

## NOTICE OF MEETING

SHEBOYGAN COUNTY PLANNING, RESOURCES,  
AGRICULTURE AND EXTENSION COMMITTEE

October 12, 2021

3:30 PM

UW Extension Office  
UW Sheboygan Campus  
5 University Drive  
Sheboygan, WI  
Room 5024

### Remote Access:

(312) 626-6799

Meeting ID: 956 6404 0989

Passcode: 856197

<https://zoom.us/j/95664040989?pwd=dGJrYlZ5Tmx2RVcvRDFsdU5Ld0lXZz09>

### \* AGENDA \*

Call Meeting to Order

Certification of Compliance with Open Meeting Law

Approval of Minutes

- PRAE Committee - Regular Meeting – September 14, 2021

Correspondence

Planning & Conservation

Consideration of Dam Safety Grant Resolution

Consideration of Use of Non-Lapsing Funds - Boat Wash Station

Consideration of Filling a Vacated Position and Subsequent Positions

Consideration of 2022 Summer Help LTE Position

Other Department Project and Program Management Updates

Consideration and Approval of Attendance at Other Meetings/Functions

Travel Report and Report of Meetings and Functions Attended

Review and Approve Vouchers

Adjournment

Next scheduled meetings - October 26, 2021 at 3:30 PM (UW Extension Focus)

- November 9, 2021 at 3:30 PM (Planning & Conservation Focus)

Prepared by:

Karsen Gosh, Recording Secretary

(920) 459-1370

Approved by:

Keith Abler, Chairperson

(920) 207-9351

NOTE: The Committee welcomes all visitors to listen & observe, but only Committee members & those invited to speak will be permitted to do so, except for the Public Hearing portion of this meeting where any interested person can speak. Person with disabilities needing assistance to attend or participate should contact the County Planning & Conservation Department at 920/459-1370 prior to the meeting so that accommodations may be arranged.

NOTE: A majority of the members of the County Board of Supervisors or any of its committees may be present at this meeting to listen, observe and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in *State ex rel. Badke v. Greendale Village Board*, Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

**SHEBOYGAN COUNTY PLANNING, RESOURCES,  
AGRICULTURE, & EXTENSION COMMITTEE MINUTES**

Sheboygan County UW-Extension Office  
5 University Drive  
Sheboygan, WI  
Room 5024  
and  
Via Zoom

**September 14, 2021**

**Called to Order: 3:31 PM**

**Adjourned: 4:25 PM**

MEMBERS PRESENT: Supervisor Henry Nelson, Supervisor Paul Gruber, Supervisor Mike Ogea, Supervisor Rebecca Clarke, and FSA Member Stan Lammers.

MEMBERS ABSENT: Supervisor Keith Abler

OTHERS PRESENT: Aaron Brault, Tyler Betry

Vice Chairperson Ogea called the meeting to order at 3:31 PM and verified the meeting notice had been posted on September 10, 2021 at 11:30 AM and that the meeting complies with the Wisconsin Open Meeting Law.

Mr. Lammers made a motion to approve the August 10, 2021 Planning, Resources, Agriculture and Extension Committee minutes. Supervisor Nelson seconded the motion. Motion carried unanimously.

Planning & Conservation – Mr. Brault gave an overview of the 2022-2024 Land Records Modernization Plan amendment. Supervisor Nelson made a motion to approve the plan. Supervisor Nelson seconded the motion and the motion carried unanimously.

Mr. Brault explained the need for a boat-washing station at Elkhart Lake. Supervisor Clarke made a motion to approve. Supervisor Nelson seconded the motion and the motion carried unanimously.

Mr. Brault gave a brief update on the Department regarding a Sustain Our Great Lakes grant, Brownfields Grant, and In-Lieu Fee site.

Mr. Betry informed the Committee about the Lake Michigan Area Land & Water Conservation Association Fall Business Meeting coming up on October 8, 2021. Supervisor Nelson made a motion to approve mileage and per diem for Supervisor Clarke's attendance. Mr. Lammers seconded the motion and the motion carried unanimously.

Supervisor Clarke made a motion to approve the vouchers. Mr. Lammers seconded the motion and the motion carried.

Supervisor Gruber moved and Mr. Lammers seconded to adjourn. Motion carried unanimously with adjournment at 4:25 PM.

Next meeting (UW-Extension focus) is scheduled for Tuesday, September 28, 2021. Next meeting (Planning & Conservation and Register of Deeds focus) is scheduled for Tuesday, October 12, 2021.

Prepared by:  
Karsen Gosh  
Recording Secretary

Approved by:  
Keith Abler, Chairperson  
(920) 207-9351

1                   **SHEBOYGAN COUNTY    RESOLUTION NO. \_\_\_\_\_ (2021/22)**

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3           Re:   **Authorizing Participation in the Department of Natural Resources**  
4               **Municipal Dam Grant Program**

5  
6  
7           **WHEREAS**, Sheboygan County owns and operates the Sheboygan Marsh dam and  
8 requests financial assistance under Wis. Admin. Code ch. NR 335 and Wis. Stat. §§ 31.385 and  
9 227.11 for the purposes of dam reconstruction, and

10  
11           **WHEREAS**, the State is authorized to participate in such project, but the State's share  
12 may not exceed \$1,000,000.00 pursuant to Wis. Stat. § 31.385(2)(ad);

13  
14           **NOW, THEREFORE, BE IT RESOLVED** that the Sheboygan County Board of  
15 Supervisors does hereby authorize the Planning and Conservation Director to submit an  
16 application to the Department of Natural Resources for financial aid under Wis. Admin. Code ch.  
17 NR 335, and further authorizes the Director to sign the grant application and all associated  
18 documents, take all necessary action to complete the project associated with any grant  
19 application; and submit reimbursement claims along with necessary supporting documentation to  
20 permit disbursement of grant funds.

21  
22           **BE IT FURTHER RESOLVED** that Sheboygan County agrees to pay a share of the eligible  
23 costs which is equal to the total project cost minus the State's share.

24  
25  
26           Respectfully submitted this 19th day of October, 2021.

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28  
29           **PLANNING, RESOURCES, AGRICULTURE, AND EXTENSION COMMITTEE\***

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31  
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33 \_\_\_\_\_  
34 Keith Abler, Chairperson

35 \_\_\_\_\_  
36 Michael S. Ogea, Vice-Chairperson

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38  
39 \_\_\_\_\_  
40 Rebecca Clarke, Secretary

41 \_\_\_\_\_  
42 Paul A. Gruber

43 \_\_\_\_\_  
44 Henry Nelson

45  
46  
47                                   Opposed to Introduction:

48  
49 \_\_\_\_\_  
\*County Board members signing only



# ***Sheboygan County*** ***Planning & Conservation Department***

Administration Building

508 New York Avenue

Sheboygan, WI 53081-4126

P: (920) 459-3060

P: (920) 459-1370

F: (920) 459-1371

E: [plancon@sheboygancounty.com](mailto:plancon@sheboygancounty.com)

Director

Aaron C. Brault

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## **Memo**

**TO:** PRAECom Members

**FROM:** Aaron Brault 

**DATE:** October 12, 2021

**RE:** Consideration of Using Non-Lapsing Funds – Boat Wash Station

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At a past meeting we discussed moving forward with a boat wash station at Elkhart Lake to help stop the spread of aquatic invasive species. If you recall, a good portion of the funding is expected to come from grant dollars we have to utilize, or lose, by the end of the year.

The estimates for the well drilling came in much higher than anticipated; almost double. I am therefore asking to use up to \$10,000 of the non-lapsing dollars in the boat landing fee account to help offset the higher costs. The account currently has over \$42,000 in it to utilize on projects to benefit our boat landings.

Thank you for the consideration.



# ***Sheboygan County***

## ***Planning & Conservation Department***

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Director

Aaron C. Brault

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## **Memo**

**TO:** PRAECom Members

**FROM:** Aaron Brault 

**DATE:** October 12, 2021

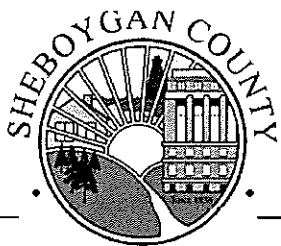
**RE:** Consideration of Filling a Vacated Position and Subsequent Positions

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I unfortunately learned recently our Aquatic Invasive Species (AIS) Administrator accepted an opportunity to advance his career at the Wisconsin Department of Natural Resources. His last day with Sheboygan County will be October 18, 2021.

As such, I would like to fill the role as soon as possible as it is a grant-funded position with a timeline. I am intending to fill the position with an LTE that has been working with AIS Administrator since May. I would then also like to post and refill that subsequent LTE position sometime in early 2022.

Thank you for your consideration.



# Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

**Date:** 10/12/2021

**To:** Planning, Resources, Agriculture & Extension Committee Members

**From:** Aaron Brault

**Position Request:**

**Position:** Aquatic Invasive Species Administrator

**Reason for Vacancy:** Resignation/Promotion

**Justification:**

I unfortunately learned recently our Aquatic Invasive Species (AIS) Administrator accepted an opportunity to advance his career at the Wisconsin Department of Natural Resources. His last day with Sheboygan County will be October 18, 2021.

As such, I would like to fill the role as soon as possible as it is a grant-funded position with a timeline. I am intending to fill the position with an LTE that has been working with AIS Administrator since May. Position is entirely grant funded.

**Staffing Consideration:**

Department has considered all alternate options as it relates to overall staff needs? Yes  No

**Budget Consideration:**

Is this position within the Department's annual operation budget? Yes  No

If not, please state the amount over budget as well as the proposed source of funds: [Click here to enter text.](#)

**Costs:**

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
\$22/hr or \$45,760/yr	\$18,768	\$64,528

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature \_\_\_\_\_ Date: 10/8/21

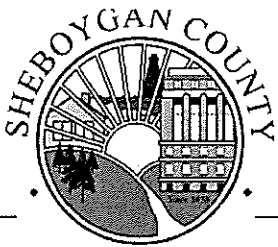
Human Resources Director Signature [Signature] Date: 10/08/2021

Liaison Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Form Process:**

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head refers to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
4. County Administrator/Department Head forwards VPR to HR for Human Resources Committee approval/signature (*Salaried Positions Only.*)
5. HR begins recruitment process.01/2021



# Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

**Date:** 10/12/2021

**To:** Planning, Resources, Agriculture & Extension Committee Members

**From:** Aaron Brault

**Position Request:**

Position: Summer LTE 2022

Reason for Vacancy: N/A

**Justification:**

Each year we like to hire a summer help position. This position helps in various capacities including mowing, trimming, treating, painting, and other general maintenance work. We usually expect GIS capabilities too so they can help out in the office during rain days.

**Staffing Consideration:**

Department has considered all alternate options as it relates to overall staff needs? Yes  No

**Budget Consideration:**

Is this position within the Department's annual operation budget? Yes  No

If not, please state the amount over budget as well as the proposed source of funds: [Click here to enter text.](#)

**Costs:**

The annual costs associated with the position (current year's wage & benefit rates): \$12-\$15/hr depending on experience.

Wages	Benefits	Total
\$10,440	\$933	\$11,373

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature \_\_\_\_\_ Date: 10/12/2021

Human Resources Director Signature *[Signature]* Date: 10/08/2021

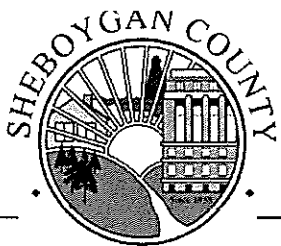
Liaison Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

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# Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

**Date:** 10/12/2021  
**To:** Planning, Resources, Agriculture & Extension Committee Members  
**From:** Aaron Brault

**Position Request:**

**Position:** AIS LTE  
**Reason for Vacancy:** Former LTE Promoted to fill vacated position

**Justification:**

The County has been fortunate to receive an offer to fund a position along with additional expenses related to the education, identification, and treatment of invasive species at 100%. Since 2014, the County has participated with a third party to fund a similar program. If left to spread uncontrolled, invasive species can cost significant dollars to manage and can have devastating consequences on the area's ecosystems, economy, and health.

**Staffing Consideration:**

Department has considered all alternate options as it relates to overall staff needs? Yes  No

**Budget Consideration:**

Is this position within the Department's annual operation budget? Yes  No   
 If not, please state the amount over budget as well as the proposed source of funds: Position is 100% grant funded and if/when we need to complete a budget adjustment for any extra hours, we will do so.

**Costs:**

The annual costs associated with the position (current year's wage & benefit rates): \$12-15/hr depending on experience.

Wages	Benefits	Total
\$15,600	\$1,393	\$16,993

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature *[Signature]* Date: 10/12/2021  
 Human Resources Director Signature *[Signature]* Date: 10/08/2021  
 Liaison Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 Human Resources Committee Signature \_\_\_\_\_ Date: \_\_\_\_\_

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