

**MINUTES**  
**JACKSON COUNTY ZONING & LAND INFORMATION COMMITTEE**  
May 20, 2019

**May 20, 2019:**        **Committee Site Visits, Committee Meeting and Public Hearings Meeting called to order** at 8:00 a.m. by Chairman Hoyt Strandberg, the Site Visits commenced with the committee meeting to follow. Committee members in attendance are Hoyt Strandberg, Norm Stoker, Ed Chamberlain, Isaiah Funmaker and Alton Staff. Others present were Ethan Remus, County Surveyor; April Schoolcraft, Real Property Lister; Joe Pilkington, GIS Coordinator; Dustin McCune, Zoning Technician; Terry Schmidt, Zoning Administrator; and Beth Storlie, Administrative Assistant.

**A Motion by Alton Staff, to approve the minutes of April 10 & 15, 2019, seconded by Ed Chamberlain. Motion carried.**

**A Motion by Norm Stoker, to approve the vouchers for payment, seconded by Alton Staff. Motion carried.**

**DISCUSSION AND CONSIDERATION OF THE GIS STAFF ASSISTING WITH THE PRODUCTION OF THE EMERGENCY RESPONSE ATLAS.**

Ethan Remus, Land Information Officer and County Surveyor, explained to the committee that last week Scott Loveland, WI-DNR approached the Land Information Department about assisting with completing the mapping and updates to the Emergency Response Atlas.

Kristina Page, Jackson County Emergency Management Director, shared examples of the current atlas with the committee for their review. This atlas is utilized by the WI-DNR, Emergency Management, the Sheriff's Department, and local Fire Departments within their trucks and vehicles. She stressed the need for a book format even though a digital mapping format is available. There are times when the internet is down or areas have very limited coverage for digital format. The atlas is used in the planning process for scenarios for evacuations, tornado, wild fire, etc.

Scott Loveland added that the WI-DNR has been a partner in the atlas development and updates in the past with funding the cost of the GIS support for map development. The printing costs have been covered by the utilization of Ho-Chunk Nation funds from Jackson County. He has funds available starting in July 2019 from their new budget totaling \$6,500.00. If he invoices the funds in July 2019, the atlas must be completed by June 30, 2020.

Kristina added that if the GIS staff cannot do the mapping due to time constraints with other projects, then she asked that the base data be shared with the mapping firm at no cost.

Ethan Remus stated that he recognizes the importance of the book. But the internal work flow for Next Gen 911 is the priority for the next two years for Joe Pilkington. We are currently under contract and in a \$104,500 project with Prowest Associates for the new parcel mapping and integration into Parcel Fabric. Once Prowest completes the six townships, April will need

to update and link the new parcel fabric parcels with the tax roll. This is a priority to ensure the accuracy of the tax roll and tax collection.

Joe Pilkington, GIS Coordinator, provided a packet of all the updates needed for Next Gen for the committee's review. The MSAG must be at 90% or better in accuracy by the implementation date. We aren't even close. This data is linked to the ALI database that the State maintains. Next Gen requires a much higher accuracy standard because it is IP based and relying solely on GIS data standards instead of the MSAG/ALI method that land-lines have utilized for years. It's imperative that our data meet these standards. He stressed that the Next Gen updates and corrections must be the priority. He added that GIS and their function is shifting throughout the country, moving away from being map makers to data and information analysts.

Duane Waldera, Jackson County Sheriff, stated that both projects are equally important but time is not available with the county staff.

Ethan recommended the DNR approach the Ho-Chunk Nation to see if their GIS staff can complete the mapping. Scott Loveland added that they have reached out to the Ho-Chunk Nation but have not heard back. Ethan requested that the committee consider denial of the Jackson County GIS staff completing the mapping updates but he asked for them to support providing the GIS datasets at no cost to a mapping firm.

**A Motion by Alton Staff, to deny the request to have the Jackson County GIS staff provide the mapping services for an updated Emergency Response Atlas, seconded by Isaiah Funmaker. Motion carried unanimously.**

**A Motion by Alton Staff, to provide the needed GIS datasets to the vendor hired by the WI-DNR for the completion of an updated Emergency Response Atlas at no cost, seconded by Ed Chamberlain. Motion carried unanimously.**

**DISCUSSION AND CONSIDERATION OF REQUEST BY DICK LEISTEKOW TO EXCEED THE LENGTH-TO-WIDTH RATIO FOR A PROPOSED PROPERTY DIVISION.**

The family for the property owned by the David and Patricia Soldner Life Estate would like to divide the two forties they own into four – twenty acre parcels with equal road frontage and stream access. In their opinion, they can only accomplish this by creating four, long and narrow parcels that are in each forty and exceed the length-to-width ratios established in Chapter 18, Jackson County Subdivision and Platting Ordinance. Terry Schmidt added that there are some floodplain and wetland issues as well as Bacon Rd. cuts through the parcels. These limiting factors impact the buildable areas of the two forties. He agrees that this may be the only option available for equal parcels for all family members.

**A Motion by Ed Chamberlain, to approve exceeding the length-to-width ratio for the David and Patricia Soldner Life Estate proposed property division, seconded by Norm Stoker. Motion carried.**

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

- *Prowest submitted the parcel fabric geodatabase for Garfield township on April 30. Joe and April worked very hard to thoroughly review their work. They noticed many things that needed to be corrected and some bad habits that were forming in Prowse's work. All of these concerns were voiced to Prowest through email and conference call. They went back and spent about 2 weeks editing and adding to Garfield and resubmitted a corrected file for the township on May 12<sup>th</sup>. We will check it over again and make sure they are giving us what we all agreed to at the beginning. If everything looks good and we are confident that they can provide what we asked for, we will pay them for the pilot and give them the go-ahead to continue development of the next township.*
- *Cody and I are hard at work in the field. We completed 3 blueline surveys for Forestry dept. and referenced corners to be affected by upcoming road work in STH 54 and Pray Rd. We began work on our PLSS maintenance project in T22N-R4W two weeks ago, and have made a very good start. If all continues well, we could have this township completed in July and move on to T22N-R6W. We hope to complete 2 townships this year.*
- *The first ½ of the SI grant (\$25K) was received at the end of April. The second ½ of that grant typically arrives around October. The BB grant and education grants have also been received previously.*
- *The resolution to enter into contract with Ayres Assoc. for the 2020 WROC project was approved by the County Board on April 16. The contract has been executed by both parties but will need to be amended to include the additional work for 3-inch resolution buy-ups. We were one of the first 5 counties to have executed a contract with Ayres for this work. Final deliverables are sent out in the order of when contracts were completed. This means we will be getting our data sooner than most!*
- *I drafted Memorandum's of Understanding for 3-inch resolution orthoimagery buy-ups in the Village of Taylor, City of BRF, and Town of Brockway's Sanitary District. These were sent out to their respective municipalities for signature. All three MOU's have been executed and returned. We will need to work with Ayres to get this additional work added into our existing contract with them for 2020 WROC. I will be bringing an amended contract back to this committee in the future for approval.*
- *I took our resolution for Ho-Chunk funds for a 2023 orthoimagery acquisition to E&F committee last Monday. They approved and this resolution is on the agenda for consideration at county board tonight.*
- *Prowest performed the first scheduled update to our on-line survey records search application on April 16<sup>th</sup>. This will be occurring on 6 month intervals indefinitely in order to add newly filed surveys to the application.*

**DISCUSSION AND CONSIDERATION OF CHANGES TO THE 2019 FEE SCHEDULE FOR ADDITIONAL GIS DATASET FEES.**

Ethan shared with the committee that we are receiving a lot of requests for individual GIS datasets and feature classes. The committee reviewed the proposed fee schedule.

**A Motion by Alton Staff, to approve the updated fee schedule as presented, seconded by Ed Chamberlain. Motion carried.**

**REAL PROPERTY LISTER REPORT, see report:**

*Accomplishments:*

- *Assessment Roll update: 19 out of 27 municipalities have turned in an assessment roll & of those 19, 6 have already closed their Board of Review & I've filed the Statement of Assessment for them. 5 out of 27 need to set their times & dates for Open Book & Board of Review.*
- *Attended a GCS meeting with RODs from the region, proved to be a useful meeting regarding the upcoming software upgrade to what they call "LandNav Suite".*
- *Attended a property lister district meeting at the Eau Claire County Courthouse last Thursday.*
- *Assisted with providing information to students regarding my job position for Student Government Day*
- *Fielding phone calls regarding real estate questions & the assessment process from landowners, farmers, title companies, realtors, foresters, & attorneys, as the spring season begins.*

*Future Trainings:*

- *Spring Regional WLIA meeting will be in Eau Claire next Thursday & Friday, May 30 & 31<sup>st</sup>*

*Upcoming Plans:*

- *Send split letter requests to property owners who purchased or sold a portion of a parcel so far this year.*
- *Begin splitting parcels.*
- *Work with assessors though issues that may surface from the assessment rolls/OB.*
- *Assist Prowest with any questions they may have regarding the Parcel Fabric project.*

*Points of Interest:*

- *None*

**GIS/911 REPORT, see report:**

- *We received our pilot data (Garfield Township) from Prowest and Associates on April 16<sup>th</sup>, 2019. Ethan, April, and myself reviewed the data for quality assurance and accuracy. We identified slightly over 90 parcel geometry errors, missing parcels, or other various attribute errors for correction. We provided feedback in the form of tabular and spatial data to Prowest on April 30<sup>th</sup>, 2019. We received a follow-up corrected pilot data for Garfield Township on May 12, 2019, which only includes the addition of missing surveys. We expect to receive a final submission shortly.*

- *A copy of the County GIS data has been submitted for processing through GeoComm's GIS Data Hub, which validates our existing GIS data for errors and compliancy with NENA data standards. We expect to receive feedback shortly and will move forward with addressing errors identified through that process.*
- *Continuing to move forward with the County's NG911 GIS priorities, including routine maintenance and improving data accuracy. Additions and improvements made to 365 road centerline segments, 135 road intersections, and 79 site/structure address points. Also, began edge matching our road centerlines with Eau Claire, Clark, Wood, Juneau, Monroe, LaCrosse, and Trempealeau Counties. Neighboring county roads will be added to the dispatch CAD maps within a one to two-mile buffer from the county boundary, helping to better inform dispatch and emergency responders when incidences occur in these areas.*
- *Dispatch requested the development and implementation of intersection points where federal, state, and county highways intersect the county line. Deputies routinely meet neighboring authorities at these locations for people/property exchanges. Often times there is no location or address whereby to relate the call in their database. I added these locations to our road intersections GIS dataset, which should now allow them to record these exchanges to these locations within their database.*
- *Processed half a dozen address applications this month. A half a dozen more applications require additional permits and other documentation to process.*

**GIS Mapping Requests:** *The Sheriff's Office requested a 24" x 36" map illustrating the jurisdictional boundary between the Black River Falls Police Department and the Jackson County Sheriff's Office, with emphasis along the I 94 corridors.*

*Continuing to work with the Friends of the Black River on development of a park map for the Black River Chamber of Commerce. This project was first initiated in April of 2018 by our then GIS Technician. Work is progressing as time permits.*

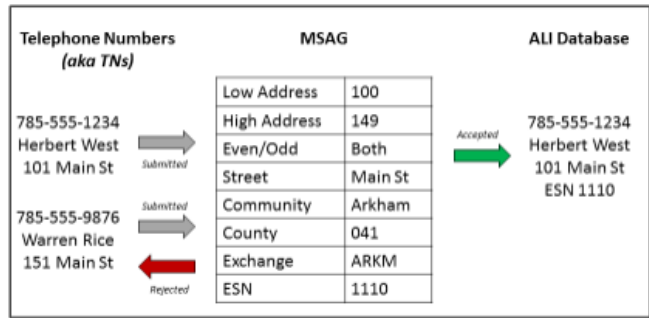
**GIS Data Requests:** *A copy of the County's vector GIS datasets was purchased by Mayo Clinic Medical Transport at a cost of \$1500.00. Also, five LiDAR tiles in the Town of Springfield were purchased by the industrial sand mining company Hi Crush Partners LP at a cost of \$1250.00.*

**Future Trainings / Meetings:** *None*

### **2019 – 2020 NG911 GIS Priorities**

1. Rebuild the Master Street Address Guide (MSAG) and synchronize with the Automatic Location Database (ALI). Our GIS data must match the MSAG data at a 98% rate to be NextGen ready.

- The **MSAG** is derived from our GIS data by the County's MSAG Coordinator (GIS Coordinator). The **ALI** database is developed by the telephone company (CenturyLink).
- ALI data delivered with 911 emergency calls is compared against the MSAG. The call validates when matched and is then able to be properly routed to the correct Public Service Answering Point (PSAP).



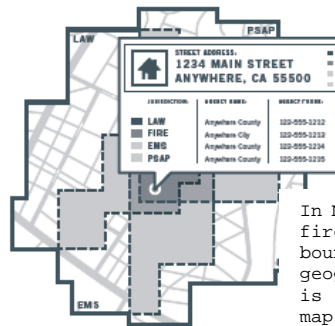
The following tasks should be completed before development of the updated MSAG:

- Street segments within our road network must precisely break at all municipal boundaries, emergency service boundaries, street intersections, etc. An address range must be assigned to each street segment according to the County's address grid system. Municipal, PLSS, parcel, and address grid boundaries are being readjusted due to the PLSS re-monumentation project. As a result, Jackson County's road network must be corrected to account for these changes.
- Streets must be properly attributed according to NENA data standards. Presently, there are gaps in our data that must be filled.
- Streets and boundaries must precisely align with neighboring counties GIS data. Our efforts along these political boundaries must be carefully coordinated. There are 7 counties neighboring Jackson County. Bear in mind, some of these counties are also involved in their own re-monumentation efforts, resulting in changes to their boundaries.

## 2. Critical updates to Emergency Service Zones required

- Location validation in a next generation 911 environment is entirely dependent on complete, precise, and accurate GIS boundaries. Overlap and underlap of emergency service boundaries is common in our current dataset, which sometimes causes confusion in our dispatch center and has resulted in the dispatch of an incorrect emergency service agency. These discrepancies will be unacceptable in a NG911 environment.

4.1 POINT-IN-POLYGON CALL ROUTING



In NextGen 9-1-1, specific PSAP, law, fire, and EMS jurisdictional boundaries are layered over a geographical map. When a 9-1-1 call is made, its location plots on the map as a point within those boundaries to identify the appropriate responding agencies for that location.

## 3. Continue development of the structure address point dataset.

- Currently, our address points are positioned where driveways intersect the roadways. NG911 requires address points positioned over the addressed structure. We are 1-year into this project and are 50%

complete (13 PLSS Townships). On average, each PLSS Township takes 1-month to complete. There are 15 remaining townships.

### **PUBLIC HEARINGS:**

- **ZONE CHANGE PETITION # 2019-16** as requested by Daniel Lehman on property located in the NW1/4-SE1/4, Section 35, T20N, R6W, Town of Franklin, Jackson County, WI. The request is to change 4.35 acres of the Official Zoning Map from the R-2 (Residential) District to the A-1 (Agriculture) District to allow for livestock and farming on the property.

Township took no position. Mr. Lehman had animals on the parcel in the past prior to the Town of Franklin participating in zoning. Another party owned the parcel and built a home and other buildings at the time that the township joined the County's comprehensive zoning. Mr. Lehman purchased the parcel and an additional seventeen acres that are adjacent to this parcel.

Gaylord Olson II added that the number of animal units onsite require Mr. Lehman to obtain a Livestock License from his department. Gaylord provided his recommendations of approval for consideration by the committee, see attached.

**A Motion by Ed Chamberlain, to approve zone change petition # 2019-16 for Daniel Lehman with the stipulation that the recommendations of approval from the Jackson County Land Conservation Department are met, seconded by Norm Stoker. Motion carried.**

- **ZONE CHANGE PETITION # 2019-17** as requested by Nancy Watenphul on property known as Lot 1 of CSM 4110 located in the SW1/4-SE1/4, Section 14, T24N, R5W, Town of Cleveland, Jackson County, WI. The request is to change 2 acres of the Official Zoning Map from the A-1 (Agriculture) District to the R-2 (Residential) District for the single-family home site.

Township supports the request.

**A Motion by Alton Staff, to approve zone change petition # 2019-17 for Nancy Watenphul, seconded by Norm Stoker. Motion carried.**

- **ZONE CHANGE PETITION # 2019-18** as requested by Barry Peterson, owner and Scott V. Peterson, applicant on property known as Lot 1 of CSM 4106 located in the NW1/4-NW1/4, Section 17, T21N, R4W, Town of Adams, Jackson County, WI. The request is to change 3.54 acres of the Official Zoning Map from the R-2 (Residential) District and the A-1 (Agriculture) District to the R-6 (Rural Residential) District for a single-family home.

Township supports the request. Gaylord Olson II shared his recommendations of approval with the committee.

**A Motion by Norm Stoker, to approve zone change petition # 2019-18 with the stipulation that the recommendations of approval from the Jackson County Land Conservation Department are met, seconded by Alton Staff. Motion carried.**

**ZONING REPORT:**

- Lois Halverson, Recycling LTE, is on long term medical leave for at least six months. Terry is actively looking for a temporary replacement and is working with Human Resources to fill the position. Rick Poff, Facilities Manager, offered the use of one of his employees for covering Wednesdays at the Recycling Center until we find someone to set in. It still leaves someone having to cover Saturdays. While Terry covered this past Saturday, he caught several individuals trying to bring in illegal items that are garbage. He shared with them that these items are not accepted and garbage. Several parties tried to drop off TV's and other items that are not collected.
- The first Tire Round-up was held on May 18<sup>th</sup>. It was a very busy day and big numbers of tires were brought in. Liberty Tire is scheduled to pick up them on Tuesday, May 28<sup>th</sup>.
- An Amish landowner pulled in a non-compliant, old mobile home on a parcel in the Town of Melrose. We received a complaint from the previous town chairman about the home being brought in. The home went past the new chairman's property while being brought to the site, who told the landowner it would be okay. Terry spoke with the landowner this morning and told him the only option is to remove the non-compliant home. The landowner was advocating to build a shed around the mobile home, Terry said no that is not allowed and the home must be removed. Terry will discuss this matter with the new chairman.
- Junk and scrap complaints are increasing, we have a lot of problems throughout the county this spring.
- Appliance and Electronics Round-up was held Saturday, April 27<sup>th</sup> from 8:00 a.m. to 2:00 p.m. Computers, laptops and keyboards are free, all other appliances were \$10.00 each. We collected approximately 50,000 pounds and had three metals dumpsters go out as well. This collection is the only one that we break even between fees collected and cost of the collection.
- Attended a Groundwater Summit in Trempealeau County last week with several other county staff from Land Conservation Department and Health and Human Services. There is a statewide problem with nitrate concentrations. Several legislators were present and shared their perspective on how to address the problem. Jackson County has less than 300 wells that are impacted and need to be addressed. The estimated cost to mitigate the problem statewide is \$440,000,000.00.

**FURTHER DISCUSSION AND CONSIDERATION FOR THE RETURN OF ZONE CHANGE AND CONDITIONAL USE REQUEST # 2019-15 REQUESTED BY ERNEST BARRERA, OWNER AND TODD REISMANN, APPLICANT:**

At last month's public hearing, the zone change recommended for approval with the stipulation of the Town of Albion's approval. The request was approved by the County Board with that stipulation as well. The Town of Albion reviewed the zone change and conditional use at their May meeting and supported both requests. The conditional use permit is to allow for the operation of a home occupation business namely pod storage rentals within the R-6 (Rural Residential) District.

**A Motion by Ed Chamberlain, to approve conditional use permit petition # 2019-15 for the home occupation business of pod storage rentals, seconded by Isaiah Funmaker. Motion carried unanimously.**

**DISCUSSION AND CONSIDERATION OF THE RESOLUTION FOR RECYCLING GRANT AND PROGRAM FUNDING.**

Annually, we request funding from the Ho-Chunk Nation funds to offset the shortfall of state grant funds for the Recycling Program in Jackson County. In 2018, due to the excessive volume of tires that were recycled and properly disposed of our non-lapsing funds were exhausted. In 2019, we are having to increase the amount requested to \$75,000.00 to offset the loss of the non-lapsing fund. The resolution was read into the minutes for committee consideration.

**A Motion by Ed Chamberlain, to approve the Resolution for Recycling Grant and Program Funding as presented, seconded by Isaiah Funmaker. Motion carried.**

**A Motion by Norm Stoker, to adjourn the meeting, seconded by Isaiah Funmaker. Motion carried. Meeting adjourned at 11:45 a.m.**