

Richland County

Natural Resources Standing Committee

November 24, 2025

The Richland County Natural Resources Standing Committee convened on Monday, November 24, 2025, in person and virtually at 9:30 AM in the County Boardroom of the Richland County Courthouse.

Call To Order: Committee Chair Carrow called the meeting to order at 9:30 AM.

Roll Call: Deputy County Clerk Hege conducted roll call. Committee members present: Steve Carrow, Randy Schoonover, Richard McKee, Alayne Hendricks, Rod Perry, and Julie Fleming. Committee member(s) absent: None.

Verification of Open Meetings Law Compliance: Deputy County Clerk Hege confirmed the meeting had been properly noticed.

Approval Of Agenda: Motion by Fleming, seconded by Schoonover to approve agenda. Motion carried and agenda declared approved.

Approval Of Minutes From November 3, 2025 Meeting: Chair Carrow asked if there were any corrections or amendments to the minutes from the November 3, 2025 meeting. Hearing none, Chair Carrow declared the minutes from the November 3, 2025, meeting approved as presented.

Public Comment: None.

Zoning Petitions:

- A. Petition To Rezone Parcel 022-3623-1300:** Jenn Fry, Zoning and Sanitation Technician, provided a brief description of the petition and reported that there had only been one call regarding the petition and the neighbor had not been in opposition of the rezone. Motion by Schoonover, seconded by McKee to approve the petition. Brief discussion ensued. Motion carried and the petition was approved.
- B. Petition To Rezone 8 Acres Of Parcel 006-2011-1000:** Jenn Fry, Zoning and Sanitation Technician, provided a brief description of the petition. Motion by McKee, seconded by Fleming to approve the petition. Brief discussion ensued. Floyd Bartow, Buena Vista Town Chair, joined via WebEx to confirm that the petition had been approved by the township and stated that he would have the Town Clerk forward a copy of the minutes to the Zoning office. Motion carried and the petition was approved.
- C. Petition To Rezone Petition to Rezone 2.44 Acres Of Parcel 016-0733-2000:** County Conservationist, Cathy Cooper provided a brief description of the petition. Extensive discussion ensued. Unanimous consensus was gained from the committee to approve the petition.

Reports:

- A. Zoning: Report & Departmental Activities:** Jenn Fry, Zoning and Sanitation Technician, reported the office had issued 6 sanitary permits in November and had had 7 installs in November. Ms. Fry reported that year-to-date the Zoning Office had issued 81 sanitary permits, the soil testing was starting to slow down for the season, and the office had issued 128 land use permits. Brief discussion ensued.

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B. Violations Report: Jenn Fry, Zoning and Sanitation Technician reported that they were waiting for the county's attorney regarding the chickens roaming at large in Sextonville and reported that she had spoken with a family who had been temporarily living in an outbuilding and stated she would follow up to make sure that the family had followed through with their plans to move to a rental property. Brief discussion ensued.

C. Land Conservation: Report and Departmental Activities: Cathy Cooper, Richland County Conservationist introduced Kori Rogers, Farmland Preservation Technician to the committee. Ms. Rogers briefly spoke on the process for sending out notices of non-compliance and recent issues involving the Conservation Reserve Enhancement Program (CREP). Brief discussion ensued. Conservationist Cooper stated that she would not be able to attend the January 2026 meeting.

D. UW-Extension: Report & Departmental Activities: Mr. Adam Hady, Area 13 Extension Director gave a brief verbal report for the UW-Extension and reported that Ms. Sandra Campbell would be retiring. Mr. Hady introduced Sarah Kubiak, Human Development & Relationships Educator to the committee. Ms. Kubiak briefly spoke on the progress with her reentry program with the county jail, planning for the 2026 Get Real event, and the implementation of the Rent Smart program with area schools and The Union, an after-school program. Discussion ensued.

E. Real Property Lister: Report & Departmental Activities: Julie Lins, Real Property Lister, briefly reported on the working being done in preparation for the upcoming tax season, on the recent training event with the municipal clerk and treasurers and gave an estimated print date for the tax bills. Brief discussion ensued.

County Conservationist Cooper recommended that item 9. Discussion & Possible Action: Zoning Ordinance Updates and item 10. Discussion & Possible Action: Updating The Acreage Requirements For Certified Survey Map be held until the February meeting. Brief discussion ensued and consensus was gained from the committee to hold the items until the February meeting.

Discussion & Possible Action: Contracting With A Unified Dwelling Code Inspector: Conservationist Cooper reported that only one proposal had been received for unified dwelling code inspection services and it was from General Engineering Company from Portage, Wisconsin. Discussion ensued. Committee Chair Carrow requested that a copy of the request for proposal be placed in the meeting packet. Motion by Fleming, seconded by Perry to approve the contract with General Engineering Company. Brief discussion ensued. Motion carried and the contract with General Engineering Company was approved.

Discussion & Possible Action: Contracting With A Surveyor To Become The County Surveyor: Conservationist Cooper reported that she had not received any positive responses to the postings for the position of County Surveyor. Discussion ensued. No action taken.

Discussion & Possible Action: Approve The 2026 Land Information Grant: Conservationist Cooper gave a brief explanation of the 2026 Land Information Grant and reported that there was no county match needed. Motion by Schoonover, seconded by Fleming to approve the 2026 Land Information Grant. Extensive discussion ensued. Motion carried and the 2026 Land Information Grant was approved.

Discussion & Possible Action: Approve A Contract With Southwest Regional Planning Commission

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To Complete The County Farmland Preservation Plan: Conservationist Cooper gave a brief explanation of the proposed contract with the Southwest Regional Planning Commission and reported that one half of the cost was in the 2026 Zoning budget and the other half would be paid from a grant from the Wisconsin Department of Agriculture, Trade, and Consumer Protection. Motion by Hendricks, seconded by Fleming to approve the contract with the Southwest Regional Planning Commission. Brief discussion ensued. Motion carried and the contract with the Southwest Regional Planning Commission was approved.

Correspondence: None.

Future Agenda Items:

Discussion & Possible Action: Richland County Comprehensive Plan: Land Use

Discussion & Possible Action: Zoning Ordinance Updates

Discussion & Possible Action: Updating The Acreage Requirements For Certified Survey Map

Adjourn: Chair Carrow entertained a motion to adjourn. Motion by McKee, seconded by Fleming to adjourn. Motion carried and meeting adjourned at 10:36 AM.

Respectfully submitted by,



Myranda H. Hege
Deputy County Clerk