

**Lincoln County Land Services Committee
Minutes of Thursday, October 8, 2020 3:30 pm
Lincoln County Service Center, Room #257**

MEMBERS PRESENT In-Person: Christopher Heller, Bill Bialecki, Julie Allen, Greta Rusch, Elizabeth McCrank, and Ann Krueger (FSA Representative)

MEMBERS PRESENT Teleconference: Joshua Wendt, Hans Breitenmoser (joined at 3:32pm)

MEMBERS ABSENT: None

DEPARTMENT HEADS/STAFF In-Person: Jason Hake (Administrative Coordinator), Nancy Bergstrom (Corporation Counsel), Sarah Koss (Register of Deeds), Elizabeth Peronto (Program Assistant), Mike Huth (Zoning Program Manager), Tony Dallman (Surveyor), Sandy Toburen (Real Property Lister), and Amanda Kasperek (Conservation Program Manager)

DEPARTMENT HEADS/STAFF Teleconference: Norm Bushor (GIS Lead/Address Coordinator)

VISITORS In-Person: Dora Gorski, Rebecca Hilgart, and David Hilgart

VISITORS Teleconference: Jeremy Irish, Renee Krueger, and Pat Voermans

1. Call Meeting order - Meeting was called to order by Chair Heller at 3:30 p.m.

REGISTER OF DEEDS

2. Q&A on Monthly Munis Report – Sarah Koss asked if there were any questions on the report. There were none.
3. Q&A on Monthly Written Report – Koss asked if there were any questions on the report. There were none.

LAND SERVICES DEPARTMENT

4. Public Comment –There was none.
5. Approval of the August 19, 2020 Land Services Committee Minutes –
M/S Bialecki/Rusch to approve the 8/19/2020 minutes. Motion carried on a voice vote.
6. Approval of the September 10, 2020 Land Services Committee Minutes -
M/S Bialecki/Rusch to approve the 9/10/2020 minutes. Motion carried on a voice vote.
7. Agency Updates –
 - a. Approval of 2021 Budget for Wildlife Damage Program - APHIS – Jeremy Irish explained the budget details. Irish asked if there were any questions. There were none.

M/S Allen/Heller to approve the 2021 Budget for Wildlife Damage Program. Motion carried on a voice vote.
 - b. Approval of 2020 Venison Donation Program - APHIS – Jeremy Irish explained the program and process. Irish asked if there were any questions. There were none.

M/S Heller/McCrank to approve the 2020 Venison Donation Program. Motion carried on a voice vote.

Chair Heller moved to item 10.

10. Lincoln County Comprehensive Plan Update – Huth informed the committee he is continuing to work with Melinda Osterberg from the UW-Extension office to draft the Comprehensive Plan Update. He is hoping to schedule meetings with the Towns in Spring/Summer 2021 to acquire feedback before presenting it to the County Board in the Fall of 2021.

Chair Heller moved to item 9.

9. Department Activity/Financial reports & Correspondence – Huth gave an overview of the financial report. Bialecki asked if we are anticipated to be under budget by the end of the year. Jason Hake clarified that a gain is anticipated.
 - a. Conservation – Amanda Kasperek gave an overview of the Conservation Program Activities including cost share projects, non-metallic mines, and farmer education.
 - b. Land Information – Norm Bushor gave an overview of the Land Information activities including 2020 Ortho Photos, GIS migration to the new website, rural addressing, Real Property Lister activities, the Remonumentation Program, grant applications, and LTE activities.

- c. Zoning – Mike Huth gave an overview of the Zoning Program activities including POWTS citations, permit counts, and a proposed lake district in the Town of Rock Falls.

Chair Heller moved to items 12 and 13.

12. Future Agenda Items – It was determined that there is no need to revisit Short Term Rentals in November as requested at the September 10, 2020 LSC meeting.
13. Confirm next meeting/public hearing date – November 12, 2020. Meeting to begin at 3:30pm. The Public Hearing will begin at 4:00pm.

Chair Heller moved to item 8.

8. 4:00pm Public Hearings – Public Hearing was called to order at 4:00 p.m. by Heller. Heller explained the rules of conduct for public hearings and introduced the Committee members and staff.

CONDITIONAL USE REQUESTS

- a. A request by David and Rebecca Hilgart to allow a camping unit on the property for more than 60 days a year in a Rural Residential (RR2) zoning district. The property is located at N9853 Birch Road in Section 31, T35N-R7E, in the Town of King. The tax pin# is 012-3507-313-9994 with a parcel size of approximately .3 acre

A narrated video providing an overview/tour of the property was shown as prepared by Land Services Staff.

Heller asked for testimony in support of the CUP application. The applicants, David and Rebecca Hilgart were present and explained their request.

Heller asked for testimony from any other proponents for the request. There were none.

Heller asked for testimony from opponents of the request. There were none.

Huth presented the staff report. Huth entered into the record that that Town of King provided a recommendation to approve the request. County staff recommends that the committee approves the Conditional Use Permit, with seven recommended conditions, as written in the staff report.

Heller asked if the applicants agree to the conditions as written in the staff report. Hilgart requested that condition number 7 be amended so that they can have the item delivered from the company prior to the new septic system being completed. Huth stated that it can be addressed in the issuance of the Land Use Permit. David and Rebecca Hilgart stated that they agree to the conditions.

M/S Bialecki/McCrank to approve the request with the seven conditions as listed in the staff report. Motion carried on a voice vote.

Conditions:

- 1) Shall not be more than one occupied camping unit per parcel in a residential zoning district meeting applicable setbacks.
- 2) Adequate sanitation meeting all applicable State and County regulations, such as a private on-site waste disposal system or privy, shall be required for units that remain on a property for over 60 days.
- 3) Shall not be more than one stored camping unit meeting applicable setbacks per parcel in a residential zoning district that contains a principle structure.
- 4) Camping unit limited to 400 square feet in overall size.
- 5) The camping unit shall meet all required setbacks imposed by the Zoning Ordinance.
- 6) The camping unit must be authorized by the issuance of a Land Use Permit.
- 7) Abandonment of any existing Private Onsite Waste Treatment Systems (POWTS) to be completed and documented to county/state code prior to placement of the camping unit.

Chair Heller moved to item 11.

11. Land Services Department Reorganization – Jason Hake explained the recommended changes to the Land Services Department. The proposed restructuring includes eliminating the Land Services Administrator which brings the staff from 10 Full Time Employees to 9 Full Time Employees. The restructuring would require a change of job duties and descriptions for most staff. Some of those changes would require title changes and/or pay grade changes. Hake proposes the following position/pay grade changes:
 - “Zoning Program Manager” to “Zoning Program Manager/Land Services Administrator” which includes a pay grade change from Grade K to Grade M. This position acts as department coordinator.
 - “GIS Specialist/Assistant Real Property Lister-Lead” to “Land Information Program Manager” which includes a pay grade change from Grade I to Grade K.

- “GIS Specialist/Assistant Real Property Lister” to “GIS Specialist” which includes a pay grade change of Grade H to Grade F.
- “Surveyor” to “Surveyor/Assistant Real Property Lister” which does not include a pay grade change.

Furthermore, Hake explained the organization chart for the Land Services Department would have the Program Assistant, Onsite Waste and Land Use Specialist, Shoreland Specialist, Conservation Program Manager, and Land Information Program Manager directly under the Zoning Program Manager/Land Services Administrator. Those positions under the Land Information Program Manager would be the Surveyor/Assistant Real Property Lister, Real Property Lister, and GIS Specialist. The Conservation Program Manager has no direct reports.

McCrank asked how it affects the overall budget. Hake explained the reorganization and elimination of the department head results in an overall savings for the department. Allen asked if the pay grade changes were submitted to the consulting company. Hake explained that they were not submitted to Carlson Dettmann Consulting due to the specific situations which includes reverting positions to prior titles and pay grades previously established. Kasperek asked for clarification on why the Zoning Program Manager was selected to be the department administrator. Hake explained that after extensive research, he recommends the duties fit best under the Zoning Program Manager position. Further discussion occurred between staff and committee members.

M/S Bialecki/McCrank to table this discussion to the November LSC meeting. Further discussion followed. Motion failed on a voice vote.

M/S Rusch/Heller to approve the Land Services Department Restructure as proposed. Discussion followed. Motion carried on a voice vote.

Chair Heller moved to item 14.

14. Adjourn – M/S Heller/Bialecki to adjourn at 5:05 p.m. Motion carried on a voice vote.