

MINUTES
JACKSON COUNTY ZONING & LAND INFORMATION COMMITTEE
December 18, 2017

December 18, 2017: Committee Meeting

Meeting called to order at 8:30 a.m. by Chairman John Chrest. Committee members in attendance are John Chrest, Norm Stoker, Hoyt Strandberg, Karena Thundercloud and Alton Staff. Others present were Ethan Remus, County Surveyor; April Schoolcraft, GIS Specialist; Joe Pilkington; GIS Technician; Terry Schmidt, Zoning Administrator; Dustin McCune, Zoning Technician; and Beth Storlie, Administrative Assistant.

A Motion by Alton Staff, to approve the minutes of November 20, 2017, seconded by Hoyt Strandberg. Motion carried.

A Motion by Norm Stoker, to approve the vouchers for payment, seconded by Karena Thundercloud. Motion carried.

CSM EASEMENT REVIEW: Attachment #1.

- Dallas Wilhite is completing a survey for Don Rudebeck to create two lots and is proposing a 33-foot easement. Mr. Rudebeck has a buyer for his farm but wants to retain ownership of the white storage shed on Lot 3. There would be a depth-to-width ratio issue if they did one lot. Mr. Rudebeck intends on retaining ownership of both lots. Dallas explained that there is approximately 38 feet between the lot line and the shed, thus the 33-foot easement request as the new buyer doesn't want a portion of the easement on his land that he is acquiring. Terry would recommend adding a stipulation that the easement is strictly to access Lot 4 only.

A Motion by Alton Staff, to approve 33-foot easement for Don Rudebeck with the stipulation that it is limited to serving Lot 4 only, seconded by Hoyt Strandberg. Motion carried unanimously.

AUTHORIZATION TO HIRE THE REAL PROPERTY LISTER/GIS SPECIALIST:

A Motion by Hoyt Strandberg, to approve the hiring of the Real Property Lister/GIS Specialist, seconded by Alton Staff. Motion carried unanimously.

AUTHORIZATION TO HIRE THE GIS COORDINATOR/911 COORDINATOR:

A Motion by Alton Staff, to approve the hiring of the GIS Coordinator/911 Coordinator, seconded by Hoyt Strandberg. Motion carried unanimously.

CONSIDERATION TO HIRE THE SURVEYOR TECHNICIAN:

- Ethan Remus and Diane Peterson, Personnel Director, updated the committee that this position has remained open since earlier this year. It has been advertised again and applications remain open until the end of the year. The committee would be authorizing the hiring of a suitable candidate, once one has been found.

A Motion by Karena Thundercloud, to approve hiring the Surveyor Technician when a suitable candidate is determined, seconded by Norm Stoker. Motion carried.

CONSIDERATION TO HIRE THE GIS TECHNICIAN:

- Ethan explained that once the committee authorized the hiring of the GIS Coordinator/911 Coordinator, it would allow the Personnel Department to begin the hiring process for the GIS Technician.

A Motion by Norm Stoker, to approve hiring the GIS Technician when a suitable candidate is determined, seconded by Alton Staff. Motion carried.

SURVEYOR'S REPORT, see report:

- *Completed field work for Forestry survey in Section 11 of Komensky. Almost done drafting map for this survey.*
- *Completed survey work for proposed animal shelter site. Drafted map and sent all data off to Wilkus Architecture to be distributed to engineer for site development.*
- *Finished setting surface monuments for all section corners that were located in roads that saw resurfacing this year.*
- *DOA has approved our 2018 WLIP grant application. They will be sending out grant agreements in early January for signatures.*
- *Finished reorganizing Land Info office to make room for new GIS Tech. We truly appreciate all the help we received from Maintenance and IT during the move.*
- *April, Joe and myself went to the high school on December 8th and gave a presentation to Mr. Makhardt's Environmental Management class about land information.*
- *Hiring process has been completed for position split. April is now the Real Property Lister/GIS Specialist and Joe is now the GIS Coordinator/911 Coordinator. Recruitment for the now open GIS Technician position will begin once we have received authorization to post from the Committee.*
- *Approval to give quote to John Walter for survey in Manchester, Attachment #2. Mr. Walter is requesting a survey of his two-forties that are completely surrounded by county forest land. The committee discussed this and had initial concerns about being preserved at doing private survey work. Ethan stressed that he would eventually have to do this work anyway, if the Forestry Department were having a timber sale in that area. He added that if a private surveyor were to complete the survey, he would still be very actively involved because none of the government corners in this area have been re-established.*

A Motion by Alton Staff, to authorize the preparation of a survey quote for the John Walter properties, seconded by Norm Stoker. Motion carried.

- The committee reviewed the language of Chapter 59.74 (2) of the State Statutes regarding the responsibilities of the County Surveyor and protection of all survey monuments, *Attachment #3*. Ethan wanted to get the committee's interpretation of the statute that he is responsible for ensuring all corners installed from public or private survey are protected. He has received several complaints recently that a landowner is accusing his neighbor of removing a corner that was installed by a certified survey map. The most recent was located in the Town of Springfield and the caller accused the neighbor of pulling the corner out. Ethan did the research and went out to the site to complete the fieldwork. When completing the fieldwork, he found that the accusation was false as the corner was still installed properly. He's wondering if he is able to re-coop the expenses of this from the accuser and how do we prevent this from occurring again.

The committee recommended discussing this issue with Corporation Counsel and to get their assistance with text amendment language and a form to be completed by the landowner for investigating missing corners. The text would fall under Chapter 18, Subdivision and Platting Ordinance.

CONSIDERATION OF ONLINE SURVEY RECORDS AVAILABILITY. *Attachment #4.*

- Ethan shared a map of the counties that are serving up their survey records online, which ones are assessing fees or not and those that do not serve their information online. The vast majority are not assessing a fee. The additional cost to the county would be \$500.00 annually for the additional cloud storage.

A Motion by Alton Staff, to approve serving the survey records online and purchasing the additional cloud storage with the records available at no additional cost for the public, seconded by Karena Thundercloud. Motion carried.

CONSIDERATION OF UTILIZING FUND BALANCE FOR EQUIPMENT ACQUISITION.

Attachment # 5&6.

- Ethan Remus shared with the committee that he will have a substantial fund balance remaining this year in his salary and benefits lines due to the vacancies and salary level changes. He would like to purchase several items of equipment that he uses each day in the field, but especially a new Vertical File Survey cabinet. The existing cabinet only has four sleeves for surveys remaining before it is completely full. The estimated cost for this cabinet is between \$6,000.00 to \$7,000.00, but we are trying to obtain additional quotes. He also needs some general field equipment such as a metal tape, flagging tape, survey marking paint, field books, stamp set for monuments, a backpack to transport the Total Station, as well as a hand-held GPS unit for the GIS Department to utilize for field work.

Additionally, he would like to acquire Spatial Analyst Extension and Network Analyst software additions for the ArcGIS software application from ESRI along with the annual maintenance for the software. Joe Pilkington explained how the Spatial Analyst would assist with the usage of our LiDAR data by being able to better utilize the Raster data

from the LiDAR for creating mapping functions and additional information from the existing data in a manner that we cannot do currently.

A Motion by Karena Thundercloud, to approve the use of fund balance for the equipment purchases, seconded by Alton Staff. Motion carried unanimously.

GIS REPORT, see report:

- *Tax bills are out, printing began on November 20th, and the last of the bills were picked last Monday the 11th. I've been fielding phone calls about tax bills as owners are receiving the bills, JoAnne was on vacation last week.*
- *Continuing to prepare the 2018 tax roll for the assessors' workbooks, I hope to get that information out to the assessors before February.*
- *Continuing to work on the structure point address layer.*
- *Still working on 911 mapping data for Dispatch, and currently waiting on a server. Currently inspecting and updating ESNs for HCN trust lands. Sending our data to GeoComm for validation with Spillman software requirements within the next two weeks.*
- *Starting to receive the LUCA binders from the municipalities, which have a lot of great feedback and data, but also some initial grumbling from municipalities because of the workload.*
- *Attended the Town of Curran Board meeting last Monday, regarding Chapter 6 of the Jackson County Ordinance. Taylor Fire Department Chief Tim Rose asked for support from the County to discuss updating fire number signs in that Township, and Kristina Page was unable to attend due to a MABAS meeting the same night. I feel that there was good discussion about the topic, and I feel that I educated the Board about the Chapter 6 requirements.*

Future Trainings:

- *WLIA Annual Conference is March 7-9th at the Osthoff Resort in Elkhart Lake.*

Upcoming Plans:

- *Order assessor supplies for 2018.*
- *Continue to assign addresses*

ZONING REPORT:

- *Legislative issues continue to come forward that are pro individual property owners rights. Additional bills have been introduced that remove local control on things like subdivisions and platting, the Uniform Dwelling Code. The current atmosphere in Madison is very individual rights verses the community or your neighbors. If these changes do get implemented, it will impact neighbors. Groups like WCCA, and WCA are*

contacting legislators to state their disapproval of the bills.

- Terry attended a Floodplain workshop last week. An area that FEMA is stressing is when a property owner hires a surveyor to complete an elevation study to obtain a LOMA letter, which removes a structure out of the floodplain based on the base elevation of the structure. FEMA wants us to incorporate these LOMA letters into our ordinance language. Terry inquired with several counties present on how they are addressing this. WCCA does not agree with FEMA's assessment on incorporating them because even though the structure may be out of the floodplain, the property is still subject to the floodplain regulations and permitting requirements. These LOMA letters are not a free pass to the requirements of the ordinance.
- Wagler property update. The trial is rescheduled for March. Mr. Wagler submitted a permit for the construction of a new loafing shed. Terry and Gaylord hope that he will move all the animals into that structure and abandon the existing barn that is the violation. They are waiting to see what Mr. Wagler does.
- Green Meadows property update. Terry spoke with Ellen Moldenhauer, Public Health about condemnation of the property and she would prefer the township taking the lead on that. He's not sure if she's thinking that the health hazards are not sufficient or what. Terry has sent a letter to the township but hasn't heard back from them. The owner has not done anything except bring the home structure on to the site without obtaining the appropriate permits. The Sanitary Permit and Land Use Permit continue to be outstanding.
- Anderson property update. Kerry Sullivan-Flock has determined that she will need to work with the Circuit Court to obtain injunctions for the clean-up. The owner has been issued three citations and has paid the fines but never taken any steps to clean-up the property.
- Working on the Luther property in the Town of Brockway regarding the failed septic system and illegal pumping of the tank. Part of the situation complicating this site is that the Luther's do not reside there, other family members are.
- The office received a complaint from a property owner in the Town of North Bend regarding his neighbor having numerous dogs and barking. Terry contacted Barb Pfaff, Humane Officer because the owner of the dogs has filed for a kennel license through her. When an owner has multiple dogs, they can purchase an annual kennel license to cover all their animals without having to get the individual licenses. Under the Zoning Ordinance, a Conditional Use Permit is required when you commercially raise dogs or if you have five or more located at the site, if even they are for personal use only. The owner of the dogs has contacted the office and we have forwarded him the appropriate paperwork for petitioning for the conditional use. Terry also reached out to Barb Pfaff and Officer Smokowicz about who has been issued their kennel license for us to follow-up on to see if conditional use permits will be required. Terry anticipates that this owner will file for the public hearing in January.

- One of the Black River Falls High School teachers who works with some of the developmentally challenged students contacted the office about touring the Recycling Center. They toured the facilities last week with Terry and Lois explaining about recycling and what type of materials are and are not recyclable. It was a great learning experience as one of the teacher's, who resides in the Town of Albion was not aware of the Recycling Center and that she was to recycle materials at her home. She's been putting all recycling materials in her solid waste instead.

A Motion by Norm Stoker, to adjourn the meeting, seconded by Hoyt Strandberg. Motion carried. Meeting adjourned at 10:45 a.m.