

Richland County

Land & Zoning Standing Committee

June 6

NOTICE OF MEETING

Please be advised that the Richland County Land & Zoning Standing Committee will convene at 3:00 p.m., Monday, **June 6, 2022** in the Richland County Board Room 181 W. Seminary Street

Agenda:

1. Call to order
2. Proof of notification
3. Agenda approval
4. Approval of May 2, 2022 minutes
5. Public comment

Consent Items:

6. None

Consent items are procedurally necessary and routine in nature. The committee may take action to approve consent items in one motion. Any committee member may object to a consent vote and request individual items or all items removed from a consent vote.

Action Items:

7. Land Conservation Voluntary Non-compliance for Farmland Preservation
 - a. Donald & Florence Moore Life Estate
 - b. Allen & Virginia Moore
8. Review/Discuss County Strategic Plan Items

Administrative Report:

8. Update on Plat of Surveys Project
9. Mill Creek Dam Inspections
10. Land and Water Resource Plan Update
11. Southern Area Association of Land Conservation Meeting report
12. Update on Ash Creek parking lot
13. Update on Mill Creek dry dams

Personnel:

14. Conservation Technician Position Update
15. GIS/Sanitation Position
16. Introduction of Land Conservation and Zoning Staff

Closing:

17. Future agenda items
18. Adjournment

*Meeting materials for items marked with an asterisk may be found at
<https://administrator.co.richland.wi.us/minutes/land-zoning/>

A quorum may be present from other Committees, Boards, or Commissions. No committee, board or commission will exercise any responsibilities, authority or duties except for the Finance and Personnel Committee.

CC: Committee Members, Richland Observer, WRCO, Courthouse Bulletin Board, County Clerk, County Administrator

**Richland County
Land & Zoning Standing Committee
Meeting Minutes
May 2, 2022**

The May 2nd, 2022, Land & Zoning Standing Committee meeting was called to order 3:00 p.m. by Chair Melissa Luck. Present were Julie Fleming, Linda Gentes, Steve Carrow, Melissa Luck, Dave Turk, Mike Bindl, Todd Rumbler, Cathy Cooper, Jeff Even, Georgia and Sandra Angell, Tad McGlynn, and Omar Abdlhele. Dan McGuire was absent.

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

Chair Melissa Luck asked for any corrections or amendments to the April 11th, 2022, Land Conservation Committee minutes. Motion made by Melissa Luck to approve the April minutes as sent out, second made by Julie Fleming. Motion carried.

Chair Melissa Luck asked for any corrections or amendments to the April 4th, 2022, Zoning Committee minutes. Motion made by Linda Gentes to approve the April minutes as sent out, second made by Julie Fleming. Motion carried.

#5 Public Comment, none.

#6 Consent Items, None. This will stay on future agendas.

#7 Zoning

- A. Angell Petition- Mike Bindl presented this petition, the Angell's are looking at dividing the property for the 3 daughters, one of the parcels will only be 21 acres. Marshall township has agreed to the division of the parcels. Motion made by Dave Turk to move forward with the rezoning of the 21 acres from Agricultural/Forestry to Agriculture/Residential and present it to the County Board, second made by Linda Gentes. Motion carried.
- B. Waldsmith Petition- Mike Bindl presented this petition. Tad McGlynn representative of Francis Waldsmith who has passed is asking to have the parcel which is less than 2 acres to be rezoned to Residential from Agriculture/Forestry. Motion made by Dave Turk to move forward with the rezoning from Agricultural/Forestry and Residential-1 to Residential -2 and present it to the County Board, second made by Steve Carrow. Motion carried.
- C. Chrisinger petition – Mike Bindl presented this petition. This property owner is asking for a conditional use permit to have 2 homes with one being a recreational rental home on the property. The Township has approved this. After further discussion motion made by Linda Gentes to approve the conditional use permit. Second made by Steve Carrow. Motion carried.
- D. Land information is requesting to use funds from fund #23. Todd Rumbler, County Surveyor, discussed what he is wanting to get the surveying maps online by using some of the land records grant money. MSA (Mid State Associates) has proposed anywhere from \$20,000 to \$30,000 and have it completed by the end of August if approved. The standing committee would like to see the Land Information plan. After further discussion motion was made by Chair Melissa Luck to approve up to \$30,000 for the project and present this on to County Administrator and the Finance Personnel Committee for them to determine the process second made by Julie Fleming. Motion carried.

Administrative Report

#8. Quarterly Budget reports

- A. Fund 10.5183 Zoning -salary line changes some of the salaries come from fund 23.
- B. Fund 10.5189 Failing Septic Systems – unsure. Not tax levy, this is a revolving money in money out account.
- C. Fund 23 Records grant-100,000- fund 48
- D. Fund 48 Land Records expenditures usually get \$23,000 to \$25,000 from register of deeds \$8.00 per document this is a non-lapsing account.
- E. Fund 10.5172 Survey-Salary has contract for 2 hours per month plus extra work.
- F. Fund 10.5741 Land Conservation. Salary general. Grant money from DATCP, DNR, Permit fees FPP self-compliance. Lake protection and monitoring grant.
- G. Fund 72 Planner/Technician – salaries for Planner and Technician are mostly grant money.

#9. Land Conservation responsibilities, Cathy had handouts for committee to explain what this department does. Complete discussion as to what the land conservation department does followed.

#10. Zoning responsibilities -Land Use permits, Sanitation permits, GIS mapping, Ordinances, floodplain, County addressing, Non-Metallic, Land Information and Board of Adjustment.

#11. Mill Creek Fund 64 is maintenance of the 8 dams done in the late 50's we get \$2,000.00 a year from the levy. Fund 75 – upstream dams we are working on this.

#12. Mill Creek Dam Inspection – DNR required inspections. RFP to contract an engineer to work with a variety of counties to complete the DNR required inspections over the next 5 years.

#13. Land and Water Resource Plan update –Cathy is in the process of updating the plan. A copy of the 2012 plan will be in the iPad folder.

#14. Southern Area Association of Land Conservation Committees, Melissa is the current representative and would like to continue being the representative. Chair Luck move ahead to item #20 at this point.

#20. Election of Representative to Southern Area Association of Land Conservation Committees. Julie Fleming nominated Melissa Luck, second made by Steve Carrow. Motion carried. Back to following the agenda.

Personnel

#15. Conservation Technician Position update – working with County Administrator Clinton Langreck.

#16. GIS/Sanitation Position – Lynn is retiring in September; this is on Clinton's radar.

Both of these positions will remain on the agenda.

Closing

#17. Election of Vice-Chair of Land & Zoning Standing Committee. Julie Fleming nominated Linda Gentes second made by Melissa Luck. Chair Luck asked for any other nominations, hearing none the motion was carried.

#18.Election of Secretary of Land & Zoning Standing Committee. Julie Fleming nominated Dave Turk, second made by Melissa Luck. Chair Luck asked for any other nominations, hearing none the motion was carried.

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May 2, 2022

#19. Election of representative to Rules & Strategic Planning standing Committee. Melissa Luck nominated Linda Gentes, second made by Dave Turk. Chair Luck asked for any other nominations, hearing none, the motion was carried.

#21.Future Agenda Items

Personnel

#22. Adjournment.

Next meeting date is set for June 6th, 2022, at 3pm. Linda Gentes motioned to adjourn the meeting, second made by Julie Fleming. Motion carried. Meeting adjourned at 5:25 pm.

Respectfully submitted,

Cathy Cooper

Cathy Cooper
Secretary pro temp
Land & Zoning Secretary
CC/tcb

Richland County Committee

Agenda Item Cover

Agenda Item Name: Plat of Survey financing question from the Land and Zoning Standing Committee

Department:	Zoning	Presented By:	Mike Bindl and Todd Rummler
Date of Meeting:	7-Jun-22	Action Needed:	Report
Disclosure:	Open	Authority:	Rules of the Board 14(c) & Committee Structure May 2022
Date submitted:	1-Jun-22	Referred by:	Land and Zoning Standing Committee
Action needed by no later than (date)	6/7/22	Resolution	Review

Recommendation and/or action language:

Recommend to... review a proposal for Plat of Survey mapping, rules of decision and funding source.

Background: *(preferred one page or less with focus on options and decision points)*

Surveyors are required by WI Statute 59.45 to file Plat of Surveys within 60 days of field work. A webpage was built by the Counties MIS department to allow access but there were glitches in the system causing surveys to disappear from the website.

The County Surveyor, Todd Rummler, contacted Sauk County, who has a very nice system, to find out how it worked with the GIS mapping system.

<https://saukgis.maps.arcgis.com/apps/webappviewer/index.html?id=d1f3253f04f4448f8265dcceb4e978fd>

With the approval from the county MIS department, the County Surveyor requested a proposal from MSA (Mid State Associates), who has been the GIS Tech support since 2001 and has led in building the current GIS platform.

The proposal from MSA came in at between \$19,200 - \$29,500.

Land and Zoning Standing Committee approved the proposal on May 2, 2022.

The Zoning Department and County Surveyor are recommending MSA complete the work due to their knowledge of the mapping infrastructure, the timeliness of the project and that this is a specialized field with few contractors that provide Tech Support for mapping infrastructure.

Per Rule of the Board 14(c): Resolution No. 88-32 (Committee Structure Resolution) and Resolution No. 89-100, which authorizes the Land Conservation Committee to undertake new projects costing up to \$50,000.00. The Land Conservation Committee can enter into cost-sharing contracts with private landowners under the Soil and Water Resource Management Program and pay those contracts involving the expenditure of up to \$50,000.00 per contract a year without County Board approval.

Per Committee Structure May 2022 Land and Zoning Standing Committee E & E. 7.: Acts as the Land Conservation Committee as follows: Notwithstanding any annual plan approval, the Land Conservation Committee may not undertake any new projects whose overall costs exceed \$30,000.00 excluding priority watershed projects as designated by the State of Wisconsin, without County Board approval.

Administrators review: Contracted services of this nature do not require a request for bid or proposal. If there is reason to believe we are not getting the best deal with our current provider, then please do. But certainly there is also a consideration for working with historic partners for continuity and familiarity of operations.

At this point, unless Corporation Counsel disagrees, I feel the determination of the process is covered by existing policy. A) Authority to move forward with the project is given through board rules and structure guidance, B) the Administrator has reviewed with corporation counsel and the administrator has given clearance to proceed (pending

Richland County Committee

Agenda Item Cover

no objection from counsel), C) the Administrator will report this determination to the F+P Committee as this was part of the intensions of the Land and Zoning Committee to have F+P in the know.

Attachments and References:

MSA Scope of Services	

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	Other funding Source	Fund 23	
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

SCOPE OF SERVICES

The following scope describes services to populate GIS data and configure an interactive application of Plats of Survey for the Richland County Land Information Department.

- All costs below will be invoiced based on a time and expense.
- Work will be completed by 7/31/2022

Task 1: Dayton Plats of Survey GIS Data (Pilot)

- Populate Plats of Surveys PDFS within Dayton folder to GIS
 - 373 PDFs at \\RICHLAND-DATA\\landInformationData\\Shared Data\\Richland County Plats of Survey\\Dayton T10NR1W
- Digitize POS points within the area it represents
- Populate the Plat of Survey number attribute and the file name of its corresponding PDF scan.
- Task Cost Range: \$1,000 - \$1,600

Task 2: Remaining Plats of Survey GIS Data

- Populate Plats of Surveys PDFS within all remaining County Townships
 - 5,875 PDFs in remaining folders at \\RICHLAND-DATA\\landInformationData\\Shared Data\\Richland County Plats of Survey\\
- Digitize POS points within the area it represents
- Populate the Plat of Survey number attribute and the file name of its corresponding PDF scan.
- Task Cost Range: \$15,700 - \$25,400

Task 3: Configure Plat of Survey App

- Configure Plat of Survey app with similar functionality to Sauk County's [Sauk County's app](#).
- Search for Plats of Survey by POS number, Parcel number, PLSS Town, Range and Section.
- Link to web accessible Plat of Survey scan .
- Task Cost: \$2,500

Total Cost: \$19,200 - \$29,500

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