

MINUTES
JACKSON COUNTY ZONING & LAND INFORMATION COMMITTEE
October 17, 2022

October 17, 2022: Committee Meeting, Virtual Onsite and Public Hearing

Meeting called to order at 8:30 a.m., by Chairman Hoyt Strandberg. Committee members in attendance are Hoyt Strandberg, Ed Chamberlain, Adrian Swanson, Jerry Schmidt, and Alton Staff. Others present were Cody Brommerich, County Surveyor; April Schoolcraft, Real Property Lister; Joe Pilkington, GIS Coordinator; Jonathan Hemp, Zoning Administrator; Rick Poff, Facilities Director; Cindy Altman, County Clerk; and Rebecca Ayers, Zoning Assistant.

Next Meeting Date: **Monday November 21, 2022 at 8:30 a.m.**

A Motion by Alton Staff, to approve the September 19, 2022 minutes as presented, seconded by Adrian Swanson. Motion carried.

A Motion by Ed Chamberlain, to approve the vouchers for payment, seconded by Adrian Swanson. Motion carried unanimously.

CSM EASEMENT REVIEW:

None

A Motion by Alton Staff, to adjourn to closed session pursuant to s. 19.85 (1) (c) and 19.85 (1) (g) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, seconded by Ed Chamberlain.

Meeting was closed at 8:33 a.m. Returning to open session at approximately 9:00 a.m.

A Motion by Adrian Swanson, to return to open session at 9:04 a.m., seconded by Ed Chamberlain. Motion carried.

A Motion by Alton Staff, to accept the evaluation for Jonathan Hemp as presented and to forward it to the Personnel Committee for approval, seconded by Ed Chamberlain. Motion carried unanimously.

SURVEYOR'S REPORT, Cody Brommerich:

- *We are continuing our remonumentation efforts in the Townships of Franklin and Irving.*
- *We completed PLSS corner requests from private land surveyors for their upcoming surveys.*
- *Worked with the DOT to identify any potential impacted PLSS corners or geodetic control monuments for their upcoming projects.*

- *We finalized our Memorandums of Understanding (MOU) with the Town of Brockway, City of Black River Falls, and Village of Taylor for the 2023 3" ortho flight. Upon the County being billed for the entire project, we will pay the entire invoice, then get reimbursed from the municipalities for their 3" areas.*
- *We received our preliminary contract agreement from Ayres Associates for the 2023 countywide orthoimagery flight. We reviewed the agreement, it looked good. We signed and returned the agreement.*
- *We have begun planning 2023 projects as part of our 2023 WLIP grant projects. We have received quotes for one of our planned projects. This will be discussed further at the November committee meeting.*
- *We completed our survey app update with ProWest on the 14th, which occurs twice a year around April 15th and October 15th.*
- *We have been working with the Sheriff's office to complete an NG9-1-1 grant application, which is due October 25th.*

Future Trainings / Meetings:

Wisconsin Land Information Association (WLIA) Fall Regional Meeting (10/26-10/28) – Sheboygan, WI

Wisconsin County Surveyors Association (WCSA) Meeting (11/4) – Neillsville, WI

REAL PROPERTY LISTER REPORT, April Schoolcraft:

Accomplishments:

- *Two out of 27 municipalities need to complete their Board of Review.*
- *Sent out split letters to 13 of the municipalities; have half of the county to go.*
- *Work requests such as: Jay at highway asked for start/stop points of proposed BIA road projects, fixed a couple parcel based on title research, gathered some surrounding survey data for a property owner in City Point, produced property owner mailing labels for the Alma Center Fire Department, worked with DNR forester on an MFL acreage issue, produced data for Brockway vacations and sanitary district, and produced a listing of all addresses associated with parcels owned Jackson County for the Black River Fire Chief.*
- *Meetings regarding broadband, and new proposed legislation for property listers to decide school district boundaries for new lot creations, attended the City Common Council meeting regarding 2023 orthos, and Confidential Record Identity Shielding (otherwise known as CRIS).*

Future Trainings/Meetings:

None

Upcoming Plans:

- *Finish sending split tax bill request letters to owners who have a split conveyance for the year.*
- *Begin mapping splits to prepare for the 2023 tax year.*
- *Continue to assist the public, attorneys, title companies, realtors, and anyone else who contacts us.*

Points of Interest:

None

GIS/911 REPORT, Joe Pilkington:

- *Working with the Sheriff's Office on a competitive geographic information system grant from the Wisconsin Department of Military Affairs (DMA). The Wisconsin Department of Military Affairs (DMA) is allocated \$1.5 million annually for awarding grants under the GIS grant program. Applications are due by October 25, 2022.*

We received project quotes from CloudPoint Geospatial (\$26,000), GeoComm (\$49,794.38), and ProWest & Associates (\$29,513). This project is medium priority.

- *The Village of Merrilan Police Department has dissolved. The Jackson County Sheriff's Office shall now provide primary law enforcement coverage to the Villages of Merrilan and Alma Center. I am working with the Emergency Management Coordinator, Jack Workman, and Communications Dispatch Lead, Chris Underwood, to finalize and officiate the new order. The MSAG and ALI data has been updated with the telecom provider, Lumen. Updates to the CAD GIS data is planned this week. This process is high priority.*
- *The Wisconsin Office of Outdoor Recreation Asset Collection Project, in partnership with the Environmental Systems Research Institute and ProWest and Associates, kick started a statewide project to catalogue recreation GIS assets to provide these datasets to the public within a single repository. The Land Information Department has submitted all our recreational related GIS datasets. We also referred the project leaders to the Jackson County Forestry and Parks Department for additional GIS datasets. This project is low priority.*
- *Updating the Spillman geoprocessing models from ArcGIS Desktop 10.8.1 to ArcGIS Pro 3.0.2.*
- *Continuing to process address applications as received. To date, 91 addresses have been assigned in 2022. Perform regular data updates to Wgxtreme webmap, updates to Spillman GeoValidation, and data backups. These processes are high priority.*

GIS Mapping Requests:

Dispatch Lead Chris Underwood has requested updated Dispatch Tow Company Maps for Deputies

to use in the field.

GIS Data Requests:

Emergency Management (Emergency Service Datasets) for Marplot, Emergency Response Division, National Oceanic and Atmospheric Administration; Office of Emergency Management, U.S. Environmental Protection Agency.

Future Trainings / Meetings:

None

ZONING REPORT, Jonathan Hemp:

- *Land Use Permits have stayed busy (17 this month so far)*
- *Soil tests and septic installation inspections still daily*
- *4th round of Sanitary pumping violations start going out this week*
- *(1) citation actually issued on 2nd round*
- *Recycling center:*
 - *2 quotes for new forklift and 2 quotes for trade-in of our old one*
 - *Have sharps pick-up scheduled for October 18*
 - *Fluorescent bulb pick-up was September 29*
 - *Received quote from Dynamic Audio & Video for cameras at recycling center*
 - *Russell Put in his notice to leave the recycling center Oct 28.*
 - *Estimate for concrete repair*
- *Comprehensive zoning plan*
 - *Letter and maps were sent out to all towns and municipalities on updated Comprehensive Zoning Plan*
- *Review raising fee prices & updating application forms. Will put proposal together and present to Zoning Committee in coming months*
- *Still working with Land Con on various issues*
- *WCCA Fall conference October 19—21 (Dustin & Jon)*

Discussion and consideration of the purchase of a new forklift for the Recycling Center.

Rick Poff spoke on behalf of the forklift discussion. Alton Staff asked where each forklift was made, Rick found that both were made in The United States. Jon Hemp and Rick Poff both let the committee know that the current forklift is very old and is becoming more expensive to keep it is good working order.

A motion by Alton Staff, to approve the purchase of a new Toyota Forklift with the extended warranty, seconded by Jerry Schmidt. Motion carried, unanimously.

Discussion and consideration of Committee approve/deny the Ho-Chunk Funds to balance the recycling budget.

Jon Hemp brought a resolution to the Zoning Committee to request funds to help support the Recycling Center, the grant which was awarded is not enough to keep the Recycling Program going in Jackson County.

A motion by Ed Chamberlain, to approve the receipt of Ho-Chunk funds to balance the Recycling Budget, seconded by Adrian Swanson. Motion carried, unanimously.

Public Hearing meeting was called to order at 9:30 a.m. by Hoyt Strandberg.

NEW BUSINESS:

- **CONDITIONAL USE REQUEST #2022-42** as requested by Richard Kujawa, on property in the NW1/4-SE1/4, Section 31, T20N, R3W, Town of Manchester, Jackson County, WI. The request is to allow for the operation of a short-term rental property within the A-2(Forestry and Limited Agriculture) District.

Town of Manchester supports. Petitioner joined the hearing via Zoom.

A motion by Alton Staff, to approve Conditional Use Request #2022-42 for Richard Kujawa, seconded by Adrian Swanson. Motion carried, unanimously.

- **ZONE CHANGE PETITION #2022-43** as requested by Robert Brague, on property known as Lot 1 of CSM 4138 located in the NW1/4-NE1/4, Section 36, T20N, R6W, Town of Franklin, Jackson County, WI. The request is to change 4.00 of the A-2 (Forestry and Limited Agriculture) District to the R-2 (Residential) District for the construction of a shed-house.

Town of Franklin supports.

A motion by Ed Chamberlain, to approve Zone Change Petition #2022-43 for Robert Brague, seconded by Adrian Swanson. Motion carried, unanimously.

- **CONDITIONAL USE REQUEST #2022-44** as requested by John Feyen, on property in the SE ¼-NW ¼, Section 8, T21N, R6W, Town of Springfield, Jackson County, WI. The request is for the building of a storage structure for waste and receiving station with a shed.

Mr. Feyen did not attend and have not received a Town form supporting or denying request at time of meeting.

A motion by Ed Chamberlain, to post-pone Conditional Use Request #2022-44 for John Feyen, seconded by Adrian Swanson. Motion carried, unanimously.

- **ZONE CHANGE PETITION #2022-45** as requested by Nathan Tenneson, on property known as Lot 2 of CSM 4442 located in the NW1/4-SW1/4, Section 30, T20N, R6W, Town of Franklin, Jackson County, WI. The request is to change 5 acres from the A-1 (Agriculture) District to the R-2 (Residential) District for the construction of a single-family home.

Town supports. Jon Hemp requested if Mr. Tenneson decides to have animals at some point that he would need to reach out to Gaylord E. Olson II, at Land Conservation to discuss options.

A motion by Adrian Swanson, to approve Zone Change Petition #2022-45 for Nathan Tenneson, seconded by Ed Chamberlain. Motion carried unanimously.

- **ZONE CHANGE PETITION #2022-46** as requested by Richard and Clifford Boullion, property located in SE1/4-SW1/4, Section 11, T24N, R5W, Town of Cleveland, Jackson County, WI. The request is to change 2 acres from the A-2 (Forestry and Limited Agriculture) District to the R-2 (Residential) District for the construction of a single-family home.

Town supports.

A motion by Alton Staff, to approve Zone Change #2022-46 for Richard and Clifford Boullion, seconded by Adrian Swanson. Motion carried unanimously.

A motion by Hoyt Strandberg, to adjourn the Public Hearing at 9:48 a.m., seconded by Ed Chamberlain. Motion carried.

A Motion by Adrian Swanson, to adjourn the meeting, seconded by Alton Staff. Motion carried. Meeting adjourned at 10:52 a.m.