

**MINUTES**  
**JACKSON COUNTY ZONING & LAND INFORMATION COMMITTEE**  
Monday, January 6, 2025

**January 6, 2025:**      **Committee Meeting, Virtual Onsite and Public Hearing**

**Meeting called to order** at 1:00 p.m., by Vice Chairman Ed Chamberlain. Committee members in attendance are Ed Chamberlain, Dale Hoff, Jerry Schmidt and Brian Bethke. Others present were Cody Brommerich, County Surveyor; Joe Pilkington, County GIS Coordinator/911; April Riley, Real Property Lister; Jonathan Hemp, Zoning Administrator; Dustin McCune, POWTS Technician; Jeffrey White, Land Use Specialist; Brittany Knudtson, Zoning and Land Information Assistant and Cindy Altman, County Clerk.

**Next Meeting Date:**              **Monday February 17, 2025, at 8:30 a.m.**

**A motion by Dale Hoff, to approve the December 16, 2024, minutes, seconded by Brian Bethke. Motion carried unanimously.**

**A motion by Ed Chamberlain, to approve the vouchers for payment, seconded by Dale Hoff. Motion carried unanimously.**

**CSM EASEMENT REVIEW:**

**None.**

**SURVEYOR'S REPORT, Cody Brommerich:**

- *We are continuing our PLSS remonumentation efforts in the field.*
- *Drafting Government Land Corner Certificates (tie sheets) from completed PLSS corners.*
- *Reviewed Certified Survey Maps (CSM) for compliance with state statute and Chapter 18, Jackson County Subdivision and Platting Ordinance. Filed additional surveys in County Surveyors office.*
- *Received and completed requests from private land surveyors for PLSS corner work for their upcoming private land surveys.*
- *Entered and indexed County Survey Records (CSR), Certified Survey Maps (CSM), and Vertical File (VF) surveys into ProWest online survey search application.*
- *I received several boundary survey requests from the Forestry Department for their future timber sales in the Towns of Komensky, Brockway, Manchester, Knapp, and Bear Bluff. These are very time intensive jobs.*
- *We signed and returned our 2025 Wisconsin Land Information Program (WLIP) Base Budget and Strategic Initiative grant agreements.*

**Future Trainings / Meetings:**

*Wisconsin Society of Land Surveyors (WSLS) Annual Institute (1/22-1/24) – Wisconsin Dells, WI*  
*Wisconsin Land Information Association (WLIA) Annual Conference (2/26-2/28) – Appleton, WI*

## **REAL PROPERTY LISTER REPORT, April Riley:**

### *Accomplishments:*

- *Continued working on assessment roll data for tax year 2025.*

### *Future Trainings/Meetings:*

- *WLIA Feb 26-28 in Appleton*
- *Meet with Catalis regarding transition from GCS desktop to LandNav Online*
- *Meet with new ROD and Deputy to review how our office interface.*

### *Upcoming Plans:*

- *Get assessment rolls to assessors by the end of January.*
- *Work on parcel data for V11 Statewide Parcel Initiative*

### *Points of Interest:*

- *None*

## **GIS/911 REPORT, Joe Pilkington:**

1. *Wisconsin counties are required by Wisconsin State Statute §5.15(4)(br)1 to submit **ward level Geographic Information System (GIS) data to the Legislative Technology Services Bureau (LTSB)** twice a year. The first data collection began Thursday, January 02, 2025. Jackson County Ward GIS data was successfully submitted to the LTSB on the aforementioned date, fulfilling the County's statutory requirement.*
2. *The Wisconsin Department of Administration has officially requested an annual copy of Jackson County's tax parcel GIS data, which meet the specifications for the Searchable Format and free from any unexplained errors, to develop a statewide parcel layer for the next version of the **Statewide Parcel Map Database Project, Version 11**. All counties must submit parcel/tax roll data in the Searchable Format standard no later than March 31, 2025, to receive payment on the 2025 Strategic Initiative Grant.*
3. *The merger between the Alma Center Community Fire District, Alma Center First Responders, and Merrilan Fire and Rescue agencies is now official. GIS work is complete in Spillman, and updates are pending for the CallStation, CallWorks mapping system. The new agencies are known as County Line Fire Department and County Line First Responders.*
4. *In preparation for the **WI ArcGIS Pro Group Migration** project, which is tentatively scheduled for Q2 in Dodge County. This project is 100% grant funded from the Department of Military Affairs / Office of Emergency Communications. The project will redeploy our Computer-Aided Dispatch system geoprocessing scripting/modeling software from ArcGIS 10.8.2 to ArcGIS Pro.*
5. *The Forestry Department has new computers that require ArcGIS Pro software installed. IT staff and the GIS / 911 Data Coordinator will work together to setup their new machines.*
6. *Maintaining zoning changes for the City of Black River Falls on the County's web mapping site.*

## **GIS Data Requests:**

- *Street Centerlines (with street names), Parcels (with site addresses), and Municipality Boundaries were requested by Diggers Hotline.*

### **GIS Mapping Requests:**

- *The Sheriff's Office requested updated recreational trail maps for their Field Training Manual (11 maps total). County Line Fire Department has requested large format maps for their new response areas (Fire and EMS). The Sheriff's Office has requested an updated Tow Truck / Wrecker map for their patrol deputies.*

### **Future Trainings / Meetings:**

- *None*

### **ZONING REPORT, Jonathan Hemp:**

- *Dustin working on Sanitary As-builts, cleaning up 2024 files, 2024 DSPS POWTS Audit Due Feb. 1*
- *Jeff has been busy reviewing & organizing files, LUP's, POWTS & Soils Training*
- *Brittany sharing time between ROD & Zoning until 1/6/2025*
- *Purchased new 2024 Colorado w/t*
- *Dodge Durango oil change & new tires*
- *2009 Colorado oil change*
- *E-Cycle Wisconsin 2025 Collector Re-registration and Annual Report form due Feb. 1*
- *Working on bringing junk complaints, unpermitted structures into compliance*
- *Working with Land Conservation on bringing livestock structures into compliance*
- *Corp. Counsel update*
- *Upcoming BOA hearing*
- *Recycling:*
  - *Recycling Center in BRF was Closed on 12/25/2024 & 1/1/2025 (ZERO Illegal dumpers!)*
  - *Purchased new Leaf Blower*

**No Public Hearing meeting this month.**

### **OLD BUSINESS:**

- **ZONE CHANGE PETITION #2024-42** as requested by Donald Cleaver, on property located in the SE1/4-NE1/4, Section 35, T20N, R01E, Town of Bear Bluff, Jackson County, WI. The request is to change 4.5 acres of the A2(Agriculture) District to the R6(Residential-Rural Ag) District for the construction of a single-family home and the ability to have animals.

**Town supports.**

**A motion by Ed Chamberlain, to approve Zone Change Petition #2024-42 for Donald Cleaver, seconded by Brian Bethke. Motion carried unanimously.**

### **NEW BUSINESS:**

**None.**

**A Motion by Dale Hoff, to adjourn the meeting, seconded by Jerry Schmidt. Motion carried. Meeting adjourned at 1:20 p.m.**