

**Richland County
Land & Zoning Standing Committee
Meeting Minutes
October 24, 2022**

The October 24, 2022, Land & Zoning Standing Committee meeting was called to order 11:02 a.m. by Chair Melissa Luck. Present were Linda Gentes, David Turk via webex, Julie Fleming, Steve Carrow, Todd Halverson from MSA, Troy Maggied & Jaclyn Essandoh from Southwest Wisconsin Regional planning Commission, Mike Bindl, John Couey, and Cathy Cooper. Dan McGuire was absent

Linda Gentes moved to approve the agenda and proof of notification. Seconded by Julie Fleming. Motion carried.

#4 GIS Contact Services Vender presentation/Interviews

- a. MSA- Todd Halverson from MSA was first. Todd describe the history that MSA has had working with Richland County on GIS work including parcel mapping for the county since early 2000. MSA has done this kind of work for numerous counties and municipalities. He then discussed the scope of work that was sent by Lynn Newkirk in an email to both MSA and Southwest Reginal. He went though MSA's proposal. Key points were the cost estimate of \$45727.00

- b. SWWRPC- Troy Maggied and Jaclyn Essandoh were next. Troy and Jaclyn discussed who they are currently working with on parcel mapping, mainly zoning with municipalities. They have talked with end-users like realtors to see how they can improve. They also received the same email from Lynn Newkirk. They went through their proposal. They are estimating a cost of \$20995.00. Julie Fleming asked where the data is stored. This is not included in the cost. They presented 2 options for data storage.
 1. Purchase a server for \$17,000 with a yearly maintenance cost of \$5000 per year
 2. Using an online portal through SWWRPC. Cost is variable

After both vendors left, there was discussion on next step. A formal Request for Proposal needs to be developed and sent to vendors. There needs to be discussion with MIS about data storage and what is needed.

#5 Resolution 22-95 budget cuts discussion

The committee reviewed the recommendations by Cathy Cooper and Mike Bindl to cut \$50,000 from the 2024 budget. Melissa stated that for the 2025-2027, cuts would need to be made to account for raises and insurance increases in addition to the \$50,000 cut. One of the suggestions was to eliminate the Land Conservation Secretary position. Those duties would need to be assumed by other staff and there is a possibility from time to time, the office would need to closed because of the rest of the staff needs to be out of the office. Another recommendation is to raise filing fees and other fees with in the Zoning Office. The third suggestion was to not hire anyone for the GIS/Sanitation position. It is unclear how much or what savings would be seen because much if not all of that position is funded by the Land Information grant. Much discussion followed. Lind Gentes moved to reduce the Land Conservation secretary position to half-time and the rest be made up in an increase in Zoning fees unless if any is made up through

the GIS position then no increase in fees. Seconded by Stave Carrow. 4 ayes and 1 nay. The motion passed.

#6 Future agenda item- short term rental policy, GIS status, Recommendation on 2024 budget

#7 Adjournment – Moved made by Julie Fleming to adjourn to November 7th at 3:00 pm for a regular meeting. Second made by Steve Carrow. Motion carried. Meeting adjourned at 12:50 PM.

Respectfully submitted,

Cathy Cooper

Cathy Cooper
Secretary pro temp
Land & Zoning Secretary