funding for projects that were already completed prior to submitting the application. The only exceptions to this are for real estate expenditures needed for acquisition (typically an appraisal, survey, title insurance, historical or cultural assessments, or environmental inspections).
- Playground equipment.
- Funding will not be provided to cover wage reimbursements.
- Invasive species removal must be part of a larger restoration effort. Funding for invasive species removal alone will not be considered.
- Routine property maintenance (tree clearing, stump grinding, brush cutting, etc.). Funding for this type of maintenance must be part of a larger restoration effort as well.
- Projects that do not allow the general public to access the site and/or enjoy the project.

Match Requirements

Sheboygan County Stewardship Fund grant award amounts are not to exceed 50% of the total acquisition or project development costs (or both). The applicant is responsible for obtaining funding matches, sources of which might include state or federal grants, contributions from the municipality in which the project lays, or private donations (wages cannot be used to cover matched funds or for part of the total project cost). For eligible County Stewardship reimbursable costs, see the proper Budget Worksheet (Attachments B & C).

Application, Evaluation, and Selection Process

Formal applications are due **May 3, 2024 by 4:30 pm**. Planning & Conservation Department staff will then review applications and prioritize projects based on the Rating and Ranking Form. Projects that align with the goals established in the Sheboygan County Outdoor Recreation & Open Space Plan generally receive higher placement. Points are awarded for meeting criteria provided in the Rating and Ranking Form.

Staff provides the full applications, with a narrative for each and a recommendation to approve or deny funding –and the specific amount of funding if the recommendation is for approval – to the Sheboygan County Recreational Facilities Management Advisory Committee (SCRFMAC). During its meeting, the SCRFMAC votes on its funding recommendations; this is then passed along to the Planning, Resources, Agriculture, and Extension Committee (PRAECOM) of the Sheboygan County Board. This committee, which oversees the Planning & Conservation Department, ultimately votes on the final funding allocation at one of its regular meetings.

If a project is awarded funding, the awardee will receive a formal award letter from the Department. An agreement will be included with the letter, which also explains the exact dollar amount of funding to be awarded. Prior to the project's commencement, the applicant shall coordinate a site visit with the Department. The applicant will also be notified via a formal letter if funding has not been awarded. Awardees are encouraged to work with Department staff throughout the grant process; those that were denied funding are also encouraged to discuss ways in which the application can be improved for a better possibility of funding in the next cycle. Those awarded funding shall notify the Department when the project commences and when it is completed.

Important Dates to Remember

- May 3, 2024: Deadline to submit final application materials to the Planning & Conservation Department by 4:30 pm
- May 8, 2024: Sheboygan County Planning & Conservation staff begins technical review and scoring
- Late May/Early June 2024: Sheboygan County Recreational Facilities Management Advisory Committee reviews applications and recommends projects for funding to the PRAECOM (applicants will be notified of meeting dates so they may attend if they wish)
- June-July 2024: The PRAECOM makes its decision regarding project funding at its regular meeting

- July-August 2024: Applicants are notified whether or not their project was chosen for funding and contracts signed.

Signage

Awardees are required to post a Sheboygan County Stewardship Fund Grant sign, provided by the County, during the project development process or after the land acquisition has been completed. Grant recipients should contact the Planning & Conservation Department for up to two signs, which are provided free of charge. The signage is to be posted at the site.

Project Tracking

The Planning & Conservation Department may request annual progress reports from awardees. At the conclusion of the acquisition or project development, the awardee will be required to provide a brief report. In it, the organization's representative is to provide a short narrative describing for what the funding was used (this should be general and not item-specific), lessons learned from the project, and what benefits the Stewardship allocation provided the organization or community. The report is due 60 days after the final reimbursement to the awardee. At least two pictures taken before the project has begun and after it has been completed are also due with the report; for acquisition projects, pictures of the acquisition site are required. Staff also reserves the right to visit the site with the purpose of evaluating the project or acquisition on-site and take pictures; this information is to be used for Department reporting purposes and can be shared with the awardee upon request. Also, invoices and/or receipts for specific items or services purchased must be submitted to the Department for reimbursement. For acquisition projects, a copy of the deed and any other associated documents for which the applicant is seeking reimbursement (such as recording fees) must be submitted.

Application Checklist

The following is a list of required documents to be submitted to the Department for the completed application. **One hardcopy and a digital copy** of the entire application packet **must be delivered** to the Department by 4:30 pm on or before the due date:

Sheboygan County Planning & Conservation Department
508 New York Avenue
Sheboygan, WI 53081

For questions, contact 920-459-3062 or tyler.betry@sheboygancounty.com

- Qualifying Questions (from page 9)
- Applicant and Project Information (Attachment A)
- Budget Worksheet
 - For land acquisition projects, use Attachment B
 - For discretionary or project development proposals, use Attachment C
- Narrative Outline (Attachment D)
- Resolution (Attachment E)
 - This exact form is not required, but the form or a version of it is strongly encouraged

- 501(c)(3) letter of determination from the IRS (if the applicant is a non-profit organization)
- Letters of support
 - These are not required, but will strengthen an application
- Property information
 - Include details such as ownership, known encumbrances (i.e. deed restrictions, etc.), legal description if available, property characteristics, etc.
- Map(s)
 - Must show proposed location and boundary of project with the property highlighted
 - Additional maps will strengthen the application (orthographic, topographic, etc.)
- Copies of at least two pictures taken at the project site

Checklist for Grantees of Real Estate

This checklist includes information required if the applicant is intending to acquire real estate (whether via fee title, easement, or another form of ownership).

- Property data
 - Name of current property owner
 - Location (including legal description, if possible)
 - Description of current conditions of the property
 - Encumbrances (to the best knowledge of the applicant, and can include deed restrictions, easements, etc.)
 - Existing improvements (such as buildings or trails)
- Management plan
 - If the project applicant will retain title or hold an easement to the property, a plan should be prepared for the long-term management and oversight of that property. This plan should include an indication of the ability of the applicant to oversee management and oversight responsibilities, its experience with management and enforcement, and should specify any endowment that has been established for the long-term management of the property or easement enforcement.
- DNR Environmental Hazards Assessment Form (Form #1800-001) or Phase I Environmental Site Assessment
- Letter of interest OR option to purchase OR offer to purchase from landowner
- Real estate appraisal
 - Appraisals for approved projects must be submitted prior to the final distribution of Stewardship Grant funds. Appraisals should comply with the Uniform Standards of Professional Appraisal Practice, the Uniform Appraisal Standards for Federal Land Acquisition, and the statutory rules governing the determination of just compensation (Chapter 32 Wis. Stats.). A copy of the technical bulletin Real Estate Appraisal Guidelines, prepared by the Wisconsin Department of Natural Resources, is available from the Planning & Conservation Department upon request. In addition, the Department can provide applicants with a listing of appraisers with experience in appraising conservation lands. Please contact the Department if there are extenuating circumstances in receiving the appraisal by the deadline for submittal of the application.
- Title insurance policy
- Deed or easement documentation

To view the Sheboygan County Outdoor Recreation & Open Space Plan, visit sheboygancounty.com and navigate to the Planning & Conservation Department's page.

Qualifying Questions

Proposals not qualifying in this section will not move forward in the grant selection process.

Applicant:

Municipality/organization: _____

- ☐ 501(c)(3) non-profit organization
- ☐ Town, Village, or City in Sheboygan County
- ☐ Other governmental agency

In what manner is this project consistent with the Sheboygan County Outdoor Recreation & Open Space Plan?

- ☐ Project has been identified in the Plan and its boundaries are entirely within the Plan
- ☐ Project has partially been identified and/or buffers a project identified in the Plan
- ☐ Project fits the intent of one or more of the goals of the Plan
- ☐ This project is not identified in the Plan, but is identified in the following local, state, or federal plan: _____

Project applies to which of the following categories:

- ☐ Project development
- ☐ Real estate acquisition
- ☐ Discretionary/Planning

(explain): _____

Please complete this form and attach to the front of the application packet.

Attachment A - Applicant and Project Information

Applicant Information

Municipality / organization _____

Contact person / title _____

Address _____

City, state, zip code _____

Phone number _____

Fax number _____

Email _____

Organization website _____

Project Information

Project location:	Township	Range	1/4 1/4	Section
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> Project type: <input style="width: 40px; height: 20px; margin-right: 5px;" type="checkbox"/> Project development <input style="width: 40px; height: 20px; margin-right: 5px;" type="checkbox"/> Property acquisition (easement) </div> <div style="width: 48%;"> <input style="width: 40px; height: 20px; margin-right: 5px;" type="checkbox"/> Property acquisition (fee title) <input style="width: 40px; height: 20px; margin-right: 5px;" type="checkbox"/> Discretionary </div> </div>				
Total project cost (if project development or discretionary):			\$ <input style="width: 100px;" type="text"/>	
Total purchase price (if land acquisition):			\$ <input style="width: 100px;" type="text"/>	
Total grant request (up to 50% of total project cost):			\$ <input style="width: 100px;" type="text"/>	
Ultimate title or easement holder (if land acquisition): _____				
Brief project description: _____ _____				

I certify that the information in this application and its supporting materials are true and correct to the best of my knowledge.

Name / Title

Signature

Date

Attachment B – Budget Worksheet for Land Acquisition Projects

1. Purchase price	\$ _____
2. Associated transaction costs	
Appraisal(s)	\$ _____
Survey	\$ _____
Title insurance	\$ _____
Recording fees	\$ _____
Relocation payments	\$ _____
Historical or cultural assessments	\$ _____
Environmental inspection	\$ _____
3. Estimated total acquisition costs (line 1 + line 2)	\$ _____
4. Matching grant fund(s)	
Pending	\$ _____
Committed	\$ _____
Applied for	\$ _____
Total of matching fund(s)	\$ _____
5. Appraised value of land to be acquired	\$ _____
6. Stewardship Grant funding request (50% of line 3)	\$ _____

List sources and associated values of any matching grant funds (from Line 5):

Source:	Amount:
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Note: Stewardship Grant funds granted for acquisition are based on the appraised value of the property unless the purchase price is lower. If the purchase price is higher than the appraised value, a 2/3 vote of the present Committee members will be required to approve funding.

Make photocopies for additional pages if necessary.

Make photocopies for additional pages if necessary.

Attachment D – Narrative Outline

All Sheboygan County Stewardship Fund Grant proposals **must include** a stand-alone narrative that includes a summary describing how the proposal is consistent with the Sheboygan County Outdoor Recreation & Open Space Plan and other relevant plans. Applicants can refer to the Rating & Ranking Guidelines and Forms, beginning on page 15, for guidance. The form of the narrative can follow the factors as they are outlined in the Rating and Ranking Forms specifically (see below for guidance); the applicant is welcome to write independently and without the guidance of the Forms, although the narrative must be presented in a complete, structured format.

The narrative should not exceed 5 pages.

A clear, concise narrative will improve the applicant's probability of being awarded a Stewardship Fund grant. Proposals can also include additional documentation that supports and enhances the narrative.

Form A (all project types)

Introduction

Natural resources: water

Natural resources: land

Community cooperation

Density standards

Form B (project development)

Introduction

Planning factors

Recreation

Management factors

Economic factors

Cooperative factors

Form C (land acquisition)

Introduction

Project availability

Economic factors

Management factors

Planning factors

Natural resources factors

Cooperative factors

Recreation

Sheboygan County Planning & Conservation Department staff is not responsible for researching various local, State, and/or Federal plans in which the project may be identified. It is the responsibility of the applicant to include this information in the proposal in order to receive points for those items.

If you would like a copy of a past successful Stewardship Fund Grant application, please contact 920-459-3062 or tyler.betry@sheboygancounty.com.

Attachment E – Sample Resolution

Requesting a Sheboygan County Stewardship Fund Grant

BE IT RESOLVED, that the _____
(Board of Directors or other authorized governing unit)

of the _____
(name of municipality / organization)

headquartered at _____

HEREBY AUTHORIZES _____
(name and title)

to act on its behalf to submit an application for financial assistance to the County of Sheboygan under the Sheboygan County Stewardship Fund Grant Program for the acquisition of property or for other qualified conservation and recreation project purposes described below; to sign documents; and to take action necessary to undertake, direct, and complete an approved Sheboygan County Stewardship Fund Grant project:

(description of grant proposal project)

BE IT FURTHER RESOLVED THAT THE _____
(name of municipality / organization)

recognizes and acknowledges the long-term ownership and management responsibilities (when applicable) associated with this Sheboygan County Stewardship Fund Grant Program, and will meet its obligations under the Stewardship Grant Agreement for the project.

Adopted this _____ day of _____, 20_____.

Authorized signature _____

Printed or typed name _____

Title _____

Date _____

Sheboygan County Stewardship Grant Awards

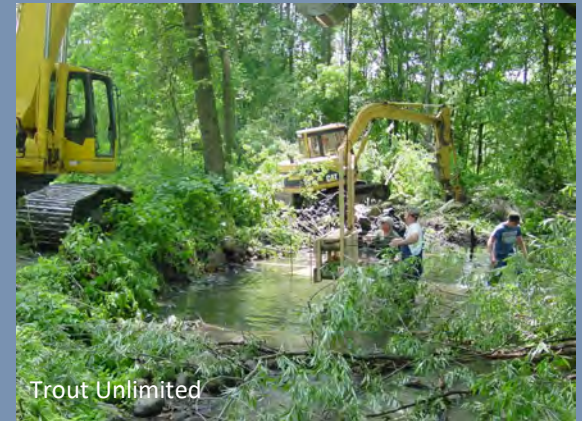
2002

- Smart Growth Planning grants for Town of Lyndon, City of Plymouth, City of Sheboygan, Town of Mitchell, and Village of Cedar Grove
- City of Sheboygan: South Pier promenade project
- City of Plymouth: Dam removal and habitat restoration
- Village of Elkhart Lake: Construction of two nature trails



2003

- Smart Growth Planning grants for Town of Lyndon, Town of Mitchell, Village of Glenbeulah, Village of Elkhart Lake, Town of Rhine, Town of Russell, Town of Greenbush, Town of Sherman, Village of Adell, and Village of Random Lake
- Trout Unlimited: Onion River habitat restoration
- Town of Rhine: Wetland restoration project



2004

- Smart Growth Planning grants for Village of Howards Grove, Village of Oostburg, Town of Wilson, Town of Mosel, Town of Sheboygan, Town of Scott, Town of Lima, City of Sheboygan Falls, and Town of Plymouth
- Sheboygan County Conservation Association: Land acquisition at Sheboygan Marsh
- Village of Howards Grove: Wetland restoration at a Village park
- Sheboygan County Land and Water Conservation Department: Vegetative stream buffers



2005

- Smart Growth Planning grant for the Town of Herman
- Wisconsin Department of Natural Resources: Land acquisition at the Onion River
- Village of Oostburg and Village of Cedar Grove: Interurban Trail development
- Village of Oostburg: Bandshell redevelopment



Sheboygan County Stewardship Grant Awards

2006

- Trout Unlimited: Habitat restoration on the Onion River
- Town of Sheboygan: Walking path at Fireman's Park
- Camp Y-Koda: Marsh tower project
- Bookworm Gardens: Exhibit project development



2007

- Smart Growth Planning grants for Town of Sheboygan, Town of Lima, Town of Plymouth, and Town of Sheboygan Falls
- Sheboygan River Basin Partnership: Fisherman's Creek concept plan

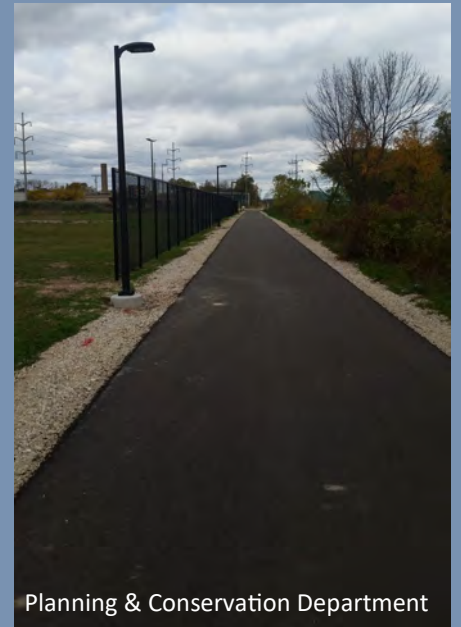


2008

- Smart Growth Planning grants for Town of Holland, Village of Cascade, and City of Sheboygan Falls
- Sheboygan Area School District: Jackson School community garden—green scene initiative

2009

- Smart Growth Planning grant for the Town of Herman
- Wisconsin Department of Natural Resources: Land acquisition at the Onion River
- Village of Oostburg and Village of Cedar Grove: Inter-urban Trail development
- Village of Oostburg: Bandshell redevelopment



2010

- Village of Howards Grove: Wetlands study
- Sheboygan County Planning & Conservation Department: Union Pacific rails-to-trails project

2011

- Glacial Lakes Conservancy: Purchase of Grasshopper Hill property
- Sauk Trail Conservation Club: Prairie restoration
- Village of Howards Grove: Continued wetlands study
- Sheboygan River Basin Partnership: Survey and topography work on Fisherman's Creek restoration project



Sheboygan County Stewardship Grant Awards

2012

- Bookworm Gardens: Invasive species control and education
- Sheboygan County Conservation Association: Fish restocking at Sheboygan Marsh
- Town of Wilson: Park development and land acquisition

2013

- Village of Cedar Grove: Parking and shelter area
- Village of Elkhart Lake: Tree park and pathway
- Sheboygan County Planning & Conservation Department: Extension of rails-to-trails pathway
- Sheboygan County Conservation Association: Land acquisition at Sheboygan Marsh
- City of Sheboygan Falls: Bluebird Park planning and site preparation

2014

- City of Sheboygan Falls: Continued Bluebird Park development
- Bookworm Gardens: Erosion control and land management project
- Town of Wilson: Continued Schinker Creek Park development
- 4-H Leaders Association: 4-H Camp Riversite multi-purpose trail development
- Sheboygan County Planning & Conservation Department: Second phase of Shoreland 400 extension
- Sheboygan County Conservation Association: Fish restocking at Little Elkhart Lake and Sheboygan Marsh

2015

- Girl Scouts: Dam removal at Camp Evelyn
- City of Sheboygan Falls: Continued Westside Park development
- Little Elkhart Lake Rehabilitation District: Panfish restocking
- Bookworm Gardens: Wood fencing as part of ravine management project
- Town of Wilson: Continued Schinker Creek Park development
- Sheboygan County Planning & Conservation Department: Amsterdam Dunes site planning and design
- Glacial Lakes Conservancy: 83 acre conservation easement



Sheboygan County Stewardship Grant Awards

2016

- 4-H Leaders Association: Camp Riversite multi-use trail
- Friends of the Sheboygan Broughton Marsh: Construction of a multi-purpose educational building
- Glacial Lakes Conservancy: Conservation easement
- Sheboygan County Conservation Association: Trout stocking at the Sheboygan Falls lagoon
- Town of Wilson: Fireman's and Jung Parks upgrades



4-H Leaders Association

2017

- City of Sheboygan: Canoe/kayak launch at Kiwanis Park
- Lakeshore Natural Resource Partnership: Invasive species control within Pigeon River estuary
- Sheboygan County Planning & Conservation Department: Iron-enhanced filter bed
- Girl Scouts of Manitou: Camp Evelyn invasive species removal
- Glacial Lakes Conservancy: Willow Creek Preserve site plan
- RCS Empowers: Shoreland 400 rest area
- Sheboygan County Planning & Conservation Department: Amsterdam Dunes restoration implementation



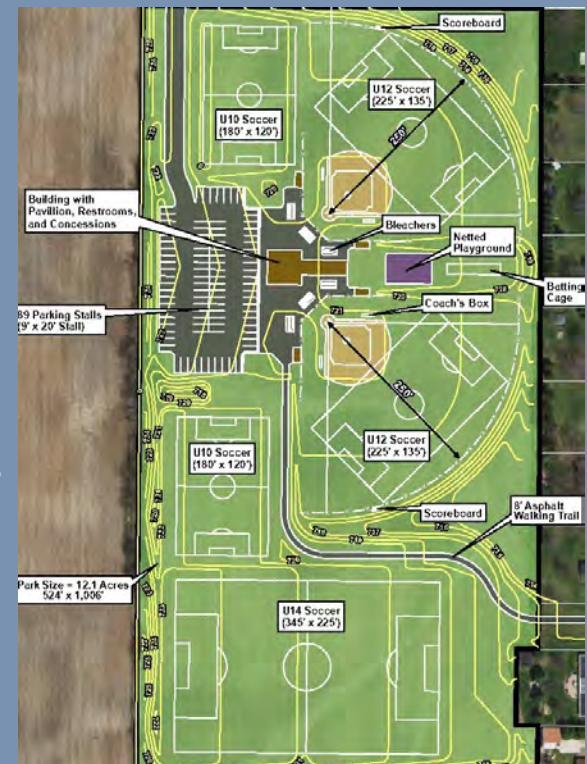
Sheboygan County Planning & Conservation Dept.

2018

- Friends of the Peace Park: Peace Park Development
- Village of Cedar Grove: Community Sports Complex Planning/Design

2019

- Glacial Lakes Conservancy: Remove culverts on Willow Creek to restore habitat.
- Lakeshore Natural Resource Partnership: Remove invasives on Northpoint Bluff
- Town of Wilson: Remove invasives at the Henry Mueller Family Conservancy
- Sheboygan County Rocky Knoll: Install a public mountain biking/hiking trail.
- Cedar Grove: Implement the Community Sports Complex
- RCS Empowers: Fund mural for open space area.
- Plymouth Mill Pond: Install ADA accessible kayak/canoe Launch



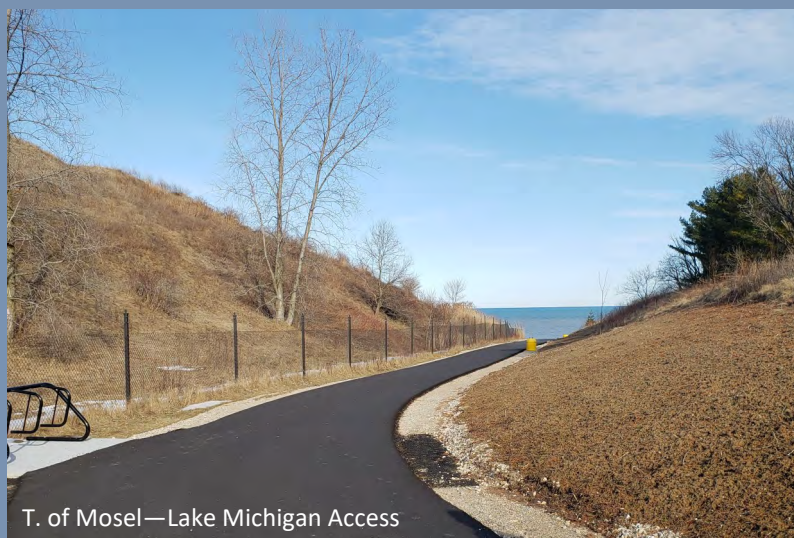
Sheboygan County Stewardship Grant Awards

2020

- Fresh Meals on Wheels of Sheboygan County Oasis Garden
- City of Sheboygan Falls River Park Tree Planting
- City of Sheboygan Kiwanis Park Trail
- Lakeshore Natural Resource Partnership 9Key Element Planning

2021

- City of Sheboygan BRAGS Project
- Elkhart Lake Improvement Association Lake Basin Watershed Management Plan
- Sheboygan County Humane Society Dog Park Construction
- Maywood Park Habitat Improvement Project
- Town of Mosel Lake Michigan Public Access Improvement Project



T. of Mosel—Lake Michigan Access

2022

- Town of Sheboygan Recreational Facility Market Study
- Village of Glenbeulah—Meyer Park Development
- Lakeshore Natural Resource Partnership—Peace Park Project
- Glacial Lakes Conservancy Grasshopper Hill Project
- Glacierland RCD Internship Program

2023

- Elkhart Lake Improvement Association Mitigate Gully Tributary
- Glacial Lakes Conservancy Blanding's Turtle Project
- Lakeshore Natural Resource Partnership Community Outreach and Education Project
- Cheese Capital Winter Park Inc Planning Effort Project
- Sheboygan County Cycling—Evergreen & Quarry Park Concept Plans
- Bookworm Gardens— Master Plan for Riversite Expansion
- Milwaukee Riverkeeper—Education Efforts for Cascade's Mill Pond



V. of Glenbeulah—Meyer Park

SHEBOYGAN COUNTY STEWARDSHIP FUND GRANT PROGRAM RATING AND RANKING FACTORS

The Sheboygan County Stewardship Fund Grant Program rating and ranking system provides a process for evaluating applications submitted by local governmental units and non-profit organizations.

The rating and rating forms consist of three separate sections:

- Part A evaluates each project against the overall goals and priorities of the Sheboygan County Stewardship Fund Grant Program, as well as the Sheboygan County Outdoor Recreation & Open Space Plan and any other relevant plans. This form is used for all applications, regardless of project type.
- Part B is used for development projects only.
- Part C is used for real estate projects only, and ranks projects whether they involve fee title ownership or any other type of transfers of interest for a property (except for Purchase of Development Rights (PDR) projects; please contact the Planning & Conservation Department before moving forward with a PDR project).

Each application will be evaluated using the criteria in Part A. If the application is written for a development project, Part B will be used in conjunction with Part A. If the application is written for real estate acquisition, Part C will be used in conjunction with Part A.

Part A, Part B, and Part C are worth 29 points each. Therefore, all applications will be scored out of a total possible 58 points:

Development projects	Part A (29 points)	+	Part B (29 points)	=	58 possible points
Real estate projects	Part A (29 points)	+	Part C (29 points)	=	58 possible points

New for 2024. Five (5) additional points will be added to Development projects that are implementing former planning projects funded through this program.

For definitions of any terms used in the Rating and Ranking Factors form, please contact the Sheboygan County Planning & Conservation Department.

Applicant: _____

Project Name: _____

PART A: OVERALL STEWARDSHIP GOALS

Water

12 points available: each worth 1 point

1. Protects aquatic land and/or animal habitat (i.e. fish or waterfowl).
2. Protects endangered, rare, or threatened water species.
3. Improves water quality and/or reduces erosion.
4. Project area is identified or connected to an area identified as part of an existing environmental corridor water quality plan (i.e. stormwater management).
5. Project is identified in a 9 Key Element Plan or other approved water quality improvement plan.
6. Project is on or adjacent to an identified 303(d) water body (impaired lake, stream, creek, or other water body classified by the Wisconsin DNR).
7. Project is on or adjacent to a waterway identified in the Sheboygan County Outdoor Recreation & Open Space Plan.
8. Project is on or adjacent to a priority stream, trout stream, or river as classified by the Wisconsin DNR.
9. Project has been determined to be an area of existing or restorable wetlands as identified by the Wisconsin DNR.
10. Applicant has a plan in place to restore a wetland.
11. Project is consistent with local land use plans and relevant community zoning.
12. Project area is a mapped floodway or floodplain.

Section total _____

Land

8 points available: each worth 1 point

1. Protects land habitat, natural features, or resources.
2. Protects an area of significant terrestrial plant or animal life (rare, threatened, or endangered species), or a unique ecosystem.
3. Protects areas of historic land use (i.e. old growth, pristine woodlot).
4. Protects glacial and/or geologic features.
5. Project is of significant scenic value (i.e. visible from roads or public lands).
6. Allows/provides access to other public lands.
7. Project area provides a buffer to streams, lakes, and/or other waterways.
8. Project is identified as a priority in the Sheboygan County Land & Water Resource Management Plan.

Section total _____

Community Cooperation

6 points available: each worth 1 point

1. Project provides a natural resource open space between municipal boundaries.
2. Project helps guide urban growth.
3. Project provides linkage to other natural or cultural resources.
4. Project leverages matching funds from at least one other source.
5. Project has written support from at least one government agency (excluding the County).
6. Project is consistent with the Sheboygan County Outdoor Recreation & Open Space Plan.

Section total _____

Density Standards

3 points available: each worth 1 point

1. The zoning code of the local government allows developers to apply for the creation of Planned Unit Developments.
2. The local government has adopted a Traditional Neighborhood Development Ordinance.
3. The local government has adopted a Conservation Subdivision Ordinance.

Section total _____

PART A TOTAL POINTS _____ / 29 points

ADD an additional Five (5) points if project implements a past planning project funded through this program.

PART B: PROJECT DEVELOPMENT APPLICANTS ONLY

Planning Factors

6 points available: each worth 1 point

1. Project is located in other defined conservation/preservation-related project area boundary(ies) (DNR, National Park Service, etc.) or helps redevelop a brownfield.
2. Project is identified in a local municipal land use plan(s).
3. Threat of changing land use to something other than agriculture, open space, and/or recreational areas.
4. Smart Growth Plan adopted and is being maintained at least on a 10 year interval.
5. Project site has a significant natural resources value (i.e. it is targeted for preservation by a land protection agency, conservation association, etc.).
6. Project site has significant archaeological/historical value (i.e. it is registered or eligible for registry as an archaeological site with a federal, state, or local archaeological organization).

Section total _____

Recreation

13 points available: each worth 1 point

1. Offers passive public recreational opportunities (i.e. hiking, bird-watching, etc.).
2. Offers active public recreational activities (i.e. soccer, disc golf, etc.).
3. Provides accessibility according to Americans with Disabilities Act standards.
4. Offers public access to a recreational area where none existed previously.
5. Provides recreational opportunity adjacent to an area of high population.
6. Offers year-round recreation.
7. Creates linkages to other recreational opportunities.
8. Offers environmental education and/or interpretive opportunities.
9. Provides recreational opportunity for individuals of all ages.
10. Increases the overall size and connectivity of an existing natural resource area.
11. Enhances water-based outdoor recreational activities (i.e. canoeing, fishing, etc.).
12. Project provides support for a multi-purpose, local, regional, or statewide recreational trail system.

Section total _____

Management Factors

3 points available: each worth 1 point

1. Applicant has developed a management plan for the project site.
2. Applicant has the ability (i.e. available labor) to manage the project.
3. Applicant has demonstrated appropriate funding for long-term site/project management.

Section total _____

Economic Factors

4 points available: each worth 1 point

1. Landowner contribution or donation of land on which project is or will be located.
2. An organization other than the project sponsor is contributing to the project cost.
3. The project involves the use of recycled or re-used materials.
4. The project has the potential to create a positive economic impact on the municipality in which it is located.

Section total _____

Cooperative Factors

3 points available: each worth 1 point

1. Project involves partnerships.
2. Project improves the quality of life of the community by promoting educational, healthy living, economic, and/or social benefits to it.
3. There is a current development threat to the project site if it is not used for the purposes outlined in the application.

Section total _____

PART B TOTAL POINTS _____ / 29 points

PART C: REAL ESTATE ACQUISITION APPLICANTS ONLY

Project Availability

3 points available: each worth 1 point

IF FEE TITLE ACQUISITION:

1. One time opportunity with seller.
2. Time sensitivity (acquisition will occur within one year of award).
3. An option or offer to purchase is signed.

IF OTHER FORM OF INTEREST (INC. CONSERVATION EASEMENT, ETC.):

1. Existing easements (other than those for conservation purposes) do not currently exist on property.
2. Current landowner has agreed in written form to offer easement.
3. Applicant has the ability to execute the drafting and recording of the easement.

Section total _____

Economic Factors

4 points available: each worth 1 point

FOR ALL TYPES OF PROPERTY ACQUISITION (I.E. FEE TITLE AND EASEMENT):

1. Landowner contribution or donation.
2. County share is 25% of purchase price or market value, whichever is less.
3. Acquisition has the potential to create a positive economic impact on the municipality in which it is located.
4. Applicant has demonstrated appropriate funding for long-term site management.

Section total _____

Management Factors

2 points available: each worth 1 point

FOR ALL TYPES OF PROPERTY ACQUISITION (I.E. FEE TITLE AND EASEMENT):

1. Applicant has developed a management plan for the project site.
2. Applicant has the ability to manage the project (or an agreement with the landowner or another appropriate agency to do so).

Section total _____

Planning Factors

7 points available: each worth 1 point

FOR ALL TYPES OF PROPERTY ACQUISITION (I.E. FEE TITLE AND EASEMENT):

1. Acquisition meets other County goals (water quality plans, farmland preservation, soil conservation, transportation).
2. Project is located in other defined conservation/preservation-related project area boundary(ies) (DNR, National Park Service, etc.) or helps redevelop a brownfield.

3. Threat of changing land use to something other than agriculture, open space, and or recreational areas.
4. The subject parcel will be permanently protected for natural resources, conservation, or outdoor recreation purposes, or is adjacent to such land.
5. Without the ownership of or easement over it, the subject parcel has the potential for commercial or industrial development.
6. Smart Growth Plan adopted and is being maintained at least on a 10 year interval.
7. Acquisition of the subject parcel has been identified for preservation in the community's Smart Growth Plan.

Section total _____

Natural Resources Factors

6 points available: each worth 1 point

FOR ALL TYPES OF PROPERTY ACQUISITION (I.E. FEE TITLE AND EASEMENT):

1. The project will acquire, preserve, and/or rehabilitate wetlands defined in WI Wetlands Inventory or another approved wetlands delineation.
2. The project has frontage on a navigable river, stream, or lake.
3. Acquisition of the property will restrict or reduce rural fragmentation (will maintain continuity of rural lands).
4. The site has strong aesthetic value by acquiring and protecting existing green space.
5. The property has unique geological or physical characteristics (i.e. physical features having outstanding values).
6. Property is registered or eligible for registry as an archaeological or historical site with a federal, state, or local archaeological or historical organization.

Section total _____

Cooperative Factors

3 points available: each worth 1 point

IF FEE TITLE ACQUISITION:

1. Title is clear and without encumbrances.
2. Grant amount has been based upon a recently performed appraisal (within the last year).
3. Applicant has funding in place to close transaction.

IF OTHER FORM OF INTEREST (INC. CONSERVATION EASEMENT, ETC.):

1. Title of subject parcel does not contain limiting factors (i.e. other easements in acquisition area).
2. Applicant has the ability to monitor the easement so that it is being preserved for its intended use and/or has demonstrated experience in doing so in the past.
3. Applicant has verified that landowner will provide easement at no cost or at a very reduced rate when compared to similar transactions.

Section total _____

Recreation**4 points available: each worth 1 point**

1. Subject parcel will offer active and/or passive public recreational opportunities (i.e. hiking, bird-watching, etc.).
2. Acquisition will provide public access to a recreational area where none existed previously.
3. Enhances water-based outdoor recreational activities (i.e. canoeing, fishing, etc.).
4. Acquisition provides support for a multi-purpose local, regional, or state-wide recreational trail system.

Section total _____**PART C TOTAL POINTS** _____ / 29 points

TOTAL SCORE: PROJECT DEVELOPEMNT (PART A + PART B)
 _____ / 58 points

TOTAL SCORE: REAL ESTATE ACQUISITION (PART A + PART C)
 _____ / 58 points

GREEN LAKE COUNTY
BUDGET REQUEST FOR LINE ITEM TRANSFER

Date: 1/20/2025

Department: Land Conservation

Amount: \$ 37,500.00

Budget Year Amended: 2024

Finance Dept. Posting Information

Batch no: _____

Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
24-101-14-56110-999-003	Carryover LC Green Lake Cap	\$ 37,500.00	\$ 37,500.00		\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -

Total Transfer \$ 37,500.00

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
24-100-14-56110-395-004	Green Lake Capture Grant Exp	\$ -	\$ 37,500.00	\$ 20,000.00	\$ 37,500.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -

Total Transfer \$ 37,500.00

Explanation for Transfer:

Request to transfer the carryover amount into the expenditure account so that we can record the expenditure in the proper account with the necessary budget funds. Unspent funds at the end of 2024 will carry forward to this account in 2025. The original grant funds were received in 2023.

Department Head Approval:

Taliesin

Date: 1/20/2025

Finance Director Approval:

Kenneth J. Hester

Date: 1/20/2025

County Administrator Approval:

David Albendroth

Date: 1-21-25

If over \$500: Governing Committee:

Date: _____

Transfer

Purpose

To transfer budgeted expense/revenue amounts from one line item to another within the same budget so as not to exceed the adopted budget. This form can be used to transfer funds from other related departments with their governing board's approval.

Recommended Practice

No transactions should be posted to any budget line item if there are not adequate budgeted funds available to cover those transactions during that fiscal year.

All transactions shall be charged to the appropriate revenue/expenditure account, not arbitrarily charged to accounts where unused budget funds are available.

In the event a department has insufficient line item budgeted funds available to cover the balance of proposed transactions, a transfer of budget funds from another individual line item within that department's budget to cover those transactions may be initiated with prior approval. If sufficient funds are not available within the department's budget to cover the budgetary needs, please use the Budget Request for Line Item Transfer Between Departments to transfer funds from another department or use the Notice of Budgetary Adjustment to ask for use of Contingency Funds.

Procedure

To initiate the line item transfer process, the department head shall complete and sign this document. Gain the approval of the Finance Director and County Administrator as evidenced by their signatures. Then notice the review, discussion & action of this completed and signed form on the next monthly meeting agenda of their committee of jurisdiction.

Transfers for less than **\$500** do not need to be shared with your governing committee.

GREEN LAKE COUNTY

BUDGET CARRYOVER DOCUMENTATION

Carryover Fund: LC Green Lake Capture

Department: Land Conservation

Name: Todd Morris

Recording information

Batch no: _____

Date: _____

Carryover type:

☒ Restricted

☐ Committed

☐ Assigned

Purpose of the Carryover:

This fund is for the CAPTURE P Pilot Project installation and monitoring of site. This is a DNR Grant. In 2022 we received a \$7500 advance payment for each of the 5 grants. In 2024 the grant deadline was extended to December 2025.

What accounts impact the remaining balance in the carryover account?

	Account #	Account Name	Amount
Beginning Balance	24-100-14-56110-395-004	Green Lake Capture Grant Expenditures	\$ 37,500.00
Revenue Accounts			
			\$ -
Expenditure Accounts	24-100-14-56110-395-004	Green Lake Capture Grant Expenditures	\$ 20,000.00
			\$ -
End of Year Balance	24-100-14-56110-395-004	Green Lake Capture Grant Expenditures	\$ 17,500.00

Subject Matter Expert:

Todd Morris

Date:

1/21/2025

Department Head Approval:

Todd Morris

Date:

1/21/2025

Finance Director Approval:

Kenneth J. Taylor

Date:

1/21/2025

County Administrator Approval:

David Wendrich

Date:

1-23-2025

Governing Committee Approval:

Date:

Revised 02/2024

Carryover funds

Purpose

Carryover funds are necessary to 1. retain the character of restricted funds that are required to be spent on a specific cause and are held over from one year to the next. 2. allow the county to set aside dollars for a future expenditure / purchase that we know is coming and need to save for.

How do you characterize the funds that you are carrying over (per GASB 54)?

Restricted funds includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

Committed funds include amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority.

Nonspendable funds are funds that have been spent on usable assets, such as inventory, which are included in the fund balance of the county.

Assigned fund balance amounts are intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed. Assigned fund balance is the unrestricted and uncommitted portion of funds other than the general fund.

Unassigned funds should not be addressed on this form. Unassigned funds are simply available to use and do not have any need to retain them for any purpose. Unassigned funds are determined by subtracting nonspendable, restricted, committed and assigned funds from the total General Fund balance.

Procedure

To inform Finance that you have restricted or committed funds that need to be carried forward from year to year, please complete the form and forward the form to Finance. Finance will share the form with the County Administrator. If the need to identify these funds as restricted or committed is confirmed, then Finance will set aside these funds accordingly.

GREEN LAKE COUNTY

BUDGET CARRYOVER DOCUMENTATION

Carryover Fund: LC Lake & River Fund

Department: Land Conservation

Name: Todd Morris

Recording information

Batch no: _____

Date: _____

Carryover type:

☒ Restricted

☐ Committed

☐ Assigned

Purpose of the Carryover:

This is open for grants from WDNR. This also includes funds from previous grants for services provided by Land Conservation Department that were grant reimbursable. These funds are used for future projects such as prepaying for reimbursable expenses, matching funds, or grant ineligible items.

What accounts impact the remaining balance in the carryover account?

	Account #	Account Name	Amount
Beginning Balance	24-101-14-56110-999-002	Carryover LC Lake & River Fund	.\$ 23,790.51
Revenue Accounts	24-100-14-43604-000-000	LCD Planning Grant (Lake & River Fund)	\$ 112,738.06
Expenditure Accounts	24-100-14-56110-395-000	LCD Planning Grant (Lake & River Fund)	\$ 110,056.63
			\$ -
			\$ -
End of Year Balance	24-101-14-56110-999-002	Carryover LC Lake & River Fund	\$ 26,471.94

Subject Matter Expert:

Todd Morris

Date:

1/21/2025

Department Head Approval:

Todd Morris

Date:

1/21/2025

Finance Director Approval:

Kenneth J. Lester

Date:

1/21/2025

County Administrator Approval:

David Abenbrock

Date:

1-21-2025

Governing Committee Approval:

Date:

Revised 02/2024

Carryover funds

Purpose

Carryover funds are necessary to 1. retain the character of restricted funds that are required to be spent on a specific cause and are held over from one year to the next. 2. allow the county to set aside dollars for a future expenditure / purchase that we know is coming and need to save for.

How do you characterize the funds that you are carrying over (per GASB 54)?

Restricted funds includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

Committed funds include amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority.

Nonspendable funds are funds that have been spent on usable assets, such as inventory, which are included in the fund balance of the county.

Assigned fund balance amounts are intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed. Assigned fund balance is the unrestricted and uncommitted portion of funds other than the general fund.

Unassigned funds should not be addressed on this form. Unassigned funds are simply available to use and do not have any need to retain them for any purpose. Unassigned funds are determined by subtracting nonspendable, restricted, committed and assigned funds from the total General Fund balance.

Procedure

To inform Finance that you have restricted or committed funds that need to be carried forward from year to year, please complete the form and forward the form to Finance. Finance will share the form with the County Administrator. If the need to identify these funds as restricted or committed is confirmed, then Finance will set aside these funds accordingly.

GREEN LAKE COUNTY

BUDGET CARRYOVER DOCUMENTATION

Carryover Fund: Multi-Discharger Variance (MDV)

Department: Land Conservation

Name: Todd Morris

Recording information

Batch no: _____

Date: _____

Carryover type:

☒ Restricted

☐ Committed

☐ Assigned

Purpose of the Carryover:

Multi-Discharger Variance funds are restricted to use for achieving NR151 compliance for landowners. These are fund distributed by the WDNR from participating wastewater utilities.

What accounts impact the remaining balance in the carryover account?

	Account #	Account Name	Amount
Beginning Balance	24-100-14-56110-397-290	Multi-Dischager Variance Fund (MDV)	\$ -
Revenue Accounts	24-100-14-43584-397-290	Multi-Dischager Variance Fund (MDV)	\$ 47,059.97
			\$ -
Expenditure Accounts	24-100-14-56110-397-290	Multi-Dischager Variance (MDV)	\$ -
			\$ -
			\$ -
End of Year Balance	24-100-14-56110-397-290	Multi-Dischager Variance Fund (MDV)	\$ 47,059.97

Subject Matter Expert:

Todd Morris

Date:

1/21/2025

Department Head Approval:

Todd Morris

Date:

1/21/2025

Finance Director Approval:

Kenneth J. Sykes

Date:

1/21/2025

County Administrator Approval:

David Christensen

Date:

1-22-2025

Governing Committee Approval:

Date:

Revised 02/2024

Carryover funds

Purpose

Carryover funds are necessary to 1. retain the character of restricted funds that are required to be spent on a specific cause and are held over from one year to the next. 2. allow the county to set aside dollars for a future expenditure / purchase that we know is coming and need to save for.

How do you characterize the funds that you are carrying over (per GASB 54)?

Restricted funds includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

Committed funds include amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority.

Nonspendable funds are funds that have been spent on usable assets, such as inventory, which are included in the fund balance of the county.

Assigned fund balance amounts are intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed. Assigned fund balance is the unrestricted and uncommitted portion of funds other than the general fund.

Unassigned funds should not be addressed on this form. Unassigned funds are simply available to use and do not have any need to retain them for any purpose. Unassigned funds are determined by subtracting nonspendable, restricted, committed and assigned funds from the total General Fund balance.

Procedure

To inform Finance that you have restricted or committed funds that need to be carried forward from year to year, please complete the form and forward the form to Finance. Finance will share the form with the County Administrator. If the need to identify these funds as restricted or committed is confirmed, then Finance will set aside these funds accordingly.

GREEN LAKE COUNTY

BUDGET CARRYOVER DOCUMENTATION

Carryover Fund: No-Till Drill/Soil Health

Department: Land Conservation

Name: Todd Morris

Recording information

Batch no: _____

Date: _____

Carryover type:

☐ Restricted

☐ Committed

☒ Assigned

Purpose of the Carryover:

Future maintenance/repairs to drill. Funds also will be used for soil health program to promote and assist landowners in developing a soil health program on their farm.

What accounts impact the remaining balance in the carryover account?

	Account #	Account Name	Amount
Beginning Balance	24-101-14-56110-999-005	Carryover No-Till Drill/Soil Health	\$ 8,983.63
Revenue Accounts	24-100-14-43585-000-000	No-Till Drill/Soil Health	\$ 11,367.99
			\$ -
Expenditure Accounts	24-100-14-56110-360-000	No-Till Drill/Soil Health	\$ 6,326.36
			\$ -
			\$ -
End of Year Balance	24-101-14-56110-999-005	Carryover No-Till Drill/Soil Health	\$ 14,025.26

Subject Matter Expert:

Todd Morris

Date:

1/21/2025

Department Head Approval:

Todd Morris

Date:

1/21/2025

Finance Director Approval:

Herminia J. Lopez

Date:

1/21/2025

County Administrator Approval:

David Alendroth

Date:

1-22-2025

Governing Committee Approval:

Date:

Revised 02/2024

Carryover funds

Purpose

Carryover funds are necessary to 1. retain the character of restricted funds that are required to be spent on a specific cause and are held over from one year to the next. 2. allow the county to set aside dollars for a future expenditure / purchase that we know is coming and need to save for.

How do you characterize the funds that you are carrying over (per GASB 54)?

Restricted funds includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

Committed funds include amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority.

Nonspendable funds are funds that have been spent on usable assets, such as inventory, which are included in the fund balance of the county.

Assigned fund balance amounts are intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed. Assigned fund balance is the unrestricted and uncommitted portion of funds other than the general fund.

Unassigned funds should not be addressed on this form. Unassigned funds are simply available to use and do not have any need to retain them for any purpose. Unassigned funds are determined by subtracting nonspendable, restricted, committed and assigned funds from the total General Fund balance.

Procedure

To inform Finance that you have restricted or committed funds that need to be carried forward from year to year, please complete the form and forward the form to Finance. Finance will share the form with the County Administrator. If the need to identify these funds as restricted or committed is confirmed, then Finance will set aside these funds accordingly.

GREEN LAKE COUNTY

BUDGET CARRYOVER DOCUMENTATION

Carryover Fund: LC Buffer Contracts - 25 year

Department: Land Conservation

Name: Todd Morris

Recording information

Batch no: _____

Date: _____

Carryover type:

☐ Restricted

☒ Committed

☐ Assigned

Purpose of the Carryover:

Funding committed to existing 25-year buffer program payments - landowner agreements that commit funding for buffer annual payments for 25 years. Also, funds used for future buffer enrollments with 25-year funding commitment. The plan is to budget for current costs + about \$5000 each year to fund future buffers.

What accounts impact the remaining balance in the carryover account?

	Account #	Account Name	Amount
Beginning Balance	24-101-14-56110-999-000	Carryover LC Buffer Contracts	\$ 236,959.46
Revenue Accounts	24-100-14-49320-000-000	Applied Funds or Conservation Fund	\$ 2,986.79
Levy Proceeds	24-100-14-56110-397-002	Conservation Fund - Buffer Contracts	\$ 14,544.00
			\$ -
Expenditure Accounts	24-100-14-56110-397-002	Conservation Fund - Buffer Contracts	\$ 8,274.15
			\$ -
			\$ -
End of Year Balance	24-101-14-56110-999-000	Carryover LC Buffer Contracts	\$ 246,216.10

Subject Matter Expert:

Todd Morris

Date:

1/21/2025

Department Head Approval:

Todd Morris

Date:

1/21/2025

Finance Director Approval:

Kenney

Date:

1/21/2025

County Administrator Approval:

Daniel Abenduth

Date:

1-22-25

Governing Committee Approval:

Date:

Revised 02/2024

Carryover funds

Purpose

Carryover funds are necessary to 1. retain the character of restricted funds that are required to be spent on a specific cause and are held over from one year to the next. 2. allow the county to set aside dollars for a future expenditure / purchase that we know is coming and need to save for.

How do you characterize the funds that you are carrying over (per GASB 54)?

Restricted funds includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

Committed funds include amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority.

Nonspendable funds are funds that have been spent on usable assets, such as inventory, which are included in the fund balance of the county.

Assigned fund balance amounts are intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed. Assigned fund balance is the unrestricted and uncommitted portion of funds other than the general fund.

Unassigned funds should not be addressed on this form. Unassigned funds are simply available to use and do not have any need to retain them for any purpose. Unassigned funds are determined by subtracting nonspendable, restricted, committed and assigned funds from the total General Fund balance.

Procedure

To inform Finance that you have restricted or committed funds that need to be carried forward from year to year, please complete the form and forward the form to Finance. Finance will share the form with the County Administrator. If the need to identify these funds as restricted or committed is confirmed, then Finance will set aside these funds accordingly.

RESOLUTION NUMBER -2025

Relating to Creation of One Full Time Parks Position and Elimination of One LTE Parks and One LTE Maintenance Position within Parks/Maintenance Department

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the ____ day of ____, 2025, does resolve as follows:

- 1 **WHEREAS**, the County Parks/Maintenance Director has reviewed the needs of the
- 2 Department and has determined that the creation of a fulltime Parks position will
- 3 enhance the functioning of the Parks Department; and,
- 4 **WHEREAS**, the job description for the position is attached hereto and approved.
- 5 **Fiscal Note: See attached document**
- 6 Majority vote is needed to pass.

7 Submitted by LWP&C Committee:


Roll Call on Resolution No. -2025
Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this day of
, 2025.

County Board Chairman

ATTEST: County Clerk
Approve as to Form:

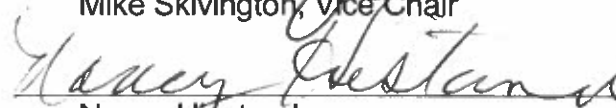
Corporation Counsel



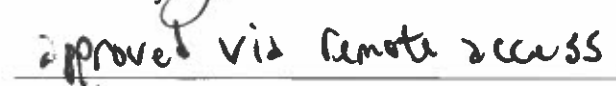
Bob Schweder, Chair



Mike Skivington, Vice Chair



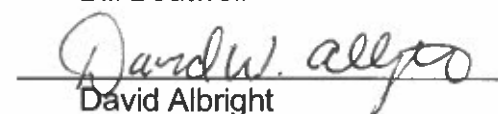
Nancy Hiestand



approved via remote access
Nita Krenz



Bill Boutwell



David Albright

- 8 **NOW THEREFORE BE IT RESOLVED**, that the Green Lake County Board of
- 9 Supervisors hereby creates one fulltime Parks position while eliminating one summer

10 LTE maintenance position and one summer LTE Parks position within the County's
11 Parks/Maintenance Department.
12



ADA Assessment for Readily Achievable Barrier Removal

Green Lake County
Parks Department
Scott Weir, Maintenance Supervisor
571 County Road A
Green Lake, WI 54941

October 25, 2024

Dear Mr. Weir,

Enclosed is the written report of the Americans with Disabilities Act Title III assessment of Dodge Memorial County Park, W3306 CTH K, Markesan, WI. performed on October 15, 2024. Referenced for this assessment were the 2010 Department of Justice ADA Standards for Accessible Design, United States Department of Justice Americans with Disabilities Act, the U.S. Department of Agriculture Forest Service Outdoor Recreation Accessibility Guidelines and the U.S. Department of Defense, the Department of Housing and Urban Development, the General Services Administration, and the U.S. Postal Service Architectural Barriers Act.

Thank you for accepting this ADA accessibility assessment from Options for Independent Living.

Sincerely,

Dave Wittlinger
Independent Living Coordinator

Calvin Richtig, ATP
Assistive Technology Specialist

Options for Independent Living
555 Country Club Road
PO Box 11967
Green Bay, WI 54307-1967
(920) 490-0500 Office
(920) 393-1037 Direct
www.optionsil.org



Green Lake County – Dodge Memorial County Park Assessment Visit Report

W3306 County HWY K

Markesan, WI 53946

Date of visit: October 15, 2024

Date of report: October 25, 2024

Site Details:

Dodge Memorial Park is comprised of 244 acres with 14 acres of that currently developed for park use. This Green Lake County operated property is located on the southwest shore of Green Lake located in Green Lake County. This county operated park has multiple parking locations serving a swimming beach with a playground, toilets with an open shelter, grills, and picnic tables, also 5 boat launches with boarding piers, additional pit toilets, a fishing pier and picnic tables in dispersed picnic areas.

Barriers Identified:

Parking

Accessible parking spaces: The van accessible space posted at the park shelter parking lot does not meet the required measurements for a van accessible parking space.

502.2 Vehicle Spaces. Car parking spaces shall be 96 inches (2440 mm) wide minimum and van parking spaces shall be 132 inches (3350 mm) wide minimum, shall be marked to define the width, and shall have an adjacent access aisle complying with 502.3.

EXCEPTION: Van parking spaces shall be permitted to be 96 inches (2440 mm) wide minimum where the access aisle is 96 inches (2440 mm) wide minimum.

Recommendation: Repaint accessible parking spaces to meet compliance measurements or move van accessible designated parking spaces to either or both spaces with the wider access aisle located at the paved pathway to the park shelter.

Parking Signage: Not all accessible spaces with painted international symbols on the parking lot surface are posted with signs.

The height of the posted signage for the accessible parking spaces at the boat launch parking lot and at the park shelter parking lot measured under 60 inches to the bottom from the ground surface.

502.6 Identification. Parking *space* identification signs shall include the International Symbol of *Accessibility* complying with 703.7.2.1. Signs identifying van parking *spaces* shall contain the designation “van accessible.” Signs shall be 60 inches (1525 mm) minimum above the finish floor or ground surface measured to the bottom of the sign.

Advisory 502.6 Identification. The required “van accessible” designation is intended to be informative, not restrictive, in identifying those spaces that are better suited for van use.

Recommendation: Post all accessible parking spaces with signs so that the bottom of the signs are at least 60 inches from the ground surface.

Additional considerations: Parking at the boat launch could be configured to provide accessible and van accessible vehicle and trailer parking spots with accompanied access aisles and proper signage at the ends of the current rows.

Exterior Accessible Route

Accessible route in the parking areas: There are areas of concrete and asphalt that have heaved or settled resulting in a vertical rise of more than ¼ inch along the routes of access.

303.2 Vertical. Changes in level of ¼ inch (6.4 mm) high maximum shall be permitted to be vertical.

303.3 Beveled. Changes in level between ¼ inch (6.4 mm) high minimum and ½ inch (13 mm) high maximum shall be beveled with a slope not steeper than 1:2.

Recommendation: Heaved or settled areas should be ground down or lifted so they do not exceed ¼ inch. Perform routine maintenance to keep up with parking lots and access routes as needed.

Accessible route from the parking lot to park shelter and restrooms: The asphalt to concrete transition is steeper than 1:20 and is uneven where they meet including changes in level of more than 1/4 inch.

403.3 Slope. The running slope of walking surfaces shall not be steeper than 1:20. The cross slope of walking surfaces shall not be steeper than 1:48.

303.2 Vertical. Changes in level of ¼ inch (6.4 mm) high maximum shall be permitted to be vertical.

303.3 Beveled. Changes in level between ¼ inch (6.4 mm) high minimum and ½ inch (13 mm) high maximum shall be beveled with a slope not steeper than 1:2.

Recommendation: Repour or lift concrete to ease the slope and remove changes in level greater than ¼ inch.

Accessible route to the boat launch pit toilets: The asphalt to concrete transition is steeper than 1:20 and is uneven where they meet including changes in level of more than 1/4 inch.

403.3 Slope. The running slope of walking surfaces shall not be steeper than 1:20. The cross slope of walking surfaces shall not be steeper than 1:48.

303.2 Vertical. Changes in level of ¼ inch (6.4 mm) high maximum shall be permitted to be vertical.

303.3 Beveled. Changes in level between ¼ inch (6.4 mm) high minimum and ½ inch (13 mm) high maximum shall be beveled with a slope not steeper than 1:2.

Recommendation: Repour or grind down concrete and asphalt to ease the slope and remove changes in level greater than ¼ inch.

Access to the boat launch pit toilets: The access to the pit toilets does not provide for a clear front approach and does not provide clear maneuvering space beyond the latch side of the doors.

404.2.4 Maneuvering Clearances. Minimum maneuvering clearances at doors and gates shall comply with 404.2.4. Maneuvering clearances shall extend the full width of the doorway and the required latch side or hinge side clearance.

404.2.4.1 Swinging Doors and Gates. Swinging doors and gates shall have maneuvering clearances complying with Table 404.2.4.1.

Table 404.2.4.1 Maneuvering Clearances at Manual Swinging Doors and Gates

Type of Use		Minimum Maneuvering Clearance	
Approach Direction	Door or Gate Side	Perpendicular to Doorway	Parallel to Doorway (beyond latch side unless noted)
From front	Pull	60 inches (1525 mm)	18 inches (455 mm)
From front	Push	48 inches (1220 mm)	0 inches (0 mm) ¹
From hinge side	Pull	60 inches (1525 mm)	36 inches (915 mm)
From hinge side	Pull	54 inches (1370 mm)	42 inches (1065 mm)
From hinge side	Push	42 inches (1065 mm) ²	22 inches (560 mm) ³
From latch side	Pull	48 inches (1220 mm) ⁴	24 inches (610 mm)
From latch side	Push	42 inches (1065 mm) ⁴	24 inches (610 mm)

1. Add 12 inches (305 mm) if closer and latch are provided.

2. Add 6 inches (150 mm) if closer and latch are provided.

3. Beyond hinge side.

4. Add 6 inches (150 mm) if closer is provided.

Recommendation: Pour a new concrete approach pad that is level with the floor of the pit toilet room floors and accommodates for a clear 60 inch front approach with 18 inches of clear maneuvering space on the latch side of the pit toilet doors or put in doors that swing the other way, providing approach from the latch side with proper maneuvering clearance.

Access to the boat launch pit toilets: There are vertical changes greater than ¼ inch in level in the concrete joint at the doorways of the pit toilet bathrooms.

303.2 Vertical. Changes in level of ¼ inch (6.4 mm) high maximum shall be permitted to be vertical.

303.3 Beveled. Changes in level between ¼ inch (6.4 mm) high minimum and ½ inch (13 mm) high maximum shall be beveled with a slope not steeper than 1:2.

Recommendation: Pour a new concrete approach pad that is level with the floor of the toilet rooms.

Accessible routes to the boat launch boarding piers: The routes to and onto the boat launch boarding piers each have varying changes in level greater than ¼ inch, cracks with separations greater than ½ inch, cross slopes steeper than 1:48, and the transition plates onto the piers create steep running and counter slopes.

403.3 Slope. The running slope of walking surfaces shall not be steeper than 1:20. The cross slope of walking surfaces shall not be steeper than 1:48.

303.2 Vertical. Changes in level of ¼ inch (6.4 mm) high maximum shall be permitted to be vertical.

303.3 Beveled. Changes in level between ¼ inch (6.4 mm) high minimum and ½ inch (13 mm) high maximum shall be beveled with a slope not steeper than 1:2.

406.2 Counter Slope. Counter slopes of adjoining gutters and road surfaces immediately adjacent to the curb ramp shall not be steeper than 1:20. The adjacent surfaces at transitions at curb ramps to walks, gutters, and streets shall be at the same level.



Figure 406.2
Counter Slope of Surfaces Adjacent to Curb Ramps

Advisory 1003.3 Clearances. Although the minimum width of the clear pier space is 60 inches (1525 mm), it is recommended that piers be wider than 60 inches (1525 mm) to improve the safety for persons with disabilities, particularly on floating piers.

Recommendation: Repour, repave, maintain settled or heaved surfaces by grinding or lifting the boat launch boarding pier approaches to correct these issues. Consider installing new, longer and flat transition plates to bridge the asphalt to concrete transition possibly removing the counter slopes.

Accessible routes at the boat launch: The launch fee station, informational kiosk, and the boat wash station at the boat launch are not located on an accessible route, they are off the pavement on an unstable, unfirm grass surface.

302.1 General. Floor and ground surfaces shall be stable, firm, and slip resistant and shall comply with 302.

206.2.4 Spaces and Elements. At least one *accessible* route shall connect *accessible building or facility entrances* with all *accessible spaces and elements* within the *building or facility* which are otherwise connected by a *circulation path* unless exempted by 206.2.3 Exceptions 1 through 7

Recommendation: Add an accessible route to the fee station, informational kiosk, and boat wash station at the boat launch.

Accessible route onto and through the beach and to the water: There is not a firm, stable accessible route onto or through the beach or to the normal recreational water level.

1018.2 Connections. Beach access routes shall connect an entry point to the beach to the: 1. High tide level at tidal beaches; 2. Mean high water level at river

beaches; or 3. Normal recreation water level at lake, pond, and reservoir beaches.

1018.3 Surface. The surface of beach access routes and resting intervals shall be firm and stable.

1018.7.1 Maximum Running Slope and Segment Length. The running slope of any segment of a beach access route shall not be steeper than 1:10 (10%). Where the running slope of a segment of a beach access route is steeper than 1:20 (5%), the maximum length of the segment shall be in accordance with Table 1018.7.1, and a resting interval complying with 1018.8 shall be provided at the top and bottom of each segment.

Running Slope of Beach Access Route Segment		Maximum Length of Segment
Steeper than	But not Steeper than	
1:20 (5%)	1:12 (8.33%)	50 feet (15 m)
1:12 (8.33%)	1:10 (10%)	30 feet (9 m)

F248.1 General. Beach access routes complying with 1018 shall be provided in accordance with F248.1. Beach access routes shall be permanent or removable.

F248.1.1 Facilities Serving Beaches. Beach access routes shall be provided in a number complying with F248.2 where the entity that administers or manages a beach, constructs or alters any of the following facilities to serve the beach:

1. Circulation paths; **2.** Parking facilities; **3.** Toilet facilities; or **4.** Bathing facilities.

F248.2 Minimum Number. Where beach access routes are required by F248.1, at least one beach access route shall be provided for each 1/2 mile (0.8 km) of beach shoreline administered or managed by the entity.

F248.3 Location. Beach access routes shall coincide with or be located in the same area as pedestrian access points to the beach.

Recommendation: Add a firm and stable accessible route onto and through the beach and to the water.

Accessible route to play equipment: Access is not available to any of the play structures or to any ground play components. The surface is not firm and stable, it is a soft and unstable sand surface throughout the play area.

1008.2.4.1 Ground Level. At ground level, the clear width of accessible routes shall be 60 inches (1525 mm) minimum.

1008.4.2 Clear Floor or Ground Space. Clear floor or ground space complying with 305.2 and 305.3 shall be provided at play components.

305.2 Floor or Ground Surfaces. Floor or ground surfaces of a clear floor or ground space shall comply with 302. Changes in level are not permitted.

302.1 General. Floor and ground surfaces shall be stable, firm, and slip resistant and shall comply with 302.

305.3 Size. The clear floor or ground space shall be 30 inches (760 mm) minimum by 48 inches (1220 mm) minimum.

Recommendation: Put in a firm stable surface that creates an accessible route onto and in the playground area and/or place the required number of differing types of ground level play components on an accessible route.

Access to the marsh fishing/boating pier: There is not a firm, stable access path onto this pier, the surface of the pier contains many gaps larger than 1/2 inch and the pier only measures 48 inches wide.

403.3 Slope. The running slope of walking surfaces shall not be steeper than 1:20. The cross slope of walking surfaces shall not be steeper than 1:48.

303.2 Vertical. Changes in level of ¼ inch (6.4 mm) high maximum shall be permitted to be vertical.

303.3 Beveled. Changes in level between ¼ inch (6.4 mm) high minimum and ½ inch (13 mm) high maximum shall be beveled with a slope not steeper than 1:2.

406.2 Counter Slope. Counter slopes of adjoining gutters and road surfaces immediately adjacent to the curb ramp shall not be steeper than 1:20. The adjacent surfaces at transitions at curb ramps to walks, gutters, and streets shall be at the same level.



Figure 406.2
Counter Slope of Surfaces Adjacent to Curb Ramps

Advisory 1003.3 Clearances. Although the minimum width of the clear pier space is 60 inches (1525 mm), it is recommended that piers be wider than 60 inches (1525 mm) to improve the safety for persons with disabilities, particularly on floating piers.

1005.5 Turning Space. At least one turning space complying with 304.3 shall be provided on fishing piers and platforms.

304.3.1 Circular Space. The turning space shall be a space of 60 inches (1525 mm) diameter minimum. The space shall be permitted to include knee and toe clearance complying with 306.

304.3.2 T-Shaped Space. The turning space shall be a T-shaped space within a 60 inch (1525 mm) square minimum with arms and base 36 inches (915 mm) wide minimum. Each arm of the T shall be clear of obstructions 12 inches (305 mm) minimum in each direction and the base shall be clear of

Recommendation: Consider paving this parking area, designating parking spaces, repour, repave, maintain settled or heaved access path by grinding or lifting the route to the marsh fishing/boating pier.

Additional consideration: Consider adding an accessible fishing/boating pier and/or accessible kayak launch to this area to provide accessible access to the marsh waters.

Toilet rooms

Note: Only the inside of the men's pit toilet room was assessed, the toilets at the park/beach shelter were closed for the season at the time of this assessment. The women's toilet rooms are assumed to be the same, check for compliance issues.

Signage: Neither of the toilet rooms are labelled as accessible nor labelled properly, if they are accessible, at the park/beach shelter.

703.1 General. Signs shall comply with 703. Where both visual and *tactile characters* are required, either one sign with both visual and *tactile characters*, or two separate signs, one with visual, and one with *tactile characters*, shall be provided.

703.3 Braille. Braille shall be contracted (Grade 2) and shall comply with 703.3 and 703.4.

703.4.1 Height Above Finish Floor or Ground. *Tactile characters* on signs shall be located 48 inches (1220 mm) minimum above the finish floor or ground surface, measured from the baseline of the lowest *tactile character* and 60 inches (1525 mm) maximum above the finish floor or ground surface, measured from the baseline of the highest *tactile character*.

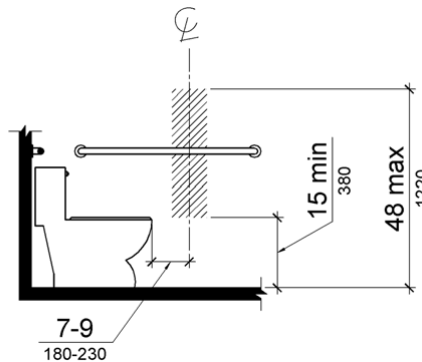
703.4.2 Location. Where a *tactile* sign is provided at a door, the sign shall be located alongside the door at the latch side. Where a *tactile* sign is provided at

double doors with one active leaf, the sign shall be located on the inactive leaf. Where a *tactile* sign is provided at double doors with two active leaves, the sign shall be located to the right of the right hand door. Where there is no wall *space* at the latch side of a single door or at the right side of double doors, signs shall be located on the nearest adjacent wall. Signs containing *tactile characters* shall be located so that a clear floor *space* of 18 inches (455 mm) minimum by 18 inches (455 mm) minimum, centered on the *tactile characters*, is provided beyond the arc of any door swing between the closed position and 45 degree open position.

Recommendation: Label all toilet rooms with proper visual and tactile/braille signage. Label non-accessible toilets with proper signage directing users to accessible toilets.

Toilet paper dispenser location: The toilet paper dispenser in the men's pit toilet is located greater than 9 inches from the front edge of the toilet.

604.7 Dispensers. Toilet paper dispensers shall comply with 309.4 and shall be 7 inches (180 mm) minimum and 9 inches (230 mm) maximum in front of the water closet measured to the centerline of the dispenser. The outlet of the dispenser shall be 15 inches (380 mm) minimum and 48 inches (1220 mm) maximum above the finish floor and shall not be located behind grab bars. Dispensers shall not be of a type that controls delivery or that does not allow continuous paper flow.



Recommendation: Relocate toilet paper dispensers so that the centerline is between 7 and 9 inches from the front edge of the toilet.

Additional Access

Picnic tables: The tables were stacked up in the shelter area for the winter season at the time of this assessment, please be aware when placing tables out in the park for use.

4.1.5 Slope. The slope of the surface of the clear floor or ground space around a picnic table shall not exceed 1:48 (2 percent) in any direction.

4.1.6 Surface. The surface of the clear floor or ground space shall be firm and stable. The type of surface should be appropriate to the setting and level of development.

1011.2 Clear Ground Space. A clear ground space complying with 1011.2 shall be provided at outdoor constructed features.

**Table 1011.2.1 Clear
Ground Space**

Outdoor Constructed Feature	Minimum Size and Location
Picnic tables	36 inches (915 mm) on all usable sides of the table measured from the back edge of the benches
Fire rings, grills, fireplaces, and woodstoves	48 inches (1220 mm) by 48 inches (1220 mm) on all usable sides of the fire ring, grill, fireplace, and woodstove Center the space on each usable side of the grill, fireplace, and woodstove
Trash and recycling receptacles	36 inches (915 mm) by 48 inches (1220 mm) positioned for forward approach to the receptacle opening; or 30 inches (760 mm) by 60 inches (1525 mm) positioned for a parallel approach to the receptacle opening
Water hydrants	72 inches (1830 mm) by 48 inches (1220 mm) with the long side of the space adjoining or overlapping an outdoor recreation access route or trail, as applicable, or another clear ground space Locate the space so that the water spout is 11 inches (280 mm) minimum and 12 inches (305 mm) maximum from the rear center of the long side of the space
Utility and sewage hookups	30 inches (760 mm) by 60 inches (1525 mm) with the long side of the space adjoining or overlapping an accessible parking space or pull-up space for recreational vehicles Locate the space so that the hook-ups are at the rear center of the space Bollards or other barriers shall not obstruct the clear ground space in front of the hook-ups
Outdoor rinsing showers	60 inches (1525 mm) by 60 inches (1525 mm) centered on the shower heads Locate the space so that the shower pedestal or wall with the shower head are at the rear end of the space

Benches	36 inches (915 mm) by 48 inches (1220 mm) positioned near the bench with one side of the space adjoining an outdoor recreation access route or trail, as applicable The clear ground space shall not overlap the outdoor recreation access route or trail, or another clear ground space
---------	---

Recommendation: Disperse accessible picnic tables to areas with firm, stable clear ground space with an accessible route to them. See **Table 1011.2.1** for clear space measurements.

Grills: The one grill observed near the park shelter did not have firm, stable, clear ground space, nor an accessible route to it.

1011.1 General. All outdoor constructed features shall comply with 1011.2 and 1011.3. Outdoor constructed features specified in 1011.4 through 1011.8 shall comply with those provisions, as applicable.

1011.2 Clear Ground Space. A clear ground space complying with 1011.2 shall be provided at outdoor constructed features.

1011.5.2 Cooking Surfaces. Where provided, cooking surfaces shall be 15 inches (380 mm) minimum and 34 inches (865 mm) maximum above the ground.

Recommendation: Add clear, firm and stable ground space and an accessible route to the grill area. See **Table 1011.2.1** above for clear space measurements.

Benches: The one bench observed between the parking lot and lake did not have firm, stable, clear ground space, nor an accessible route to it.

903.2 Clear Floor or Ground Space. Clear floor or ground space complying with 305 shall be provided and shall be positioned at the end of the bench seat and parallel to the short axis of the bench.

Recommendation: Add dispersed accessible benches on an accessible route to entire park areas. See **Table 1011.2.1** above for clear space measurements.

Trash and recycling receptacles: No trash or recycling receptacles were observed during the time of this assessment. If receptacles are placed in the park for use, please be aware of placement on an accessible route with clear ground space for access.

Recommendation: Add dispersed accessible receptacles with clear, firm and stable ground space on an accessible route. See **Table 1011.2.1** above for clear space measurements.