

Richland County Natural Resources Standing Committee

Date Posted: November 14, 2025

NOTICE OF MEETING

Please be advised that the Richland County Natural Resources Standing Committee will convene on Monday, November 24, 2025 at 9:30 AM in the Richland County Board Room of the Courthouse at 181 West Seminary Street, Richland Center, WI 53581.

Information for attending the meeting virtually (if available) can be found at the following link:

<https://administrator.co.richland.wi.us/minutes/natural-resources-committee/>

If you have any trouble accessing the meeting, please contact MIS Support at 608-649-4371 (phone) or mis@co.richland.wi.us (email).

AGENDA

1. Call To Order
2. Roll Call
3. Verification Of Open Meetings Law Compliance
4. Approval Of Agenda
5. Approval Of Minutes From November 3, 2025 Meeting
6. Public Comment
7. Zoning Petitions
 - A. Petition To Rezone Parcel 022-3623-1300
 - B. Petition To Rezone 8 Acres Of Parcel 006-2011-1000
 - C. Petition To Rezone To Rezone 2.44 Acres Of Parcel 016-0733-2000
8. Reports
 - A. Zoning: Report & Departmental Activities
 - B. Violations Report
 - C. Land Conservation: Report & Departmental Activities
 - D. UW-Extension: Report & Departmental Activities
 - E. Real Property Lister: Report & Departmental Activities
9. Discussion & Possible Action: Zoning Ordinance Updates
10. Discussion & Possible Action: Updating The Acreage Requirements For Certified Survey Map
11. Discussion & Possible Action: Contracting With A Unified Dwelling Code Inspector
12. Discussion & Possible Action: Contracting With A Surveyor To Become The County Surveyor
13. Discussion & Possible Action: Approve The 2026 Land Information Grant
14. Discussion & Possible Action: Approve A Contract With Southwest Regional Planning Commission To Complete The County Farmland Preservation Plan
15. Correspondence
16. Future Agenda Items
17. Adjourn

PLEASE NOTE: That upon reasonable notice, a minimum of 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service contact Tricia Clements, County Administrator at 181 W. Seminary St., Richland Center, WI 53581 or call 608-647-2197.

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 Natural Resources Standing Committee.

Derek S. Kalish
County Clerk

Richland County

Natural Resources Standing Committee

November 3, 2025

The Richland County Natural Resources Standing Committee convened on Monday, November 3, 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, and Rod Perry. Committee member(s) absent: Julie Fleming.

Supervisor Fleming arrived at 9:32 AM.

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

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

Approval Of Minutes From October 6, 2025 Meeting: Chair Carrow asked if there were any corrections or amendments to the minutes from the October 6, 2025 meeting. Hearing none, Chair Carrow declared the minutes from the October 6, 2025, meeting approved as presented.

Public Comment: None.

Zoning Petitions:

- A. Petition To Rezone Parcel 030-3224-4000:** 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 McKee, seconded by Fleming to approve the petition. No discussion. Motion carried and the petition was approved.
- B. Petition To Rezone Parcel 018-2532-2000 And A CUP To Permit A Mobile Home:** Jenn Fry, Zoning and Sanitation Technician, provided a brief description of the petition and CUP and reported that there had been two calls regarding the petition and neither were in opposition of the rezone. Motion by McKee, seconded by Fleming to approve the petition and CUP. Brief discussion ensued. Motion carried and the petition and CUP were approved.
- C. Petition To Rezone Petition To Rezone Parcel 030-2742-1000 And A CUP To Permit A Campground:** Jenn Fry, Zoning and Sanitation Technician, provided a brief description of the petition and reported that the Town of Westford had approved the campground for a one year trial period. Motion by Hendricks, seconded by Perry to approve the petition and CUP. One neighbor spoke briefly in opposition to the petition and stated that he felt it was too close to his residence. Extensive back and forth discussion between both landowners and the members of the committee ensued. Motion carried and the petition and CUP were approved.
- D. Petition For A Conditional Use Permit On Parcel 020-4222-1010 For A 2nd Accessory**

Richland County Natural Resources Standing Committee

Building: 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. Motion by McKee, seconded by Schoonover to approve the petition. Brief discussion ensued. Motion carried and the CUP was approved.

- E. Petition To For A Conditional Use Permit For A Salvage Yard On Parcel 010-0243-1000 (And Others):** Jenn Fry, Zoning and Sanitation Technician, provided a brief description of the petition. Motion by Schoonover, seconded by Fleming to approve the petition. Brief discussion ensued. The owner of the salvage yard briefly spoke. Motion carried and the CUP was approved.

Reports:

A. Zoning: Report & Departmental Activities: Jenn Fry, Zoning and Sanitation Technician, reported the office had had 75 sanitary permits year to date with 13 being in the month of October, 119 land use permits year to date with 17 being in the month of October. Ms. Fry also reported on a recent soil testing training at Goose Island, the WCCA conference, and that she had taken her soils certification test and was waiting for the results. Brief discussion ensued.

B. Violations Report: Jenn Fry, Zoning and Sanitation Technician reported that there had been no updates to report as they were waiting for the county's attorney and there had been only one complaint, and it was regarding chickens roaming at large in Sextonville. Brief discussion ensued.

C. Land Conservation: Report and Departmental Activities: Cathy Cooper, Richland County Conservationist reported on the recent County Conservationist conference she attended in Stevens Point, that her staff was continuing to work with the Villages of Boaz and Cazenovia to reduce their phosphorous run off, and the recent training on the new mapping software. Brief discussion ensued.

D. UW-Extension: Report & Departmental Activities: Mr. Adam Hady, Area 13 Extension Director presented the Richland October 2025 Report, briefly reported on the various activities of the educators, and gave an update on the plan to move the Extension Office out of Melville Hall and into the Health and Human Services building. Brief discussion ensued.

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

Discussion & Possible Action: Zoning Ordinance Updates: County Conservationist Cooper reported that the specifications on chickens in residential units had been added to the zoning ordinance and was currently being reviewed by county corporation counsel. Brief discussion ensued. Chair Carrow requested that the Land Information page be updated with a link to the new code of ordinances.

Discussion & Possible Action: Approving 2026 Wildlife Damage Budget And 5 Year Contract: County Conservationist Cooper introduced Mr. Greg Cerven with the WI DNR, gave a brief background on the Wildlife Damage program, and presented the proposed budget. Motion by McKee, seconded by Perry to approve the 2026 Wildlife Damage budget and 5-year contract. Brief discussion ensued. Motion carried and the 2026 Wildlife Damage budget and 5-year contract was approved.

Richland County Natural Resources Standing Committee

Discussion & Possible Action: Updating The Acreage Requirements For Certified Survey Map: Julie Lins, Real Property Lister provided a brief description of the proposed amendment to the land division ordinance. Motion by Fleming, seconded by Schoonover to approve the proposed amendment. Extensive discussion ensued. Consensus was gained from the committee to table this item to the next meeting of the Natural Resources Standing Committee.

Discussion & Possible Action: Issuing Notices Of Non-Compliance For Farmland Preservation Program: County Conservationist Cooper provided a brief background on the process for the farmland preservation program and presented several appeals to the non-compliance notice. Motion by Fleming, seconded by Schoonover to honor the appeal from the Daniel and Helen Berns Life Estate and to not issue a notice of non-compliance. Brief discussion ensued. Motion carried and the appeal from the Daniel and Helen Berns Life Estate was honored, and a notice of non-compliance was not issued. Conservationist Cooper presented several more appeals to the non-compliance notice. Motion by McKee, seconded by Schoonover to honor the various appeals to the non-compliance notice. Motion carried and the appeals were honored. Conservationist Cooper presented a list of 12 properties that were out of compliance. Motion by Perry, seconded by Schoonover to approve issuing notices of non-compliance to the 12 properties. Motion carried and issuing notices of non-compliance to the 12 properties was approved.

Discussion & Possible Action: Approving The Resolution For The Lake Monitoring And Protection Grant: Conservationist Cooper presented the need to apply for a 2026 Lake Monitoring and Protection Network grant. Motion by Hendricks, seconded by McKee. Brief discussion ensued. Motion carried and the resolution applying for and accepting a 2026 Lake Monitoring and Protection Network grant was approved and moved to county board for final approval.

Discussion & Possible Action: Approving The Fee Schedule For The Zoning And Sanitation Fees: Conservationist Cooper presented the recommended changes to the fee schedule as being: change the Short-term Rental License fee to \$25.00, add Sanitary Reconnect fee at \$300.00, add Sanitary Plan Revision Within Soil Test Location fee to \$300.00, and add Sanitary Change of Plumber fee at \$300.00. Motion by Fleming, seconded by Perry to approve the changes to the fee schedule for the Zoning and Sanitation fees. Brief discussion ensued. Motion carried and the changes to the fee schedule for the Zoning and Sanitation fees were approved.

Discussion & Possible Action: Set The 2026 Natural Resources Committee Meeting Dates: Conservationist Cooper provided a brief explanation of the need to move various meeting dates in 2026. Brief discussion ensued. Consensus was gained from the committee to keep the regular meeting date as the first Monday of the month with several exceptions.

Discussion & Possible Action: Set Wildlife Damage Commodity Prices And Set 80% Harvest Date: Conservationist Cooper briefly provided background on the need to set the commodity prices and harvest date. Mr. Greg Cerven with the WI DNR also briefly spoke to the item. Motion by McKee, seconded by Schoonover to set the commodity price at \$180 per ton and the 80% harvest date at November 1st. Brief discussion ensued. Motion carried and the commodity price was set to \$180 per ton and the 80% harvest date was set to November 1st.

Correspondence: None.

Richland County
Natural Resources Standing Committee

Future Agenda Items:

Discussion & Possible Action: Unified Dwelling Code Inspector

Discussion & Possible Action: County Surveyor

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

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

Report/Update On Farmland Preservation Non-compliance Notices

Adjourn: Chair Carrow entertained a motion to adjourn. Motion by Fleming, second by McKee to adjourn. Motion carried and meeting adjourned at 11:15 AM.

Respectfully submitted by,



Myranda H. Hege
Deputy County Clerk

RECEIVED
NOV 05 2025

CK 2127

Customer #

Petition #

25-020

COUNTY OF RICHLAND ZONING COMMITTEE
NOTICE OF PETITION

(1) (We)	First Name(s)	Last Name	Phone
Address		City	State WI Zip
First Name(s)	Last Name	Phone	
Address		City	State WI Zip

hereby petition the Richland County Zoning Committee for a:

☒ Rezone from	Ag/Forest	Rezone to	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 #	0223623/300					
Qtr SW	Qtr NW	Section 36	Town 10	Range 15	Township RCL	# of acres 0.6
Lot	Block	Subdivision	# of Acres Approved			

Present Use	Residential
Present Improvements	House
Proposed Use	Residential
Legal Description	

Petition Filed 11/5/25	Petitioner Notified 11/10/25	Rezoning Decision	Ordinance #
Category Rezoning	Town Notified	CUP Decision	CB Date
Fee Amount \$125	☒ Township Approval	CUP Expires	CB Decision
Meeting Date 11/24/25	Decision Date	SUP Decision	Amendment #

Comments

County Clerk Approval

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

Jerry Beranek - Agent
Century 21 CSR

02236231300 X Q

Show search results for 02236...

(1 of 3)

Parcels: 02236231300

GIS Acres: 0.67

Owner:

Address:

Tax Information

Tax Information

Click for More Info



Zoom to

100ft
7 43 304 Degrees

Richmond County, WI esri

TOWN OF RICHLAND
Regular Monthly Board Meeting Minutes
Thursday: November 06, 2025

1. Chairman, Matt Williams called to order the regular monthly board meeting at 6:00 PM. Board Officials Present: Chairman- Matt Williams, Supervisors- Ed Wells and Tiffany Thompson, Clerk- Kayla Williams, Treasurer – Jane Ewing.

- A. The board meeting was opened with the Pledge of Allegiance.
- B. The meeting was posted at the Town Garage and posted to the Town's website.
- C. Ed made a motion to approve the agenda, it was seconded by Tiffany. The motion carried.
- D. Tiffany made a motion to approve the October 09, 2025 Regular Town Meeting Minutes, it was seconded by Ed. The motion carried.

2. Public Comment: Question regarding ambulance service for 2026. Chairman explained there is a meeting occurring Monday morning at 9 AM with attorneys from the city, townships and the county. We are hoping to have more answers after that meeting.

3. Rezoning for : Chairman Williams will reach out to him for more information as he was not present. Ed made a motion to approve rezone if to residential only or stays the same. If it is being rezoned to anything else, then it needs to come back next month. It was seconded by Matt. The motion carried.

4. Variance request for Heidi Unbehaun: Matt Williams made a motion to approve the variance request as presented to the board. It was seconded by Ed Wells. The motion carried.

5. Ambulance Service: County approved contract extension to March 31, 2026. Will review contract at next meeting.

6. Removed from agenda as a motion was made on this line item during last months meeting.

7. Discussion and Action of Ambulance Service: Board agrees to wait until after Monday mornings meeting with the attorneys for the city, townships and county.

8. Bank Account for 2% Fire Dues: Matt made a motion to approve adding a Savings Account labeled 2% Fire Dues to our existing banking institution and then transferring the amount of the 2025 2% fire dues into that account. It was seconded by Tiffany. The motion carried. Additionally, Attorney Hagen is working on drafting a letter to send to the RRFD explaining the township is holding on to it in a separate savings account and will provide the funds to the fire department when requested.

9. Burkhamer Report: Not present for the meeting.

10. Annual Newsletter: Reviewed and made minor changes. Will send out with yearly tax statements.

11. Review of Items Tabled for Next Meeting: Job Descriptions, Zoning Ordinance Review, Review

Discontinuation of Roads, Post Burial Ordinance. These will be reviewed at the next meeting.

12. Town Roads & Zoning: 2 Timber Cutting notices received and reviewed. No driveway or utility permits received to review.

13. Kayla Williams presented 9 items to be paid totaling \$31,745.64. Ed made a motion to pay the town's bills & expenses, it was seconded by Matt. The motion carried.

14. Jane Ewing presented the Treasurer's Report. Last months debits totaled \$31,029.99 and deposits to the checking account were \$236,950.74. The town's checking account balance at Peoples Community Bank is \$332,033.07. There is approximately \$33,000 in outstanding checks. The Towns Tax Account is \$455.49 plus interest. Ed made a motion to approve the Treasurer's Report as given, it was seconded by Tiffany. The motion carried.

15. Additional items for next month's agenda: reviewed in #11. Ed will gather more information regarding garbage pick-up services for the township.

16. Next meeting scheduled for Thursday, December 11, 2025 at 6:00 PM.

17. Matt made a motion to adjourn the regular monthly board meeting, it was seconded by Tiffany. The motion carried. Meeting adjourned at 7:26 PM.

Kayla Williams,
Town Clerk

Name	Title	Property Address	Mailing Address (if different)	City	State	Zip
<u>Property</u>						
		26990 US Hwy 14		Richland Center	WI	53581
<u>Neighbors</u>						
Nee Century Farm LLC c/o Jane Nee		26776 US Hwy 14		Richland Center	WI	53581
Schmitz LLC		Parcel 022-3514-1000	25360 County Hwy RC	Richland Center	WI	53581
Erick Vigil & Carmen Alferez		26958 US Hwy 14		Richland Center	WI	53581
Dennie Jax		27128 US Hwy 14	1402 Veterans Dr	Richland Center	WI	53581
Jax Holdings LLC		27129 US Hwy 14	1402 Veterans Dr	Richland Center	WI	53581
Lakes Gas Co		Parcel 022-3632-1100	26777 Fallbrook Ave	Wyoming	MN	55092
Kayla Williams	Richland Township Clerk		23076 Three Springs Ln	Richland Center	WI	53581
Kerry Severson	Supervisory District 16		2250 Highway 14 E	Richland Center	WI	53581

**Natural Resources Committee
Agenda Item Cover**

Agenda Item Name: Petition to Rezone Parcel 022-3623-1300

Department:	Land Conservation & Zoning	Presented By:	Jenn Fry
Date of Meeting:	11/24/2025	Action Needed:	Ordinance
Date submitted:	11/17/2025	Referred by:	Natural Resources Committee

Recommendation and/or action language:

Pass Ordinance Amendment to Rezone Parcel 022-3633-1300 from Ag/Forestry to Residential Town of Richland

Background:

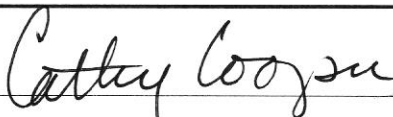
This is an existing parcel with a house. The owner is wanting to sell off this parcel from the rest of the farm.

Attachments and References:

Financial Review:

(please check one)

☐	In adopted budget	Fund Number	
☐	Apportionment needed	Requested Fund Number	
☐	Other funding Source		
☒	No financial impact		

	
Department Head	Administrator, Tricia Clements

Natural Resources Committee
Agenda Item Cover

Agenda Item Name: Petition to Rezone Parcel 016-0733-2000

Department:	Land Conservation & Zoning	Presented By:	Jenn Fry
Date of Meeting:	11/24/2025	Action Needed:	Resolution
Date submitted:	11/17/2025	Referred by:	Natural Resources Committee

Recommendation and/or action language:

Pass Resolution to Rezone Parcel 016-0733-2000 from Ag/Resolution to Residential A2 Town of Ithaca

Background:

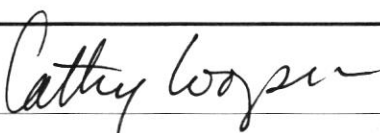
The owner wishes to rezone a rental house from the rest of the property. The use will remain the same.

Attachments and References:

Financial Review:

(please check one)

☐	In adopted budget	Fund Number	
☐	Apportionment needed	Requested Fund Number	
☐	Other funding Source		
☒	No financial impact		



Department Head



Administrator, Tricia Clements

RECEIVED
OCT 17 2025

ck 9731

Customer #

Petition #

25-022

COUNTY OF RICHLAND ZONING COMMITTEE
NOTICE OF PETITION

(I) (We) First Name(s) Last Name Phone

Address City State WI Zip

First Name(s) Last Name Phone

Address City State WI Zip

hereby petition the Richland County Zoning Committee for a:

☒ Rezone from Agriculture-Residential Rezone to Residential A2

☐ 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 # 016-0733-2000

Qtr Fr. SW Qtr SW Section 7 Town 10N Range 2E Township Ithaca # of acres 2.44

Lot Block Subdivision # of Acres Approved

Present Use existing house is rented out

Present Improvements house, garage, well, septic, driveway

Proposed Use we will remain the same - rental house

Legal Description proposed csm lot - part of the fractional SW 1/4 of the SW 1/4 of Sec. 7, T10N, R2E, Town of Ithaca

Petition Filed 10/17/25 Petitioner Notified Rezone Decision Ordinance #

Category Rezoning Town Notified CUP Decision CB Date

Fee Amount \$125 ☒ Township Approval CUP Expires CB Decision

Meeting Date 11/24/25 Decision Date SUP Decision Amendment #

Comments

County Clerk Approval

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

11-16-2025

ORDINANCE NO. 2025-5

AN ORDINANCE TO AMEND THE ZONING CODE AND MAP OF THE TOWN OF ITHACA, RICHLAND COUNTY, WISCONSIN.

WHEREAS, the Town Board of Ithaca, Richland County, Wisconsin has determined to consider a proposed amendment to the zoning code and map of the Town, and

WHEREAS, notice of a public hearing on said proposed amendments was published in the Richland Observer on October 16, 2025 and October 23, 2025, and sent to adjoining landowners, and

WHEREAS, a public hearing was held on October 30, 2025 with respect to said proposed amendment.

NOW, THEREFORE, THE TOWN BOARD OF THE TOWN OF ITHACA, RICHLAND COUNTY, WISCONSIN, DO ORDAIN AS FOLLOWS:

- The zoning code and map of the town of Ithaca are hereby amended to rezone the following described parcel of land (' from its current Agriculture Residential (AR) district to an Residential A2 (A2) zoning district classification. This land will be combined to create a new parcel for the existing house. The parcel of land to be rezoned is described as follows:
- A part of the Fractional Southwest quarter (SW 1/4) of the Southwest quarter (SW 1/4) of Section seven (7), Town ten(10)North, Range two(2)East, Town of Ithaca, Richland, County, Wisconsin.

Commencing at the Southwest corner of Section 7, T10N, R2E;
Thence N 88°33'53" E on the South line of the Southwest quarter, 244.95 Feet;
Thence N 01°26'07" W, 444.61 Feet to a point on the centerline of County Highway N and the Point of Beginning;
Thence N 18°40'01" E, 179.73 Feet;
Thence S 71°19'59" E, 570.00 Feet;
Thence S 18°40'01" W, 193.58 Feet to a point on the Centerline of County Highway N;
Thence N 69°56'30" W on the Centerline of County Highway N, 570.17 Feet to the Point of Beginning,

Parcel contains 2.44 acres (106,393 sq. ft.), more or less, and is subject to any and all easements and rights-of-way of record and/or usage.

This ordinance shall take effect upon its passage and publication as required by law.

Adopted and approved this 3rd day of November, 2025.

Steve Michel

Town Chairman (Steve Michel)

Attest:

Sheila A. Kitsembel

Town Clerk (Sheila Kitsembel)

Date Adopted 11/3/2025

Date Recorded 11/3/2025

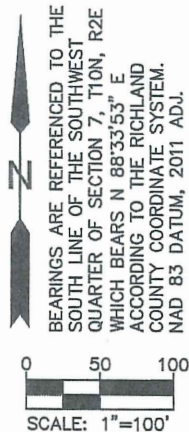
Date Posted 11/3/2025

Date Affidavit Filed 11/3/2025

Effective Date 11/3/2025

LOT 1 CSM No. 1074

N 00°34'17" W
(S 00°35'57" E)



SW CORNER SECTION 7, T10N, R2E
6" SQ. CONCRETE MONUMENT
W/BRONZE CAP FOUND. REFERENCE
TIES FD. AND VERIFIED.
244.95'

RICHLAND CENTER, WI 53581

UNPLATTED LANDS
OF OWNER

ST TODD T. RUMMLER, P.L.S.-2443
AGENT OF DRIFTLESS AREA GROUP, LLC
27128 US HWY 14
RICHLAND CENTER, WI 53581

*REFER TO SHEET
2 FOR IMPORTANT
NOTES REGARDING
LOT 1.*

66' WIDE EASEMENT
FOR INGRESS AND
EGRESS SHOWN AND
DESCRIBED ON CSM
No. 996. \

SHEET 1 OF 3

LEGEND

THESE STANDARD SYMBOLS WILL
BE FOUND ON THIS SHEET

SECTION CORNER MONUMENT FD.
-SIZE & TYPE AS NOTED

- FD. 3/4"Ø REBAR
 - ▲ FD. 1/2"Ø COTTON GIN SPIKE
 - SET 3/4"Ø x 24" LONG REBAR
wt.=1,502 lbs. per ln.ft.
 - △ SET 1/2"Ø x 4" LONG
COTTON GIN SPIKE
- () RECORDED AS
- x— WIRE FENCE



27128 US Hwy 14
Richland Center, WI 53581
Phone: 608-647-9050
Fax: 608-647-9080
Visit! www.driftlessareallc.com

S1/4 CORNER SECTION 7, T10N, R2E
6"Ø RICHLAND COUNTY CAST IRON
MONUMENT FOUND. REFERENCE TIES
FD. AND VERIFIED.

CERTIFIED SURVEY MAP No.

PART OF THE FRACTIONAL SOUTHWEST QUARTER OF THE
SOUTHWEST QUARTER OF SECTION 7, TOWN 10 NORTH, RANGE 2
EAST, TOWN OF ITHACA, RICHLAND COUNTY, WISCONSIN.

IMPORTANT NOTES REGARDING LOT 1

- 1.) NUMEROUS UTILITY STRUCTURES SUCH AS POLES, PEDESTALS, OVERHEAD AND UNDERGROUND CABLES, GUY ANCHORS, WARNING SIGNS, ETC. EXIST WITHIN, OR IN PROXIMITY TO THE LOT ON THIS CSM. THESE UTILITY STRUCTURES MAY INDICATE THE PRESENCE OF ASSOCIATED RECORDED AND/OR PRESCRIPTIVE EASEMENTS BOTH BENEFITING AND ENCUMBERING THE PROPERTY.
- 2.) AN EXISTING GRAVEL DRIVEWAY CURRENTLY PROVIDES ACCESS FROM LOT 1 TO COUNTY HIGHWAY N. THE SURVEYOR HAS NOT PERFORMED ANY INVESTIGATION REGARDING IF THIS EXISTING DRIVEWAY HAS A VALID PERMIT ISSUED BY RICHLAND COUNTY OR THE TOWN OF ITHACA. THE LANDOWNER IS RESPONSIBLE FOR OBTAINING ANY PERMITS THAT MAY BE REQUIRED.
- 3.) THE LOCATIONS OF THE CENTERLINE AND THE RIGHT-OF-WAY LIMITS OF COUNTY HIGHWAY N WERE DETERMINED FROM THE EXISTING ASPHALT ROADWAY SURFACE AS CURRENTLY TRAVELED AND FROM SURVEY MONUMENTATION FOUND IN THE AREA. THE RIGHT-OF-WAY WIDTH OF COUNTY HIGHWAY N IS PRESUMED TO BE 66 FEET AS PER WIS. STATS. 82.31(2) AND EXISTS BY EASEMENT.
- 4.) LOT 1 CONTAINS PORTIONS OF RICHLAND COUNTY TAX PARCEL NUMBERS 016-0733-1000 AND 016-0733-2000.
- 5.) THE FIELD WORK FOR THIS PROJECT WAS COMPLETED ON OCTOBER 3rd, 2025.

SURVEYOR'S CERTIFICATE

I, TODD T. RUMMLER, PROFESSIONAL WISCONSIN LAND SURVEYOR - 2443, DO HEREBY CERTIFY: THAT IN FULL COMPLIANCE WITH THE PROVISIONS OF SECTION 236.34 OF THE WISCONSIN STATUTES, CHAPTER A-E 7 OF THE WISCONSIN ADMINISTRATIVE CODE AND THE LAND DIVISION ORDINANCE OF RICHLAND COUNTY, AND AT THE DIRECTION OF RYAN JONES, TRUSTEE OF THE RYAN JONES REVOCABLE TRUST, LANDOWNER, I HAVE SURVEYED AND MAPPED THIS CERTIFIED SURVEY MAP, THAT SUCH PLAT CORRECTLY REPRESENTS ALL OF THE EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE DIVISION THEREOF MADE, TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT THIS LAND IS PART OF THE FRACTIONAL SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 7, TOWN 10 NORTH, RANGE 2 EAST, TOWN OF ITHACA, RICHLAND COUNTY, WISCONSIN, BEING MORE FULLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SECTION 7, T10N, R2E;

THENCE N 88°33'53" E ON THE SOUTH LINE OF THE SOUTHWEST QUARTER, 244.95 FEET;

THENCE N 01°26'07" W, 444.61 FEET TO A POINT ON THE CENTERLINE OF COUNTY HIGHWAY N AND THE POINT OF BEGINNING;

THENCE N 18°40'01" E, 179.73 FEET;

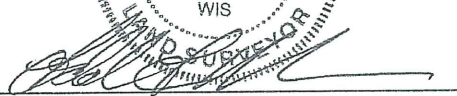
THENCE S 71°19'59" E, 570.00 FEET;

THENCE S 18°40'01" W, 193.58 FEET TO A POINT ON THE CENTERLINE OF COUNTY HIGHWAY N;

THENCE N 69°56'30" W ON THE CENTERLINE OF COUNTY HIGHWAY N, 570.17 FEET TO THE POINT OF BEGINNING.

PARCEL CONTAINS 2.44 ACRES (106,393 SQ.FT.), MORE OR LESS, AND IS SUBJECT TO ANY AND ALL EASEMENTS AND RIGHTS-OF-WAY OF RECORD AND/OR USAGE.

DATED: OCTOBER 1, 2025



TODD T. RUMMLER
PROFESSIONAL LAND SURVEYOR - 2443

	27128 US Hwy 14
	Richland Center, WI 53581
	Phone: 608-647-9050
	Fax: 608-647-9080
	Visit: www.driftlessareallc.com
COMPLETE REAL ESTATE BROKERAGE, INSURANCE & LAND SURVEYING FIRM	

CERTIFIED SURVEY MAP No.

PART OF THE FRACTIONAL SOUTHWEST QUARTER OF THE
SOUTHWEST QUARTER OF SECTION 7, TOWN 10 NORTH, RANGE 2
EAST, TOWN OF ITHACA, RICHLAND COUNTY, WISCONSIN.

OWNER'S CERTIFICATE

AS THE OWNER OF LOT 1,
HEREON DESCRIBED TO BE SURVEYED, DIVIDED, MAPPED AND MONUMENTED AS REPRESENTED ON THIS CERTIFIED
SURVEY MAP.

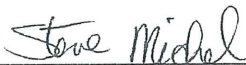
DOES HEREBY CERTIFY THAT IT HAS CAUSED LOT 1


DATE 11/1/2025

DATE
:R

TOWN OF ITHACA ZONING APPROVAL

RESOLVED, THAT THE ZONING FOR LOT 1 OF THIS CERTIFIED SURVEY MAP IN THE TOWN OF ITHACA, RICHLAND
COUNTY, WISCONSIN BE AND HEREBY IS APPROVED IN ACCORDANCE WITH THE TOWN OF ITHACA ZONING ORDINANCE.


STEVE MICHEL — CHAIR
TOWN OF ITHACA

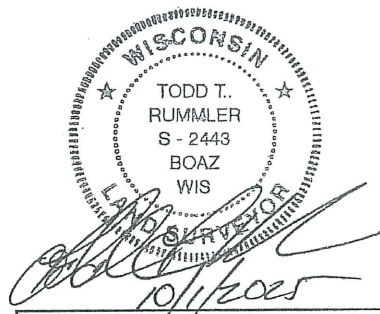
11-3-25
DATE

RICHLAND COUNTY APPROVAL

RESOLVED, THAT THIS CERTIFIED SURVEY MAP IN THE TOWN OF ITHACA, RICHLAND COUNTY, WISCONSIN BE AND
HEREBY IS APPROVED IN ACCORDANCE WITH THE RICHLAND COUNTY LAND DIVISION ORDINANCE.

AUTHORIZED REPRESENTATIVE
RICHLAND COUNTY ZONING DEPARTMENT

DATE



	27128 US Hwy 14
	Richland Center, WI 53581
	Phone: 608-647-9050
	Fax: 608-647-9080
	Visit! www.driftlessareallc.com
COMPLETE REAL ESTATE BROKERAGE INSURANCE & LAND SURVEYING FIRM	

Natural Resources Committee

Agenda Item Cover

Agenda Item Name: Petition to Rezone a portion of Parcel 006-2011-1000

Department:	Land Conservation & Zoning	Presented By:	Jenn Fry
Date of Meeting:	11/24/2025	Action Needed:	Ordinance
Date submitted:	11/17/2025	Referred by:	Natural Resources Committee

Recommendation and/or action language:

Pass ordinance amendment to rezone a portion of Parcel 006-2011-1000 from Ag/Forest to Ag/Residential Town of Buena Vista.

Background:

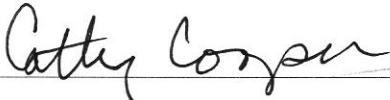
The owner will be selling off the woods portion of the parcel. This land has a CSM completed in 1989.

Attachments and References:

Financial Review:

(please check one)

☐	In adopted budget	Fund Number	
☐	Apportionment needed	Requested Fund Number	
☐	Other funding Source		
☒	No financial impact		


Department Head


Administrator, Tricia Clements

RECEIVED
NOV 05 2025

ck 6854

Customer #

Petition #

25-021

COUNTY OF RICHLAND ZONING COMMITTEE
NOTICE OF PETITION

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

hereby petition the Richland County Zoning Committee for a:

☒ Rezone from	Ag / FOREST	Rezone to	RES / Ag
☐ 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 # 00620111000

Qtr	NE	Qtr	NE	Section	20	Town	9N	Range	1E	Township	BVS	# of acres	8.0
Lot		Block		Subdivision		# of Acres Approved							

Present Use	forest
Present Improvements	None
Proposed Use	Residential
Legal Description	

Petition Filed	11/5/25	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	11/24/25	Decision Date		SUP Decision		Amendment #	

Comments

County Clerk Approval

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

Jerry Beranek - Agent
Century 21 CSR



197626

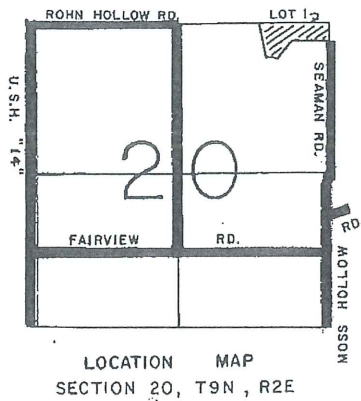
RECORDED

AT 3:30 O'CLOCK P. M.

NOV 01 1989

VOL 1 PAGE 181

VOL 1 of Cert. Survey Page 181-182
 BY SY MILLER, REGISTER OF DEEDS
 RICHLAND COUNTY, WISCONSIN
 BY *Matthew J. Larniak* Deputy



CERTIFIED SURVEY MAP

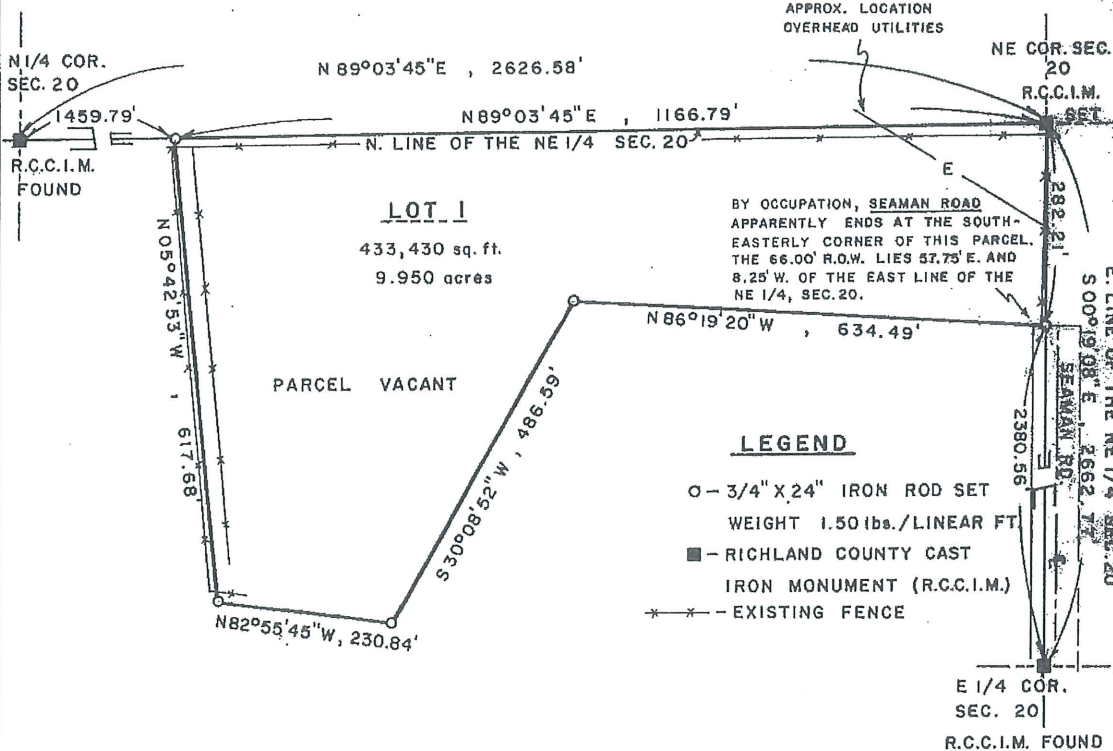
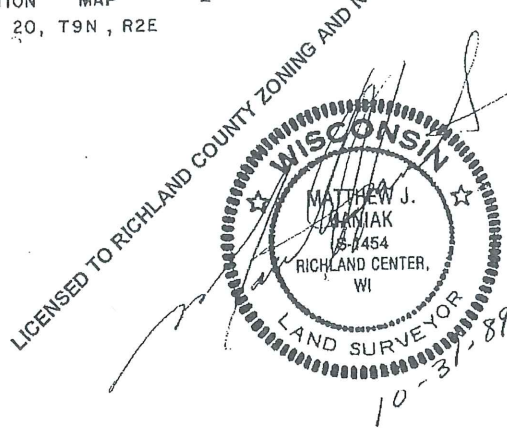
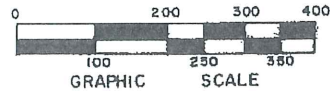
FOR HENK NEUENHOUSE

LOCATED IN PART OF THE
 NORTHEAST ONE-QUARTER
 OF THE NORTHEAST ONE-
 QUARTER, SECTION 20, TOWN-
 SHIP 9 NORTH, RANGE 2
 EAST, TOWN OF BUENA
 VISTA, RICHLAND COUNTY,
 WISCONSIN.

ART. 1 SEAMAN RD. WI
 53556

BY ASSUMING THE WEST
 LINE OF THE NORTHEAST
 ONE-QUARTER OF SECTION
 20 TO BEAR N00°00'00"E

1" = 200'



BENCHMARK SURVEYS, INC.
 P.O. BOX 486 608-647-8533
 RICHLAND CENTER, WISCONSIN. 53581

JOB NO. 609

DRAFTED BY: P. DEDERICH

SHEET 1 OF 2

RICHLAND COUNTY CERTIFIED SURVEY MAP NO. 1032

LOCATED IN PART OF THE NORTHEAST QUARTER OF THE NORTHEAST
QUARTER OF SECTION 20, TOWNSHIP 9 NORTH, RANGE 2 EAST, TOWN OF
BUENA VISTA, RICHLAND COUNTY, WISCONSIN

SURVEY PREPARED FOR:
GRAIG NABBefeld &

SURVEY PREPARED BY;
SEAN M WALSH
WALSH GEOMATICS, LLC
PO BOX 488
RICHLAND CENTER WI 53581

00883 SLOVY LANE,
LONE ROCK, WI 53558

LEGEND:

- INDICATES 7/8" DIAMETER X 18" IRON ROD, WEIGHT 2.04 LBS/FT PLACED
●-- INDICATES 3/4" DIAMETER IRON ROD FOUND
■-- INDICATES 1/2" DIA TOP COTTON GIN SPIKE FOUND
(000.00) -- DIMENSIONS IN PARENTHESIS ARE AS PREVIOUSLY RECORDED / DESCRIBED

RECORDED

AT 10:22 O'CLOCK A. M

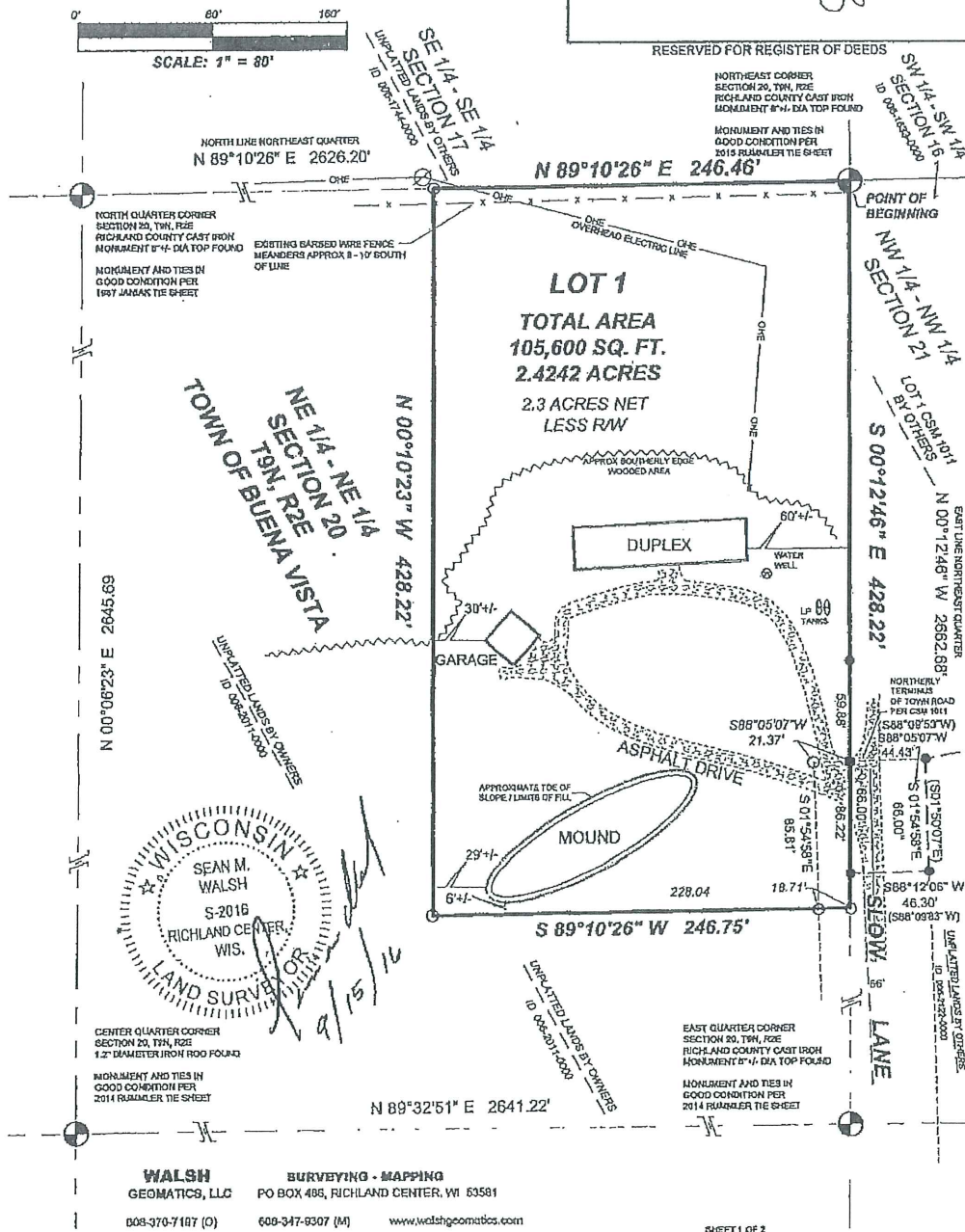
SEP 20 2016

VOL 9 OF CSM'S PAGE 177-178

REGISTER OF DEEDS

RICHMOND COUNTY, MISSISSIPPI

BY James H. Jones



WALSH
GEOMATICS, LLC

SURVEYING • MAPPING
PO BOX 486, RICHLAND CENTER, WI 53581

608-370-7187 (O)

608-347-8307 (M)

www.walshgeomatics.com

SHEET 1 OF 2

Name	Title	Property Address	Mailing Address (if different)	City	State	Zip
<u>Property</u>						
		30993 Slow Ln		Lone Rock	WI	53556
<u>Neighbors</u>						
Richard & Ann Schmidt		Parcel 006-1744-0000, 006-1633-0000, 006-2 696 Lake Wisconsin Dr		Merrimac	WI	53561
Randy & Shelly Schmidt		30999 Slow Ln	31553 Slow Ln	Lone Rock	WI	53556
Schmidt Farms West LLC		30993 Slow Ln	31553 Slow Ln	Lone Rock	WI	53556
Cynthia Rasmussen & Dale Mortimer		31424 Slow Ln		Lone Rock	WI	53556
Melissa Allen	Buena Vista Township Clerk		33435 Howard Ln	Lone Rock	WI	53556
Julie Fleming	Supervisory District 19		28824 Mickle St	Gotham	WI	53540



Engineers • Consultants • Inspectors

RICHLAND COUNTY
Building Inspection Services
Proposal

Portage • Black River Falls • Green Lake

Michael E. Parrott
Director of Inspection Services
p. 608-742-2169
mparrott@generalengineering.net

General Engineering Company
P.O. Box 340
916 Silver Lake Drive
Portage, WI 53901



608-742-2169 (Office)
608-742-2592 (Fax)
gec@generalengineering.net
www.generalengineering.net

Engineers • Consultants • Inspectors

October 14, 2025

Richland County
Attn. Cathy Cooper -Director of Land Conservation & Zoning
181 Seminary Street
Richland Center, WI 53581

Re: Building Inspection & Related Services

We are pleased to present this proposal to act as the Richland County's Building Inspection Services Provider.

General Engineering Company (GEC) has been providing consulting services to our private and municipal clients throughout Wisconsin for over 110 years. During this period, we have been committed to delivering consistent and reliable services and products designed to meet our client's needs. That commitment extends to our Building Inspection Department, where we have been providing the highest level of quality and reliability to each of our clients and the building community since 1998.

General Engineering's Building Inspection Department is composed of highly trained and competent inspectors and support staff who work and live in, or near the communities they serve. Cumulatively, our inspectors have hundreds of years of experience as inspectors and tradespeople including master electricians and master plumbers. As an engineering firm, both our UDC and Commercial inspectors also have access to on-staff Professional Engineers. With the increasing complexity of building codes and construction projects, we believe the diversity of knowledge and expertise available to our inspection staff is a distinct advantage to our clients and the communities we serve.

As an extension to our building inspection services, GEC provides Plan Review services. Our plan review team's certification and experience allow GEC the ability to review buildings of all sizes and types without limitation.

We have learned that an important factor in maintaining the trust and confidence of our clients is through clearly communicating the scope of our professional services. Our proposal for your project is listed below.

GENERAL PROJECT DESCRIPTION

Based on the project objectives cited in the County's Request for Proposal, the overall project generally consists of GEC acting as the Richland County's County-Wide Uniform Dwelling Code (UDC) Inspector.

PROPOSED SERVICES

The proposed services for the project, with respect to new 1-and 2-family dwellings within the County's jurisdictional boundaries, shall be generally understood to consist of the following activities:



Consulting Engineering • Structural Engineering • Building Design • Environmental Services
Grant Procurement & Administration • Land Surveying • Zoning Administration • Building Inspection • GIS Services



(i) examine and process building plans as required by the applicable codes; (ii) process building permits;
(iii) coordinate, perform and complete required inspections for permitted building construction; (iv) prepare and submit monthly permit activity reports; and (v) complete and submit a year-end report to the Municipality after the end of each calendar year.

GEC shall assign one primary inspector to Richland County with that inspector supported by additional GEC inspection and administrative staff as necessary.

COMPENSATION FOR SERVICES

The Municipality shall compensate the Inspector for the Work as defined in the Agreement, and at the rates and/or fees as set forth in the Fee Schedule (please see the attached documents).

The permit fees shall be payable directly to General Engineering Company. GEC shall collect the permit fees from the applicant at the time of permit issuance. GEC shall provide Richland County with monthly activity reports for permits issued.

Compensation for Additional Services, if requested by the County, shall be based on General Engineering Company's then current hourly rates as set forth in the Agreement, plus expenses.

If you should have any questions regarding General Engineering Company and the services we offer, or require additional information please contact me, and I will be happy to answer any questions you may have.

THANK YOU for your consideration in this matter and I look forward to speaking with you. Our company has been built on repeat business, and we pride ourselves on doing what we say, when we say we'll do it, and in accordance with applicable rules and regulations.

Sincerely,



Michael E. Parrott
Director of Inspection Services
General Engineering Company



General Engineering Company (GEC)

Since 1912, General Engineering Company (GEC) has been partnering with and serving the best interests of our clients. By focusing on quality, reliability and innovation, GEC has grown into a multidisciplinary consulting firm providing services to both municipal and private clients.

In 1998, GEC began providing building inspection and related services to our clients. Starting with just two inspectors and a handful of municipalities, GEC's Inspection Department is now composed of over 50 dedicated, highly trained, and competent inspectors & support staff who serve over 360 municipal clients both large and small.

Cumulatively, our inspectors have hundreds of years of experience as inspectors, plan reviewers and tradespeople, including master electricians and master plumbers. As an engineering firm, both our Residential and Commercial inspectors also have access to on-staff Professional Structural and Civil Engineers. With the increasing complexity of codes and construction projects, we believe the depth & diversity of knowledge and expertise available to our inspection staff is a distinct advantage to our clients and the communities we serve.

GEC's Inspection Department offers a full suite of building inspection-related services. These services include but are not limited to inspections of:

- Residential (1- and 2-family dwellings)
- Multi-family structures
- Commercial and Industrial buildings without size limitations
- Fire Sprinkler & Fire Alarm Systems (FSFA)
- Cross-connection arrangements
- Commercial Plumbing
- Commercial Electric
- A host of other systems and structures one would normally associate with the building industry
- Raze Inspections

GEC has also developed an extremely robust Commercial Plan Review program. GEC's plan review program offers several advantages including:

- High-level, detailed plan examinations performed by qualified staff with decades of experience
- Modest review lead times as compared to the traditional, State plan review path
- Review of buildings without size or type limitation

GEC also supports our municipal clients by providing raze inspections and zoning administration services.

In addition to Building Inspection Services, GEC also provides additional services such as civil engineering consulting, zoning administration, site design, planning, structural design for buildings and structures, land surveying, data collection, construction staking and grant and funding services. These services help distinguish GEC from other agencies, giving us an advantage when complex issues arise in the field.

GEC prides itself on fostering long-lasting partnerships and successful collaborations with its clients, partners, and stakeholders. These enduring partnerships are a testament to our commitment to excellence and client satisfaction. Our professionals are dedicated to achieving success and ensuring every client's vision becomes a reality. We offer professionalism, consistency, longevity, and a common-sense approach in all the services we provide. Our clients' best interests come first in all cases.

Starting out small, with just a few rural towns and villages as clients, GEC's Inspection Department has grown to now serve both large and small clients. As we have grown, we have added staff, services and technology to better meet the needs of our clients. During that time we haven't forgotten our roots and most of our clients are still comprised of rural towns and villages. We feel this makes us a great fit for Richland County.

Specific to the needs of Richland County, General Engineering Company currently contracts directly with Adams County, Marquette County, Waushara County, Waupaca County and Trempealeau County to provide county-wide inspection services. In addition to the counties mentioned, except for a few municipalities, GEC provides inspection services for the whole of Sauk County, Juneau County and Columbia County as well as large portions of Vernon, Monroe, Jackson, and La Crosse counties. We also have an ever-growing client base in Crawford, Grant and Iowa counties.

Having worked directly with other counties, as well as individual municipalities, GEC has gained the necessary experience and knowledge that will make for a successful relationship with Richland County.

General Engineering Company's Inspection Features

- ❖ A full-time, State Certified UDC Inspector will be assigned as primary inspector to your Richland County. The County's primary building inspector, along with assistance from other certified inspectors, will perform inspections for new residential One- and Two-Family Dwellings for compliance with the WI Uniform Dwelling Code (UDC).
- ❖ In instances of illness, vacation or some other form of absence, coverage for your primary inspector will be provided by GEC building inspection staff
- ❖ GEC inspectors are equipped with cell phones and iPads so that they may respond to any questions or concerns of the public or County staff, either by phone or via email, as quickly as possible.
- ❖ Richland County's primary inspector will also be supported by GEC's team of administrative and technical personnel.
- ❖ All permit applications will be processed, approved and issued by your municipality's assigned building inspector(s). All applications are reviewed for compliance with your current zoning ordinances prior to being issued.
- ❖ Inspections will be scheduled directly with your assigned inspector(s). Our inspectors typically respond to a call for inspections within 24 hours; only about 5% of calls take the full 48-hour response time allowed by State Code.
- ❖ Violations are issued in writing. Continued violations (with prior approval of the County) will be issued citations. If required, inspection staff will be available for court appearances.
- ❖ GEC staff will be responsible for the issuance of Building Permits as well as the tracking of permits throughout their life.

BUILDING PERMIT SOFTWARE

General Engineering Company currently utilizes FileMaker Pro Advanced to maintain our building permit data collection.

This software allows our inspectors and administrative staff to:

- Enter permit applications directly into our data collection site
- Enter and track inspections as completed.
- Track expired permits
- Auto generate emails to applicants to follow up on dormant projects
- Run monthly reports/invoices and produce reports/inquiries for individual municipalities.
- All new single family home permit data, as required by the State, is sent directly to DSPS from this system.
- Online permit application submittal is also utilized through this software. This allows the applicant to go to our website at generalengineering.net and complete and submit a permit application directly to their building inspector.

Through FileMaker, Richland County will also gain admission to your permitting activity through the Community Access Portal. The Portal allows access for our municipal partners to view their own permit records. It also gives the municipality an opportunity to allow their assessors permission to view the site.

Examples of Community Access Views

Commercial Remodel

GEC Permit Number: 25-0003-99-999 | City of Mayberry [Search](#) [Save PDF](#) [Logout](#)

City of Mayberry | 625 South Main Street Estimated Cost: \$1,200,000.00

Community	Mayberry				
Permit Number / Date	25-0003-99-999 / 2/27/2025				
Permit Type	Commercial HVAC Electric Plumbing Erosion Control				

Inspections					
Permit Posted	Erection	Sewer/Water	Temporary Electric	Footings	Foundation/ Backfill
Underfloor Drain	Basement Vapor Barrier	Permanent Sewer	Rough Plumbing	Rough Framing	Rough Mechanical
Rough Electrical	Insulated Vapor Barrier	Deck	Final/Close		

Documents	Invoicing	Permit Fees																
 	☒ Payment Instructions Sent? Date: 2/27/2025 Send Payment Instructions	<table style="width: 100%;"> <tr> <td>Construction</td> <td>\$2,450.00</td> </tr> <tr> <td>Plumbing</td> <td>\$1,350.00</td> </tr> <tr> <td>Electrical</td> <td>\$745.00</td> </tr> <tr> <td>HVAC</td> <td>\$745.00</td> </tr> <tr> <td>Zoning</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td>Administrative</td> <td></td> </tr> <tr> <td>TOTAL</td> <td>\$5,290.00</td> </tr> </table>	Construction	\$2,450.00	Plumbing	\$1,350.00	Electrical	\$745.00	HVAC	\$745.00	Zoning		Other		Administrative		TOTAL	\$5,290.00
Construction	\$2,450.00																	
Plumbing	\$1,350.00																	
Electrical	\$745.00																	
HVAC	\$745.00																	
Zoning																		
Other																		
Administrative																		
TOTAL	\$5,290.00																	

Residential Electric Service

Permit Number: 25-0002-99-999 | Barney Fife

Search

Save PDF

Logout

Barney Fife | 411 Elm Street

Permit 2 of 3

Estimated Cost: \$2,500.00

Community: Mayberry

Permit Number / Date: 25-0002-99-999 | 2/27/2025

Permit Type: Electric

Project Description: Electrical Service Upgrade

Building Address: 411 Elm Street

City, State, ZIP: Mayberry, VA 99999

Parcel Number: 1341-107

Building Height: 15

Subdivision Name: Harmonic Pines

Lot Number: 145

Census Code: 131 - Electrical Only

Permit Status: ACTIVE, EXPIRES 2/27/2025

Inspections					
Permit Picked	Design	Service/Trade	Temporary Electric	Footings	Foundation (Exchd)
Underlain Drain	Basement Vapor Barrier	Permanent Service	Rough Plumbing	Rough Framing	Rough HVAC
Rough Electric	Insulation Vapor Barrier	Deck	Final Close		

Documents	Invoicing	Permit Fees																
 	☒ Payment Instructions Sent? Date: 2/27/2025 Send Payment Instructions ☒ Fees Paid? Date: 2/27/2025 Payment Method: Check	<table> <tr><td>Construction</td><td></td></tr> <tr><td>Plumbing</td><td></td></tr> <tr><td>Electrical</td><td>\$150.00</td></tr> <tr><td>HVAC</td><td></td></tr> <tr><td>Zoning</td><td></td></tr> <tr><td>OTM</td><td></td></tr> <tr><td>Administrative</td><td></td></tr> <tr><td>TOTAL</td><td>\$150.00</td></tr> </table>	Construction		Plumbing		Electrical	\$150.00	HVAC		Zoning		OTM		Administrative		TOTAL	\$150.00
Construction																		
Plumbing																		
Electrical	\$150.00																	
HVAC																		
Zoning																		
OTM																		
Administrative																		
TOTAL	\$150.00																	

New Single Family Residence

Permit Number: 25-0001-99-999 | Andy Griffith

Search

Save PDF

Logout

Andy Griffith | 332 Maple Road

Permit 3 of 3

Estimated Cost: \$450,000.00

Community: Mayberry

Permit Number / Date: 25-0001-99-999 | 2/27/2025

Permit Type: Concr, HVAC, Electric, Plumbing, Erosion Control

Project Description: SINGLE FAMILY RESIDENCE

Building Address: 332 Maple Road

City, State, ZIP: Mayberry, VA 99999

Parcel Number: 1341-452

Building Height: 18

Subdivision Name: Harmonic Pines

Lot Number: 452

Census Code: 101 - Single Family Houses, Detached - Exclude Mobile Homes

Permit Status: ACTIVE, EXPIRES 2/27/2027

Inspections					
Permit Picked	Erosion	Service/Trade	Temporary Electric	Footings	Foundation (Exchd)
Underlain Drain	Basement Vapor Barrier	Permanent Service	Rough Plumbing	Rough Framing	Rough HVAC
Rough Electric	Insulation Vapor Barrier	Deck	Final Close		

Documents	Invoicing	Permit Fees												
  	☒ Payment Instructions Sent? Date: 2/27/2025 Send Payment Instructions ☒ Fees Paid? Date: 2/27/2025 Payment Method: Cash	<table> <tr><td>Plan Review</td><td>\$0.00</td></tr> <tr><td>Inspection</td><td>\$50.00</td></tr> <tr><td>VR Permit Seal</td><td>\$0.00</td></tr> <tr><td>Erosion Control</td><td>\$5.00</td></tr> <tr><td>Occupancy Certificate</td><td>\$5.00</td></tr> <tr><td>TOTAL</td><td>\$1,110.00</td></tr> </table>	Plan Review	\$0.00	Inspection	\$50.00	VR Permit Seal	\$0.00	Erosion Control	\$5.00	Occupancy Certificate	\$5.00	TOTAL	\$1,110.00
Plan Review	\$0.00													
Inspection	\$50.00													
VR Permit Seal	\$0.00													
Erosion Control	\$5.00													
Occupancy Certificate	\$5.00													
TOTAL	\$1,110.00													

REFERENCES

Village of Cottage Grove

Sarah Haltaufderheide, Accounting Assistant
221 East Cottage Grove Road
Cottage Grove, WI 53527
608-839-4704
sarah@villageofcottagegrove.gov
Contract Date: January 2020

City of Edgerton

Ramona Flanigan, City Administrator
12 Albion Street
Edgerton, WI 53534
608-884-3341
rflanigan@edgerton.wi.gov
Contract Date: January 2006

Adams County

Dustin Grant, Director of Zoning
401 Adams St. Suite 4,
Friendship, WI 53934
608-339-4222
dustin.grant@co.adams.wi.us

City of Milton

Jenny Salvo, City Clerk
710 South Janesville Street
Milton, WI 53563
608-868-6900
jsalvo@milton-wi.gov

Waushara County

Todd Wahler, Zoning Director
380 South Townline Road
Wautoma, WI 54982
920-787-0453
todd.wahler@wausharacountywi.gov

Village of West Salem

Teresa DeLong, Village Administrator
175 Leonard Street S.
West Salem, WI 54669
608-786-1858
tdelong@westsalemwi.gov

Town of Sun Prairie

Kay Weisensel – Treasurer
5556 Twin Lake Road
Marshall, WI 53559
608-837-6688
clerk@townofsunprairie.info

Marquette County

Jean Potter – Zoning Administrator
PO Box 21
77 W Park St
Montello, WI 53949
608-297-3036
jpotter@co.marquette.wi.us



Engineers • Consultants • Inspectors

AGREEMENT FOR RESIDENTIAL INSPECTION SERVICES

This Agreement for Residential Inspection Services ("**Agreement**") is made as of **TBD**, by and between the Municipality and the Inspector.

ARTICLE 1 – FUNDAMENTAL TERMS

- 1.1 "**Municipality**" shall mean the Richland County, WI and its agents, employees, and authorized representatives.
- 1.2 "**Inspector**" shall mean General Engineering Company and its agents, employees, and authorized representatives.
- 1.3 "**Work**" shall mean, collectively, the following services to be performed by the Inspector with respect to residential 1-and 2-family dwellings within the Municipality's jurisdictional boundaries: (i) examine and process building plans as required by the applicable codes; (ii) process building permits; (iii) coordinate, perform and complete required inspections for permitted building construction; (iv) collect the permit fees collected from applicants ("**Permit Fees**"); (v) prepare and submit monthly permit activity reports; and (vi) complete and submit a year-end report to the Municipality after the end of each calendar year.
- 1.4 **Scope.** The Inspector shall perform the Work for the Municipality pursuant to and in accordance with the terms and conditions of this Agreement.
- 1.5 **Compensation.** The Inspector shall collect the permit fees for the Work at the rates and/or fees as set forth in the Fee Schedule attached hereto as Addendum A. The Municipality acknowledges and agrees that the Inspector has the right to review and amend its fees as set forth in Addendum A at the Commencement of each Renewal Term (as defined below), provided, however, that any change in the Inspector's fees as set forth in Addendum A shall not be effective until thirty (30) days after written notice of the change is delivered to the Municipality by the Inspector.

This Agreement is subject to the terms and conditions as shown on pages 2 through 4 hereof. The Municipality and the Inspector have signed this Agreement as of the date first written above.

Richland County

By: _____

Print Name: _____

Date: _____

General Engineering Company

By: _____

Print Name: _____

Date: _____

Portage

Black River Falls

La Crosse



ARTICLE 2 – PERFORMANCE STANDARDS

The Inspector shall use that degree of care, skill, and professionalism ordinarily exercised under similar circumstances by members of the same profession practicing or performing the substantially same or similar services with respect to the category of services being performed. The Municipality acknowledges and agrees that inspections to be provided as part of the Work: (i) shall be based only upon visible, observable, and accessible conditions as they exist at the time of inspection; (ii) are not designed or intended to predict future conditions; and (iii) do not cover any latent defects, concealed defects, or defects not reasonably observable in the course of or at the time of inspection.

ARTICLE 3 – TERM AND TERMINATION

- 3.1 Initial Term and Renewal.** This Agreement shall become effective on **TBD**, 2025 (the "**Effective Date**") and shall, unless earlier terminated pursuant to Section 3.2, remain in full force and effect until December 31, 2026 (the "**Initial Term**"). The Inspector shall begin performing the Work pursuant to this Agreement upon the Effective Date. Unless earlier terminated pursuant to Section 3.2, this Agreement shall automatically renew for successive twelve (12) month periods (each a "**Renewal Term**") unless either party gives written notice of nonrenewal ("**Nonrenewal Notice**") at least ninety (90) days prior to the end of the then-current term, in which case the Agreement shall terminate at the end of the then-current term.
- 3.2 Termination.** Either party may terminate this Agreement for any reason or no reason upon 60 days advance written notice to the other party (a "**Termination Notice**"), which notice shall set forth the date of termination of this Agreement. The Municipality shall remain liable to the Inspector for compensation for all Work (or Additional Services) performed by the Inspector prior to the date set forth in the Termination Notice for the termination of this Agreement. The Inspector may terminate this Agreement immediately and without notice if the Municipality fails to make timely payment of an invoice from the Inspector. Upon the termination of this Agreement under this Section 3.2 or nonrenewal pursuant to a Nonrenewal Notice, the Inspector shall have no further responsibilities with respect to any ongoing building project and shall retain all compensation paid as of the date of termination for the Work. If this Agreement is terminated pursuant to a Termination Notice or Nonrenewal Notice and the Inspector has collected Permit Fees, Inspector shall deliver such Permit Fees to the Municipality.

ARTICLE 4 – ADDITIONAL SERVICES

Notwithstanding anything in Section 1.3 to the contrary, the Work shall be limited to inspections necessary to administer and enforce chs. SPS 320 to 325 & 327, Uniform Dwelling Code, and, regardless of the Municipality's codes and/or ordinances, shall not include any ancillary or related services, including, but not limited to, zoning, planning, floodplain zoning, or shoreland zoning administration. In the event the Inspector provides services beyond those set forth in Section 1.3 at the direction of the Municipality (collectively, "**Additional Services**"), then the Municipality shall pay the Inspector for all such Additional Services based on the Inspector's then current hourly rates as set forth in the Inspector's fee schedule, which present fee schedule is set forth in Article 11 and Addendum A, plus expenses.

ARTICLE 5 – INSURANCE

The Inspector shall maintain: (i) commercial general liability insurance in the minimum amount of \$1,000,000.00, with Municipality named as an additional insured thereon; (ii) a professional liability policy of \$2,000,000.00, and (iii) workers' compensation insurance covering all employees or agents of the Inspector assisting or participating in any way in the rendering of Work under this Agreement and in an amount not less than that required under Wisconsin law.

ARTICLE 6 – RELATIONSHIP OF THE PARTIES

- 6.1 General.** It is understood, agreed, and is the intent of the parties that the Inspector is at all times acting and performing as an independent contractor, not as a servant or employee of the Municipality, and the Inspector shall not hold itself out as such. The Inspector is solely responsible for the Inspector's employee benefit, tax withholding, employment taxes and workers' compensation insurance, and for complying with all other applicable laws, rules and regulations with regard to the Inspector's performance of the Work. The Inspector shall be solely liable for all Federal and State tax liability associated with any payments received from the Municipality under the terms of this Agreement. Each party shall furnish all legal, insurance and accounting services as may be reasonably necessary at any time for the services and to meet each party's needs and interests. Nothing in this Agreement shall be deemed to create an employment, partnership, or joint venture relationship between the Municipality and the Inspector or any of the Inspector's employees. Neither party shall have any right, power or authority to act or create any obligation, express or implied, on behalf of the other party. Both the Municipality and the Inspector expressly acknowledge that the Municipality is not liable for unemployment compensation with regard to any services provided by the Inspector in accordance with the Agreement. The Inspector shall not receive from the Municipality any retirement or savings benefits, health insurance, or any other benefit offered to the Municipality's employees. Notwithstanding the foregoing or any other provision of this Article 6, the Inspector shall be the Municipality's "agent" as that term is specifically utilized and defined by the court in *Estate of Lyons v. CNA Ins.*, 207 Wis. 2d 446, 558 N.W.2d 658 (Ct. App. 1996) and as further explained in *Melchert et al. v. Pro Electric Contractors et al.*, 2017 WI 30, for purposes of governmental contractor immunity.
- 6.2 Licensing.** The Inspector is responsible for, and shall keep in full force and effect, any necessary federal and/or state licensing and bonding, and shall comply with all federal and state law regarding any services to be provided pursuant to this Agreement.
- 6.3 Facilities and Equipment.** The Inspector shall maintain a separate business from the Municipality with its own office, equipment, materials, and other such facilities. The Inspector shall be responsible for providing all code books, technical manuals and inspection equipment, incurring the cost of all necessary professional organization dues and costs of on-going training and re-certification, and a properly registered and insured vehicle for use while performing services, including the costs of maintenance and fuel.

- 6.4 Means of Performing Work.** The Inspector shall control the means of providing services under this Agreement, and the Municipality will not control the details of the Work. The Municipality shall have no control or supervision over the Inspector, other than accepting or rejecting the Work. Inspector is not required to work any set number of hours per week, any schedule or any routine. The Municipality has no right to compel the Inspector to work at a certain time, to travel to any particular location, to canvass a certain territory, or to work at specific places or at specific times. Any and all agreed upon office hours between the Municipality and the Inspector are subject to change depending on the availability of the Inspector. In addition, the Inspector has a right to alter any agreed upon office hours during times of the year when permit applications have decreased. In addition, the Municipality cannot compel the Inspector to enter into any structure that the Inspector deems unsafe or which may cause said Inspector bodily harm until said building is deemed to be safe for entry.
- 6.5 Municipality's Property.** The Inspector has no right to, and shall not, use the Municipality's name, symbol, or logo in the promotion of the Inspector's business or other activities, unless preapproved in writing by Municipality.
- 6.6 Hold Harmless and Indemnification.** Liability for bodily injury, disability and/or death of Inspector employees shall be assumed by Inspector. Inspector shall indemnify, defend and hold Municipality harmless against all claims, actions, proceedings, damages and liabilities, including reasonable attorney's fees and whether for bodily injury, disability and/or death of any person or for damages to property, resulting from the negligent acts, errors or omissions or willful misconduct of Inspector, its employees, agents, representatives or other person(s) doing business with Inspector in connection with this Agreement. However, Inspector shall not be liable to Municipality for damages incurred by Municipality due to the negligent or intentional acts or omissions of Municipality or its employees, agents, or representatives. This section is not to be in conflict with Section 893.80(4), Wis. Stats.

ARTICLE 7 – DOCUMENTS AND RECORDS

- 7.1 Municipality's Obligations.** The Municipality shall timely provide all data, information, plans, specifications, records and other documentation required by Inspector to perform the Work. Notwithstanding anything to the contrary in this Agreement, the Municipality acknowledges and agrees that the Inspector shall be entitled to rely upon the adequacy, accuracy and completeness of any and all data, information, plans, specifications, records and other documentation that the Municipality provides to the Inspector relative to the Work.
- 7.2 Inspector's Obligations.** Inspector acknowledges and agrees that the Municipality is subject to the Public Records Law of the State of Wisconsin. The Inspector shall maintain copies of all data, information, plans, specifications, records (as defined by §19.32(2), Wis. Stat.) and other documentation utilized or created on behalf of the Municipality in the performance of the Work (collectively, the "Inspector's Records") for a period of time not less than 7 years from the date of creation or last utilization thereof. Inspector will provide Municipality with electronic copies of any Inspector's Records requested by Municipality. All original data, information, plans, specifications, records (as defined by §19.32(2), Wis. Stat.) and other documentation relating to the Work (collectively, the "Original Records") performed shall be housed at the offices of the Municipality. The Inspector shall assist the Municipality in answering or responding to requests for open records but shall not be considered the records custodian for purposes of determining whether or not records should be provided in response to a request. The Inspector shall not destroy any Original Records without the written permission of the Municipality. Inspector shall indemnify and hold harmless Municipality for any liability, including without limitation, attorney fees, related to or in any way arising from Inspector's: (i) failure to maintain the Inspector's Records for the period of time required under this Section 7.2; (ii) failure to deposit the Original Records with Municipality; or (iii) destruction of Original Records without the written permission of Municipality. This Section 7.2 shall survive the termination of this Agreement; provided, however, upon termination of this Agreement, Inspector may deliver the Inspector's Records to Municipality, and if Inspector so delivers the Inspector's Records to Municipality, this Section 7.2 shall not survive termination of this Agreement.

ARTICLE 8 – THIRD PARTY RELIANCE

This Agreement is intended for the mutual benefit of the parties hereto and no third-party rights are intended or implied except with respect to permit applicants and, if a permit applicant is not the owner(s) of the real property to be improved pursuant to the applied for permit, the owner of the real property to be improved pursuant to the applied for permit (collectively, the "Third Parties"). The parties acknowledge and agree that: (i) the issuance of a building permit creates no legal liability, express or implied, on the Municipality or Inspector; (ii) the Third Parties are responsible for complying with all applicable codes, statutes, ordinances relative to the permitted improvements and the conditions of the building permit; (iii) no examination or inspection made by Inspector at any time relieves the Third Parties of responsibility for complying with all applicable codes, statutes, ordinances relative to the permitted improvements or the conditions of the building permit; (iv) excepting Inspector's obligation to indemnify, defend and hold Municipality harmless pursuant to Section 6.6, Inspector is released and discharged from any and all liability, claims, demands or causes of action that the Third Parties may hereafter have for injury, death or other damages arising out of or related to the permitted improvements, including, but not limited to, negligence claims, warranty claims and/or breach of contract claims; and (v) the inspections, permits, reports and findings issued after the reviews or inspections are not intended as, nor are they to be construed as, a guarantee. In furtherance of the foregoing, the following disclaimer shall be included on all reviews or inspections: *The review of applications and/or the findings of inspection contained herein are intended to report conditions of noncompliance with applicable codes, statutes, and ordinances relative to the permitted improvements that are readily apparent at the time of review or inspection. The review or inspection does not involve a detailed examination of the property lines or surveys, mechanical systems or the closed structural and nonstructural elements of the building and premises. No warranty of the operation, use or durability of equipment, materials, products, or improvements is expressed or implied.*

ARTICLE 9 – NOTICES

All notices, demands, and communications provided for under this Agreement shall be delivered by first class mailing, postage prepaid, or e-mail addressed in each case as follows, until some other address shall have been designated in a written notice given in like manner, and shall be deemed to have been given or made when so delivered or mailed: (i) if to the Inspector, General Engineering Company, c/o Michael E. Parrott, PO Box 340, 916 Silver Lake Drive, Portage, WI 53901; e-mail: mparrott@generalengineering.net; and (ii) if to the Municipality, Richland County, c/o Cathy Cooper – Dir. of Land Conservation & Zoning, 181 W. Seminary Street, Richland Center, WI 53581; e-mail: cathy.cooper@co.richland.wi.us.

ARTICLE 10 – MISCELLANEOUS

- 10.1 Amendment of Agreement.** This Agreement may be amended, modified, or superseded only by a written instrument executed by all of the parties to this Agreement.
- 10.2 Waiver.** The failure of any party at any time or times to require performance of any provision of this Agreement shall in no manner affect the right at a later time to enforce that provision. No waiver by any party of any breach of any term contained in this Agreement, whether by conduct or otherwise, in any one or more instances, shall be deemed to be or construed as a further or continuing waiver of any such breach or a waiver of any other term contained in this Agreement.
- 10.3 Severability.** If any covenant, term or provision of this Agreement is held to be invalid or unenforceable for any reason, it is agreed that such invalidity or unenforceability shall not affect any other covenant, term or provision of this Agreement, and that the remaining covenants, terms, and provisions, or portions thereof, shall remain in full force and effect.
- 10.4 Counterparts and Copies.** This Agreement may be fully executed in separate counterparts by each of the parties hereto, such counterparts when combined constituting but one and the same instrument. Such counterparts may be exchanged electronically via e-mail or facsimile transmission, which shall be deemed an original. A copy of this Agreement shall have the same full force and effect as the original.
- 10.5 Successors and Assigns.** Neither party may assign any of its rights or delegate any of its obligations hereunder without the prior written consent of the other party. This Agreement shall inure to the benefit of and be binding upon each of the parties hereto and their respective successors and allowed assigns.
- 10.6 Jurisdiction and Governing Law.** All actions or proceedings in any manner relating to or arising out of this Agreement may be brought only in courts of the State of Wisconsin located in Columbia County, and the Municipality hereby consents to the jurisdiction of such court. The Municipality hereby waives any objection to the venue of such court. This Agreement shall be governed by the laws (excluding conflicts of laws rules) of the State of Wisconsin. To the extent of any conflict between the terms of this Agreement and the Municipality's codes or ordinances, this Agreement shall control.
- 10.7 Integration.** This Agreement, including the Addendums hereto, constitutes the entire agreement between the parties hereto pertaining to the subject matters hereof and supersedes all negotiations, preliminary agreements and all prior or contemporaneous discussions and understandings of the parties hereto in connection with the subject matters hereof.
- 10.8 Non-Solicitation.** During the term of this Agreement and for 180 days after its termination or expiration, neither party shall directly solicit for employment any employee or contractor of the other party who has performed any material work for the soliciting party and with whom the soliciting party has had direct contact.

ARTICLE 11 – CURRENT HOURLY RATES

2024 hourly rates for Additional Services are as follows:

Expert Witness	\$300/hr	Professional Land Surveyor	\$125/hr
Principal	\$150/hr - \$180/hr	Field Crew Chief (1-person Total Station)	\$82/hr
Project Engineer or Project Manager	\$110/hr - \$140/hr	Field Crew Chief (1-person GPS)	\$164/hr
Staff Engineer	\$90 - \$125/hr	Land Survey Crew	\$164/hr
Technician	\$70 - \$115/hr	Grant & Funding Staff	\$100-\$120/hr
GIS Staff	\$60 - \$80/hr	Administration and Support Staff	\$45/hr
Zoning Administration	\$125-\$160/hr	GEC Mileage Rate	\$0.70/mi

Meeting Attendance per Request by Municipality

1. Field Inspector	\$85.00 / hour + Mileage/Expenses
2. Inspection Department Head	\$125.00 / hour + Mileage/Expenses
3. Engineering Staff	\$130.00 / hour + Mileage/Expenses

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General Engineering Company
P.O. Box 340
916 Silver Lake Drive
Portage, WI 53901



Engineers • Consultants • Inspectors

608-742-2169 (Office)
608-742-2592 (Fax)
gec@generalengineering.net
www.generalengineering.net

ADDENDUM A RICHLAND COUNTY BUILDING INSPECTION FEE SCHEDULE	
RESIDENTIAL BUILDING PERMITS	FEES
1) New Residential One & Two-Family Early Start (Footings & Foundation Only)	\$250.00
2) Plan Review (New One & Two-Family Dwellings)	\$85.00 per Unit
3) New One & Two-Family Erosion Control	\$150.00
4) New Residential One & Two-Family (includes garage, decks & basements) (mechanicals included)	\$0.30 per sq. ft. (Min. Fee \$770.00)
5) Manufactured & HUD Dwellings (plus mechanical costs, if needed)	\$385.00 plus \$0.30 per sq. ft. for basements, attached garage and decks
6) Occupancy Certificate (New One- & Two- Family)	\$85.00 per Unit
7) Camping Units	\$275.00 (plus State Insignia) +Mechanical Costs
8) State Camping Unit Insignia	\$30.00
9) State Seal	\$40.00
10) Re-Inspection for Corrective Actions Ordered -Inspection Requested Prematurely; Inspection Could Not Be Completed	\$85.00 Each Additional Inspection
All work started without first obtaining a building permit will be subject to double the inspection fees	

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Grants & Funding Services • Land Surveying • Zoning Administration • Mechanical, Electrical, & Plumbing Services



Natural Resources Committee
Agenda Item Cover

Agenda Item Name: Contracting with General Engineering for Unified Dwelling Code

Department:	Land Conservation & Zoning	Presented By:	Cathy Cooper
Date of Meeting:	11/24/2025	Action Needed:	Vote
Date submitted:	11/17/2025	Referred by:	Natural Resources Committee

Recommendation and/or action language:

Approve contract with General Engineering Company to conduct the Unified Dwelling Code enforcement

Background:

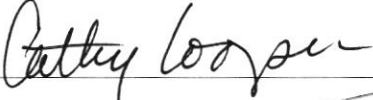
The county does not have someone on staff to conduct Unified Dwelling Code enforcement for new residence. The county has contracted with a UDC inspector in the past. The person building the residence pays for the inspection.

Attachments and References:

Financial Review:

(please check one)

☐	In adopted budget	Fund Number	
☐	Apportionment needed	Requested Fund Number	
☐	Other funding Source		
☒	No financial impact		

	
Department Head	Administrator, Tricia Clements

Natural Resources Committee

Agenda Item Cover

Agenda Item Name: Approving the 2026 Land Information Grant

Department:	Land Conservation & Zonir	Presented By:	Cathy Cooper
Date of Meeting:	11/24/2025	Action Needed:	Vote
Date submitted:	11/17/2025	Referred by:	Natural Resources Committee

Recommendation and/or action language:

Approve the 2026 Land Information Grant

Background:

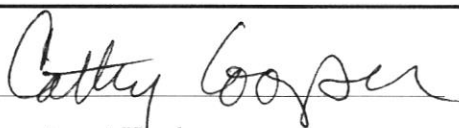
The Land Information Council has been working on applying for the 2026 Land Information Grant. The grant will be used for training, contracting with MSA for updating the online parcel maps, obtaining necessary software for the county staff to complete updating land information, and other projects. The training part of the grant is \$1,000; the Strategic grant is \$20,000; and the base budget grant is \$77,880.

Attachments and References:

Financial Review:

(please check one)

☒	In adopted budget	Fund Number	
☐	Apportionment needed	Requested Fund Number	
☐	Other funding Source		
☐	No financial impact		


Department Head



Administrator, Tricia Clements



STATE OF WISCONSIN

DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor
Kathy Blumenfeld, Secretary
Dawn Vick, Division Administrator

Wisconsin Land Information Program 2026 Base Budget, Training & Education, and Strategic Initiative Grant Application

Complete this application form in order to receive 2026 Wisconsin Land Information Program (WLIP) grants, pursuant to Wisconsin Statute Section 16.967(7) and Wisconsin Administrative Code, Chapter Adm. 47.

Training & Education Grants may be used for the training and education of county employees for the design, development, and implementation of a land information system. Each county is eligible for a \$1,000 grant.

Strategic Initiative Grants are for the purposes of addressing statutory directives to create a statewide digital parcel map and to post certain parcel information online in the standard Searchable Format. Strategic Initiative grant funding is to be prioritized to achieve "benchmarks" for parcel quality and completeness. Each county is eligible for \$20,000 in 2026 Strategic Initiative grant funding.

There are four benchmarks for parcel data:

- Benchmark 1 – Parcel and Zoning Data Submission
- Benchmark 2 – Extended Parcel Attribute Set Submission
- Benchmark 3 – Completion of County Parcel Fabric
- Benchmark 4 – Completion and Integration of PLSS

Counties must prioritize their Strategic Initiative grant activities toward achieving the benchmarks in numerical order. The benchmarks are designed to complement and dovetail with the county land information plan. A county may amend a plan with updates or revisions as appropriate. Instructions for amending a plan appear on the following page.

Base Budget Grants enable a county to develop, maintain, and operate a basic land information system and may be used for the implementation of the county's land information plan. Base Budget grants are only available to those counties with retained register of deeds document recording fees of less than \$100,000 in State FY 2025 (July 1, 2024–June 30, 2025). See the grant eligibility table on page 8 to confirm your county's eligibility.

Applications should be submitted by December 31, 2025 or earlier. Please submit the application by emailing a digital PDF form that has been electronically filled out (*not* a scanned image) to WLIP@wisconsin.gov. For questions, please contact the WLIP grant administrator at peter.herreid@wisconsin.gov or (608) 267-3369.

Grant application released	September 3, 2025
Grant application deadline	December 31, 2025
Grant activities eligible for reimbursement	Beginning January 1, 2026
Training & Education grants distributed	By February 28, 2026
Base Budget grants distributed	By May 31, 2026
Strategic Initiative grant distributed	By June 30, 2026
Grant project completion deadline	December 31, 2027

How to Fill Out and Submit This Form:

- **DOWNLOAD THIS DOCUMENT & "FILE ► SAVE AS"** to save a local copy.
When saving, add your county name to the end, e.g.,
File name: 2026_WLIP_Grant_Application_GreenLake.pdf
- **FILL OUT THE APPLICATION** – use Adobe Reader or Acrobat to fill in the application form electronically, by typing data into it. Do *not* fill out the form by hand. The instructions are numbered according to the question numbers on the application form and hyperlink to each corresponding question.
- **"FILE ► SAVE"** – to save as you go
- **ATTACH PAGES** – Attach addendum pages if applicable, or email as separate files
- **SUBMIT VIA EMAIL (WITH COUNTY NAME)** – Email a completed digital PDF form that has been electronically filled out (*not* a scanned image) to WLIP@wisconsin.gov by December 31, 2025. Email subject line should include the name of your county, e.g.,
Email Subject: 2026 WLIP Grant Application - Racine

Instructions for Amending Grant Projects

If the grant application is approved, DOA will enter into a grant agreement to fund the specific projects and activities as set forth in the grant application. If, after the grant agreement is executed, conditions or situations at the county change such that it is necessary to change a project's scope of work or timeline, the county should seek approval for an amendment.

Any proposed change to grant projects or activities must be described in an amended version of the county's grant application. Because Wisconsin Administrative Code, Chapter Adm. 47.06(3) requires grant projects be consistent with an approved county land information plan, in some cases, it may also be necessary for the county to amend its land information plan.

To amend grant projects or project activities. Complete a revised, amended version of the original grant application that describes the complete, updated set of project activities to be funded with the grant. Include:

- Change to project/project activities
- Updated dollar amount(s) for project costs
- Land information plan citations for the new project
- Original project/project activities that remain unaffected by the amendment (leave intact and unchanged from initial application)
- Add the word "Amended" to the file name
- Submit the amended application to the WLIP grant administrator. In an email, list the grant type and specific year of the grant for which amendment is requested

To make amendments to land information plan (so that the plan is consistent with the grant application).

There are two options for amending county land information plans:

- a) Amend the land information plan immediately to include the project. Send the entire amended plan to the grant administrator. For amended plans, counties must include documentation of county land information council approval (e.g., meeting minutes or resolution).
- b) Send documentation of land information council approval of the project, and update the land information plan at the next convenient update opportunity. This could be the next regularly scheduled land information council meeting or during the land information plan update process that occurs every three years. Plans for the three-year period covering 2025-2027 shall be authored according to the 2024 Uniform Instructions for Preparing County Land Info Plans. By the end of 2027, all counties will need to update their land information plans, per state statute 59.72(3)(b).

To request an extension of a grant project deadline. If the county is unable to complete projects by the grant agreement deadline, you may request an extension by emailing the grant administrator. Include:

- The grant type and specific year of the grant
- Reason for extension
- Request the length of extension – what is the new deadline proposed?
- Include the word "Extension" in the subject of the email

Training & Education Grant Application Instructions

- TE_#1** County submitted a 2025-2027 land information plan to DOA? All counties updated their county land information plan in 2024 to meet s. 59.72(3)(b). Wisconsin Administrative Code, Chapter Adm. 47.06(3) requires that projects must be consistent with an approved county land information plan (also referred to as a county-wide land records modernization plan).
- TE_#2** Enter date of last county land information council meeting. According to s. 59.72(3m)(b), the county land information council shall review the priorities, needs, policies, and expenditures of a land information office and advise the county on matters affecting the land information office. The land information council must have met within the last 12 months for the county to be eligible for a WLIP grant.
- TE_#3** LIO subscribed to the land information listserv? Applicants must subscribe to the WLIP's e-mail listserv, doa-landinfo@lists.wi.gov.
- TE_#4** County's Retained Fee/Grant Report for 2024 submitted? According to s. 59.72(2)(b), a county must submit an annual report to DOA on WLIP retained fee and grant spending. All counties submitted a *Retained Fee/Grant Report* for 2024.
- TE_#5** Training & Education Award Eligible. The amount of \$1,000 is available to each county for 2026 Training & Education grants.

Training & Education Grant Application Instructions (Continued)

- TE_#6** Training & Education Award Amount Requested. Enter the amount requested (up to \$1,000).
- TE_#7** Brief Description of Intended Expenditures for Training & Education Grant. Provide information on plans to utilize the Training & Education grant funding. Aim for less than 1,800 characters. The font size will shrink as you type, becoming smaller to accommodate more text.
- TE_#8** Statement and Authorization of Land Information Officer. Land information officer name (typed) and date are required. Do not sign and scan the form. Handwritten signatures are *not* required. Submit the application by emailing a digital PDF form that has been electronically filled out (*not* a scanned image) to WLIP@wisconsin.gov.

Strategic Initiative Grant Application Instructions

- SI_#1** Strategic Initiative Award Eligible. The amount of \$20,000 is available to each county for 2026 Strategic Initiative grants.
- SI_#2** Strategic Initiative Award Amount Requested. Enter the amount requested (up to \$20,000).
- SI_#3** Will the county use 2026 Strategic Initiative Funding to work toward Benchmark 1 and 2 in the Searchable Format in the first quarter of 2026? Indicate whether the county will use grant funding to work toward Benchmark 1 and Benchmark 2 in the Searchable Format. The county must meet the Searchable Format standard for the Version 12 Statewide Parcel Map Database Project (V12) data submittal, using grant funds to do so if necessary. V12 data submittals will be due March 13, 2026.

Figure 1 on the following page summarizes the benchmarks. For Benchmark 1 and 2 specifications, see the Submission Documentation. Note that the Submission Documentation may be tweaked for V12, with an effort to clarify and be consistent with previous versions of the Submission Documentation.

Searchable Format. In the Searchable Format, the county data submittal is ready for immediate aggregation into the statewide parcel layer. The county performs all data cleanup and standardization before submitting data. Data exactly matches the Searchable Format standard. The Searchable Format is defined in detail in the Submission Documentation. Land information officers will be required to certify that data meets the standards for the Searchable Format (Benchmarks 1 and 2) upon submission of data.

- SI_#4** Will the county use 2026 Strategic Initiative Funding to work toward and/or maintain the Searchable Format for **V13** or **V14**? 2026 projects have a completion deadline of December 31, 2027—which means that Strategic Initiative grant projects can span two whole calendar years. The projected data submission deadline for V13 is March 12, 2027. Indicate whether the county will use 2026 Strategic Initiative grant funding to work toward and/or maintain the Searchable Format for V13 or V14.
- SI_#5** Benchmark 1 and 2 Land Information Plan Citations. Provide only if you answered “Yes” to SI_#3 and/or SI_#4 above. List the corresponding citation (Page numbers) from the county’s land information plan for the [Project Plan to Maintain Searchable Format \(Benchmarks 1 & 2\)](#).
- SI_#6** **Benchmark 1 and 2 Project Activities and Costs.** For Benchmark 1 and 2, provide costs for the project to be paid with WLIP Strategic Initiative grant funds. Itemize costs where possible. Costs may be estimates determined through quotes received from vendors for specific activities. However, please do *not* include vendor estimates as attachments with the completed application you submit. Type a concise description for each itemized cost, beginning with row1, column1. Enter dollar amount in column2 of row1. Then proceed to row2. The font size will shrink as you type, becoming smaller to accommodate more text. Aim for less than 40 characters per line.

Note on staff funding. The county may either utilize the expertise of existing county staff or third-party contractors as part of grant expenses. As long as county staff activities funded by WLIP grants are for the purposes specified in the grant application, it is acceptable to use grant funds to reimburse county or municipal staff. However, the work of staff persons should be listed as project activities that occur as part of a project, and projects must have titles based on the standard land information spending categories (Parcel Benchmarks, Digital Parcel Mapping, PLSS, Other Parcel Work, LIDAR, Orthoimagery, Address Points, Street Centerlines, Software, Hardware, Website, Development/ Hosting Services, Administrative, Activities and Management, and Training and Education). In other words, while staff expenses or salary are eligible expenses, it is not correct to list “LTE Staff Expenses” or “GIS Tech Salary” as a project title. Rather, staff or salary expenses could be listed as project activities.



Figure 1. Summary of 2026 benchmarks. The Searchable Format for Benchmarks 1 & 2 and other data submission requirements are detailed in the Submission Documentation.

Strategic Initiative Grant Application Instructions (Continued)

- SI_#7** **Benchmark 1 and 2 Total Costs.** Maximum value is \$20,000. The “Total Costs” boxes are self-adding, which means they calculate the total automatically from the Itemized Costs boxes. Include *only* Strategic Initiative funds in total costs, which may *not* exceed \$20,000 on this application form.
- SI_#8** Will the county perform data cleanup and standardization tasks in order to meet the Searchable Format standard before submitting data for the **V12 call** for data by March 13, 2026? Indicate whether the county will perform data cleanup and standardization tasks before submitting data for V12 by March 13, 2026. Counties must meet the Searchable Format standard for the V12 data submittal and into the foreseeable future, using grant funds to do so if necessary. This also entails submitting data that exactly matches the schema specifications for the Searchable Format, as detailed in the Submission Documentation. See SI_#3 above.
- SI_#9** If you answered “No” to SI_#8 above, briefly describe how you will address any deficiencies in order to meet the Searchable Format standard, explain why the deficiencies cannot be rectified by the V12 call for data, and how they will be addressed. Aim for less than 1,800 characters. The font size will shrink as you type more text.
- SI_#10** Is your county’s digital parcel fabric complete (including incorporated areas)? Give estimated year of completion (YYYY) if applicable.
- PLSS first approach. Some counties have a plan in place to complete PLSS remonumentation before completing the parcel fabric in a given area. Counties have the option of adopting a “PLSS first approach,” in which PLSS should be prioritized for areas not covered by the parcel fabric. If selecting a PLSS first approach, note this in the *Project Plan for PLSS*, described in SI_#18 below.
- SI_#11** Will county use 2026 Strategic Initiative funding to work toward Benchmark 3? If the county’s digital parcel fabric is incomplete, indicate whether county will use Strategic Initiative grant funds to work toward completion.
- SI_#12** **Benchmark 3 Land Information Plan Citations.** If a county has an incomplete digital parcel fabric, list the corresponding citation (Page numbers) from the county’s land information plan for the *Project Plan for Parcel Completion (Benchmark 3)*.
- SI_#13** **Benchmark 3 Project Activities and Costs.** For Benchmark 3, provide costs for the project to be paid with WLIP Strategic Initiative grant funds. Itemize costs where possible. Costs may be estimates determined through quotes received from vendors for specific activities. However, please do *not* include vendor estimates as attachments with the completed application you submit.
- SI_#14** **Benchmark 3 Total Costs.** Maximum value is \$20,000. The “Total Costs” boxes are self-adding, which means they calculate the total automatically from the Itemized Costs boxes. Include only Strategic Initiative funds in total costs, which may not exceed \$20,000 on this application form.
- SI_#15** Is your county’s PLSS network complete and integrated into digital parcel layer? This includes: rediscovery of PLSS corner monuments and physical remonumentation of corners without existing monuments; establishing accurate coordinates on these corners based on a modern datum; posting tie sheets online for these corners; and integrating all county PLSS corners into the county parcel fabric. Give estimated year of completion (YYYY) if applicable.

PLSS integration. *Integration* means the optimization of the geospatial accuracy of the digital parcel layer which improves the accuracy of where parcel boundary lines are represented on the digital parcel map. In cases where the result would be a materially significant improvement to the geospatial accuracy of the digital parcel layer, parcels have been tied to and, if necessary, adjusted geometrically to the inputted PLSS coordinates. This definition does not imply a restriction on a county’s options for integration, whether it is snapping parcel boundary lines to PLSS corner coordinates one corner at a time, entirely redrawing parcel boundaries one survey township at a time, or another chosen approach. (For example, “rubber sheeting” is not required.)

PLSS data submission with accuracy class. Counties may be required to submit a digital copy of all county PLSS corner coordinates values for inclusion in the State Cartographer’s Office online SurveyControlFinder and the statewide PLSS database. At a minimum, all PLSS corner coordinate values established using Strategic Initiative funds should be tagged with their appropriate accuracy class for horizontal accuracy (Survey grade, Sub-meter, or Approximate).

- **Survey grade** – Coordinates collected under the direction of a professional land surveyor, in a coordinate system allowed by s. 236.18(2), and obtained by means, methods and equipment capable of repeatable 2 centimeter or better precision.
- **Sub-meter** – Accuracies of 1 meter or better
- **Approximate** – Accuracies of within 5 meters or to coordinates derived from public records and other relevant information.

SI_#16 **Benchmark 4 waiver request to acquire lidar or aerial imagery.** Strategic Initiative funds for 2026 are intended to be used for the purposes of parcel dataset development. However, it may be possible to use Strategic Initiative funds for LiDAR and/or aerial imagery, subject to the following conditions: First, a county would need to use the funds to meet parcel Benchmarks 1-3. Then, if a county has remaining Strategic Initiative grant funding, it may expend it on LiDAR and/or aerial imagery, *before* Benchmark 4 (Completion and Integration of PLSS).

SI_#17 **Will county use 2026 Strategic Initiative funding to work toward Benchmark 4 (Completion and Integration of PLSS)?** Indicate whether Strategic Initiative grant funds will be used to make progress toward Benchmark 4.

SI_#18 **Benchmark 4 Land Information Plan Citations.** If a county has not achieved satisfactory completion and integration of its PLSS framework, list the corresponding citation (Page numbers) from the county's land information plan for the [Project Plan for PLSS \(Benchmark 4\)](#).

SI_#19 **Benchmark 4 Project Activities and Costs.** For Benchmark 4, provide costs for the project to be paid with WLIP Strategic Initiative grant funds. Itemize costs where possible. Costs may be estimates determined through quotes received from vendors for specific activities. However, please do *not* include vendor estimates as attachments with the completed application you submit.

SI_#20 **Benchmark 4 Total Costs.** Maximum value is \$20,000. The "Total Costs" boxes are self-adding, which means they calculate the total automatically from the Itemized Costs boxes. Include only Strategic Initiative funds in total costs, which may not exceed \$20,000 on this application form.

SI_#21 **Other County-Level Strategic Initiative Projects.** Applies only to situations in which a county has already met Benchmarks 1, 2, 3, and 4 (or 1-3 with LiDAR/aerial imagery waiver). Specifically, this entails:

- Benchmarks 1 and 2 – Parcel and zoning data with extended parcel attributes will be submitted by March 13, 2026 for the V12 call for data exactly matching the Searchable Format standard
- Benchmark 3 – The county's digital parcel fabric is complete
- Benchmark 4 – PLSS framework has reached a level of satisfactory completion and integration, which is documented in the PLSS Layer Status table of the county land information plan (with the exception of LiDAR/aerial imagery waiver counties described in SI_#16)

County-Level Strategic Initiative project(s). If a county has already met Benchmarks 1, 2, 3, and 4 (or 1-3 with LiDAR/aerial imagery waiver), it will still remain eligible for \$20k in 2026 Strategic Initiative grant funding. Such a county may use the Strategic Initiative funding for a project as listed *within the county land information plan*. For example, another Strategic Initiative project might be to complete or comprehensively update another Foundational Element layer—such as LiDAR, orthoimagery, address points, street centerlines, land use, zoning, or administrative boundaries. For the expanded list of Foundational Elements, see the [2024 Uniform Instructions for Preparing County Land Information Plans](#).

Strategic Initiative funding exclusions. Strategic Initiative grant funding may *not* be used for renewing annual software vendor contracts, ongoing operational costs, or maintenance of existing layers. (However, WLIP Base Budget grant funds may be used for these expenses, as well as retained fees.)

SI_#22 **Estimated amount of \$20,000 to be left after applying any costs to achieve Benchmarks 1-4 (or 1-3 for LiDAR/aerial imagery/waiver counties).** Enter zero or "More than zero" and dollar amount.

Addendum. If "More than zero" is selected, use the [2026 WLIP Grant Application Addendum](#) to document the projects the county will use the Strategic Initiative funding for. You may attach as many grant application addendum pages as necessary. Addendum pages are available at doa.wi.gov/WLIP. LiDAR/aerial imagery waiver counties should also use the addendum to document the LiDAR/aerial imagery project you will use the Strategic Initiative funding for. Others should leave blank if not applicable.

SI_#23 **TOTAL ALL STRATEGIC INITIATIVE GRANT PROJECTS.** Total should *not* exceed \$20,000—the Strategic Initiative Award Eligible amount. Include costs for addendum projects in Strategic Initiative total if applicable. If the county anticipates spending more than \$20,000 of Strategic Initiative funds on a project, this can be noted elsewhere, such as the county land information plan.

SI_#24 **Statement and Authorization of Land Information Officer.** LIO name (typed) and date are required. Do *not* sign and scan the form. Handwritten signatures are *not* required. Submit the application by emailing a digital PDF form that has been electronically filled out (*not* a scanned image) to WLIP@wisconsin.gov.

Base Budget Grant Application Instructions

- BB_#1** **Base Budget Award Eligible.** The amount your county is eligible for 2026 Base Budget grant. Refer to the grant eligibility table on page 8 for amount. If your county is not eligible, *leave blank* the Base Budget application pages.
- BB_#2** **Base Budget Award Amount Requested.** Enter the amount requested. The amount of funds requested/dispensed may not exceed your county's eligible amount from the grant eligibility table on page 8.
- BB_#3** **Base Budget Grant Project Title.** Provide a title for the Base Budget project your county plans to undertake that accurately but concisely describes the project.
- BB_#4** **Land Information Spending Category.** Select the project activity area (spending category) covered by the Base Budget project title. Refer to Chapter Adm. 47.03 for eligible projects and activities.

Projects must fall under one of the following *Land Information Spending Categories*:

- Digital parcel mapping
- PLSS remonumentation
- Other parcel work (e.g., ROD indexing)
- LiDAR
- Orthoimagery
- Address Points
- Street Centerlines
- Software
- Hardware
- Website Development/Hosting Services
- Administrative Activities and Management
- Training and Education
- Other (specify) – **Do not select "Other" as a Base Budget spending category unless the project genuinely does not fit into one of the categories above*

Note on staff funding. The county may either utilize the expertise of existing county staff or third-party contractors as part of grant expenses. As long as county staff activities funded by WLIP grants are for the purposes specified in the grant application, it is acceptable to use grant funds to reimburse county or municipal staff. However, the work of staff persons should be listed as project activities that occur as part of a project, and projects must have titles based on the standard land information spending categories (Parcel Benchmarks, Digital Parcel Mapping, PLSS, Other Parcel Work, LIDAR, Orthoimagery, Address Points, Street Centerlines, Software, Hardware, Website, Development/ Hosting Services, Administrative, Activities and Management, and Training and Education). In other words, while staff expenses or salary are eligible expenses, it is not correct to list "LTE Staff Expenses" or "GIS Tech Salary" as a project title. Rather, staff or salary expenses could be listed as project activities.

Also, note that state statute 59.72(2)(b) requires counties to report on grant expenditures (as well as retained fee expenditures) in each of the land information spending categories above in a *Retained Fee/Grant Report* by June 30th of each year.

- BB_#5** **Land Information Plan Citations.** For each project, list the corresponding citation (page numbers) from the county's plan. All proposed grant activities must reflect goals and objectives contained in the county's land information plan.
- BB_#6** **Project Activities and Costs.** For each project, provide costs for the project to be paid with WLIP grant funds. Itemize costs where possible. Costs may be estimates determined through quotes received from vendors for specific activities. However, please do *not* include vendor estimates as attachments with the completed application you submit. Type a concise description for each itemized cost, beginning with row 1, column 1. Enter dollar amount in column 2 of row 1. Then proceed to row 2. The font size will shrink as you type, becoming smaller to accommodate more text. Aim for less than 40 characters per line.
- BB_#7** **Base Budget Project Total.** The "Base Budget Project Total" boxes are self-adding, which means they calculate the total automatically from the Itemized Costs boxes.
- BB_#8-#22** Fill out questions 8-12, 13-17, and 18-22 only if your county has *multiple* Base Budget projects. Counties with more than four Base Budget projects should attach additional pages of the *WLIP 2026 Grant Application Addendum*. You may attach as many addendum pages as necessary or email them as separate files. Addendum pages are available at doa.wi.gov/WLIP.
- BB_#23** **TOTAL ALL BASE BUDGET PROJECT COSTS.** Total should not exceed Base Budget Award Eligible amount shown in BB_#1. Include costs for Base Budget addendum projects in Base Budget total if applicable.
- BB_#24** **Statement and Authorization of Land Information Officer.** Land information officer name (typed) and date are required. Do not sign and scan the form. Handwritten signatures are *not* required. Submit the application by emailing a digital PDF form that has been electronically filled out (*not* a scanned image) to WLIP@wisconsin.gov.

2026 Grant Eligibility Table

	State FY25 Retained Fees (July 2024-June 2025)	BB Grant Eligibility (\$100k – FY25 Retained Fees)	Strategic Initiative Grant Eligibility	Training & Education Grant Eligibility	Total Grant Eligibility Amount
Adams	51,400	48,600	20,000	1,000	69,600
Ashland	22,168	77,832	20,000	1,000	98,832
Barron	66,408	33,592	20,000	1,000	54,592
Bayfield	34,104	65,896	20,000	1,000	86,896
Brown	242,808	NA	20,000	1,000	21,000
Buffalo	21,440	78,560	20,000	1,000	99,560
Burnett	42,496	57,504	20,000	1,000	78,504
Calumet	57,880	42,120	20,000	1,000	63,120
Chippewa	77,160	22,840	20,000	1,000	43,840
Clark	43,312	56,688	20,000	1,000	77,688
Columbia	76,720	23,280	20,000	1,000	44,280
Crawford	23,224	76,776	20,000	1,000	97,776
Dane	523,760	NA	20,000	1,000	21,000
Dodge	95,632	4,368	20,000	1,000	25,368
Door	62,376	37,624	20,000	1,000	58,624
Douglas	49,664	50,336	20,000	1,000	71,336
Dunn	44,120	55,880	20,000	1,000	76,880
Eau Claire	96,664	3,336	20,000	1,000	24,336
Florence	10,488	89,512	20,000	1,000	110,512
Fond du Lac	106,088	NA	20,000	1,000	21,000
Forest	21,400	78,600	20,000	1,000	99,600
Grant	56,152	43,848	20,000	1,000	64,848
Green	48,760	51,240	20,000	1,000	72,240
Green Lake	27,224	72,776	20,000	1,000	93,776
Iowa	32,016	67,984	20,000	1,000	88,984
Iron	14,640	85,360	20,000	1,000	106,360
Jackson	29,592	70,408	20,000	1,000	91,408
Jefferson	88,440	11,560	20,000	1,000	32,560
Juneau	44,368	55,632	20,000	1,000	76,632
Kenosha	141,864	NA	20,000	1,000	21,000
Kewaunee	25,320	74,680	20,000	1,000	95,680
La Crosse	109,552	NA	20,000	1,000	21,000
Lafayette	25,424	74,576	20,000	1,000	95,576
Langlade	32,280	67,720	20,000	1,000	88,720
Lincoln	44,832	55,168	20,000	1,000	76,168
Manitowoc	89,672	10,328	20,000	1,000	31,328
Marathon	148,336	NA	20,000	1,000	21,000
Marinette	70,792	29,208	20,000	1,000	50,208
Marquette	26,712	73,288	20,000	1,000	94,288
Menominee	3,152	96,848	20,000	1,000	117,848
Milwaukee	699,232	NA	20,000	1,000	21,000
Monroe	52,280	47,720	20,000	1,000	68,720
Oconto	61,840	38,160	20,000	1,000	59,160
Oneida	74,536	25,464	20,000	1,000	46,464
Outagamie	193,568	NA	20,000	1,000	21,000
Ozaukee	95,264	4,736	20,000	1,000	25,736
Pepin	11,720	88,280	20,000	1,000	109,280
Pierce	46,000	54,000	20,000	1,000	75,000
Polk	76,768	23,232	20,000	1,000	44,232
Portage	68,624	31,376	20,000	1,000	52,376
Price	28,960	71,040	20,000	1,000	92,040
Racine	195,176	NA	20,000	1,000	21,000
Richland	22,112	77,888	20,000	1,000	98,888
Rock	183,584	NA	20,000	1,000	21,000
Rusk	26,232	73,768	20,000	1,000	94,768
Sauk	107,568	NA	20,000	1,000	21,000
Sawyer	40,976	59,024	20,000	1,000	80,024
Shawano	58,368	41,632	20,000	1,000	62,632
Sheboygan	117,608	NA	20,000	1,000	21,000
St. Croix	109,024	NA	20,000	1,000	21,000
Taylor	26,832	73,168	20,000	1,000	94,168
Trempealeau	35,536	64,464	20,000	1,000	85,464
Vernon	35,904	64,096	20,000	1,000	85,096
Vilas	59,064	40,936	20,000	1,000	61,936
Walworth	135,960	NA	20,000	1,000	21,000
Washburn	32,904	67,096	20,000	1,000	88,096
Washington	148,104	NA	20,000	1,000	21,000
Waukesha	413,976	NA	20,000	1,000	21,000
Waupaca	65,824	34,176	20,000	1,000	55,176
Waushara	40,088	59,912	20,000	1,000	80,912
Winnebago	175,992	NA	20,000	1,000	21,000
Wood	79,936	20,064	20,000	1,000	41,064
Total	6,348,000	2,904,200	1,440,000	72,000	4,416,200



2026 WLIP Training & Education Grant Application

County:

1. County submitted a 2025-2027 land information plan to DOA

☐ Yes ☐ No

2. Enter date of last county land information council meeting (mm/dd/yyyy) ►

3. LIO subscribed to the land information listserv

☐ Yes ☐ No

4. County's *Retained Fee/Grant Report* for 2024 submitted

☐ Yes ☐ No

5. Training & Education Award Eligible

\$ 1,000.00

6. Training & Education Award Amount Requested

\$

7. Brief Description of Intended Expenditures for Training & Education Grant

8. Statement and Authorization of Land Information Officer

As the Land Information Officer for the above county, I am authorized to submit this application, as an eligible applicant, on the authority of the county board. I understand that application authority shall be obtained by specific action of the county board, and that the WLIP may request evidence of such authority. Project work shall meet all standards and conditions as set forth by the relevant Wisconsin State Statutes, Wisconsin Administrative Code, and policy adopted by the Wisconsin Land Information Program or the Wisconsin Department of Administration. To the best of my knowledge, the information contained in this application is accurate and complete. I understand that Training & Education grant projects must be completed by December 31, 2027.

LIO Name (typed)

Date (mm/dd/yyyy)



2026 WLIP Strategic Initiative Grant Application

County:

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1. Strategic Initiative Award Eligible
2. Strategic Initiative Award Amount Requested

\$ 20,000.00

\$

BENCHMARK 1 & BENCHMARK 2

3. The county must meet Benchmark 1 and Benchmark 2 for the V12 call for data by March 13, 2026 in the Searchable Format. Will the county use 2026 Strategic Initiative funding to work toward the Searchable Format for **V12** Benchmark 1 and 2 in the first quarter of 2026?

☐ Yes☐ No

4. Will the county use 2026 Strategic Initiative Funding to work toward and/or maintain the Searchable Format for **V13** or **V14**?

☐ Yes☐ No

5. Benchmark 1 and 2 Land Information Plan Citations for *Project Plan to Maintain Searchable Format (Benchmarks 1 & 2)* – Page numbers (If answered “No” to #3-4 above, skip down to #8 below.)

- ## 6. Benchmark 1 and 2 Project Activities▼ Costs▼

		7. Benchmark 1 and 2 Total Costs ▶	

8. Will the county perform data cleanup and standardization tasks in order to meet the Searchable Format standard before submitting data for the **V12** call for data by March 13, 2026?

☐ Yes ▶ Skip down to #10 below

☐ NA – Not applicable because no deficiencies ▶ Skip down to #10 below☐ No

9. If you answered “No” to SI_#8 above, briefly describe how you will address any deficiencies in order to meet the Searchable Format standard, explain why the deficiencies cannot be rectified by the V12 call for data, and how they will be addressed:

BENCHMARK 3

10. Is your county's digital parcel fabric complete (including incorporated areas)?

☐ Yes, parcel fabric complete

☐ No, county needs to work toward Benchmark 3 ▶ Estimated year of completion ▶

11. Will county use 2026 Strategic Initiative funding to work toward Benchmark 3 (Completion of County Parcel Fabric)?

☐ Yes

☐ No ▶ Skip down to #15 below

12. Benchmark 3 Land Information Plan Citations for *Project Plan for Parcel Completion (Benchmark 3)* – Page numbers

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13. Benchmark 3 Project Activities ▼

Costs ▼

		14. Benchmark 3 Total Costs ▶	

BENCHMARK 4

15. Is your county's PLSS framework complete and integrated into digital parcel layer?

☐ Yes, PLSS network complete and integrated (according to the definition of integration on page 5)

☐ No, county needs to work toward Benchmark 4 ▶ Estimated year of completion ▶

16. Benchmark 4 waiver request – Check the waiver box below if you wish to request a waiver from Benchmark 4 in favor of LiDAR and/or Aerial Imagery costs

☐ No / Not Applicable

☐ Yes, waiver requested in favor of **LiDAR** project ▶ Fill out *2026 WLIP Grant Application Addendum*

☐ Yes, waiver requested in favor of **Imagery** project ▶ Fill out *2026 WLIP Grant Application Addendum*

17. Will county use 2026 Strategic Initiative funding to work toward Benchmark 4 (Completion and Integration of PLSS)?

☐ Yes

☐ No ▶ Skip down to #21 below

18. Benchmark 4 Land Information Plan Citations for *Project Plan for PLSS (Benchmark 4)* – Page numbers

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19. Benchmark 4 Project Activities ▼

Costs ▼

		20. Benchmark 4 Total Costs ▶	

OTHER COUNTY-LEVEL STRATEGIC INITIATIVE PROJECTS

21. County anticipates meeting Benchmarks 1-4 (or 1-3 with LiDAR/aerial imagery waiver) **and** foresees having some of the \$20k Strategic Initiative funding “leftover”?

☐ Yes

☐ No

22. Estimated amount of \$20k to be left after applying any costs to achieve Benchmarks 1-4 (or 1-3 for LiDAR/aerial imagery waiver counties)

☐ Zero

☐ More than zero ▶ Specify amount ▶ \$

If “More than zero” is selected, use the *2026 WLIP Grant Application Addendum* to describe the projects you will use the Strategic Initiative funding for.

23. TOTAL ALL STRATEGIC INITIATIVE PROJECTS (should equal $\leq$ \$20,000.00) ▶ \$

24. Statement and Authorization of Land Information Officer

As the Land Information Officer for the above county, I am authorized to submit this application, as an eligible applicant, on the authority of the county board. I understand that application authority shall be obtained by specific action of the county board, and that the WLIP may request evidence of such authority. Project work shall meet all standards and conditions as set forth by the relevant Wisconsin State Statutes, Wisconsin Administrative Code, and policy adopted by the Wisconsin Land Information Program or the Wisconsin Department of Administration. To the best of my knowledge, the information contained in this application is accurate and complete. I understand that Strategic Initiative grant projects must be completed by December 31, 2027.

LIO Name (typed)

Date (mm/dd/yyyy)



2026 WLIP Base Budget Grant Application

County:

1. Base Budget Award Eligible (from grant eligibility table on page 8)

\$

2. Base Budget Award Amount Requested

\$

3. **Base Budget Grant Project Title 1**

4. Land Information Spending Category:

5. Land Information Plan Citations – Page numbers

6. Project Activities ▼

Costs ▼

7. Base Budget Project 1 Total ►

8. **Base Budget Grant Project Title 2**

9. Land Information Spending Category:

10. Land Information Plan Citations – Page numbers

11. Project Activities ▼

Costs ▼

12. Base Budget Project 2 Total ►

13. Base Budget Grant Project Title 3

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14. Land Information Spending Category:

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15. Land Information Plan Citations – Page numbers

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16. Project Activities ▼Costs ▼

		17. Base Budget Project 3 Total ▶	

18. Base Budget Grant Project Title 4

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19. Land Information Spending Category:

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20. Land Information Plan Citations – Page numbers

--

21. Project Activities ▼Costs ▼

		22. Base Budget Project 4 Total ▶	

23. TOTAL ALL BASE BUDGET PROJECT COSTS (not to exceed BB_#1) ▶

\$

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24. Statement and Authorization of Land Information Officer

As the Land Information Officer for the above county, I am authorized to submit this application, as an eligible applicant, on the authority of the county board. I understand that application authority shall be obtained by specific action of the county board, and that the WLIP may request evidence of such authority. Project work shall meet all standards and conditions as set forth by the relevant Wisconsin State Statutes, Wisconsin Administrative Code, and policy adopted by the Wisconsin Land Information Program or the Wisconsin Department of Administration. To the best of my knowledge, the information contained in this application is accurate and complete. I understand that Base Budget grant projects must be completed by December 31, 2027.

LIO Name (typed)

--

Date(mm/dd/yyyy)

--

2026 WLIP Grant Application Addendum

County:

Select Addendum Type:

- ☐ Base Budget Project(s)
- ☐ Other county Strategic Initiative Project(s)
- ☐ LiDAR project – enabled by waiver from Benchmark 4
- ☐ Aerial Imagery project – enabled by waiver from Benchmark 4

1. Project Title 1

2. Land Information Spending Category:

3. Land Information Plan Citations – Page numbers

4. Addendum Project 1 Activities ▼

Costs ▼

		5. Addendum Project 1 Total ►	

6. Project Title 2

7. Land Information Spending Category:

8. Land Information Plan Citations – Page numbers

9. Addendum Project 2 Activities ▼

Costs ▼

		10. Addendum Project 2 Total ►	

TOTAL ALL PROJECTS – Please include total, including addendum project costs, on application itself

2026 WLIP Grant Application Addendum II

County:

Select Addendum Type:

- ☐ Base Budget Project(s)
- ☐ Other county Strategic Initiative Project(s)
- ☐ LiDAR project – enabled by waiver from Benchmark 4
- ☐ Aerial Imagery project – enabled by waiver from Benchmark 4

1. **Project Title 3**

2. Land Information Spending Category:

3. Land Information Plan Citations – Page numbers

4. Addendum Project 3 Activities ▼

Costs ▼

		5. Addendum Project 3 Total ►	

6. **Project Title 4**

7. Land Information Spending Category:

8. Land Information Plan Citations – Page numbers

9. Addendum Project 4 Activities ▼

Costs ▼

		10. Addendum Project 4 Total ►	

TOTAL ALL PROJECTS – Please include total, including addendum project costs, on application itself

2026 WLIP Grant Application Addendum III

County:

Select Addendum Type:

- ☐ Base Budget Project(s)
- ☐ Other county Strategic Initiative Project(s)
- ☐ LiDAR project – enabled by waiver from Benchmark 4
- ☐ Aerial Imagery project – enabled by waiver from Benchmark 4

1. **Project Title 5**

2. Land Information Spending Category:

3. Land Information Plan Citations – Page numbers

4. Addendum Project 5 Activities ▼

Costs ▼

		5. Addendum Project 5 Total ►	

6. **Project Title 6**

7. Land Information Spending Category:

8. Land Information Plan Citations – Page numbers

9. Addendum Project 6 Activities ▼

Costs ▼

		10. Addendum Project 6 Total ►	

TOTAL ALL PROJECTS – Please include total, including addendum project costs, on application itself

Natural Resources Committee

Agenda Item Cover

Agenda Item Name: Contracting with SWRPC for Farmland Preservation Plan

Department:	Land Conservation & Zoning	Presented By:	Cathy Cooper
Date of Meeting:	11/24/2025	Action Needed:	Vote
Date submitted:	11/17/2025	Referred by:	Natural Resources Committee

Recommendation and/or action language:

Approve contract with Southwest Regional Planning Commission to complete the county's Farmland Preservation Plan

Background:

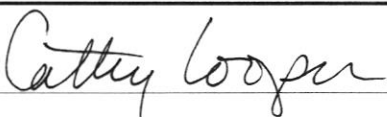
Every 10 years the county needs to update the County's Farmland Preservation Plan. The plan follows the completion of the County's Comprehensive Plan. The cost of the project is \$20,000 with half of it in the 2026 Zoning budget and the rest as a grant from the Wisconsin Department of Agriculture Trade and Consumer Protection.

Attachments and References:

Financial Review:

(please check one)

☒	In adopted budget	Fund Number	
☐	Apportionment needed	Requested Fund Number	
☐	Other funding Source		
☐	No financial impact		



Department Head



Administrator, Tricia Clements

CONTRACT
between
RICHLAND COUNTY
and the
SOUTHWESTERN WISCONSIN REGIONAL PLANNING COMMISSION
for project services relating to an update to the County's
FARMLAND PRESERVATION PLAN

The Southwestern Wisconsin Regional Planning Commission (SWWRPC) agrees to provide an update to Richland County's (the County) Farmland Preservation Plan (the Plan). SWWRPC agrees to conduct the following tasks required to deliver the services outlined below.

Purpose

This update to the Richland County Farmland Preservation Plan shall meet state requirements for Plan updates, and be submitted to the County and Department of Agriculture, Trade, and Consumer Protection (DATCP) for review and approval. The final deliverable will be the finalized updated Plan.

SWWRPC shall ensure that all work is conducted in compliance with all applicable federal, state, and local laws, rules, and regulations.

Term of Contract

The term of this Contract is the period within which the services shall be provided. The term will commence upon execution of this contract and terminate on December 31, 2026.

Project Cost

SWWRPC's Scope of Work for this Contract is prescribed by DATCP guidelines. An estimate and work project breakdown schedule has been developed with the following details.

- Total project cost: \$20,000
- Schedule:
 - Project Kick-off: January, 2026
 - Project Completion (submission and acceptance by DATCP: No later than December 31, 2026

SWWRPC Responsibilities

SWWRPC shall undertake the following activities during the duration of the Contract period:

1. Provide staff required to implement the project throughout the Contract period.
2. Coordinate with County and partners, manage the planning process, and complete all mapping and plan update activities.
3. Manage relations with the County and DATCP to ensure plan review and approval

The County's Responsibilities

The County shall undertake the following activities during the duration of the Contract period:

1. Provide administrative support for meeting logistics and outreach efforts by providing a point of contact for SWWRPC throughout the Contract period. The role of this individual will include the following duties:
 - I. Assist with the identification of meeting venues, dates, and times;
 - II. Set up all County and DATCP meetings, as needed;
 - III. Provide all GIS and other data as necessary for the plan;
 - IV. Review and comment on draft and final plans.

Data Sharing

All data collected for the project (either statistical from surveys and outreach efforts) shall be shared equally between SWWRPC and the County for planning purposes, and will belong to the County upon project completion.

Modification and Termination

This agreement may be cancelled or terminated without cause by either SWWRPC or the County by giving sixty (60) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation. If such a termination occurs, SWWRPC is entitled for reimbursement of expenses occurred up to the point of contract termination.

Any and all modifications must be made and agreed to in writing and executed by both parties before becoming effective.

Effective Date and Signature

Unless this Contract is earlier terminated as provided above, this Contract shall be effective upon the signature of SWWRPC and the County's authorized officials and shall be in force through December 31, 2024, or the project is completed, whichever is later. SWWRPC and the County indicate agreement with this Contract by their signatures.

Title VI Non-Discrimination

During the performance of this contract, the City and SWWRPC shall abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a), 60-741.5(a), Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (P.L. 100.259), and the U.S. Department of Transportation implementing regulations. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, national origin, and for inquiring about, discussing or disclosing compensation. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status. The Commission's services will also be performed in accordance with the *Southwestern Wisconsin Regional Planning Commission Title VI Plan—Language Assistance Plan and Public Participation Plan* adopted February 27, 2018.

RICHLAND COUNTY:

Tricia Clements
Administrator

Dated: _____

SOUTHWESTERN WISCONSIN REGIONAL PLANNING COMMISSION:



Troy Maggied
Executive Director

Dated: November 11, 2026