

NOTICE OF MEETING

PLANNING, RESOURCES, AGRICULTURE AND EXTENSION COMMITTEE

October 11, 2016 - 4:15 PM

UW Sheboygan Campus
5 University Drive
Sheboygan, WI 53081

UW Extension Office - Room 5024

Agenda

Call to Order

Certification of Compliance with Open Meeting Law

Approval of Minutes

PRAE Committee - Regular Meeting-PlanCon - Sep 13, 2016 4:15 PM

Public Input and Comments on Agenda Items/Non-Agenda Items

Correspondence

Register of Deeds

Discussion Regarding Historic Plat Book Purchase

Consideration of Filling Vacant Position

Planning & Conservation

Consideration of Daughters of the American Revolution Proposal

Consideration of Resolution No. ____ Approving Revisions to Farmland Preservation Plan
Amendment

Consideration of PACE Financing Ordinance

Discussion on WDNR Phase III Land Sales

Other Department Project & Program Management Updates

Approval of Attendance at Other Meetings or Functions

Travel Report and Report of Meetings and Functions Attended

Review and Approve Vouchers

Adjourn

Next scheduled meetings

October 25, 2016 at 4:15 PM (UW Extension Focus)

November 8, 2016 at 4:15 PM (Planning & Conservation Focus)

Prepared by:

Karsen Gosh

Recording Secretary

Keith Abler

Committee Chairperson

NOTE: A majority of the members of the County Board of Supervisors or of 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*, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

Wis. Stat. § 19.84 requires that each meeting of a governmental body be preceded by a public notice setting forth the time, date, place, and subject matter of the meeting. This Notice and Agenda is made in fulfillment of this obligation. Electronic versions of this

Notice and Agenda may hyperlink to documents being circulated to members in anticipation of the meeting and are accessible to the public for viewing. Additions, subtractions, or modifications of the hyperlinked materials do not constitute an amendment to the meeting agenda unless expressly set forth in an Amended Notice and Agenda. Members of the public are encouraged to check from time to time before the meeting to see whether the hyperlinked content has been changed from what was originally posted.

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. Persons with disabilities needing assistance to attend or participate are asked to notify Aaron Brault, 920-459-3060 prior to the meeting so that accommodations may be arranged.

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

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

September 13, 2016 Called to Order: 4:15 PM Adjourned: 6:20 PM

MEMBERS PRESENT: Supervisor Keith Abler, Supervisor Fran Damp, Supervisor Steven Bauer, Supervisor Jim Baumgart, and FSA Member Stanley Lammers

MEMBERS ABSENT: Supervisor Libby Ogea

OTHERS PRESENT: Aaron Brault, Karsen Gosh, Kevin Stange, Emily Stewart, Linda Robson, Kevin Struck

Chairperson Abler called the meeting to order at 4:15 PM and verified the meeting notice had been posted on September 12, 2016 at 2:10 PM and that the meeting was in compliance with the Wisconsin Open Meeting Law.

Supervisor Bauer made a motion to approve the August 9, 2016 Planning, Resources, Agriculture and Extension Committee minutes. Mr. Lammers seconded the motion. Motion carried unanimously.

Kevin Stange gave a presentation on the Department Septic System Study and answered questions from the committee.

UW Extension – Mrs. Robson explained the need to fill a vacant position. Supervisor Damp made a motion to approve filling the vacant position. Supervisor Baumgart seconded the motion. Motion carried unanimously.

Planning & Conservation – Mr. Brault explained the resolution regarding Farmland Preservation Plan amendments. Supervisor Damp made a motion to approve the proposed resolution. Supervisor Bauer seconded the motion. Motion carried unanimously.

Mrs. Stewart gave a brief overview on the completion of the Great Lakes Restoration Initiative Grant and answered questions from the Committee.

Mr. Brault explained the resolution regarding the Conservation Aids Grant Application and answered questions from the committee. Supervisor Bauer made a motion to approve the proposed resolution. Mr. Lammers seconded the motion. Motion carried unanimously.

Mr. Brault led the discussion on the resolution regarding changes to the Department Table of Organization and promotions. Supervisor Baumgart voiced concerns with Mr. Brault's proposal. Mr. Brault addressed the concerns and answered additional questions from the committee. The changes to the TO and associated promotions as presented were as follows: Eliminate one Code Administrator C42 position, eliminate a Administrative Clerk A13 position, and create one new Code & Zoning Technician B24 position at the starting range. Eliminate one Conservation Technician B24 position and add an additional Conservation Specialist C42 position at the starting range. And, eliminate one Administrative Assistant B21 and add one Administrative Specialist B22 position at \$18.15/hour. The net result of the changes are one less full-time position on the Department's TO and a subsequent financial savings.

Minutes Acceptance: Minutes of Sep 13, 2016 4:15 PM (Approval of Minutes)

PRAE Committee Minutes – September 13, 2016
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Mr. Lammers made a motion to approve the proposed changes to the Department's TO as well as the associated promotions. Supervisor Damp seconded the motion. Motion carried with Supervisor Baumgart opposing.

Mr. Brault explained the resolution regarding accepting a donation and answered questions from the committee. Supervisor Damp made a motion to approve the proposed resolution. Mr. Lammers supported. Motion carried unanimously.

Mr. Brault gave a brief Department update.

Approval of Attendance at other Meetings – Supervisor Baumgart to attend the Lake Michigan Area Land & Water Conservation Association meeting on October 14, 2016 in Oconto County. Mr. Lammers made a motion to approve mileage and per diem for the meeting. Supervisor Bauer seconded the motion. Motion carried unanimously.

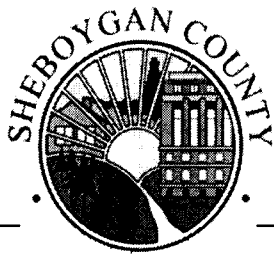
Supervisor Bauer made a motion to approve the vouchers. Supervisor Damp seconded the motion and the motion carried unanimously.

Supervisor Bauer moved and Supervisor Damp seconded to adjourn. Motion carried unanimously with adjournment at 6:20 PM.

Next meeting (Planning & Conservation focus) is scheduled for Tuesday, October 11, 2016.

Karsen Gosh
Recording Secretary

Libby Ogea
Committee Secretary



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

WISCONSIN

Date: 10/11/2016
To: Planning, Resources, Agriculture & Extension Committee Members
From: Ellen R Schleicher

Position Request:

Position: Office Supervisor – Register of Deeds
Reason for Vacancy: Retirement

Justification: Our office needs to have a person in a supervisory position to make decisions that pertain to the day to day operations of the office.

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:

DBM Salary Range of Requested Position: \$44,887 - \$62,841

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

Wages	Benefits	Total
\$53,864	\$24,315	\$78,179

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

Department Head Signature Ellen R Schleicher Date: Oct 3, 2016
 Liaison Committee Signature _____ Date: _____
 Human Resources Committee Signature _____ Date: _____

Form Process:

1. Department Head completes VPR.
2. Department Head presents VPR to Liaison Committee for approval/signature.
3. Department Head forwards VPR to HR for Human Resources Committee approval/signature (salaried positions only).
4. HR begins recruitment process.

08/2015

Attachment: Vacant Position Request (3967 : Filling Vacant Position)

SHEBOYGAN COUNTY
POSITION DESCRIPTION

Title:	Office Supervisor	Status:	Full-time
Department:	Register of Deeds	Unit:	Non-bargaining
Location:	Administration Building	Grade:	B32
Reports to:	Register of Deeds	Effective:	March 2002
		Revised:	September 2016

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I PURPOSE AND SUMMARY

Responsible for the supervision and coordination of the various activities within the Register of Deeds office. Responsible for overall collection of revenues and budgetary reports related to the Register of Deeds office. Execution of Federal, State and County regulations, laws, and policies as related to Register of Deeds office. Overseas a variety of complex tasks related to acceptance, registration and verification of estate documents including subdivision and condo plats.

II ESSENTIAL DUTIES

Supervises the activities within the Register of Deeds office.

Plans, assigns, coordinates daily schedules and checks daily work output and employee performance within the defined activities.

Recommends the hiring, promotion, disciplining and discharge of employees.

Assists in the preparation of yearly budget. Prepares monthly, quarterly, and yearly revenue and budget reports.

Develops new or revised office procedures to insure completion of activities in a timely and economic manner.

Trains new employees and provides additional training for existing employees.

Responds to inquiries from attorneys, title insurance companies, financial institutions, state and county offices and to the public for information within the Register of Deeds office.

Acts in behalf of the Register of Deeds when the Register of Deeds is absent.

POSITION DESCRIPTION

Office Supervisor

Answers the telephone and gives general information in response to public and private sector clients; transfers specific calls to appropriate staff members or voice mail.

Prepares letters for Register of Deeds notifying municipal and state authorities that a plat has been recorded, as required by law.

Performs special studies and prepares monthly and yearly reports as required.

Perform any other duties as may be assigned.

III QUALIFICATIONS

High school or equivalent education supplemented by business or technical school or college courses in accounting, or equivalent experience and training that provides required knowledge, skills and ability.

Basic knowledge of generally accepted accounting practices.

Proficiency in the use of legal and business terminology and math; proficiency in computer and equipment operation.

Ability and willingness to assist a wide variety of individuals.

Ability to type at a rate of 45 words per minute.

Four or more years of demonstrated office experience with related supervisor duties. Knowledge of legal documents, real estate law, and legal descriptions. Knowledge of office practices and procedures. Ability to plan, organize, and complete work activities.

Ability to become a bonded notary public.
Ability to communicate with employees.

This position involves frequent interaction with the public. Must be able to consistently provide courteous and helpful assistance to users of the office.

IV WORKING RELATIONSHIPS

Reports to the Register of Deeds and supervises the following positions:

Accounting Specialist – Administrative Specialist – Senior Administrative Specialist
POSITION DESCRIPTION
Office Supervisor

V WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed primarily in a standard office setting. Ability to frequently lift up to 25 pounds, and a combination of sitting and standing postures may be required. Ability to regularly work 8 hour days and 40 hour weeks is required.

Must be able to operate standard office equipment including telephone, computer, facsimile, calculator, printer, and photocopier.

Approved:

Human Resources Director

VI ACKNOWLEDGEMENTS

I have read and understand the facets of my job. I understand I may be called upon to perform duties not specifically listed in the above job description.

Signature

Date

Attachment: ROD - Office Supervisor (3967 : Filling Vacant Position)

SHEBOYGAN COUNTY RESOLUTION NO. _____ (2016/17)

Re: Approving Revisions to Farmland Preservation Plan

WHEREAS, a County Farmland Preservation Agreement is a component part of the County's development plan under Wis. Stat. § 59.69(3), and

WHEREAS, one of the requirements necessary to enable farmland owners to enter into farmland preservation agreements is that the County adopt a Farmland Preservation Plan which is certified by the State as being compliant with Chapter 91 of the Wisconsin Statutes, and

WHEREAS, the Sheboygan County Planning & Conservation Department has developed a Farmland Preservation Plan for Sheboygan County which was adopted by the Sheboygan County Board of Supervisors on November 1, 2005, as Resolution No. 25 (2005/06) and was revised by Resolutions No. 23 (2013/14), No. 19 (2014/15), No. 15 (2015/16), and No. 21 (2016/17) which Plan and its revisions was certified by the Wisconsin Department of Agriculture, and

WHEREAS, the Planning, Resources, Agriculture, and Extension Committee (PRAECom) has determined that the Plan requires revision of certain provisions in light of changes that were made to the Smart Growth Plan of the Town of Russell in order to remain consistent with the County's development plan and remain eligible for state certification;

NOW, THEREFORE, BE IT RESOLVED that the Sheboygan County Board hereby approves the revisions to the Sheboygan County Farmland Preservation Plan, in the manner reflected in the copy on file in the County Clerk's Office and made a part hereof by reference hereto and makes it a part of Sheboygan County's Development Plan.

BE IT FURTHER RESOLVED that the Planning & Conservation Director and Corporation Counsel be directed to undertake such further action as necessary to confirm the certification of the Plan.

Respectfully submitted this 18th day of October, 2016.

PLANNING, RESOURCES, AGRICULTURE, AND EXTENSION COMMITTEE*

Keith Abler, Chairperson

Fran Damp, Vice-Chairperson

Libby Ogea, Secretary

Steven Bauer

James Baumgart

Opposed to Introduction:

*County Board members signing only

Parent File WM 60001/Sale File WM 60463– Sheboygan County 37.22 Acres

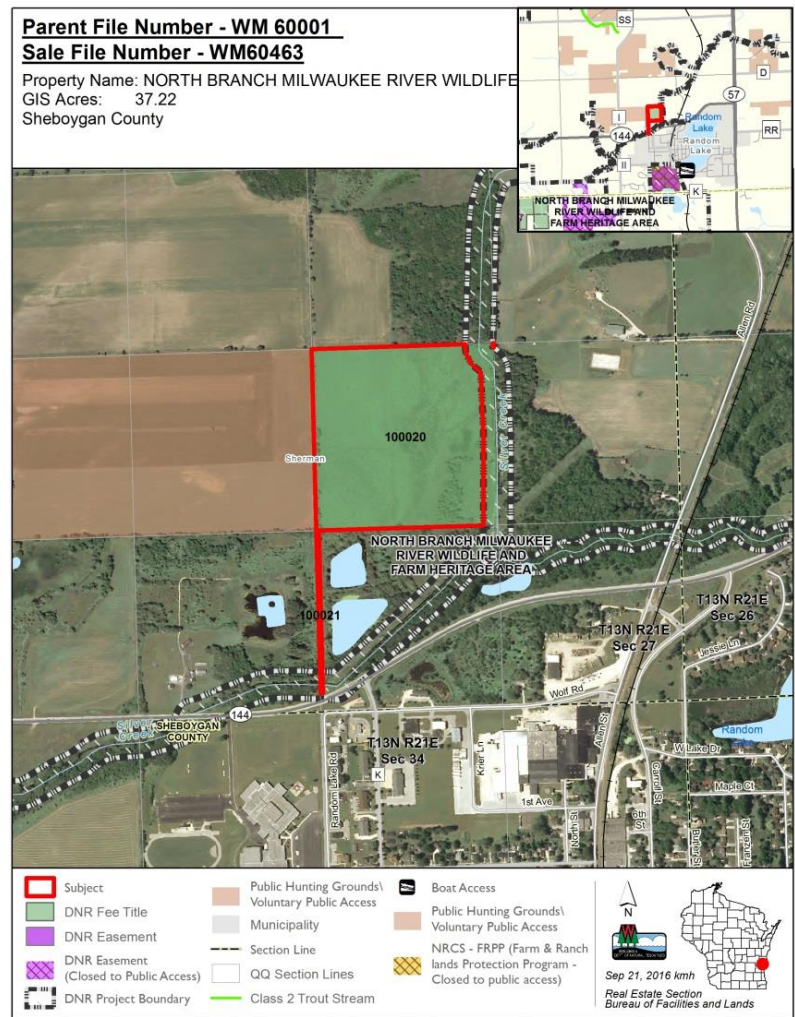
The Department acquired this property through a transfer in 2008 from the Wisconsin Department of Transportation (DOT). The parcels is a part of the North Branch Milwaukee River Wildlife and Farm Heritage Area project and is located in the Town of Sherman in Sheboygan County.

The parcel is subject to the following deed restrictions: Inspection; No commercial, industrial, residential or other incompatible activities adversely affecting wetlands; No buildings, dwellings, barns, road advertising signs, billboards or other structures built or placed on the property; No dredging, filling, excavating, minding, drilling or removal of any topsoil, sand, gravel, rock, materials within the restored wetland area; No dumping of trash, ashes, garbage or other unsightly or offensive material, including any hazardous or toxic waste; Hydrology of the site will not be altered in any way that would effectively drain the site or by any means; No removal of developing native vegetation, plowing, tilling, brushing, cultivating, crop planting or other agricultural activities; No operation of any motorized vehicles, watercraft or equipment; No removal, cutting, mowing or alteration of any vegetation or change in the natural habitat in any manner; Actions taken by the Grantee which violate these covenants shall entitle DOT and COE the right to enter upon the property; Lease cannot be reassigned and the grantee shall not allow new easements within the site without written approval from DOT.

There is an encroachment of a mowed ATV trail from the neighbor’s property along the west boundary of the parcel. A portion of the property is a prairie restoration site with big bluestem, bergamont, purple coneflower, yellow coneflower and milkweed. There are wetland mitigation ponds along the east half of the property.

The property has road access from HWY 144. It can also be accessed by the public at this time due to an adjacent Voluntary Public Access Lease held by the Department.

The Department recommends that the Natural Resources Board offer this land for sale under the authority granted by s. 23.145 Wis. Stats., and the land be only offered to Sheboygan County, subject to the deed restrictions from DOT and subject to a deed restriction requiring the land be open to the general public for all five NBOA’s in perpetuity.



Communication: Discussion on WDNR Phase III Land Sales (Planning & Conservation)