

MINUTES  
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE MEETING  
 Wednesday, June 06, 2012  
 WOOD COUNTY COURTHOUSE, ROOM #115, WISCONSIN RAPIDS WI

Members Present: Hilde Henkel, Robert Ashbeck, Ruth Moody, Kenneth Curry, William Winch, Dale Gehrke

Member Excused: --

Staff Present: Land Conservation Staff - Jerry Storke and Travis Hirman, Intern  
 Planning & Zoning Staff - Gary Popelka; Kevin Boyer, County Surveyor  
 UW Extension Staff – Peter Manley and Mary Spencer

Others Present: District #14 Supervisor Dennis Polach, District #18 Supervisor Bill Murphy, District #15 Supervisor Bill Clendenning; Clarence Thurber, Rick Weiler

**Public Hearing – Shoreland Zoning Ordinance**

Agenda Items 1-5 A public hearing was scheduled to begin at 9 a.m.; however, the hearing was cancelled due to incomplete information available for the hearing. The hearing will be re-scheduled for late July or early August.

**CEED Committee Meeting**

**6. Call CEED Committee Meeting to Order.** Chairperson Hilde Henkel called the CEED Committee meeting to order at 9:00 a.m.

**7. Public Comment.** There was no public comment.

**8. Review Correspondence.**

Peter Manley reported that a letter was sent out to interested parties regarding the Family Living Envisioning meeting scheduled for June 18 at 12 Noon to 3 p.m. The CEED Committee members are invited. Hilde Henkel and Ken Curry both said they would attend. Others may still respond if interested.

Gary Popelka reported that he had received the final letter from the DNR regarding approval of the Wisconsin Rapids Area Sewer Service Plan 2030.

**9. Shoreland & Floodplain Zoning Ordinances – consider submitting resolution to rescind and recreate the Shoreland Zoning Ordinance and Floodplain Zoning Ordinance.**

Gary Popelka asked the CEED Committee if they wished to consider submitting a resolution to rescind and recreate the Floodplain Zoning Ordinance. No further amendments have been suggested since the May 7th public hearing and preliminary approval has been received from the DNR. The Committee suggested that this ordinance be submitted to the County Board for approval at the June meeting. Meanwhile, work will continue on amendments to the Shoreland Zoning Ordinance to bring it into compliance with the new NR 115 rules.

**Motion by Robert Ashbeck to proceed with the Wood County Floodplain Zoning Ordinance and send it to the June meeting of the County Board for consideration. Second by Ken Curry. Motion carried unanimously.**

**10. Consent Agenda.**

The Consent Agenda included the following items: a) minutes of the April 24, 2012 CEED meeting; b) bills from UW Extension, Land Conservation, and Planning & Zoning; and c) staff activity reports.

William Winch questioned when the Carmody CDS Holding Inc contract would be expiring. The bill submitted is a monthly charge for the annual user fee. William Winch asked if this could be done through the Systems Department as this seemed to be an expense which could be handled in-house. Gary Popelka reported that this is being worked on and is in the long-range plan; however, it will be over the next two years as this is not a

high priority for the Systems Department. Hilde Henkel said that this involves designing and writing our own complete program since we cannot copy intellectual property from other companies.

**Motion by Ruth Moody to approve and accept the consent agenda items including the minutes of the April 24, 2012 meeting; bills from UW Extension, Land Conservation, and Planning & Zoning; and staff activity reports as presented. Second by William Winch. Motion carried unanimously.**

## 11. Land Conservation

- A. Introduce Summer Intern. Jerry Storke introduced Travis Hirman who will be joining the Land Conservation Department as the Summer Intern. Travis is a student at UW Stevens Point. He will primarily be working in the field with Tracy Arnold and Shane Wucherpfening assisting with conservation practice implementation, crop appraisals, and fence inspections in addition to other duties.
- B. Open and approve low bid for Barry Richardson's waste storage facility, transfer systems, and barnyard. Jerry gave the bids to Hilde Henkel who opened the bids. Three bids were received and opened. B & R Excavating, Vesper, \$65,323.30; Jeff Ertl Trucking & Excavating, Auburndale, \$63,920.45; and Advanced Concrete & Excavating, Spencer, \$64,792.84. In keeping with the practice of Wood County, the lowest bid is chosen as a basis for cost sharing. The bid is subject to examination by Shane Wucherpfening to ensure compliance with standards for this work.

**Motion by Ken Curry to accept the bid of \$63,920.45 from Jeff Ertl Trucking & Excavating for the Barry Richardson's waste storage facility, transfer systems, and barnyard as the basis for cost sharing. Second by Dale Gehrke. Motion carried unanimously.**

- C. Resource Conservation & Development meeting update. Jerry Storke and Ruth Moody reported on their attendance at the Golden Sands Resource Conservation & Development Council meeting. Hugh O'Donnell was elected President, Al Barden elected Vice President, and Kathy Guth was elected Treasurer. The election of the Secretary was tabled. A list of all Golden Sands Projects, a map of the location of grouse in Wisconsin, and informational about Prairie Chicken Festival was also provided.
- D. Discuss CEED delegate appointment to RC&D Council. William Clendenning has been appointed as a delegate to the RC&D Council. Ruth Moody has been serving as the alternate. We can now appoint two delegates to the Council.

**Motion by Ken Curry to recommend to the County Board Chairman that Ruth Moody be appointed as the second delegate to the Resource Conservation & Development Council. Second by Robert Ashbeck. Motion carried unanimously.**

- E. North Central Land and Water Conservation Association Summer Tour Update. Jerry Storke reported that the tour of the paper mill has been arranged. A frac sand facility in Marshfield is the second site on the tour. The owners are concerned about safety and we need to provide hard hats. Peter Manley reminded the Committee that the public attendance ruling needs to be checked as there may be many people wanting to tour the facility. An alternative tour stop is the South Wood County Historical Museum if the frac sand facility doesn't work out. Jerry will check with the Highway and Parks Departments to inquire about hard hats. Hilde Henkel reminded the Committee that the tour is August 24, 2012 and encouraged members to attend.

## 12. UW Extension

- A. Future Clean Sweep Funding. Peter Manley asked the Committee if they would provide general support for a clean sweep event for collection of household and agricultural hazardous waste. Funding has decreased for these events and Peter was planning to team up with Marathon County to provide an event. Monies would need to be put in next year's budget. In the past, funds of approximately \$20,000 were needed to provide the event for Wood County. The Committee supported the effort and suggested that Peter Manley put it in his budget for consideration during the budget process starting in July.

- B. Extension Centennial Proclamation. Peter presented a proclamation to commemorate the Celebration of the University of Wisconsin Cooperative Extension Centennial to the Committee for approval. The proclamation would be presented to the County Board at their June meeting. In addition, a celebration with Centennial root beer floats would be available at the June County Board meeting. Celebrations are occurring and at several events throughout the State.

**Motion by Ruth Moody to recommend the approval of the UW Extension proclamation and forward it to the County Board for approval at the June 2012 meeting. Second by Robert Ashbeck. Motion carried unanimously.**

- C. Program Review – Strategic Planning. Peter Manley provided an overview of one of the educational topics that he provides to agencies, boards and organizations throughout Wood County. He works with groups interested in strategic planning for their organizations which are looking for direction and guidance. He usually works with the groups to develop a five-year or ten-year plan. He helps organizations write mission statements, identify stakeholders both within and outside the group, addresses any mandates and strategic issues of the group. He works on strategy formulation, preparing a final outcome report, and developing a vision statement. Hilde Henkel commented that it was useful to make the connection from the reported items on the staff activity report to what actually was presented at some of the workshops.

### 13. Planning & Zoning

- A. Clarence Thurber Request for Variance from s. 701.05(6)C. Access, to access proposed lot via an easement vs. frontage on a public right of way in the Town of Saratoga. Gary Popelka provided information explaining the request and provided photographs of the actual lot(s) in question. Clarence Thurber is proposing to split his long lot (132' x 1,290') in half and to build a house on the back (south) lot which is land locked. Currently, a private road (Squirrel Trail) runs along his neighbor's property line. He is proposing to use the private road to access a proposed easement through the neighboring property to gain access to the south lot. He has written permission from the neighbor to put the easement through the property.

Mr. Thurber is asking for a variance to the land subdivision ordinance which requires that every lot have a minimum of thirty-three (33) feet of frontage on a public right-of-way that provides vehicular access. The length of the easement would be 500ft across the property of the neighbor since the private road (Squirrel Trail) already exists.

Gary Popelka provided information about and explained three legal requirements that must be met for a variance to be granted: unnecessary hardship caused by the ordinance, unique property limitations that prevent compliance with the ordinance, and no harm to the public interest. He said his interpretation is that this request does not meet any of the three tests. Similar requests have been denied in the past. Supervisor Ashbeck said that the private road could create problems for emergency vehicles to find or access the property. Chairman Henkel suggested that this is a self-created hardship, which does not meet the test. Gary Popelka explained that the applicant could appeal to the Board of Adjustment or Circuit Court if the committee denies the variance request. Likewise, appeals could also be filed with the Board of Adjustment or Circuit Court if the variance is granted, asking that the decision be overturned. Following extensive discussion, the following action was taken:

**Motion by William Winch to grant the variance as proposed by Clarence Thurber in the application for Parcel # 1800169E. Second by Ruth Moody.**  
**Voting Aye: William Winch, Ken Curry, Ruth Moody**  
**Voting Nay: Robert Ashbeck, Hilde Henkel**  
**Reasons for Nay Votes: Proposed parcel division is a self-created hardship, not a reason for a variance**  
**Access by emergency vehicles is limited on the private road and easement**  
**Town may be asked to maintain the access road and easement in the future**

**Motion Carried 3-2.**

- B. Code Administrator and Code Technician Positions Update. Gary Popelka provided an update on the progress of filling the Code Administrator and Code Technician positions. The Code Administrator position has been filled by Jeff Brewbaker who has already made an impact on the backlog. There are six applicants for the Code Technician position. Interviews are being schedule for next week and the following week. Hilde Henkel pointed out that it is important to have a commitment to the community in order to be successful in the position.
- C. Authorize Review of Private Sewage Administration Fee Schedule and Creation of Fee for Repair of Drain Fields. Gary Popelka provided information regarding the fees required for septic replacement. Currently, the permit fee is \$300 for the replacement of a septic system and \$225 for the replacement of a tank. \$100 of each fee goes to the state. When a drain field was repaired, it was charged under septic system replacement. It is proposed that we implement a fee to REPAIR a drain field of \$225—(again \$100 of the fee goes to the State for the permit) and \$125 covers the cost of one inspection, issuing permits and reviewing plans. This would reduce the cost of drain field repair by \$75.

**Motion by Ruth Moody to forward a recommendation to the County Board to establish a separate category for the private sewage administration fee schedule and create a fee for repair of drain fields. Second by Robert Ashbeck. Motion carried unanimously.**

- D. Appoint Members to the Wood County Land Information Council. Gary Popelka provided a list of people who have consented to serve on the Wood County Land Information Council. He asked for a recommendation from the Committee to forward the appointments for the Council to the County Board Chairman.

**Motion by Ken Curry to forward a recommendation to the County Board Chairman to request appointment of the following people to the Wood County Land Information Council: Hilde Henkel, Susan E. Ginter, James Erickson, Karen Kubisiak, Jason Grueneberg, Rich Chronquist, Gerald Minor, Kevin Boyer, Allen Breu. Second by William Winch. Motion carried unanimously.**

#### 14. County Surveyor

- A. Update on County Surveyor Projects. Kevin Boyer, Wood County Surveyor, introduced himself for the benefit of the new members of the CEED Committee. Kevin was appointed in January 2009 and works 4 hours a week as the Wood County Surveyor. He is in the office on Friday mornings.

Mr. Boyer is experiencing increased activity in the office with questions and phone calls from the general public. He is also working on organizing the right-of-way maps and coordinate mapping for easier accessibility when preparing RFPs and handling questions.

Mr. Boyer said that most of the Certified Survey Maps being submitted were of good quality; he has had one business resistant to bringing maps they submitted up to compliance with administrative rules and standards. He wanted the committee to be aware of the situation. Mr. Boyer is consulting with the Wisconsin Society of Land Surveyors (WSLS) to get neutral professional input on the requirements.

In 2009, Mr. Boyer started the county monumentation project when zero townships had been previously monumented. Now, there are 16 townships which have been monumented.

- B. Select Contractor to Complete Perpetuation and Maintenance of 107 Public Land Survey System (PLSS) corners. Five bids were received with the low bid from Fox Valley Land Surveying at \$23,925. This bid was considerably lower than some; however, Kevin Boyer indicated that the company has a lower overhead and is a smaller operation which has provided good, dependable service to Wood County in the past.

The bid was for 107 corners. Kevin Boyer reported that the PLSS proposal was reduced to 72 corners rather than 107 to stay with the 2012 budget set aside for the project. The corners will be reviewed to determine a priority and place the most critical ones first. He has \$16,000 left for the project because it was necessary to restock the monuments which are specifically designed for Wood County. These monuments were last ordered in 1988. Kevin had to reorder a supply which he expects to last five years—this was the minimum order to get the best price at a cost of \$60 per monument. The monuments are specifically designed for Wood County as a breakable

monument which can sustain several hits before it is broken; it also leaves a "X" in the spot where it was placed which makes it easier to find and replace.

**Motion by Robert Ashbeck to approve Fox Valley Land Surveying to complete the PLSS project of placing 72 monuments at the cost of \$224 per corner. Second by Ken Curry. Motion carried unanimously.**

## 15. Economic Development

- A. Housing Consortium—Consider Entering into Agreement to Cooperate with other Central Wisconsin Counties to Form a Housing Consortium. In 2010, Wood County received a Wisconsin Department of Administration, Division of Housing grant to offer loans to qualified low- and moderate-income families for \$487,000. CAP Services, Inc. of Stevens Point was the third party administrator. All funds have been allocated and projects completed before December 31, 2012.

Gary Popelka presented information concerning the next round of housing grants which are available to counties through the Community Development Block Grant (CDBG)-Housing. It is a two-year program of the federal government which is administered through the State. The State of Wisconsin was required to form seven regional consortiums. All regions have been formed except the central region. Wood County would form a consortium with Marathon, Portage, Waupaca, Juneau, Adams, Waushara, Marquette, and Green Lake counties. Waupaca County has agreed to be the "lead county." All contact with the consortium would be made through the lead county. The Central Wisconsin Housing Consortium would receive about \$1 million in 2012 fiscal year of which \$870,000 will be used for housing rehabilitation projects in the region and \$130,000 will be used for administration (which goes to the lead county.) There is no local match required. Wood County would need to appoint a Housing Committee Representative if they wish to participate. There is no penalty if Wood County does not participate.

**Motion by Ruth Moody to forward the resolution to the County Board which recommends that Wood County enter into a cooperative agreement for the CDBG-Housing Program with eight other central Wisconsin counties to remain eligible for housing grants for 2012-2013. Second by Robert Ashbeck. Motion carried unanimously.**

## 16. Schedule next regular meeting.

The next regular meeting is scheduled for **Wednesday, July 11, 2012 at 9:00 a.m.**

## 17. Adjourn.

**Dale Gehrke moved to adjourn at 11:26 a.m. Second by William Winch. Motion carried unanimously.**

Respectfully submitted,

Kenneth Curry, Secretary  
Minutes by Mary Spencer, Wood County UW Extension  
Review for submittal to County Board by: Kenneth Curry, Secretary