



Richland County

Land & Zoning Standing Committee

May 31, 2023

NOTICE OF MEETING

Agenda

Please be advised that the Richland County Land & Zoning Standing Committee will convene at 3:00 p.m., Monday, June 5, 2023 in the Richland County Board Room 181 W. Seminary Street or join via WebEx found at

<https://administrator.co.richland.wi.us/minutes/land-zoning/>

Agenda:

1. Call to order
2. Proof of notification
3. Agenda approval
4. Approval of May 1, 2023 minutes
5. Zoning petitions
 - a. *Harmony Valley Home petition
 - b. *Miland petition
 - c. *Hege petition
6. RFP Development for GIS Contract Work
7. Assistant Zoning Administrator/Sanitarian Position
8. Land Conservation secretary/Zoning Office System tech position
9. Short term rentals
10. Public Comment
11. Future agenda items
12. Adjournment

*Meeting materials for items marked with an asterisk may be found the above site.

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 Land and Zoning

CC: Committee Members, Richland Observer, WRCO, Courthouse Bulletin Board, County Clerk, County Administrator, Greg Cerven, Rebecca Vasquez, Michael Windle

**Richland County
Land & Zoning Standing Committee
Meeting Minutes
May 1, 2023**

The May 1, 2023, Land & Zoning Standing Committee meeting was called to order 3:00 p.m. by Chair Melissa Luck in the County Board Room of the Richland County Courthouse. Present were Julie Fleming, Melissa Luck, Linda Gentes and Steve Carrow, and David Turk via Webex. Dan McGuire was absent. Also present were Ken Rynes, Kory Crary, Brady Conner, Jesse Adsit, Gerry and Viski Stadele, Todd Bomkamp, Brian Meister, Molly Meister, John Couey, Cheryl Dull, Barb Scott, Mike Bindl, and Cathy Cooper.

Linda Gentes moved to approve the amended agenda and proof of notification. Seconded by Steve Carrow. Motion carried.

Chair Melissa Luck asked for any corrections or amendments to the April 3, 2023 minutes. Motion made by Linda Gentes to approve the minutes. Seconded by Steve Carrow. Motion carried.

#5 Zoning Petitions-

- a. Rynes petition- Ken Rynes was present. Selling about 8 acres of land in Willow Township to neighbor. Linda Gentes moved to approve the rezoning from Ag/Forestry to Ag/Residential. Seconded by Julie Fleming. Motion carried.
- b. Bomkamp Petition- Todd Bomkamp was there. He needs a conditional use permit to convert the residence to a short term rental in Orion Township. Julie Fleming moved to approve a conditional use permit for a short term rental. Seconded by David Turk. Motion carried
- c. Crary Petition- Kory Crary and Brady Conner were present. Splitting off buildings and 3.47 acres from the rest of the property from the rest of property in Westford Township. Julie Fleming moved to approving rezoning the parcel from Ag/Forestry to Residential 2. Seconded by Steve Carrow. Motion carried.
- d. Stadele petition- Gerry and Vicki Stadele are buying approximately 5 acres in Eagle township that is currently in Gerry and Larry Stadele's name. Linda Gentes moved to postpone the rezone indefinitely. Seconded by Steve Carrow. Motion carried.
- e. Adsit petition- Jesse Adsit was present. The neighbor wants to buy a few more acres from him in Dayton Township. Julie Fleming move to rezone 6.7 acres from Ag/Forestry to Ag/Residential. Seconded by David Turk. Motion carried.
- f. Roecker petition continued. David Roecker was not present. He wants to rezone 5.8 acres in Buena Vista township. Julie Fleming moved to rezone 5.8 acres from Ag/Forestry to Ag/Residential. Seconded by Steve Carrow. Motion carried

#6 Ash Creek Community Forest- Cathy Cooper reported that Homesteaders do not have a tractor and mower to lease. Land Conservation will be leasing a mower and tractor from Simpson's with the Land Conservation staff completing the mowing. The first mowing will be sometime before Memorial day.

#7 Cost-Share Contracts-There are no contracts this month

#8 Short term rentals- Melissa Luck went over the Town of Holland ordinance. She mentioned items that maybe the county does not want to include. She asked the committee members to get a printout of the ordinance and go through it and mark out what they want to include and what they don't want to include and bring to the next meeting.

#9 GIS Data Flowchart and RFP development for GIS Contract Work- Mike Bindl brought up the bills from MSA for the last several months. Melissa Luck looked at them. The bills do contain charges for

developing the flow chart. Melissa Luck was going to see if an RFP had been developed. Barb Scott was going to check with other counties to see if they have anything the county could use as a template

#10 Assistant Zoning Administrator/Sanitarian- Mike Bindl was asked if the job was still posted. It is on Indeed and was published in the Boscobel Dial. Only received one more application and that person had no experience working with zoning or had their POWTs license. Mike Bindl needs someone to assist him in the office. Julie Fleming moved to have Melissa Luck talk with the interim administrator about hiring a temp to assist in the Zoning Office. Seconded by Linda Gentes. Motion carried.

#11 Land Conservation Secretary- Cathy Cooper reminded the committee that Tammy Cannoy-Bender is retiring in November and that the position is scheduled to go to half-time in 2024. Her thought is that maybe the position could be full time with the salary and fringes split between Land Conservation and Zoning. She presented it for the committee to think about.

#12 GIS contract- MSA has completed the flow chart the county requested. It was sent out right before the meeting. Julie Lins stated that she likes working with MSA. She also said that she has signed up for mapping training.

#13 Public Comment- None

#14- Future Agenda Items- Short term rental, GIS contract FRP, Land Conservation/Zoning secretary.

#15 Adjournment –Linda Gentes moved to adjourn until June 5, 2023 at 3:00. Seconded made by Julie Fleming. Motion carried. Meeting adjourned at 4:35 p.m.

Respectfully submitted,

Cathy Cooper

Cathy Cooper
Secretary pro temp
Land & Zoning Secretary

Customer # 10518

Petition # RZ2023-013

COUNTY OF RICHLAND ZONING COMMITTEE
NOTICE OF PETITION

Original Owner:

(I) (We) First Name(s) Last Name Harmony Valley Home Phone Owner
Address 12192 County Hwy MM City Viola State WI Zip 54664

First Name(s) Alfred Last Name Turnmire Phone (608) 921-3569 Owner
Address 12192 County Highway MM City Viola State WI Zip 54664-

hereby petition the Richland County Zoning Committee for a:

- Rezone from Agriculture/Forestry Rezone to Residential 2
CUP to permit
SUP to permit
Other

Authorized by Section(s) II F of the Richland County Zoning Ordinance.

Present description of the property involved in this petition is as follows: Parcel # 52012 1512-1000

Qtr NE Qtr NW Section 15 Town 12N Range 2W Township FOR # of acres 2.08
Lot Block Subdivision # of Acres Approved 0.00

Present Use Ag land with residence
Present Improvements residence
Proposed Use spli residence from ag land
Legal Description CSM to come

Petition Filed 4/11/2023 Petitioner Notified Rezone Decision Ordinance #
Category Rezoning Town Notified CUP Decision CB Date
Fee Amount \$500.00 Township Approval CUP Expires CB Decision
Meeting Date 6/5/2023 Decision Date SUP Decision Amendment #

Comments

County Clerk Approval

(Signed) Appellant(s) or Agent(s)

10518

Customer #

9706

COUNTY OF RICHLAND ZONING COMMITTEE

Petition #

R22023-013

NOTICE OF PETITION

(I) (We) First Name(s) Alfred Last Name Turnmire Phone (608) 921-3569 Owner

Address 12192 County Highway MM City Viola State WI Zip 54664

First Name(s) Last Name Phone

Address City State WI Zip

hereby petition the Richland County Zoning Committee for a:

[X] Rezone from Agricultural/Residential Rezone to Residential 2

[] CUP to permit

[] SUP to permit

[] Other

Authorized by Section(s) of the Richland County Zoning Ordinance.

Present description of the property involved in this petition is as follows: Parcel # 012-1512-1000

Qtr NE 1/4 Qtr NW 1/4 Section 15 Town 12N Range 2W Township FOR # of acres 2.00

Lot Block Subdivision # of Acres Approved

Present Use Presently a residential property with agricultural/forest land surrounding the home; used for rental property

Present Improvements Single family home

Proposed Use I am requesting the rezoning and separation of approximately 2 acres of the 37.08 acres to be rezoned as Residential 2 with approximately 35.08 acres remaining G4/G5M agricultural/forest.

Legal Description N 1/2 NE 1/4 PARCEL DESC IN VOL-PAGE MAY INCL LAND IN NE1/4 NW1/4

Petition Filed 4-11-23 Petitioner Notified Rezone Decision Ordinance #

Category Rezoning Town Notified CUP Decision CB Date

Fee Amount \$500.00 [] Township Approval CUP Expires CB Decision

Meeting Date 5-6- Decision Date SUP Decision Amendment #

Comments

(Signed) Appellant(s) or Agent(s) [Signature]

County Clerk Approval

1034 CHARLES J CONNELL 39.48

1043-3

KIMBERLY A S FREDERICKSON 32.44

12192

12192

1044-1 JAMES P & PENNY S WINDLER 0.19

WELKER HOLLOW RD



TIC REAL ESTATE HOLDINGS LLC 8.39

TYLER CHRISINGER & JENNIFER CHRISINGER 34.49

1521-1

Forest

12284

12284

12306

1512-1

12305

12305

HARMONY VALLEY HOMES LLC 35.11

1511-1 JAMES P & PENNY S WINDLER 31.9

RHAG

1512-2

RAYMOND W JR WRIGHT 6.02

12306

TYLER CHRISINGER & JENNIFER CHRISINGER 39.66

1524

RAYMOND W JR WRIGHT 14.56

1513-2

RAYMOND & ANN SCHLICHT TRUST & ANN L SCHLICHT TRUSTEE 25.56

1513-1

1514

DRAFT

**Town of Forest
Richland County, WI
Regular Monthly Board Meeting
Tuesday, February 7, 2023**

DRAFT

Chairman John Matthes called the regular monthly board meeting of the Town of Forest to order at 6:00 pm. In attendance: Supervisors Jim Carley, Danny White; Clerk Lynette Owens; Patrolman Henry Stanek. Also in attendance: John Bronski, Kimberly Frederickson, Andy Hofer, Paul Perkins, Marty Richards, Peter Schmidt, Alfred Turnmire.

Affirmation of Notice: Clerk Owens affirmed meeting notice was duly posted and emailed to interested parties.

Previous Minutes Approval: Motion by Matthes, second by White to approve minutes of the January meeting. Carried with no negative votes.

Treasurer's Report: As Treasurer was depositing 32 incoming tax bill payments received & due today, Clerk reported in her place. She noted settlement & PILT deposits and updated the board on receipt of tax payments and bank error regarding tax deposits which is being corrected.

Patrolman's Report: Chair reported patrolmen are preparing for storm.

Public Comment: N/A

Business:

- **Request to rezone:** Turnmire presented his request to separate and rezone "the Howell place" to enable selling the house and a small amount of land. Matthes motioned to rezone the property from Ag Forestry to Ag Res up to 2.5 acres. Second by Carley, carried with no negative votes. *35 left over.*

- **Marty Richards, Director, Greater Richland Tourism:**

- **Richland Co updated Uniform Ordinance on-road ATV/UTV use:** Richards gave background and an update on the Richland County ATV/UTV uniform ordinance (#22-16). The county would like all the townships to adopt the ordinance. This would ease the ability of the sheriff's department to enforce same as almost every township has differing rules which makes it near impossible to enforce. Questions to Richlands, Hofer, and Perkins were discussed. The ordinance will be revisited at the next meeting.
- **Township room tax presentation/discussion:** Richards gave a presentation on the benefits of the town adopting room tax for the short-term rentals that are operating in the town. He stated 30% of the tax collected can be used by the town unencumbered. He will send further information for the town board to consider at the next meeting.

FOREST

TURNMIRE

- **Update on Engineering Firm for Possible BIL Grant:** Matthes stated that Team Engineering, Wauzeka, WI has been retained to complete the application required for the 100% bridge grant and the 80/120 road grant. The application is due by March 23, at 5pm. The grants will be announced in August.

- **Reminder: Spring Primary is February 21st, 7:00 am to 8:00 pm**

Monthly Bills/Financial Activity: Board reviewed Current Bills for Approval Report prepared by clerk. Clerk noted January settlement and PILT payments were made, Recycle/solid waste billing will be changing. White moved to approve presented expenses; second by Carley. Carried, no negative votes.

Affirm Next Meeting Date: The next regular town board meeting is set for Tuesday, March 14, at 6:00 pm.

Adjourn: White moved to adjourn; Matthes seconded. Carried with no negative votes.

Respectfully submitted,
Lynette Owens, Clerk

Handwritten notes in red ink on the left margin, including the word "Adjourn" written vertically.

Customer # 10814

Petition # RZ2023-014

COUNTY OF RICHLAND ZONING COMMITTEE NOTICE OF PETITION

Original Owner: _____

(I) (We) First Name(s) **William** Last Name **Miland** Phone _____ Owner _____

Address **4013 Sandstone Dr** City **Janesville** State **WI** Zip **53546**

First Name(s) _____ Last Name _____ Phone _____

Address _____ City _____ State **WI** Zip _____

hereby petition the Richland County Zoning Committee for a:

Rezone from **Agriculture/Forestry** Rezone to **Agriculture/Residential**

CUP to permit _____

SUP to permit _____

Other _____

Authorized by Section(s) **II F** of the Richland County Zoning Ordinance.

Present description of the property involved in this petition is as follows: Parcel # **52024 1044-4000**

Qtr **SE** Qtr **SE** Section **10** Town **9N** Range **2W** Township **RWD9** # of acres **5.00**

Lot _____ Block _____ Subdivision _____ # of Acres Approved **0.00**

Present Use **52 acre lot with shed**

Present Improvements **shed**

Proposed Use **split off 5 acres for house**

Legal Description **CSM to come**

Petition Filed **4/27/2023** Petitioner Notified _____ Rezone Decision _____ Ordinance # _____

Category **Rezoning** Town Notified _____ CUP Decision _____ CB Date _____

Fee Amount **\$500.00** Township Approval _____ CUP Expires _____ CB Decision _____

Meeting Date **6/5/2023** Decision Date _____ SUP Decision _____ Amendment # _____

Comments _____

County Clerk Approval

(Signed) Appellant(s) or Agent(s) *William Miland*

btmiland@gmail.com

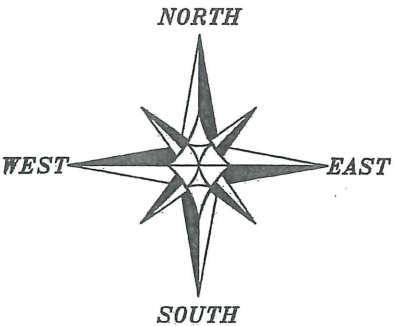
CERTIFIED SURVEY MAP NO. _____

BEING A REPLAT OF LOT 2 OF C.S.M. #1161 WHICH IS LOCATED IN THE SE 1/4-SW 1/4, THE SW 1/4-SE 1/4 AND THE SE 1/4-SE 1/4 OF SECTION 10, T9N R2W, TOWN OF RICHWOOD, RICHLAND COUNTY, WISCONSIN

EAST 1/4 CORNER
SECTION 10, T9N R2W
Richland County
Monument and ties found

LEGEND

- ⊕ Section Corner
- 3/4" rebar found
- 3/4" x 18" rebar set with cap - wt=1.50 #/l.f.
- Boundary of Survey
- Section line
- Centerline
- Right of Way
- - - Existing Improvement
- - - Previously surveyed line



SCALE 1" = 400'

The East line of the SE 1/4 of Section 10 bears N 00°58'34" E according to the Richland County Coordinate System WSCORS NAD 83 (2011) which was determined by G.P.S. observation.

16.76'



LOT 1
C.S.M. #888

N 89°42'42" E 2087.06'
1661.90'

LOT 2
47.13± ACRES
2,052,846± SQ.FT.

S 25°55'16" E 378.04'

S 19°23'23" E 329.11'

3265.33'
S 89°47'57" W 3520.60'

425.16'

5.00± ACRES
217,819± SQ.FT.

255.27'
Point of Beginning

S 11°03'47" E 362.62'

442.02'

UNPLATTED LANDS
BY OTHERS

N 00°58'34" E 650.38'

C2
A=183.39'
R=977.00'
C LEN=183.12'
BRG=S 05°41'08" E
D=10°45'18"
T=S 11°03'47" E
T=S 00°18'29" E

C1
A=114.89'
R=1268.00'
C LEN=114.85'
BRG=S 08°28'02" E
D=5°11'30"
T=S 05°52'17" E
T=S 11°03'47" E

LOT 1
C.S.M. #1161

SOUTHEAST CORNER
SECTION 10, T9N R2W
Richland County
Monument and ties found



Mike Bindl

From: Lynn Newkirk
Sent: Monday, August 29, 2022 8:24 AM
To: Mike Bindl
Subject: FW: Wm Miland Approval
Attachments: AUG'22Monthly Meeting.docx

From: Carol Welsh <tcwelsh@zimbracloud.com>
Sent: Friday, August 26, 2022 8:21 AM
To: Lynn Newkirk <lynn.newkirk@co.richland.wi.us>
Subject: Wm Miland Approval

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Lynn: Attached is a copy of the August Richwood meeting approval within for William Miland approval to proceed to the county zoning for a variance on his property. If this doesn't go to you, please direct to the proper person. Thank You, Carol Welsh, Town of Richwood Clerk

Visit us on the web at <http://co.richland.wi.us>

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Notice: This email is on a publicly owned system, subject to open records (sec. 19.21, et seq.) and archival (sec. 16.61, et seq.) requirements under Wisconsin State Law.

AUGUST 8, 2022

Regular Monthly Meeting Minutes For The Town Of Richwood

The meeting was call to order by Chairman Jim Kratochwill at 6:35 pm .

All joined in the Pledge of Allegiance.

Present: Chairman: Jesse Zimpel(arriving a few minutes late), Supervisers: Ed Chitwood, Ron Georgeson, Jim Kratochwill and Lyle Williams.Treasurer: Christy Ritchie and Clerk: Carol Welsh.

Proof Of Posting: The regular monthly meeting was posted at The Port, Town Hall, Town Shop and published in the Boscobel Dial. Motion by Ed Chitwood to approve and seconded by Lyle Williams. Motion carried.

July regular meeting minutes were read. Motion to approve made by Ed Chitwoodl and seconded by Lyle Williams. Motion carried.

Patrolman’s Report: Larry reported: The seal-coating is expected to be done Thursday and Friday.He will close Echo Glen to keep traffic off of it for a couple of days. Some of the swamp on Winding Way has been drained, need it to dry up some to get in another 5 to 6 feet. Larry has been patching with cold mix and mowing, doing 2 passes this time.

Treasurer’s Report: By Christy

Beginning Balance July 1, 2022	\$238,948.29
July Income	41,073.86
Jully Cleared Checks	-14,719.24
Outstanding Checks	-7,538.75
July 31 Township Balance	\$257,764.16

Motion to approve made by Ed Chitwood, seconded by Lyle Williams. Motion carried.

Clerk’s Report: Carol reviewed the Budget Summary for the month. The primary election will be tomorrow August 9.The state is going to require a.gov email for election security. We can get this done for \$595 and the WI Election Commission is offering a grant for up to \$600, Motion to approve made by Jim Kratochwill, seconded by Lyle Williams. Motion carried.

Old Business: None

New Business: Melissa Luck appeared before the board seeking approval to go ahead requesting a variance from the county to build a garage at their house in Excelsior. They will need a variance due to the space limitations. A motion to approve was made by Jim Kratochwill, seconded by Lyle Williams. Motion carried. Jesse called various businesses in the area about the replacement of the furnace, adding air conditioner and air purifier. He received one call back from John Schrader He met with him at the hall and said the furnace now there is too large for the building. He submitted a quote. Jesse questioned if we had to advertise for bids, he will check on this.A motion was made by Jim Kratochwill to proceed with the furnace replacement, seconded by Lyle Williams, motion carried. So far the voting machine at

a cost of \$7,914.65 is all that been spent of the ARPA funds, the furnace replacement could come from these funds. The balance remaining is \$46,198.99. William Miland was unable to attend, but sent information to Jesse for his request. He wishes to take a few acres from the original plot of 53 acres and separate it to build a house on it. The property is located at 29816 Cty X. A motion for approval was made by Jim Kratochwill, seconded by Lyle Williams Motion carried

Open Discussion: Jesse had heard from Chapman's asking for a blind driveway sign at their place. No action taking on this. Carol asked Larry about brush trimming on the upper side of Tavera Cemetery, the brush has grown into where graves will be placed.

Motion by Jim Kratochwill to pay bills, seconded by Lyle Williams. Motion carried.

Motion to adjourn made by Jim Kratochwill, seconded by Lyle Williams. Motion carried.

Meeting adjourned at 7:15 pm.

Carol Welsh, Clerk

Customer # **9323**
Petition # **RZ2023-015**

COUNTY OF RICHLAND ZONING COMMITTEE NOTICE OF PETITION

Original Owner: _____

(I) (We) First Name(s) **Jeremiah & Elissa** Last Name **Hege** Phone _____ Owner _____
Address **PO Box 904** City **Sundance** State **WY** Zip **82729**

First Name(s) _____ Last Name _____ Phone _____
Address _____ City _____ State **WI** Zip _____

hereby petition the Richland County Zoning Committee for a:

- Rezone from **Agriculture/Forestry** Rezone to **Agriculture/Residential**
- CUP to permit _____
- SUP to permit _____
- Other _____

Authorized by Section(s) **II F** of the Richland County Zoning Ordinance.

Present description of the property involved in this petition is as follows: Parcel # **52002 2712-0000**

Qtr	_____	Qtr	_____	Section	27	Town	10N	Range	2W	Township	AKN	# of acres	8.00
Lot	_____	Block	_____	Subdivision	_____	# of Acres Approved		0.00					

Present Use **Ag**

Present Improvements **house and farm buildings**

Proposed Use **sectioning off house and building from rest of land**

Legal Description **discription to come**

Petition Filed	5/3/2023	Petitioner Notified	_____	Rezoning Decision	_____	Ordinance #	_____
Category	Rezoning	Town Notified	_____	CUP Decision	_____	CB Date	_____
Fee Amount	\$500.00	<input type="checkbox"/> Township Approval	_____	CUP Expires	_____	CB Decision	_____
Meeting Date	6/5/2023	Decision Date	_____	SUP Decision	_____	Amendment #	_____

Comments **Most of the proposed lot was rezoned but adding more land to it**

County Clerk Approval

(Signed) Appellant(s) or Agent(s) _____

Customer #

9323

COUNTY OF RICHLAND ZONING COMMITTEE

Petition #

2023-015

NOTICE OF PETITION

(I) (We) First Name(s) Jeremiah Last Name Hege Phone (307) 281-0797 Owner

Address PO Box 904 City Sundance State WY Zip 83729

First Name(s) Last Name Phone

Address City State WI Zip

hereby petition the Richland County Zoning Committee for a:

Rezone from Agricultural/Forestry Rezone to Agricultural/Residential

CUP to permit

SUP to permit

Other

Authorized by Section(s) of the Richland County Zoning Ordinance.

Present description of the property involved in this petition is as follows: Parcel # 002-2712-0000

Qtr NW 1/4 Qtr NE 1/4 Section 27 Town 10N Range 2W Township AKN # of acres 38.50

Lot Block Subdivision # of Acres Approved

Present Use Agriculture/Residential

Present Improvements House and farm outbuildings

Proposed Use Sectioning off house and farm buildings with approximately 8 acres from larger parcel of ag/forest land

Legal Description

Table with 4 columns: Petition Filed, Category (Rezoning), Fee Amount (\$500.00), Meeting Date, Petitioner Notified, Town Notified, Decision Date, Rezone Decision, CUP Decision, CUP Expires, SUP Decision, Ordinance #, CB Date, CB Decision, Amendment #.

Comments This re-zone request also includes part of the 11 acre part of NE1/4 NW1/4

County Clerk Approval

(Signed) Appellant(s) or Agent(s) Jeremiah Hege

Jere @ meadowlark.com

MAY 01 2023

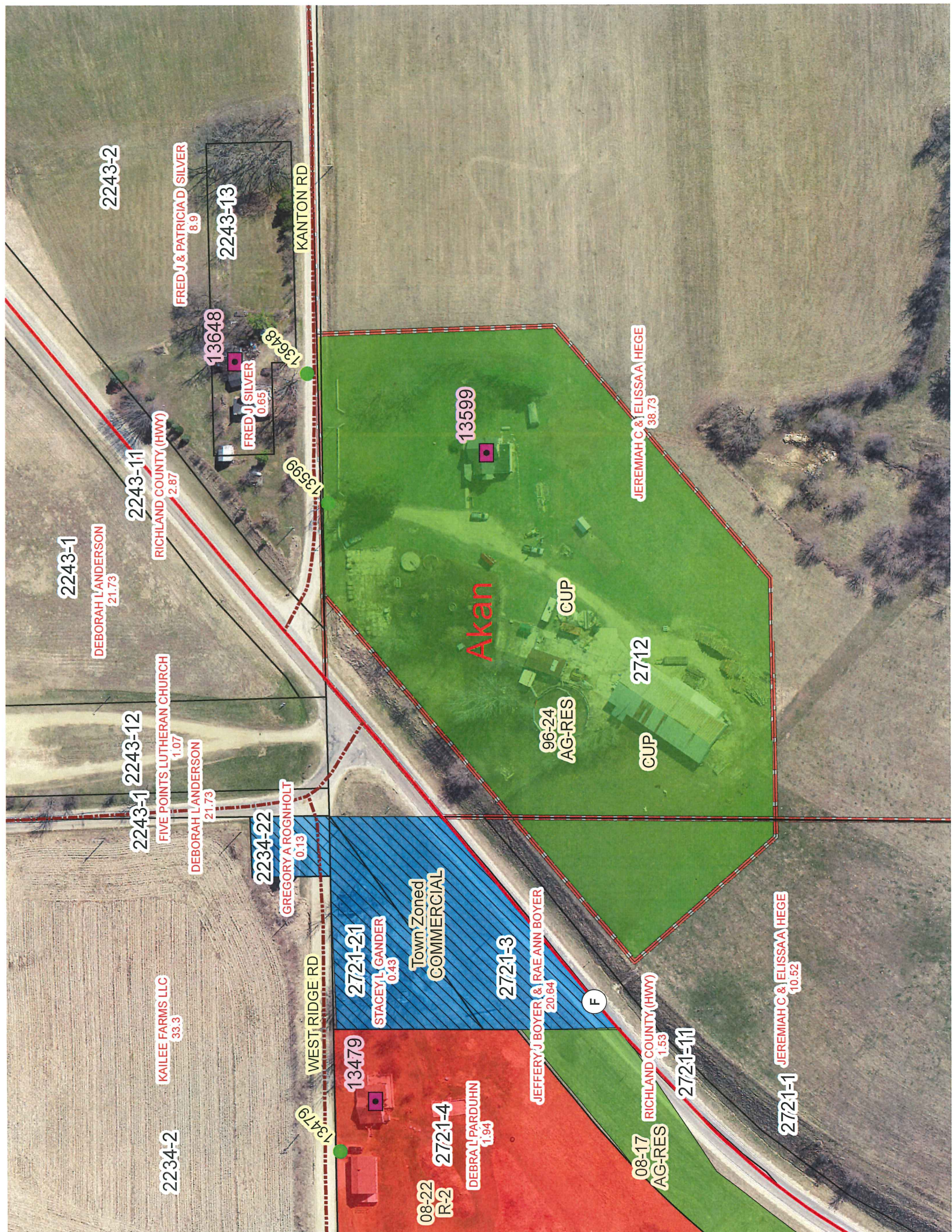
Jeremiah Hege Survey Agreement

Exhibit A

Proposed Rezone Parcel



MAY 01 2023



2243-2

2243-1
DEBORAH L'ANDERSON
21.73

2243-11
RICHLAND COUNTY (HWY)
2.87

2243-1 2243-12
FIVE POINTS LUTHERAN CHURCH
1.07

DEBORAH L'ANDERSON
21.73

2234-2
KAILIEE FARMS LLC
33.3

FRED J & PATRICIA D SILVER
8.9

2243-13

13648

FRED J SILVER
0.65

2234-22
GREGORY A ROGNHOLT
0.13

KANTON RD

WEST RIDGE RD

13479

08-22
R-2

2721-4
DEBRA L'PARDUHN
1.94

2721-21
STACEYL GANDER
0.43

Town Zoned
COMMERCIAL

2721-3

JEFFERY J BOYER & RAE ANN BOYER
20.84

13599

Akan

96-24
AG-RES

CUP

2712

CUP

JEREMIAH C & ELISSAA HEGE
38.73

08-17
AG-RES

2721-10
RICHLAND COUNTY (HWY)
1.53

2721-1
JEREMIAH C & ELISSAA HEGE
10.52

13599

13648

F

Akan Town Hall Regular Board Meeting

Minutes

October 6, 2022 at 7:00 p.m.

The Town Board meeting was called to order October 6, 2022, at 7:00 pm. at the Akan Town Hall, 12249 State Hwy 171, Blue River, WI 53518

Pledge of Allegiance - was led by Richard Kientopf.

Call to Order - by Kientopf at 7:04 pm, 2nd by Maly.

Roll Call – Present: Supervisor Richard Kientopf, Kathy Maly, and Jessica Laeseke.

Verify Posting - by Laeseke. Road and online.

Approve the Agenda- Motion by Kientopf and 2nd by Maly. All Aye, carried.

Minutes from 8/11/2022 – Motion by Kientopf and 2nd by Maly

Minutes from 9/18/2022 – Motion by Kientopf and 2nd by Maly

Treasurer's Report - A balance forwarded of \$278,451.97 for September 2022. Month ending with a checkbook balance of \$260,070.35. Motion to accept the treasurer's report for August by Kientopf/second by Rossing. Motion carried.

Present and Approve Bills for Payment- Motion by Kientopf. Supervisor Rossing seconded to approve the bills for payment. Motion carried.

Specific Matters for Discussion:

- a) Jere Hege property on Kanton section off 35 acres to sell leaving 15 acres and buildings. Motion by Maly to approve the sale 35 acres of land for a new building site and leaving the remaining acres with the house and buildings. 2nd by Kientopf.
- b) Budget for 2023- review of current budget, discussion on what we can do with extra.
- c) Budget Meeting Date for Electors November 10th at 6:00 pm

Under specific matters for discussion-

Roads Report- Not much to report on the roads need to get road report from Kevin. Deaf child signs are up on Kanton

Recycling Report- NA

Buildings Report- NA

Ambulance Report- NA

Fire Report- The board gave general approval of the budget.

Public Comments-

Adjourn- Chairman with a second by Maly adjourned the meeting at 8:06 pm.

Richland County Position Description

Position Title: Office System Technician

Exempt from FLSA

Department: Land Conservation/Zoning ?

Reports to: County Conservationist/Zoning Administrator

Pay Grade:

Date:

Hours per Week: 40

PURPOSE OF POSITION

The purpose of this position is to perform clerical duties and database management in the Land Conservation and Zoning Departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs a variety of clerical duties: Including answering telephone, greet visitors, issues reminders for septic system pumping to private system owners; assists the general public in completing applications and permits; maintains files; transcribes letters, memos, legal documents and related material; orders office supplies and materials.
- Process incoming/outgoing mail; assembles new case, client and complaint folders; files correspondence, letters, memos, etc.; answers routine correspondence, questions and schedule appointments.
- Perform and compile data entry for a variety of programs including; Software currently being used in the Zoning Office, Working Lands Initiative (Farmland Preservation), Wildlife Damage, Deer Donation, Soil Erosion Control, water quality projects and practices, Non-Metallic Mines and Spring Tree Sales.
- Issues building permits base on County Zoning Ordinances.
- Maintain knowledge of laws, ordinances and regulations pertinent to the Land Conservation and Zoning Offices.
- Perform accounting functions including; recording expenditures and revenues, prepare vouchers.
- Prepare deposits for payments received in the Land Information and Zoning Departments.
- Compile data and assist in preparing annual budget and reports for Land Information and Zoning Departments.
- Building and maintaining of the Zoning Access database including; Creating reports, creating and manipulating Queries, ensure that the database works properly and make repairs if any issues occur. Ability to guide and instruct end-user on how to navigate database.
- Maintains the State Access Database for Nutrient Plan Tracking, Certificates of Compliance and Self Compliance.
- Prepare and maintain Land Conservation program accounts as directed.
- Attend Land & Zoning Standing Committee and Board of Adjustment meetings as required.
- Prepare public hearing documents and minutes, ordinances and reports.
- Assist public with inquires using ArcView and County on-line maps.
- Experience with SQL code writing: Able to make repairs if any issues occur. Manipulate tables as needed.
- Plan and organize Conservation poster contest and Spring Tree Sales.
- Export Access data to compile and complete County, State and Federal reports.
- Coordinate and maintain the Wisconsin Fund Grant program for failed septic systems.

Richland County Position Description

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Associates degree in Secretarial training or any combination of education and experience that provides equivalent knowledge, skills and abilities in secretarial work. General computer skills with knowledge in word processing, database structure, ArcView and Adobe software currently being used in the zoning office.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.
- Ability to use and understand design data and information such as blue prints, county zoning and septic requirements, soil test results, ordinances and laws, computer software indicative to the zoning office, soil surveys, maps and platbooks.
- Ability to communicate effectively with the general public, contractors, landowners, developers, real estate agents, office personnel, personnel of the Department of Natural Resources, Department of Commerce, Department of Agriculture, Trade and Consumer Protection, Farm Service Agency, Natural Resources Conservation Service, County Register of Deeds, County Treasurer and Real Property Lister, members of the Land & Zoning Standing Committee, County Board and Board of Adjustments members.

Mathematical Ability

- Ability to add, subtract, multiply and divide, calculate percentages, decimals and fractions and interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing moderately coordinated movements such as pressing, pumping and smoothing. Ability to grasp and place objects. Ability to recognize and identify sounds.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying pushing and pulling. Ability to handle, finger and feel.
- Ability to operate a variety of office equipment and machinery including personal computer, telephone, calculator, photocopier, fax, etc. Ability to move and guide material using simple tools.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, violence, noise, vibrations, wetness, disease and/or dust, to work under very safe and comfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Richland County Position Description

Date

Date