

**MINUTES**  
**JACKSON COUNTY ZONING & LAND INFORMATION COMMITTEE**  
August 21, 2017

**August 21, 2017:** **Committee Site Visits, Committee Meeting and Public Hearings Meeting called to order** at 8:00 a.m. by Vice Chairman Hoyt Strandberg, the Site Visits followed. Committee members in attendance are Norm Stoker, Hoyt Strandberg, Michelle Greendeer-Rave and Alton Staff. Others present were Ethan Remus, County Surveyor; April Schoolcraft, GIS Specialist; Terry Schmidt, Zoning Administrator; and Beth Storlie, Administrative Assistant. John Chrest joined the committee meeting at approximately 10:00 a.m.

**A Motion by Alton Staff, to approve the minutes of July 17, 2017, seconded by Norm Stoker. Motion carried.**

**A Motion by Michelle Greendeer-Rave, to approve the vouchers for payment, seconded by Norm Stoker. Motion carried.**

**CSM EASEMENT REVIEWS:**

- Dale Kunding is proposing splitting his parcel in the Town of Brockway that is located at the end of the cul-de-sac for Lower Falls Dr. Dallas Wilhite is completing the survey work. The existing home will be located on Lot 2 and a 30-foot-wide easement is proposed off of the cul-de-sac along the south property line to serve Lot 2. Due to the angle of the cul-de-sac, he's not able to meet the 66-foot width standard that is norm for an easement. The proposed Lot 3 is undeveloped at this time.

**A Motion by Norm Stoker, to approve a 30-foot easement for Dale Kunding, seconded by Michelle Greendeer-Rave. Motion carried.**

- Steven and Lind Stapleton are proposing adding additional land to their existing parcel. TruMark Surveying is completing the survey work and they are proposing a 66-foot easement that would travel along the east property line of the lot heading to the south to serve the owner's forty that is to the south of this lot.

**A Motion by Hoyt Strandberg, to approve a 66-foot easement for Steven Stapleton, seconded by Alton Staff. Motion carried.**

**SEPARATION OF REAL PROPERTY LISTER AND GIS SPECIALIST/E911 Coordinator:**

- The committee reviewed the background information why the separation of the one position into (1) Full-time Real Property Lister and (1) Full-time GIS Specialist/E911 Coordinator positions is critical at this time.

April explained that a few functions of the E911 Coordinator position have fallen behind for the Sheriff's Department due to a variety of things from lack of time, software configuration issues, and minimal training. There has been a dramatic increase in GIS requested services by other agencies and departments since the

inception of this combined position in 2000. Sheriff Duane Waldera, Forestry & Parks Administrator, Jim Zahasky, Register of Deeds, Shari Marg, County Treasurer, JoAnne Forsting-Leonard, Emergency Management Director, Kristina Page were present and all support the separation of the combined position into (1) FTE Real Property Lister and (1) FTE GIS Specialist/E911 Coordinator. Each adding comments from their departments perspective on the importance of a greater GIS presence in Jackson County and the need for greater staff time addressing these needs.

Diane Peterson, Personnel Director added that the Real Property Lister must have a GIS background as well to assist within the land information area and to meet the needs of mapping property splits and transfers. She further added that when the GIS Technician grant funded position was created, it was hoped that they would be able to assist with some of the land information activity but the State's parcel mapping initiative and parcel fabric requirements are so demanding and extensive that they are not able to help with the additional work as hoped.

April added that she delegated Joe to do the flood damage assessment mapping needs for Emergency Management this summer. Kristina stated that we have had five events this year that required this type of mapping. She added that the changes coming with Enhanced 911 will be totally GIS based and the need for these types of services will only be increasing and the position will have to be expanded to meet these changes.

Sheriff Waldera stressed that the "team" concept proposed with the two individual positions and a grant funded position would address redundancy concerns and better meet the needs of his departments and others. Currently, there is no individual for back-up of the GIS functions within the county that is full time levy funded.

John Chrest feels that based on this information, this is a critical issue for Executive/Finance to address. We would be looking at hiring a full-time Real Property Lister and full-time GIS Specialist/E911 Coordinator, which will be levied positions and hiring a GIS Technician as a grant funded position.

**A Motion by Michelle Greendeer-Rave, to approve the separation of the Real Property Lister and GIS Specialist/E911 Coordinator positions into two full-time positions, seconded by Hoyt Strandberg. Motion carried unanimously.**

A resolution for the separation of the Real Property Lister position and the GIS Specialist/E911 position was read into the minutes.

**A Motion by Michelle Greendeer-Rave, to approve the resolution for the separation of the Real Property Lister and GIS Specialist/E911 Coordinator positions into two full-time positions, seconded by Alton Staff. Motion carried unanimously.**

**CONSIDERATION FOR PLOTTER/SCANNER PURCHASE:**

- Ethan Remus explained that when we received the quotes that were considered last month, they did not include the computer and monitor to operate the scanner/plotter.

After realizing this, we requested new quotes with the required computer components. The Department of Administration approved the change to the 2017 grant application, which will allow grant funds to be used for purchasing this equipment. The committee reviewed the three quotes and Master Graphics was the low bid.

**A Motion by Hoyt Strandberg, to approve Master Graphics as the low bid and to purchase the scanner/plotter with computer components, seconded by Norm Stoker. Motion carried.**

**PUBLIC HEARINGS:**

- **ZONE CHANGE PETITION # 2017-42** as requested by Larry and Nancy Nelson on property located in the NE1/4-SE1/4, Section 22, T23N, R5W, Town of Garden Valley, Jackson County, WI. The request is to change 1.5 acres of the Official Zoning Map from the A-1 (Agriculture) District to the R-2 (Residential) District for the construction of a new single family home.

Township supports the request.

**A Motion by Michelle Greendeer-Rave, to approve zone change petition # 2017-42 for Larry and Nancy Nelson, seconded by Hoyt Strandberg. Motion carried unanimously.**

- **ZONE CHANGE PETITION # 2017-44** as requested by HIS Property LLC, owner and Richard Hurda, agent on property located in the NE1/4-NE1/4, the NW1/4-NE1/4, the SW1/4-NE1/4 and the SE1/4-NE1/4, Section 31, and part of the NW1/4-NW1/4, Section 32, T19N, R6W, Town of North Bend, Jackson County, WI also known as part of Government Lot 1 and 2, Section 31, and part of Government Lot 2, Section 32. The request is to change 80.86 acres of the Official Zoning Map from the A-2 (Forestry and Limited Agriculture) District to the R-2 (Residential) District. This will allow the property to be divided into single family residential lots.

Township supports the request. Public comment received in opposition of the request. Terry Schmidt stated that the location of the Town of North Bend Sanitary District stabilization lagoons may impact the proposal. He will need to determine what type of treatment lagoon is located there to determine the required WI-DNR and Zoning Ordinance setback will be enforced.

**A Motion by Hoyt Strandberg, to approve zone change petition # 2017-44 for HIS Property LLC, Richard Hurda, seconded by Norm Stoker. Motion carried unanimously.**

- **ZONE CHANGE PETITION # 2017-45** as requested by John and Marjorie Arneson on property located in the NE1/4-SE1/4, Section 24, T19N, R6W, Town of Melrose, Jackson County, WI. The request is to change 3.0 acres of the Official Zoning Map from the A-1 (Agriculture) District to the R-6 (Rural Residential) District for the construction of a new single family home.

Township supports the request. Gaylord Olson II stated that he has not met with the

Arneson's and would ask that if approved that a stipulation that no animals can be located at the site until all Land Conservation Department requirements are met.

**A Motion by Norm Stoker, to approve zone change petition # 2017-45 for John and Marjorie Arneson with the stipulation that all Land Conservation Department standards are met and no animals can be located or placed at the site until these standards are met, seconded by Hoyt Strandberg. Motion carried unanimously.**

- **ZONE CHANGE PETITION # 2017-46** as requested by Jackson County Board Supervisor Jerry Schmidt and Jackson County Board Supervisor Tom Reid on property owned by Claire, Lois and John Bahnub located in the NW1/4-NW1/4, and the SW1/4-NW1/4, Section 18, T22N, R3W, Town of Adams, Jackson County, WI. The request is to change 31.51 acres of the Official Zoning Map from the M-2 (Industrial Extractive) District to the A-2 (Forestry and Limited Agriculture) District. This would prohibit the use of the land for a rail transload facility or any other non-metallic mining uses.

No position form from the township was submitted by the Town of Adams. Public comment was received in opposition and support of the request. A petition of opposition was presented to the committee for review. Public comment was closed at 12:50 p.m. Committee discussion occurred with outburst from the audience.

**A Motion by Michelle Greendeer-Rave, to approve zone change petition # 2017-46 for Jackson County Board Supervisor Jerry Schmidt and Jackson County Board Supervisor Tom Reid, called for a second three times. Motion failed due to the lack of a second.**

**A Motion by John Chrest, to deny zone change petition # 2017-46 for Jackson County Board Supervisor Jerry Schmidt and Jackson County Board Supervisor Tom Reid, seconded by Norm Stoker. Motion carried 4 - 1 with Michelle Greendeer-Rave in opposition.**

Returned to the committee meeting at 1:15 p.m. after a brief recess.

#### **BUDGET REVIEWS:**

- The Zoning and Recycling budgets and revenues were reviewed by the committee. Once again, the departments are asked to hold firm to a zero percent increase except for salary and benefits.

**A Motion by Norm Stoker, to approve the Zoning and Recycling budgets as presented, seconded by Alton Staff. Motion carried.**

- The Surveyor and GIS/Real Property Lister budgets and revenues were reviewed by the committee. The budget presented for GIS/Real Property Lister is reflecting the separation of the position into two full time employment positions funded by the levy.

**A Motion by Michelle Greendeer-Rave, to approve the Surveyor and GIS/Real Property Lister budgets as presented, seconded by Hoyt Strandberg. Motion carried.**

### **SURVEYOR'S REPORT, see report:**

- Finishing up work on re-monumentation project in the Town of Alma. Should be completed in about two weeks, then moving on to Town of Curran
- Ayres Associates has completed their work on our Hydrography layer. They sent us the finished data early last week. They have billed us for 75% of the contract amount thus far.
- Clerk's Office contacted me asking for help with the new animal shelter project. I told them I would be willing to perform all necessary survey work for this project (Boundary, topo, utilities, etc...) I plan on working on this late fall/early winter.
- DOA has approved our amended 2017 grant application.

### **GIS REPORT, see report:**

#### Accomplishments:

- Property Listing update: I've received 23/27 municipalities back so far, and have filed the Statement of Assessment for 21 of those.
- Assigned at least 20 addresses in the past month, and field verified a new driveway in Irving.
- I've been receiving many calls from appraisers, realtors, title companies, owners, attorneys, and potential buyers regarding lands and records.
- Working with IT and with Applied Data Consultants to troubleshoot why our mapping website has a delay when displaying data, no solid answers yet, but we're still working on it.
- Attending a meeting with the Sheriff, Chief, Ryann Dobson of dispatch, and Diane of Personnel to discuss why the GIS data for their dispatch software isn't updated yet. They have extended their contract with GeoLynx until September, and after that will be changing to Spillman Classic mapping. Joe and I will be working on this together.
- Completed maps for Emergency Management to be included with Damage Assessment Reports, for the Zoning Dept. for a re-zone petition, for the assessor of Irving and the WI DNR Tax Law Forester regarding a few parcels which needed acreage updates to the master listing of Managed Forest Law.
- Received the final product of Ayres's & Associates hydrology GIS layer, as contracted. Joe & I have looked this over and it seems very accurate and what we were hoping for. We will be adding names to streams & water bodies, and then adding the layer to the web mapping site within the next couple of months.

#### Future Trainings:

- Annual State Meeting for Real Property Lister Association, September 19-23<sup>rd</sup>.

#### Upcoming Plans:

- Review mapping data of County Highway ROWs from ProWest with the Highway Dept. and with Ethan, in order to provide feedback for extending the current contract.

- GIS data update and formatting for the Spillman software.
- Continue to assign addresses.
- Begin to process split conveyances, and prepare to send out letters to owners asking if they expect a tax bill for their new parcel for this year.
- Reviewing address records to prepare for the US Census Bureau update.

Points of Interest:

- Received the Statewide Parcel Mapping Initiative V3 Observation Report, no surprises and V4 should be able to export fairly easily by the next deadline!

**ZONING REPORT:**

- Busy as usual with the building season, septic systems are going in finally and permits are being issued. We've seen a bit of a delay on installations due to all the wet weather.
- Tire Round-Up was held on August 19<sup>th</sup>. We received a public health notice a week ago, and we were confused as to who issued it. Terry contacted Ellen Moldenhauer about it and she stated that they contract for those inspections with La Crosse County and they issued the notice. She will talk with them about better communication and information on the notices. The tires were being removed last week. Terry will contact Auburndale Tire about a timelier removal of the tires to help prevent breeding grounds for mosquitos.
- Chapter 16 amendments were presented for committee approval. During the timeframe when our ordinance was under review by the WI-DNR for completing the rewrite, several statute numbers changed and the DNR had several language changes they modified were finalized. The changes that we are bringing forward are mandatory for final approval.

**A Motion by Michelle Greendeer-Rave, to approve the text amendments to Chapter 16 as required for final WI-DNR approval, seconded by Alton Staff. Motion carried.**

**A Motion by Alton Staff, to adjourn the meeting, seconded by Michelle Greendeer-Rave. Motion carried. Meeting adjourned at 2:00 p.m.**