

LINCOLN COUNTY LAND SERVICES COMMITTEE

Thursday, October 8, 2020 at 3:30pm

Meeting Location: Lincoln County Service Center, 801 N. Sales St, Room #257, Merrill, WI 54452

Via Teleconference and In-Person Attendance

Scanned

**In-Person Attendance:** Due to public health recommendations regarding COVID-19 and mass gatherings, you are encouraged to attend by phone. For those attending in person, please observe social distancing by staggering your arrival time and by maintaining spacing between attendees of at least 6 feet. Attendees should spread out around the perimeter of the room. Consistent with Governor Evers' Emergency Order #1 (Executive Order #82/90), face coverings will be required of all attendees with the limited exceptions set forth in Emergency Order #1.

**Teleconference Attendance:** Persons wishing to attend the meeting by phone may call into the telephone conference beginning ten minutes prior to the start time indicated above using the following number:

Conference Call: 1 319-493-7607

Access Code: 176 541 026#

Meeting ID: meet.google.com/atn-vqhb-fgf

The teleconference cannot start until the host (department head) dials in and enters the host password.

All public participants' phones, microphones, and chat dialog boxes will be muted or disabled during the meeting. If "public comment" appears on the agenda, before the meeting is called to order, the clerk will ask teleconference attendees whether any public comment is being offered. When called upon by the clerk or chair, any person offering public comment should state their name and comments.

**MEETING AGENDA**

*Action where applicable and necessary*

1. Call meeting to order

**REGISTER OF DEEDS**

2. Q&A on Monthly Munis Reports
3. Q&A on Monthly Written Reports

**LAND SERVICES DEPARTMENT**

4. Public Comment
5. Approval of the August 19, 2020 LSC meeting minutes
6. Approval of the September 10, 2020 LSC meeting minutes
7. Agency Updates
  - a) Approval of 2021 Budget for Wildlife Damage Program - APHIS – Jeremy Irish
  - b) Approval of 2020 Venison Donation Program - APHIS – Jeremy Irish
8. **4:00pm Public Hearings** (See Public Hearing Notice.)

**CONDITIONAL USE REQUEST**

- 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.
9. Department Activity/Financial Reports & Correspondence
    - a) Conservation – Amanda Kasparek
    - b) Land Information – Norm Bushor
    - c) Zoning – Mike Huth
  10. Lincoln County Comprehensive Plan Update – Mike Huth
  11. Land Services Department Reorganization
  12. Future Agenda Items
  13. Confirm next meeting/public hearing date
  14. Adjourn

NOTE: Public Hearings published numerically are itemized in agenda alphabetically in the same order.

**DISTRIBUTION:**

Land Services Committee Members – Julie Allen, Bill Bialecki, Hans Breitenmoser Jr., Elizabeth McCrank, Christopher Heller, Greta Rusch, & Joshua Wendt  
Jeremy Irish – APHIS-WS, Peggy Winter – NRCS, Carrie Brezesinski – FSA, Ann Krueger – FSA, Tracy Beckman – Lumberjack RC&D  
County Board Chairman – Kevin Koth  
Administrative Coordinator – Jason Hake

Posted on \_\_\_\_\_ at \_\_\_\_\_ .m by \_\_\_\_\_

**While there may be a quorum of the County Highway Committee or the Public Property Committee present, no County Highway Committee or Public Property Committee business will be conducted at this meeting.**

**Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of this meeting. Please contact the Lincoln County Clerk at 715-539-1019 as early as possible so that proper arrangements may be made. Requests are kept confidential.**

**GENERAL REQUIREMENTS:**

1. Must be held in a location which is reasonably accessible to the public.
2. Must be open to all members of the public unless the law specifically provides otherwise.

**NOTICE REQUIREMENTS:**

1. In addition to any requirements set forth below, notice must also be in compliance with any other specific statute.
2. Chief presiding officer or his/her designee must give notice to the official newspaper and to any members of the news media likely to give notice to the public.

**MANNER OF NOTICE:**

Date, time, place, and subject matter, including subject matter to be considered in a closed session, must be provided in a manner and form reasonably likely to give notice to the public.

**TIME FOR NOTICE:**

1. Normally, a minimum of 24 hours prior to the commencement of the meeting.
2. No less than 2 hours prior to the meeting if the presiding officer establishes there is a good cause that such notice is impossible or impractical.

**EXEMPTIONS FOR COMMITTEES AND SUB-UNITS:**

Legally constituted sub-units of a parent governmental body may conduct a meeting during the recess or immediately after the lawful meeting to act or deliberate upon a subject which was the subject of the meeting, provided the presiding officer publicly announces the time, place, and subject matter of the sub-unit meeting in advance of the meeting of the parent governmental body.

**PROCEDURE FOR GOING INTO CLOSED SESSION:**

1. Motion must be made, seconded, and carried by roll call majority vote and recorded in the minutes.
2. If motion is carried, chief presiding officer must advise those attending the meeting of the nature of the business to be conducted in the closed session, and the specific statutory exemption under which the closed session is authorized.

**STATUTORY EXEMPTIONS UNDER WHICH CLOSED SESSIONS ARE PERMITTED:**

1. Deliberation of judicial or quasi-judicial matters. Sec. 19.85(1)(a)
2. Considering dismissal, demotion, or discipline of any public employee or the investigation of charges against such person and the taking of formal action on any such matter; provided that the person is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action is taken. The person under consideration must be advised of his/her right that the evidentiary hearing be held in open session and the notice of the meeting must state the same. Sec. 19.85(1)(b).
3. Considering employment, promotion, compensation, or performance evaluation data of any public employee. Sec. 19.85(1)(c).
4. Considering strategy for crime detection or prevention. Sec. 19.85(1)(d).
5. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Sec. 19.85(1)(c).
6. Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data. Sec. 19.85(1)(f).
7. Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Sec. 19.85(1)(g).
8. Considering a request for advice from any applicable ethics board. Sec. 19.85(1)(h).

**CLOSED SESSION RESTRICTIONS:**

1. Must convene in open session before going into closed session.
2. May not convene in open session, then convene in closed session and thereafter reconvene in open session within twelve (12) hours unless proper notice of this sequence was given at the same time and in the same manner as the original open meeting. Sec. 19.85(2).
3. Final approval or ratification of a collective bargaining agreement may not be given in closed session.

**BALLOTS, VOTES, AND RECORDS:**

1. Secret ballot is not permitted except for the election of officers of the body or unless otherwise permitted by specific statutes.
2. Except as permitted above, any member may require that the vote of each member be ascertained and recorded.
3. Motions and roll call votes must be preserved in the record and be available for public inspection.

**USE OF RECORDING EQUIPMENT:**

The meeting may be recorded, filmed, or photographed, provided that it does not interfere with the conduct of the meeting or the rights of the participants.

**LEGAL INTERPRETATION:**

1. The Wisconsin Attorney General will give advice concerning the applicability or clarification of the Open Meeting Law upon request.
2. The municipal attorney will give advice concerning the applicability or clarification of the Open Meeting Law upon request.

**PENALTY:**

Upon conviction, any member of a governmental body who knowingly attends a meeting held in violation of Subchapter IV, Chapter 19, Wisconsin Statutes, or who otherwise violates the said law shall be subject to forfeiture of not less than \$25.00 nor more than \$300.00 for each violation.

FOR 2020 09

JOURNAL DETAIL 2020 9 TO 2020 9

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0010 GENERAL FUND							
10430051 REGISTER OF DEEDS							
10430051 511000 REG OF DEEDS SALAR	139,323	139,323	99,318.50	10,584.06	.00	40,004.50	71.3%
2020/09/000013 09/11/2020 PRJ	5,292.03 REF PAYROL				WARRANT=200911 RUN=2 GENERAL		
2020/09/000055 09/25/2020 PRJ	5,292.03 REF PAYROL				WARRANT=200925 RUN=2 GENERAL		
10430051 520000 REG OF DEEDS EMPLO	70,902	70,902	51,436.82	5,653.28	.00	19,465.18	72.5%
2020/09/000013 09/11/2020 PRJ	2,834.20 REF PAYROL				WARRANT=200911 RUN=2 GENERAL		
2020/09/000055 09/25/2020 PRJ	2,819.08 REF PAYROL				WARRANT=200925 RUN=2 GENERAL		
10430051 531060 REG OF DEEDS FIDLA	16,500	16,500	8,291.84	.00	.00	8,208.16	50.3%
10430051 552001 REG OF DEEDS TELEP	450	450	268.32	.00	.00	181.68	59.6%
10430051 554001 PRINTING ALLOCATIO	2,000	2,000	856.35	.00	.00	1,143.65	42.8%
10430051 555000 REG OF DEEDS TRAVE	1,100	1,100	125.00	.00	.00	975.00	11.4%
10430051 561100 REG OF DEEDS OFFIC	5,500	6,749	4,306.43	191.05	.00	2,442.57	63.8%
2020/09/000059 09/24/2020 API	165.43 VND 300004 VCH326400				BEAR GRAPHICS, INC CERTIFIED SURVEY MAP INDEX		329540
2020/09/000059 09/24/2020 API	25.62 VND 300012 VCH326401				VIP OFFICE PRODUCTS OFFICE SUPPLIES		329601
TOTAL REGISTER OF DEEDS	235,775	237,024	164,603.26	16,428.39	.00	72,420.74	69.4%
TOTAL GENERAL FUND	235,775	237,024	164,603.26	16,428.39	.00	72,420.74	69.4%
TOTAL EXPENSES	235,775	237,024	164,603.26	16,428.39	.00	72,420.74	69.4%
GRAND TOTAL	235,775	237,024	164,603.26	16,428.39	.00	72,420.74	69.4%

\*\* END OF REPORT - Generated by Jamie Willis \*\*

FOR 2020 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0010 GENERAL FUND							
10430051 REGISTER OF DEEDS							
10430051 511000 REG OF DEEDS SALAR	139,323	139,323	99,318.50	10,584.06	.00	40,004.50	71.3%
10430051 520000 REG OF DEEDS EMPLO	70,902	70,902	51,436.82	5,653.28	.00	19,465.18	72.5%
10430051 531060 REG OF DEEDS FIDLA	16,500	16,500	8,291.84	.00	.00	8,208.16	50.3%
10430051 552001 REG OF DEEDS TELEP	450	450	268.32	.00	.00	181.68	59.6%
10430051 554001 PRINTING ALLOCATIO	2,000	2,000	856.35	.00	.00	1,143.65	42.8%
10430051 555000 REG OF DEEDS TRAVE	1,100	1,100	125.00	.00	.00	975.00	11.4%
10430051 561100 REG OF DEEDS OFFIC	5,500	6,749	4,306.43	191.05	.00	2,442.57	63.8%
TOTAL REGISTER OF DEEDS	235,775	237,024	164,603.26	16,428.39	.00	72,420.74	69.4%
TOTAL GENERAL FUND	235,775	237,024	164,603.26	16,428.39	.00	72,420.74	69.4%
TOTAL EXPENSES	235,775	237,024	164,603.26	16,428.39	.00	72,420.74	
GRAND TOTAL	235,775	237,024	164,603.26	16,428.39	.00	72,420.74	69.4%

\*\* END OF REPORT - Generated by Jamie Willis \*\*

FOR 2020 09

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
<u>0010 GENERAL FUND</u>						
<u>10430049 FUNDS APPLIED</u>						
10430049 499990 FUNDS APPLIED (BUD	0	-1,249	.00	.00	-1,249.00	.0%*
TOTAL FUNDS APPLIED	0	-1,249	.00	.00	-1,249.00	.0%
<u>10430051 REGISTER OF DEEDS</u>						
10430051 412300 REG OF DEEDS REAL	-65,000	-65,000	-62,352.46	-8,573.88	-2,647.54	95.9%*
10430051 461300 REGISTER OF DEED F	-158,000	-158,000	-144,577.20	-28,510.49	-13,472.80	91.5%*
10430051 461900 REG OF DEEDS MISC	-20	-20	.00	.00	-20.00	.0%*
TOTAL REGISTER OF DEEDS	-223,020	-223,020	-206,929.66	-37,084.37	-16,090.34	92.8%
<u>10430060 REG OF DEEDS PROPERTY TAXES</u>						
10430060 411100 REGISTER OF DEEDS	-12,755	-12,755	-12,755.00	.00	.00	100.0%
TOTAL REG OF DEEDS PROPERTY TAXES	-12,755	-12,755	-12,755.00	.00	.00	100.0%
TOTAL GENERAL FUND	-235,775	-237,024	-219,684.66	-37,084.37	-17,339.34	92.7%
TOTAL REVENUES	-235,775	-237,024	-219,684.66	-37,084.37	-17,339.34	92.7%
GRAND TOTAL	-235,775	-237,024	-219,684.66	-37,084.37	-17,339.34	92.7%

\*\* END OF REPORT - Generated by Jamie Willis \*\*

# REGISTER OF DEEDS 2020 MONTHLY WRITTEN REPORT

## DAILY RECEIPTS

January.....	\$23,873.92
February.....	\$21,876.87
March.....	\$22,256.75
April.....	\$23,490.54
May.....	\$22,503.65
June.....	\$32,420.02
July.....	\$30,621.26
August.....	\$32,874.10
September.....	\$27,555.23

## TRANSFER FEE RECEIPTS

January.....	\$25,477.20
February.....	\$21,374.10
March.....	\$27,057.00
April.....	\$26,175.00
May.....	\$20,605.50
June.....	\$49,350.00
July.....	\$41,670.00
August.....	\$59,763.60
August DOR Adjustment...	\$387.16
September.....	\$42,196.50

Real Estate Documents Recorded: 655  
Military Discharges Recorded: 1  
Recorded Plats: 0

Commercial Code Filings (UCC): 2  
Recorded Certified Survey Maps: 8  
Recorded DOT Plats: 0

**Sale of Daily Recordings to Abstract Companies generates \$900.00 per Month.**

## TOTAL CERTIFIED COPIES ISSUED FOR SEPT

Births: 67  
Deaths: 196  
Marriages: 79  
Divorce: 0

## VITAL RECORDS RECORDED FOR THE MONTH OF AUG

Birth: 21  
Death: 32  
Marriage: 26

## FEES DISBURSED FROM THE REGISTER OF DEED OFFICE FOR THE FOLLOWING STATE MANDATED PROGRAMS

### **“CHILD ABUSE AND PREVENTION PROGRAM” @ \$5.00 per Birth Certificate**

January.....	\$460.00
February.....	\$470.00
March.....	\$285.00
April.....	\$85.00
May.....	\$155.00
June.....	\$370.00
July.....	\$305.00
August.....	\$310.00
September.....	\$245.00

**RIGHT FROM THE START PROGRAM" @ \$2.00 per Birth Certificate**

January.....	\$184.00
February.....	\$188.00
March.....	\$114.00
April.....	\$34.00
May.....	\$62.00
June.....	\$148.00
July.....	\$122.00
August.....	\$124.00
September.....	\$98.00

**VITAL RECORDS ONLINE PROGRAM: @ \$8.00 per Birth Certificate**

January.....	\$736.00
February.....	\$752.00
March.....	\$456.00
April.....	\$136.00
May.....	\$248.00
June.....	\$592.00
July.....	\$488.00
August.....	\$496.00
September.....	\$392.00

**VITAL RECORDS ONLINE PROGRAM: @ \$13.00 per Death Certificate**

January.....	\$481.00
February.....	\$273.00
March.....	\$390.00
April.....	\$377.00
May.....	\$312.00
June.....	\$325.00
July.....	\$325.00
August.....	\$403.00
September.....	\$338.00

**VITAL RECORDS ONLINE PROGRAM: @ \$13.00 per Marriage Certificate**

January.....	\$546.00
February.....	\$494.00
March.....	\$351.00
April.....	\$104.00
May.....	\$234.00
June.....	\$507.00
July.....	\$403.00
August.....	\$442.00
September.....	\$390.00

**VITAL RECORDS ONLINE PROGRAM: @ \$13.00 per Divorce Certificate**

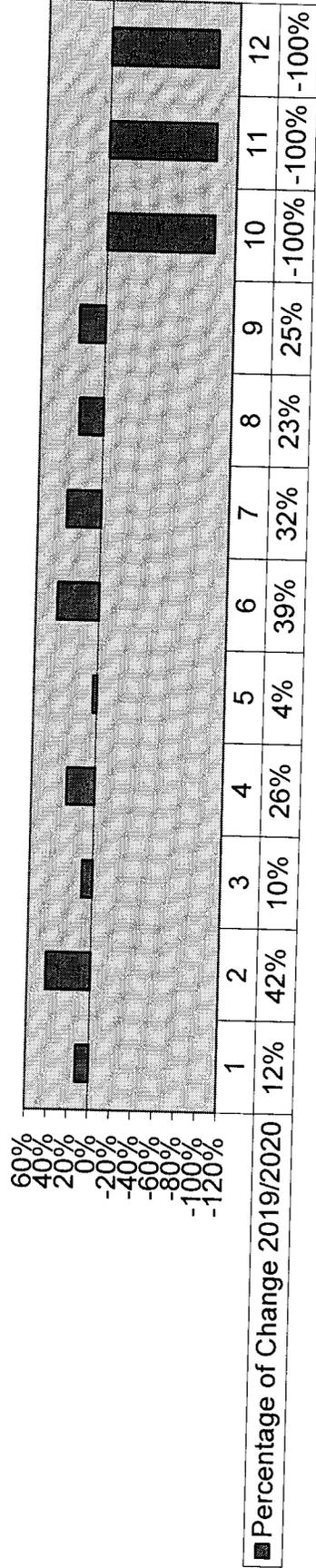
January.....	\$0
February.....	\$13.00
March-Sept.....	\$0

**REVENUE GENERATED FROM THE REGISTER OF DEEDS OFFICE FOR THE STATE MANDATED "LAND RECORDS PROGRAM"**

MONTH/ COUNTED DOCS	STATE DOA FEES COLLECTED (\$7.00)	COUNTY LIO RETENTION (\$8.00)	TOTAL FEES (\$15.00)
JANUARY 485	\$3395.00	\$3880.00	\$7275.00
FEBRUARY 454	\$3178.00	\$3632.00	\$6810.00
MARCH 470	\$3290.00	\$3760.00	\$7050.00
APRIL 565	\$3955.00	\$4520.00	\$8475.00
MAY 518	\$3626.00	\$4144.00	\$7770.00
JUNE 747	\$5229.00	\$5976.00	\$11205.00
JULY 751	\$5257.00	\$6008.00	\$11,265.00
AUGUST 781	\$5467.00	\$6248.00	\$11,715.00
SEPTEMBER 655	\$4585.00	\$5240.00	\$9825.00
OCTOBER			
NOVEMBER			
DECEMBER			
TOTAL 2020 5426	\$37,982.00	\$43,408.000	\$81,390.00

# **MONTHLY DOCUMENT COMPARISON**

MONTHLY RECORDED DOCUMENTS 2019		MONTHLY RECORDED DOCUMENTS 2020		% of Change
January	432	January	485	12%
February	321	February	456	42%
March	432	March	474	10%
April	447	April	565	26%
May	500	May	518	4%
June	536	June	747	39%
July	571	July	756	32%
August	637	August	781	23%
September	527	September	657	25%
October	595	October		-100%
November	504	November		-100%
December	507	December		-100%
<b>Total</b>	<b>6,009.00</b>	<b>Total</b>	<b>5,439.00</b>	<b>-9%</b>



**Lincoln County Land Services Committee  
Minutes of Wednesday, August 19, 2020 4:00 pm  
Lincoln County Service Center, Room #257**

MEMBERS PRESENT In-Person: Bill Bialecki, Hans Breitenmoser, Julie Allen, Greta Rusch, Joshua Wendt, Christopher Heller and Elizabeth McCrank

MEMBERS ABSENT: none

DEPARTMENT HEADS/STAFF In-Person: Jason Hake (Administrative Coordinator); N.L.Bergstrom (Corporation Counsel), Matt Bremer (Land Services Administrator)

VISITORS In-Person: none

1. Call Meeting order - Meeting was called to order by Christopher Heller at 4:00 p.m.
2. M/S Bialecki/Wendt to convene into closed session (including Jason Hake, Nancy Bergstrom and Matt Bremer) pursuant to sec. 19.85(1)(b), Wis. Stats., to considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. This paragraph and par. (f) do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held.
  - a. Land Services Administrator – Matthew BremerMotion carried on a roll call vote with each member voting aye.
3. M/S Heller/Rusch to return to open session. Motion carried on a roll call vote with each member voting aye.
4. Take any necessary action on item discussed in closed session. No action taken.
5. Set Next Meeting - regular meeting scheduled for 9/10/20.
6. Adjourn. M/S Bialecki/Heller to adjourn. Motion carried on a voice vote with no dissenters.

Minutes prepared by Jason Hake

**Lincoln County Land Services Committee**  
**Minutes of Thursday, September 10, 2020 3:30 pm**  
**Lincoln County Service Center, Room #257**

MEMBERS PRESENT In-Person: Christopher Heller, Bill Bialecki, Hans Breitenmoser, Julie Allen, Greta Rusch, and Elizabeth McCrank

MEMBERS PRESENT Teleconference: Joshua Wendt

MEMBERS ABSENT: Ann Krueger (excused)

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

DEPARTMENT HEADS/STAFF Teleconference:

VISITORS In-Person: Linda Mussell and Richard Neustaedter

VISITORS Teleconference:

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 – Linda Mussell expressed safety concerns regarding the Short Term Rental policies in Lincoln County. She is concerned that the two- day minimum allows for too frequent of guest turnover and would like the minimum rental day policy extended to seven days instead of two. Mussell requests that this topic be placed on a future agenda.

Richard Neustaedter expressed concerns regarding short term rentals and possible criminal activity. He feels there has been a change in the atmosphere of the lake activities. Neustaedter requests this topic be added to a future agenda.

5. Approval of the July 31, 2020 Land Services Committee Minutes –

M/S Bialecki/Rusch to approve the 7/31/2020 minutes. Motion carried on a voice vote.

6. Approval of the August 13, 2020 Land Services Committee Minutes - Huth recommended that item number 9 be amended to state "No action taken because Tom Andreska was not present."

M/S Breitenmoser/Heller to approve the 8/13/2020 minutes with the proposed change. Motion carried on a voice vote.

7. Agency Updates – There were none.

8. Department Activity/Financial reports & Correspondence –

- a. Conservation – Amanda Kasperek gave an overview of the activities reflected in her written report including permitting, violations, and cost share projects. McCrank asked questions about funding for the waterway redesign and historic violation numbers. .

- b. Land Information – Norm Bushor was not present. He requested that the committee members contact him with any questions.

- c. Zoning – Mike Huth gave an overview of his report including permit counts, POWTS violations, complaints, and overall zoning activities. Allen asked if we are able to track Short Term Rentals in Ascent. Huth stated that we now track them as their own permit type.

9. 2021 Speaking and Poster Contest (Conservation Program) – Kasperek explained that WILand+Water sponsors an annual speaking and poster contest for school age children. She questioned whether the Committee supports our continued participation. The Committee encouraged Kasperek to continue coordinating with schools.

10. Aquatic Invasive Species Partnership with Oneida County and DNR Grant Funding – Kasperek informed the committee that she has been approached by Oneida County about a shared AIS position funded through DNR grants. Kasperek should coordinate with Bergstrom and bring more complete information to the committee.

11. Lumberjack RC&D Representatives –

- a. Appoint second alternate for Lumberjack RC & D – Heller suggested appointing Amanda Kasperek as the second alternate.

M/S Allen/Rusch to appoint Amanda Kasperek as the second alternate for Lumberjack RC&D. Motion carried on a voice vote.

- b. Proxy Voting Authorization Letter and Code of Ethics/Conflict of Interest Certificates – Lincoln County representatives are required to sign certificates disclosing any conflict of interest they may have. The Proxy voting authorization letter identifies Lincoln County's representatives and the rank order of our voting members.
- 12. Lincoln County Comprehensive Plan Update – Huth explained that we are continuing to make progress towards a final plan to submit to the state. Bergstrom asked what the deadline is for our submission to the State; Huth stated that there is not a specific date, but an overall conceptual date of 2020.
- 13. Tax Deed Process – Jason Hake provided a handout which sets forth the timeline for each department's annual work on the tax deed process. Bialecki asked how the County can lower the number of tax delinquent parcels. Hake stated that the first step is noticing the properties that are delinquent and, going forward, it is important to stay to the schedule which includes taking approximately 40 properties a year. Further discussion occurred regarding the details of the process and timelines. The committee would like updates on progress.
- 14. 2021 Land Services Preliminary Budget – Hake gave an overview of the Land Services Preliminary Budget. He explained the decreased amount in wages and fringe is due to the elimination of the Office Assistant position. Further refinements will be made to this budget before final adoption.

M/S Heller/Bialecki to approve the 2021 Land Services Preliminary Budget. Motion carried on a voice vote.

- 15. Future Agenda Items – Review Short Term Rental Policies in November
- 16. Confirm next meeting/public hearing date – October 8, 2020. Meeting to begin at 3:30pm. The Public Hearing will begin at 4:00pm.
- 17. Convene into closed session pursuant to sec. 19.85(1)(c), Wis. Stats., to consider employment, promotion, compensation or performance evaluation data of any public employee over which the body has jurisdiction or exercises responsibility.
  - a. Land Services Administrator – M/S Bialecki/Allen to convene into closed session to include Nancy Bergstrom and Jason Hake. Motion carried on a roll call vote.

ROLL CALL VOTE	
Allen	Aye
Bialecki	Aye
Breitenmoser	Aye
Heller	Aye
McCrank	Aye
Rusch	Aye
Wendt	Aye

- 18. Reconvene into open session – M/S Bialecki/Heller to reconvene into open session. Motion carried on a roll call vote.

ROLL CALL VOTE	
Allen	Aye
Bialecki	Aye
Breitenmoser	Aye
Heller	Aye
McCrank	Aye
Rusch	Aye
Wendt	Aye

- 19. Take any necessary action on item discussed in closed session – No action take.
- 20. Adjourn – M/S Heller/Allen to adjourn at 5:10 p.m. Motion carried on a voice vote.



Section IV. - County Budget - Required by all Parties

2021 Lincoln County Budget

Approved amount to be provided by:

	County Request	County Admin	USDA-WS Funding Approved	WDNR Funding Approved	Total Funding Approved
Salaries (includes County Admin)	\$22,698.88	\$500.00	\$4,974.49	\$22,698.88	\$27,673.37
Mileage & Travel	\$3,056.90		\$0.00	\$3,056.90	\$3,056.90
Office Overhead	\$3,939.40		\$0.00	\$3,939.40	\$3,939.40
Permanent Fencing	\$0.00		\$0.00	\$0.00	\$0.00
Temporary Fencing	\$1,411.80		\$0.00	\$1,411.80	\$1,411.80
Bear Abatement					
Repellant	\$83.05			\$83.05	\$83.05
Other Abatement	\$166.10			\$166.10	\$166.10
Venison Admin	\$159.00		\$0.00	\$159.00	\$159.00
Venison Processing	\$775.00			\$775.00	\$775.00
<b>Total</b>	<b>\$32,290.13</b>		<b>\$4,974.49</b>	<b>\$32,290.12</b>	<b>\$37,264.62</b>
The distribution of the budget (with the exception of the mandatory percentage line items) from this Financial Plan may vary as necessary to accomplish the purpose of this agreement, but may not exceed:					
<b>\$32,290.13</b>					

We expect to assist 15 growers with damage that may result in wildlife damage requests equaling or exceeding \$15,000 worth of claims.

Signatures of Intention:

COUNTY: \_\_\_\_\_ Date: \_\_\_\_\_

WDNR: \_\_\_\_\_ Date: \_\_\_\_\_

USDA-APHIS-WS: \_\_\_\_\_ Date: \_\_\_\_\_



# Wisconsin Deer Donation 2020

## County Agreement to Participate

Lincoln County agrees to participate in the WDACP venison donation program in 2020 and to administer the program as set forth in the Wisconsin Deer Donation County Information Packet. The WDNR WDACP agrees to fully reimburse the county for all administrative and venison processing costs associated with the deer donation program.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

State of Wisconsin  
Department of Natural Resources  
For the Secretary

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Director, Bureau of Wildlife Management

### **NOTICE OF PUBLIC HEARING**

The Lincoln County Land Services Committee will hold a Public Hearing on Thursday, October 8, 2020 at 4:00p.m. to take testimony on the items listed below. The public hearing will be held at the Lincoln County Service Center, Meeting room #255/257/260, at 801 N. Sales St., Merrill, WI. The public may attend either in person or via telephone conference (details may be found in agenda once it is posted at <https://co.lincoln.wi.us/meetings>).

#### **CONDITIONAL USE REQUEST**

1. 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 are 012-3507-313-9994 with a parcel size of approximately .3 acre. The request is being heard under section 17.8.30 and relating to section 17.3.03(9) of the Lincoln County Zoning Ordinance.

NOTE: A final decision on any of the above requests may be made at a later date. Items not acted upon or laid over may come before the Committee again as "Old Business". The Committee may but is not obligated to take any additional testimony.

Original applications and materials may be viewed at the Lincoln County Zoning office located at 801 N. Sales Street, Merrill, Wisconsin.

The above hearing will be held in **Meeting room #255/257/260 of the Lincoln County Service Center, at 801 N. Sales Street, Merrill, WI.** All parties wishing to be heard are requested to be present. Both written and oral testimony will be entered into the record.

Greta Rusch, Secretary

RECEIVED

AUG - 3 2020

Fee: \$ 350.00

LINCOLN COUNTY ZONING

Receipt Number

14442 (2176145)

# CUP - 20 - 008

CONDITIONAL USE PERMIT

To the Lincoln County Planning and Zoning Administration: The undersigned hereby makes application for a CONDITIONAL USE PERMIT for a determination that the following described site is suitable for the purpose indicated, and that suitable safeguards are met in accordance with the requirements of the Lincoln County Zoning Ordinance and with all other applicable County Ordinances and the laws and regulations of the State of Wisconsin. I declare that the information that I am supplying is true and accurate to the best of my knowledge and I acknowledge that this information will be relied upon for the issuance of this permit. By signing this application I am also granting permission to the zoning department staff to enter my property at any reasonable time for the purpose of inspection to assure compliance with the zoning laws relative to the issuance of this permit.

Town King

Tax Parcel # 01235073139994

Owner Hilgert David + Rebecca

Legal Description: Section: 31 Township: 35 North Range: 7 East

Gov Lot: OR Quarter/Quarter: NE / SW

Lot Number: Subdivision/CSM:

Property Address: N9853 Birch Road Tomahawk, WI

Zoning district: RR-2 Lot size 3 acres

Proposed use: Place Park model or camper onsite footprint for seasonal use longer than 60 days.

PLEASE NOTE: No later than 5 days of its submittal to the Zoning Administrator, the applicant shall transmit 2 identical copies of the petition and all applicable materials to the clerk of the town in which the proposal lies. Lincoln County Code of Ordinances 17.8.30 (2)

Applicants Initials

COMPLETE A PLOT PLAN DRAWING ON REVERSE SIDE OR ATTACH A SEPARATE SHEET

Owner(s) Name(s): David + Rebecca Hilgert

Mailing Address: 710 S. 20th Street Wausau, WI 54403

Daytime Phone: (715) 297-1459

Note: All owners must sign

Signature: [Handwritten Signature]

Date: 6/4/20

Date: 6/4/20

CO-APPLICANT (other than owner)

Name:

Mailing Address:

Phone: ( )

FOR OFFICE USE ONLY

Ordinance section relating to the request 17.3.03 (9)

Use of adjoining property: Residential

Date Application Received: 8-3-2020 By (Staff) EP

Date of Hearing: September 10, 2020

## PLOT PLAN DRAWING

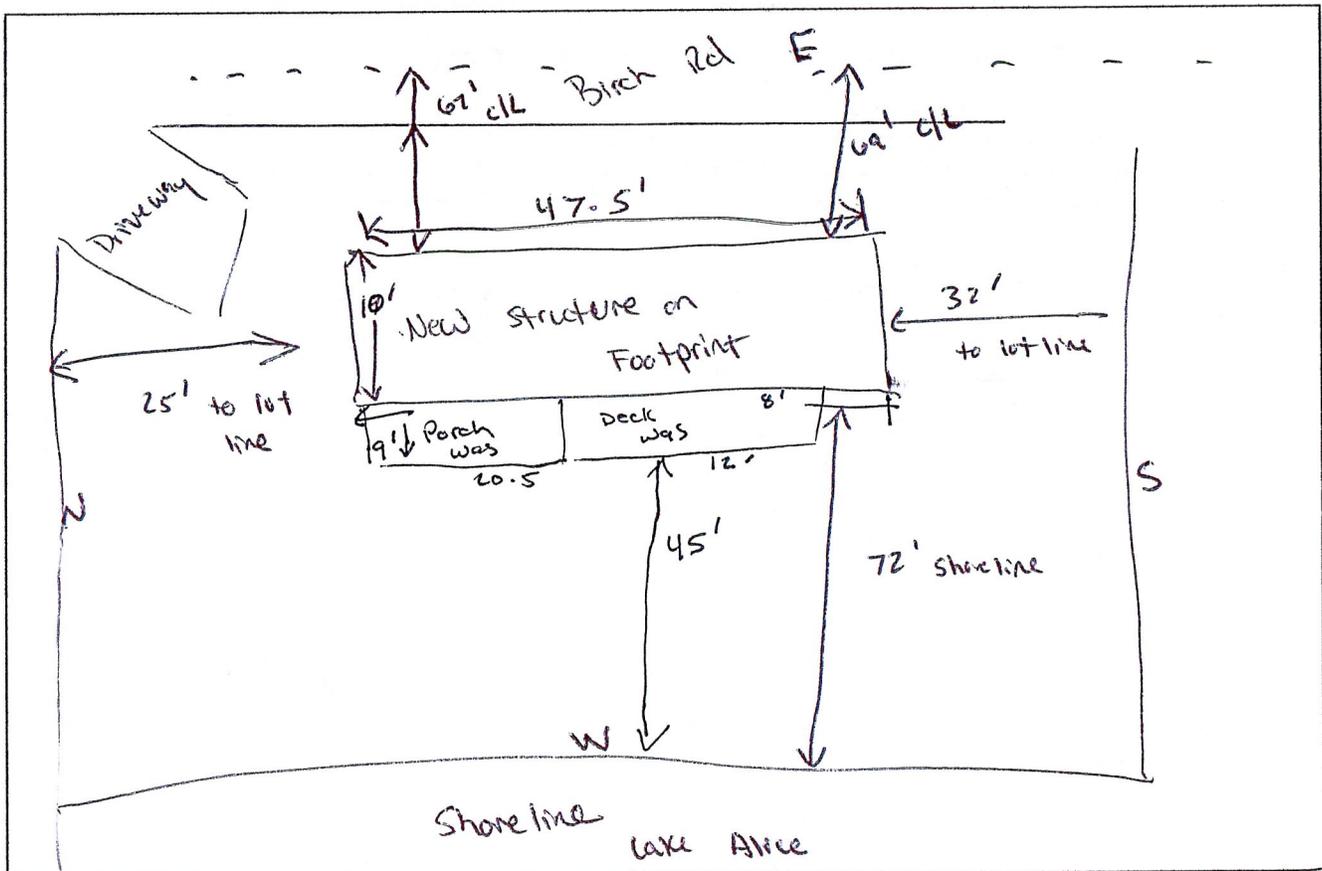
Include on the drawing ALL of the information requested below that applies to the property.

1. Shape of parcel, include all lot line dimensions.
2. Indicate NORTH.
3. Show the location and names of all surrounding roads/highways.
4. Show the location and names of all area water bodies (lakes, rivers, creeks, ponds, etc.)
5. Indicate ALL other existing buildings on parcel with "EB".

Complete the following if the request is for NEW Construction

6. Show the location of the proposed construction on the parcel. Include the following measurements:
  - a) Distance from the centerline of any/all roads.
  - b) Distance from the right-of-way of any/all roads.
  - c) Distance to all lot lines.
  - d) Distance to any/all water bodies adjacent to or within the parcel.
7. Indicate distance from septic tank or holding tank to proposed construction.
8. Indicate distance from sewage system drainfield to proposed construction.
9. Indicate distance from well to proposed construction.
10. (IF on water) Indicate proposed clearings within the vegetative buffer zone (please refer to Shoreland Ordinance for limitations on different water classifications).

**SITE SHOULD BE MARKED OR FLAGGED PRIOR TO ZONING ONSITE INDICATING EXISTING LOT LINES, PROPOSED LOT LINES AND ANY PROPOSED CONSTRUCTION**



**NO CONSTRUCTION SHALL BEGIN UNTIL A LAND USE PERMIT HAS BEEN ISSUED**



To Whom It May Concern:

This is about the request for the conditional use permit. We would like to place a park model or camper for seasonal use in the footprint provided to us. We are still looking at our options as well as financing that would allow us to purchase one. Preferably, we would like the park model, but if it doesn't work out, we would then go for a camper in the same footprint (not to exceed). Before we can proceed, we would need to know if either of these would be approved in our condition use permit.

Thank you,

Rebecca & David Hilgart

Ref. Property : N9853 Birch Road Tomahawk



Example of  
Park model

# Lincoln County Public Access Land Records Viewer

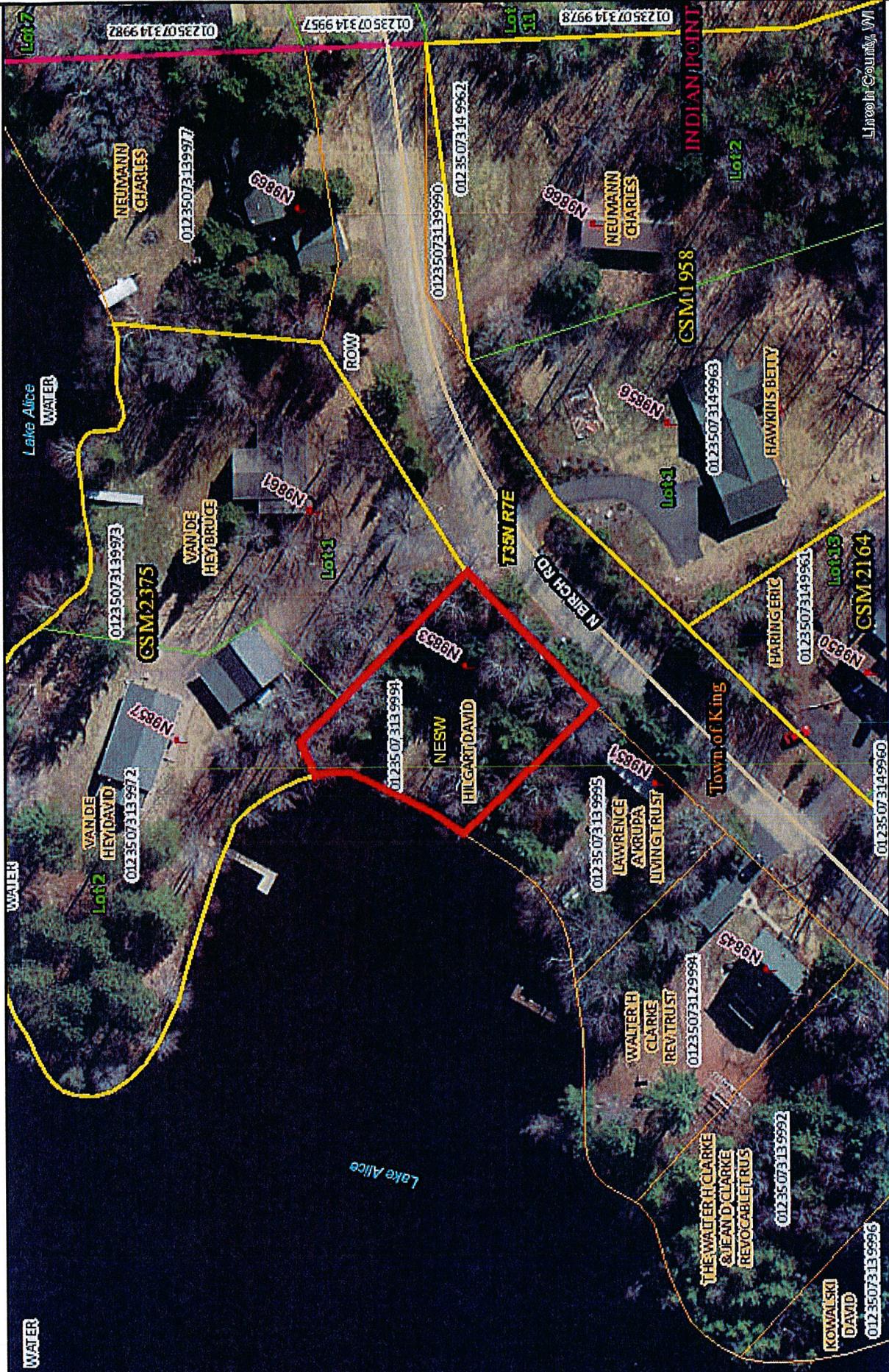


The information depicted on this map is a compilation of public record information including aerial photography and other base maps. No warranty is made, express or implied, as to the accuracy of the information used. The data layers are a representation of current data to the best of our knowledge and may contain errors. It is not a legally recorded map and cannot be substituted for field-verified information. Map may be reproduced with permission of the Lincoln County Land Services Department. Errors should be reported to Land Services Department, 801 North Sales St, Merrill, WI, 54452. Copyright © 2015 Phone (715) 539-1049.



Author: Public  
Date Printed: 8/13/2020

# Lincoln County Public Access Land Records Viewer



The information depicted on this map is a compilation of public record information including aerial photography and other base maps. No warranty is made, express or implied, as to the accuracy of the information used. The data layers are a representation of current data to the best of our knowledge and may contain errors. It is not a legally recorded map and cannot be substituted for field-verified information. Map may be reproduced with permission of the Lincoln County Land Services Department. Errors should be reported to Land Services Department, 801 North Sales St, Merrill, WI, 54452. Copyright © 2015 Phone (715) 539-1049.



Author: Public  
Date Printed: 8/13/2020



Town Recommendation Form
Conditional Use Request, Petition for Modification of Subdivision Ord., Plat Approval
Town of King
Lincoln County

Name of Applicant: David & Rebecca Higard
Request: allow a camping unit on property more than 60 days a year - address: N 98513 Birch Rd.

The Town Planning Commission has made a recommendation on this date \_\_\_\_\_ to:

Approve the Request: by a vote of \_\_\_\_\_ For and \_\_\_\_\_ Against

Conditions: \_\_\_\_\_

Deny the Request: by a vote of \_\_\_\_\_ For and \_\_\_\_\_ Against

Delay the Request for 30 days: by a vote of \_\_\_\_\_ For and \_\_\_\_\_ Against

Comments/Reasons for any of the above recommendations: \_\_\_\_\_

The Town Board has made a recommendation on this date 9/14/2020 to:

[X] Approve the Request: by a vote of \_\_\_\_\_ For and \_\_\_\_\_ Against

Conditions: None

Deny the Request: by a vote of \_\_\_\_\_ For and \_\_\_\_\_ Against

Delay the Request for 30 days: by a vote of \_\_\_\_\_ For and \_\_\_\_\_ Against

Comments/Reasons for any of the above recommendations: \_\_\_\_\_

(Check here if:) The Town hereby waives its right to make a formal recommendation on this Request to the Lincoln County Land Services Committee.

Dated this 14th day of September, 2020

Tommy E. Woods
Town Chairman Signature
Cedric Maynard
Town Board Supervisor Signature

[Signature]
Town Board Supervisor Signature
[Signature]
Town Board Supervisor Signature



**LINCOLN COUNTY**  
**LAND SERVICES DEPARTMENT**  
**Office of Zoning and Conservation**  
**Lincoln County Service Center**  
**801 N Sales Street-Suite 103**  
**Merrill, WI 54452**  
**Phone (715) 539-1087 Fax (715) 539-8325**

## **CONDITIONAL USE PERMIT**

### **STAFF REPORT**

Report Date: September 28, 2020  
Hearing Date: October 8, 2020  
Property Owner: David and Rebecca Hilgart  
Property Address: N9853 Birch Road  
Town of: King  
PIN: 012-3507-313-9994  
Staff Reviewer: Mike Huth – Zoning Program Manager  
Zoning District: RR2-Rural Residential  
Overlay Zoning District: S-Shoreland  
Submitted Materials: CUP Application, Site Plan

### **OVERVIEW**

#### **REQUEST**

The applicant seeks a Conditional Use Permit (CUP) to allow a camping unit on the property for more than 60 days a year pursuant to Chapter 17.3.03(9) of the Lincoln County Zoning Ordinance.

#### **SUMMARY OF NOTEWORTHY TOPICS**

The applicant is proposing to place a camping unit/park model upon the property in the RR1-Rural Residential zoning district for more than 60 days a year. The applicant has indicated that they will be utilizing the camping unit for recreational purposes.

The property was developed with a cabin in the past. County Shoreland staff has documented the location of the previous cabins footprint. This will allow the camping unit to be placed within the previous cabin footprint and meet shoreland ordinance criteria to be within the Ordinary High Water Mark (OHWM) setback of 75’.

The applicant has been exploring a variety of means to meet the required sanitary sewage and a recent POWTS permit was issued to install a holding tank.

#### **SITE CHARACTERISTICS**

The approximate .3 acre parcel is located northwest of N. Birch Road (town road), in Section 31 Town of King. With the close proximity of the parcel to Lake Alice, located west of the property, the property is within the S-Shoreland overlay zoning district. The proposed camping unit location is in the shoreland overlay zoning district. The proposed structure location meets all applicable setbacks to the side lot lines and road setbacks. The location does not meet the required lake OHWM set-back but it fits within the allowable footprint for replacement of an existing nonconforming dwelling.

## **SURROUNDING LAND USE AND ZONING**

As indicated by the zoning district map, the property is zoned RR2-Rural Residential. Lake Alice borders the property to the **WEST**. Properties **NORTH, EAST** and **SOUTH** of the property are partially wooded properties used for single family dwellings in the RR2-Rural Residential district.

## **PUBLIC NOTIFICATION**

The applicant has made contact with the Town of King and the Town recommendation document should be available for the Land Services Committee meeting. Staff advises the Land Services Committee review any comments the Town submits regarding this petition prior to taking action on this matter.

The legal notice of the request was noticed in the proper manner. Staff mailed notices of the petitioner's request to neighboring property owners within 300' from the property boundary and the Town of Merrill. At the date of this report, staff has not received any formal comments from neighboring property owners.

## **ACTION**

Consider the Conditional Use Permit, with conditions. The applicant must demonstrate that all requirements of the conditional use are or shall be satisfied, which must be supported by substantial evidence. If an applicant for a conditional use permit meets or agrees to meet all of the requirements and conditions specified in the county ordinance or those imposed by the Land Services Committee, the county shall grant the conditional use permit.

The Committee may impose reasonable conditions with the approval of a conditional use proposal, to the extent authorized by law as described in §59.69(5e)(2b), Wis. Stats. Conditions imposed shall meet all of the following requirements:

- (a) Conditions must be practical and measurable.
- (b) Any condition imposed must be related to the purpose of the ordinance, outlined in section 17.3 regarding the specific land use and be based on substantial evidence.
- (c) Any condition must be reasonable and to the extent practicable, measurable and may include conditions such as the permits duration, transfer, or renewal.

## **RELEVANT ORDINANCE SECTION(S)**

The performance standards located in 17.3.03(9):

*CAMPING UNIT. Includes any portable device, not more than 400 square feet in area, used as a temporary dwelling, including but not limited to a camping trailer, motor home, recreational vehicle, or tent. Does not include the storage of such camping unit on a lot. (Am. #2018-05-659)*

### Regulations :

- (a) *Shall not be more than one occupied camping unit per parcel in a residential zoning district meeting applicable setbacks. (Am. #2018-05-659)*
- (b) *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.*
- (c) *County permits, as identified in [Section 17.2.100](#) shall be required for units that remain on a property for over 60 days per calendar year. (Cr. #2006-06-477; Am. #2018-05-659)*
- (d) *Shall not be more than one stored camping unit meeting applicable setbacks per parcel in a residential zoning district that contains a principle structure. (Cr. #2018-05-659)*

## **ASSESSMENT**

### **CONCLUSION**

Staff finds that the petition satisfies the performance standards found in section 17.3.03(9) of the Lincoln County Zoning Ordinance. In the RR2-Rural Residential zoning district, the proposed camping unit to remain on a property for over 60 days per calendar year is conditionally permitted; however, the committee still needs to form a basis for a decision by reviewing information provided by the applicant, the Town, testimony at the public hearing, and the staff report.

### **RECOMMENDATION**

Staff recommends the Land Services Committee grants a Conditional Use Permit to David and Becca Hilgart to allow for a camping unit to remain on a property for over 60 days per calendar year if the committee is confident the request satisfies the approval criteria listed in the Zoning Ordinance and this report.

Staff suggests the Land Services Committee attach the following conditions:

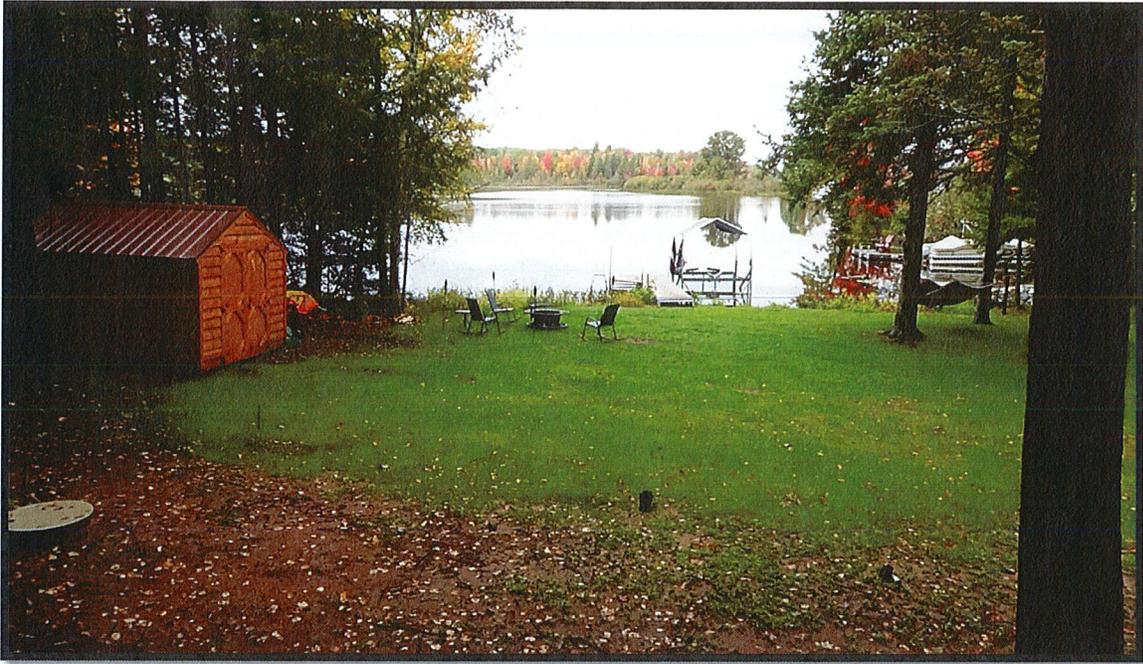
1. *Shall not be more than one occupied camping unit per parcel in a residential zoning district meeting applicable setbacks.*
2. *Adequate sanitation meeting all applicable State and County regulations, such as a private on-site waste disposal system or privy, shall be required for units that remain 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.*



Lincoln County - Zoning Program Manager

9/28/2020

Date



**Looking Northwest**



**Looking Northeast**



**Looking Southeast**



**Looking Southwest**



10/01/2020 13:36  
Samantha.Fenske

LINCOLN COUNTY  
2020 YEAR TO DATE SEPTEMBER  
LAND SERVICES

P 1  
glytdbud

FOR 2020 09

JOURNAL DETAIL 2020 9 TO 2020 9

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
41 LAND SERVICES DEPARTMENT							
51 GENERAL GOVERNMENT							
10410051 511000 GG-SALARIES AND WA	231,652	231,652	97,962.17	13,441.33	.00	133,689.83	42.3%
2020/09/000013 09/11/2020 PRJ	6,720.66	REF PAYROL			WARRANT=200911	GENERAL	
2020/09/000055 09/25/2020 PRJ	6,720.67	REF PAYROL			WARRANT=200925	GENERAL	
10410051 520000 GG-EMPLOYEE BENEFIT	127,496	127,496	47,668.06	6,091.44	.00	79,827.94	37.4%
2020/09/000013 09/11/2020 PRJ	3,049.32	REF PAYROL			WARRANT=200911	GENERAL	
2020/09/000055 09/25/2020 PRJ	3,042.12	REF PAYROL			WARRANT=200925	GENERAL	
10410051 530000 GG-REMONUMENTATION	3,000	3,000	563.24	.00	.00	2,436.76	18.8%
10410051 531060 GG-TT CONTRACT	45,000	45,000	26,770.00	.00	.00	18,230.00	59.5%
10410051 531190 GG-SOFTWARE MAINT	30,000	30,000	15,645.00	.00	.00	14,355.00	52.2%
10410051 531270 GG-RETAINED FEE EX	45,000	266,742	33,889.00	.00	.00	232,853.00	12.7%
10410051 543001 GG-VEH MAINT	1,000	1,000	.00	.00	.00	1,000.00	.0%
10410051 545000 GG-ROAD REPAIR	1,500	1,500	.00	.00	.00	1,500.00	.0%
10410051 551000 GG-INSURANCE	270	270	.00	.00	.00	270.00	.0%
10410051 552000 GG-LSD PHONE	2,600	2,600	.00	.00	.00	2,600.00	.0%
10410051 552001 GG-TELEPHONE	1,200	1,200	775.23	38.07	.00	424.77	64.6%
2020/09/000059 09/24/2020 API	38.07	VND 005069 VCH326388	VERIZON WIRELESS	CELL PHONES		329599	



FOR 2020 09

JOURNAL DETAIL 2020 9 TO 2020 9

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10410051 554000 REAL TAX LISTER PR	5,100	5,100	555.58	.00	.00	4,544.42	10.9%
10410051 554001 GG-PRINTING ALLOC	5,000	5,000	656.58	.00	.00	4,343.42	13.1%
10410051 555000 GG-TRAVEL TRAINING	4,500	4,500	1,625.45	.00	.00	2,874.55	36.1%
10410051 560000 GG-RURAL ADDRESS	2,600	2,600	2,130.56	268.71	.00	469.44	81.9%
2020/09/000040 09/17/2020 API	83.71 VND	000405 VCH326235	RENT-A-FLASH	SIGNS			329500
2020/09/000040 09/17/2020 API	87.50 VND	000405 VCH326236	RENT-A-FLASH	RURAL ADDRESS NUMBERS			329500
2020/09/000077 09/30/2020 API	97.50 VND	000405 VCH326489	RENT-A-FLASH	RURAL ADDRESS NUMBERS			329639
10410051 561100 GG-OFFICE SUPPLIES	4,000	4,000	171.00	.00	.00	3,829.00	4.3%
10410051 561101 GG-POSTAGE	700	700	85.86	.00	.00	614.14	12.3%
10410051 561450 GG-MONUMENT	0	0	2,212.00	.00	.00	-2,212.00	100.0%*
10410051 562001 GG-FUEL	1,200	1,200	499.09	.00	.00	700.91	41.6%
10410051 562002 GG-ELECTRONIC ACCE	0	114,911	.00	.00	.00	114,911.00	.0%
10005 BASE BUDGET WLIP GRANT							
10410051 511000 10005 GG-BASE WLIP	32,200	32,200	28,282.00	.00	.00	3,918.00	87.8%
10410051 520000 10005 GG - BASE WLI	10,585	10,585	7,885.40	.00	.00	2,699.60	74.5%
10410051 571000 10005 GG-BASE WLIP	12,215	12,215	.00	.00	.00	12,215.00	.0%
10015 STATE EDUCATION GRANT							
10410051 555000 10015 GG-STATE EDU	1,000	1,000	.00	.00	.00	1,000.00	.0%



FOR 2020 09 JOURNAL DETAIL 2020 9 TO 2020 9

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10127 STRATEGIC INITIATIVE GRANT							
10410051 511000 10127 SALARIES AND	34,500	34,500	11,111.25	1,665.00	.00	23,388.75	32.2%
2020/09/000013 09/11/2020 PRJ	870.00 REF PAYROL				WARRANT=200911	GENERAL	
2020/09/000055 09/25/2020 PRJ	795.00 REF PAYROL				WARRANT=200925	GENERAL	
10410051 520000 10127 EMPLOYEE BENE	2,608	2,608	850.05	127.38	.00	1,757.95	32.6%
2020/09/000013 09/11/2020 PRJ	66.56 REF PAYROL				WARRANT=200911	GENERAL	
2020/09/000055 09/25/2020 PRJ	60.82 REF PAYROL				WARRANT=200925	GENERAL	
10410051 571000 10127 GG-STRATEGIC	12,892	12,892	31,343.00	.00	.00	-18,451.00	243.1%
TOTAL GENERAL GOVERNMENT	617,818	954,471	310,680.52	21,631.93	.00	643,790.48	32.6%
53 PUBLIC WORKS							
10002 WISCONSIN FUND GRANT							
10410053 595000 10002 PW-WI FUND	15,000	15,000	.00	.00	.00	15,000.00	.0%
TOTAL PUBLIC WORKS	15,000	15,000	.00	.00	.00	15,000.00	.0%
56 CONSERVATION AND DEVELOPMENT							
10410056 511000 C&D-SALARY AND WAG	283,110	283,110	183,932.91	17,887.13	.00	99,177.09	65.0%
2020/09/000013 09/11/2020 PRJ	8,943.57 REF PAYROL				WARRANT=200911	GENERAL	
2020/09/000055 09/25/2020 PRJ	8,943.56 REF PAYROL				WARRANT=200925	GENERAL	
10410056 520000 C&D-EMPLOYEE BENE	110,217	110,217	81,483.99	7,765.73	.00	28,733.01	73.9%
2020/09/000013 09/11/2020 PRJ	3,892.51 REF PAYROL				WARRANT=200911	GENERAL	
2020/09/000055 09/25/2020 PRJ	3,873.22 REF PAYROL				WARRANT=200925	GENERAL	



	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10410056 530000 C&D-GRAZING	7,500	7,500	.00	.00	.00	7,500.00	.0%
10410056 543001 C&D-VEHICLE MAINT	3,500	3,500	1,041.35	561.60	.00	2,458.65	29.8%
2020/09/000040 09/17/2020 API	561.60 VND	000523 VCH326234	MLD AUTO REPAIR, LLC SERVICE				329490
10410056 551000 C&D-INSURANCE	865	865	.00	.00	.00	865.00	.0%
10410056 552001 C&D-TELEPHONE	1,500	1,500	1,018.60	40.27	.00	481.40	67.9%
2020/09/000059 09/24/2020 API	40.27 VND	005069 VCH326388	VERIZON WIRELESS CELL PHONES				329599
10410056 553000 C&D-ADVERTISING	2,000	2,000	.00	.00	.00	2,000.00	.0%
10410056 554001 C&D-PRINTING ALLOC	5,000	5,000	1,417.24	.00	.00	3,582.76	28.3%
10410056 555000 C&D-TRAVEL TRAININ	6,500	6,500	3,221.80	.00	.00	3,278.20	49.6%
10410056 561100 C&D-OFFICE SUPPLIE	4,000	4,000	892.61	.00	.00	3,107.39	22.3%
10410056 561101 C&D-POSTAGE	3,500	3,500	1,974.78	.00	.00	1,525.22	56.4%
10410056 562001 C&D-FUEL	3,000	3,000	896.86	.00	.00	2,103.14	29.9%
10410056 571001 NUTRIENT - NTC EXP	0	1,292	.00	.00	.00	1,292.00	.0%
10413556 511001 C&D- BOA PER DIEM	1,000	1,000	582.45	291.80	.00	417.55	58.2%
2020/09/000025 09/15/2020 PRJ	291.80 REF	PAYROL	WARRANT=200915				COUNTY B
10413556 532000 C&D-BOA REPORTER	100	100	.00	.00	.00	100.00	.0%
10418256 570000 MDV EXPENDITURES	0	13,962	2,208.11	.00	.00	11,753.89	15.8%



10/01/2020 13:36  
Samantha.Fenske

LINCOLN COUNTY  
2020 YEAR TO DATE SEPTEMBER  
LAND SERVICES

P 5  
glytddbud

FOR 2020 09

JOURNAL DETAIL 2020 9 TO 2020 9

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10010 LWRMP IM BONDING STATE AID							
10410056 595000 10010 C&D-LWRMP BON	100,000	100,000	17,424.65	.00	.00	82,575.35	17.4%
10016 SWRM STAFFING STATE AID							
10410056 511000 10016 C&D-SALARIES	71,621	71,621	56,312.97	8,841.09	.00	15,308.03	78.6%
2020/09/000013 09/11/2020 PRJ	4,420.55	REF PAYROL			WARRANT=200911	GENERAL	
2020/09/000055 09/25/2020 PRJ	4,420.54	REF PAYROL			WARRANT=200925	GENERAL	
10410056 520000 10016 C&D-EMPLOYEE	25,612	25,612	19,982.25	3,670.99	.00	5,629.75	78.0%
2020/09/000013 09/11/2020 PRJ	1,830.10	REF PAYROL			WARRANT=200911	GENERAL	
2020/09/000055 09/25/2020 PRJ	1,840.89	REF PAYROL			WARRANT=200925	GENERAL	
10018 WILDLIFE ABATEMENT STATE AID							
10410056 595000 10018 C&D-WILDLIFE	20,000	20,000	15,472.54	.00	.00	4,527.46	77.4%
10410056 595001 10018 C&D VENISON P	0	0	675.00	.00	.00	-675.00	100.0%*
TOTAL CONSERVATION AND DEVELOPMEN	649,025	664,279	388,538.11	39,058.61	.00	275,740.89	58.5%
57 OUTLAY							
10410057 581001 OUTLAY CIP	30,000	30,000	.00	.00	.00	30,000.00	.0%
TOTAL OUTLAY	30,000	30,000	.00	.00	.00	30,000.00	.0%
TOTAL LAND SERVICES DEPARTMENT	1,311,843	1,663,750	699,218.63	60,690.54	.00	964,531.37	42.0%
TOTAL EXPENSES	1,311,843	1,663,750	699,218.63	60,690.54	.00	964,531.37	
GRAND TOTAL	1,311,843	1,663,750	699,218.63	60,690.54	.00	964,531.37	42.0%



P 6  
glytbdud

LINCOLN COUNTY  
2020 YEAR TO DATE SEPTEMBER  
LAND SERVICES

10/01/2020 13:36  
Samantha.Fenske

FOR 2020 09

JOURNAL DETAIL 2020 9 TO 2020 9

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED

\*\* END OF REPORT - Generated by Samantha Fenske \*\*

**Land Services Department Report  
October 2020**

To: Land Services Committee

**From: Mike Huth, Zoning Program Manager**

- |  |  |
|--|--|
| 1. 2020 Year-to-Date Permits:<br>Sanitary Permits: 216<br>Land Use Permits: 334<br>Short Term Rentals: 9 | 2019 Comparison:<br>Sanitary Permits: 171<br>Land Use Permits: 265 |
|--|--|
- 
2. POWTS-Permits for POWTS (Private On-Site Wastewater Treatment System) continue to be submitted for staff review and approvals. Staff has been working with Corporation Council regarding the 3yr POWTS maintenance/citation process and discussing improvements to the process when submitting citations to the courts. Staff has also been fielding many calls regarding this year's batch of POWTS maintenance notices. The staffs diligence and organizational skills have allowed them to manage their time wisely to still complete day to day tasks and keep the normal office tasks flowing.
  3. CUP- This month LSC is holding a public hearing for a conditional use permit request to allow for a camping unit to be utilized for more than 60 days. The site video will be played and the staff report will contain the details of the request, along with photos, to aid in your decision making process.
  4. COMP PLAN UPDATE- UW-Extension staff (Melinda) and Mike have been drafting a timeline for the final steps of updating the plan. The current actions/goals are to have the DRAFT plan reviewed by LSC/staff, engage the Towns in obtaining positive recommendations, presenting to LSC a final draft document, and then recommending to County Board for a public hearing in November/December of 2021.
  5. FORMATION OF LAKE DISTRICT- Multiple county departments (zoning/clerk/corp cncl) have been informed that property owners surrounding Tug Lake would like to file a petition to form a lake district. Staff is collaborating with multiple departments to review the state statutes to determine appropriate timelines, necessary public hearings, and approvals needed by the County Board. LSC will likely be taking this matter up in the coming months.

**From: Amanda Kasparek, Conservation Program Manager**

1. Working on three designs - two shoreline & 1 grassed waterway. Waiting on a contractor to get back to me so I can reimburse the landowner on his cost-share contract. Figuring out how to do the NMP farmer training with NTC b/c of Covid. Working with Oneida County on combining DNR funds for an AIS position. Working with a landowner on a 40 acre parcel he recently acquired. Did a soil test and will be meeting with Extension and NRCS to help him with conservation practices.

**From: Norm Bushor, Interim Land Information Program Manager**

1. ROD Re-indexing project: RFP and specifications draft completed and forward to Corp Counsel on May 28<sup>th</sup> for review. No response yet.
2. Orthophotography project data review complete, project status 100% complete. Working on analyzing photos for storage space needs, researching storage cost for online storage. Integrating new photos into projects for Forestry, Land Conservation and Land Services.
3. New GIS Viewer website and Right of Way Plat Finder websites 99% complete. Updated publication date October 31<sup>st</sup>. There has been no time to work on this project. Our current website will be retired in December.

4. New Internal website launched for Land Records staff that contains tools to enter in Survey Bearings and Distances. –Working well, continue to use to test for bugs.
5. Next Gen 911 database GAP analysis: Working with an outside vendor; the first analysis has been performed comparing Layers in our E911 GIS database to NENA (National Emergency Number Associations) standards and the new NG911 Standards. Meeting virtually with a 4 County group (Vilas, Oneida, Langlade, and Lincoln) to review data integration problems.
  - a. Working on database/data layers cleanup for Road Centerlines, Address Points, Emergency Service Zone Boundaries, and Zip Code Boundaries.
6. Working with our current E911 call routing vendor (Intrado) and Dispatch to verify existing E911 GIS Data.
7. Rural addressing, readdressing, and City(s) addressing up to date and on par for a record year.
8. Parcel Mapping for splits and combines up to date in regards to where real property listing is in entering in new data for Splits, Combines and Corrections.
9. Updating Hard Copy map products for Dispatch, Zoning, Supervisory Districts, Rural Roads. Multiple Sizes, layouts, and Formats.
10. Working with Conservation to train on GPS usage and Non-Metallic mine field data capture. Once NMM site visits are complete I will be entering in all the new data and creating a 2020 NMM layer that I'll use to summarize each mine by acreage for reporting purposes.
11. Real Property Listing
  - a. Tax delinquent searches are done for this year. Notices have been sent out of the County Clerk's office.
  - b. Deed listing is about three weeks behind due to the delinquent parcel searches that needed to be completed.
  - c. The Real Property Lister's focus will be on listing the new property owners to date, up until November 15, 2020 when the Listing department turns to Tax Bill preparation.
  - d. State Manufacturing Assessments will be coming available soon so those assessment numbers will be added to the roll for final assessment calculations and balancing, these final numbers are forward to the DOR for final reconciliation.
  - e. Working closely with the Muni's to prepare for the upcoming tax season.
12. Surveying
  - a. Working closely with RPL and Zoning on transfers, legal descriptions, splits and combines, Certified Survey Map review and handling a lot of counter work.
  - b. Working with Land Conservation on a large shoreline project and a water way project.
  - c. Worked with Forestry on description wording on a contract.
  - d. Working on PLSS Corner Monument Restoration sheets for the County maintenance program.
13. Wisconsin Land Information Program (WLIP) grant(s)/grant writing getting underway shortly. Grant Application finalization and approval by County Land Services Group needed by December 31<sup>st</sup> 2020. Any 3 year plan amendments must be approved before projects that deviate from the plan can be approved. Looking forward we may need to contract out work that was previously done by internal staff such as database migrations, data migrations, survey corner maintenance, and tax deed title search. If we do intend to shift gears from staff entry to contracted services these projects must be listed in our 3 year plan. The current plan expires at the end of 2021. In 2021 a new plan is required to be written and approved for the next three years (2022-2024).

a. Possible 2021 Strategic Initiative Grant Projects: (\$50,000)

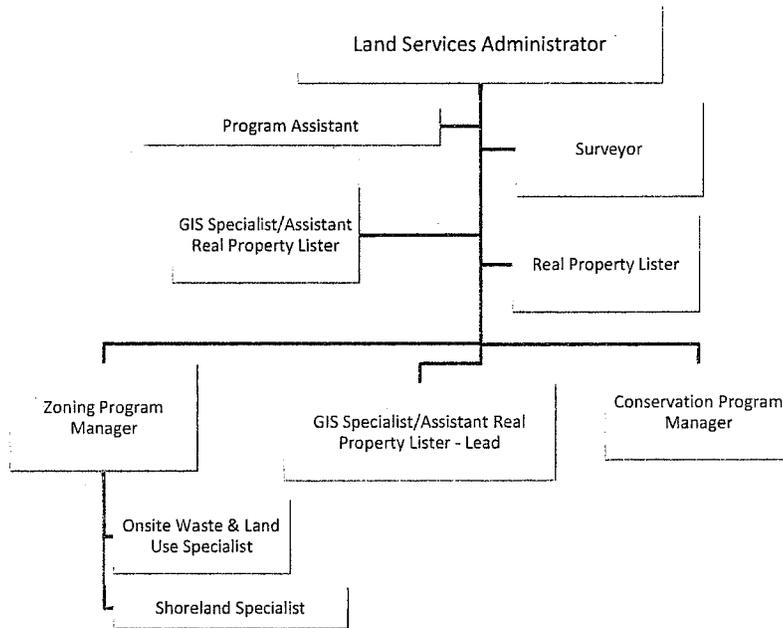
- i. ROD Imaging project
- ii. GIS LTE – Either focused on PLSS Corner/Parcel Boundaries integration or general GIS office support and layer maintenance if our strategic initiative requirements are met.
- iii. RPL LTE – Help with data entry and cleanup for MFL, Listing, and Plat of Survey Linkage to Transcendent.

14. GIS LTE working on Parcel mapping and Address mapping. Clean up continues in preparation for Parcel/PLSS Corner integration and Address Database migrations as well as software migration/upgrades.

## Employment - Current

Postitions	PT	FT	FTE	Total Employed
Land Services Administrator		1	1	1
Conservation Program Manager		1	1	1
Program Assistant		1	1	1
GIS Specialist/Assistant Real Property Lister		1	1	1
Real Property Lister		1	1	1
Surveyor		1	1	1
GIS Specialist/Assistant Real Property Lister - Lead		1	1	1
Zoning Program Manager		1	1	1
Onsite Waste/Land Use Specialist		1	1	1
Shoreland Specialist		1	1	1
<b>Totals</b>		<b>10</b>	<b>10</b>	<b>10</b>

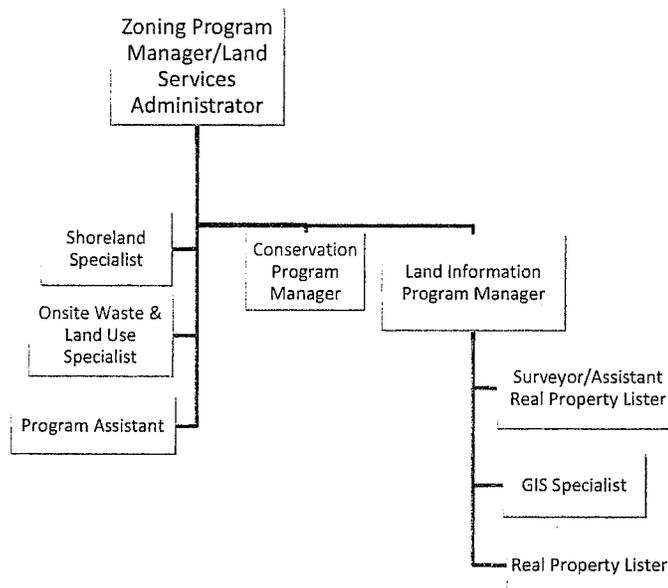
## Organization Chart



## Employment - Proposed

Positions	PT	FT	FTE	Total Employed
Conservation Program Manager		1	1	1
Program Assistant		1	1	1
GIS Specialist		1	1	1
Real Property Lister		1	1	1
Surveyor/Assistant Real Property Lister		1	1	1
Land Info Program Manager		1	1	1
Zoning Program Manager/Land Services Administrator		1	1	1
Onsite Waste/Land Use Specialist		1	1	1
Shoreland Specialist		1	1	1
Totals		9	9	9

## Organization Chart



	Position	Grade	Comments
Current	Zoning Program Manager	K	
Proposed	Zoning Program Manager/Land Services Administrator	M	Increase of one step
Current	GIS Specialist/Assistant Real Property Lister - Lead	I	
Proposed	Land Information Program Manager	K	Increase of two steps. Reorganized back to original grade
Current	GIS Specialist/Assistant Real Property Lister	H	
Proposed	GIS Specialist	F	Decrease of two steps. Reorganized back to original grade
Current	Surveyor	I	
Proposed	Surveyor/Assistant Real Property Lister	I	No change in pay grade

2020 GRADE ORDER LIST STEP PLAN

LINCOLN COUNTY January 1, 2020												
GRADE	JOB TITLE	Minimum Year 1	Step 2 Year 2	Step 3 Year 3	Step 4 Year 4	Step 5 Year 5	Step 6 Year 6	Step 7 Year 7	Step 8 Year 8	Step 9 Year 9	Step 10 Year 10	Maximum Year 11
S	ADMINISTRATIVE COORDINATOR	\$48.30	\$49.68	\$51.07	\$52.44	\$53.82	\$55.21	\$56.58	\$57.96	\$59.35	\$60.73	\$62.10
R	CORPORATION COUNSEL PINE CREST ADMINISTRATOR	\$43.65	\$44.90	\$46.15	\$47.39	\$48.64	\$49.88	\$51.14	\$52.38	\$53.63	\$54.87	\$56.12
Q	FINANCE DIRECTOR	\$39.93	\$41.07	\$42.21	\$43.35	\$44.49	\$45.63	\$46.77	\$47.91	\$49.06	\$50.20	\$51.34
P	DIRECTOR SOCIAL SERVICES	\$38.07	\$39.16	\$40.24	\$41.33	\$42.42	\$43.51	\$44.60	\$45.68	\$46.77	\$47.85	\$48.95
O	SHERIFF	\$36.20	\$37.23	\$38.27	\$39.30	\$40.35	\$41.38	\$42.41	\$43.45	\$44.48	\$45.52	\$46.55
N	HEALTH DEPARTMENT DIRECTOR HIGHWAY COMMISSIONER INFORMATION TECHNOLOGY DIRECTOR LAND SERVICES ADMINISTRATOR	\$34.35	\$35.33	\$36.31	\$37.29	\$38.27	\$39.25	\$40.23	\$41.22	\$42.20	\$43.18	\$44.16
M	FORESTRY ADMINISTRATOR BUILDING MAINTENANCE DIRECTOR CHIEF DEPUTY SOLID WASTE MANAGER	\$32.49	\$33.41	\$34.34	\$35.26	\$36.19	\$37.12	\$38.05	\$38.98	\$39.91	\$40.83	\$41.76
K	CONSERVATION PROGRAM MANAGER LAND INFORMATION PROGRAM MANAGER ZONING PROGRAM MANAGER NETWORK ENGINEER JAIL ADMINISTRATOR LINCOLN INDUSTRIES MARKETING GENERAL OPERATIONS MANAGER VETERANS SERVICE OFFICER	\$28.77	\$29.59	\$30.42	\$31.23	\$32.05	\$32.88	\$33.70	\$34.53	\$35.34	\$36.16	\$36.99
J	ASSISTANT FORESTRY ADMINISTRATOR HIGHWAY SUPERINTENDENT PATROL SUPERINTENDENT CHILD WELFARE MANAGER	\$26.90	\$27.68	\$28.44	\$29.21	\$29.97	\$30.75	\$31.52	\$32.28	\$33.05	\$33.82	\$34.59
I	CLERK OF COURT GIS SPECIALIST/ASSISTANT REAL PROPERTY LISTER - LEAD COUNTY CLERK REGISTER OF DEEDS TREASURER DIRECTOR EMERGENCY MANAGEMENT FORESTRY SHOP FOREMAN HIGHWAY FINANCIAL MANAGER HIGHWAY CREW FOREMAN SHOP FOREMAN NETWORK ADMINISTRATOR	\$25.04	\$25.76	\$26.48	\$27.19	\$27.91	\$28.62	\$29.33	\$30.05	\$30.77	\$31.49	\$32.19

LINCOLN COUNTY  
January 1, 2020  
2020 GRADE ORDER LIST STEP PLAN

GRADE	JOB TITLE	Minimum Year 1	Step 2 Year 2	Step 3 Year 3	Step 4 Year 4	Step 5 Year 5	Step 6 Year 6	Step 7 Year 7	Step 8 Year 8	Step 9 Year 9	Step 10 Year 10	Maximum Year 11
I	REG. IN PROBATE/CLK JUVENILE COURT	\$25.04	\$25.76	\$26.48	\$27.19	\$27.91	\$28.62	\$29.33	\$30.05	\$30.77	\$31.49	\$32.19
	ECONOMIC SUPPORT SUPERVISOR/ENERGY ASSISTANT SPECIALIST											
	COUNTY SURVEYOR											
H	HUMAN RESOURCES SPECIALIST	\$23.19	\$23.84	\$24.50	\$25.16	\$25.83	\$26.49	\$27.14	\$27.82	\$28.48	\$29.13	\$29.80
	GIS SPECIALIST/ASSISTANT REAL PROPERTY LISTER											
	COLLECTION SPECIALIST / BUSINESS MANAGER											
	VICTIM WITNESS COORDINATOR											
	ACCOUNTANT											
	FORESTER											
	PUBLIC HEALTH EDUCATOR											
	PUBLIC HEALTH NURSE											
	REGISTER SANITARIAN/ENVIRONMENTAL SPECIALIST											
	BRIDGE PROGRAM MANAGER											
	ONSITE WASTE AND LAND SPECIALIST											
	REAL PROPERTY LISTER											
	SHORELAND SPECIALIST											
	CORRECTIONAL SERGEANT											
	CHILD SUPPORT LEAD											
	SOCIAL WORKER											
	OFFICE MANAGER											
	LINCOLN INDUSTRIES PROGRAM/PRODUCTION MANAGER											
G	PAYROLL SPECIALIST	\$21.32	\$21.93	\$22.54	\$23.15	\$23.76	\$24.37	\$24.97	\$25.58	\$26.19	\$26.81	\$27.42
	EQUIPMENT OPERATOR II											
	FABRICATOR											
	LAB TECH/STAKER											
	MECHANIC											
	BUILDING MAINTENANCE WORKER - LEAD											
	MAINTENANCE ELECTRICIAN											
	CHILD SUPPORT SPECIALIST											
F	ACCOUNT TECHNICIAN	\$19.45	\$20.00	\$20.57	\$21.13	\$21.68	\$22.24	\$22.79	\$23.35	\$23.90	\$24.46	\$25.01
	CHIEF DEPUTY CLERK OF COURT											
	DEPUTY COUNTY CLERK											
	ACCOUNTS PAYABLE TECHNICIAN											
	ACCOUNT TECHNICIAN/PAYROLL CLERK											
	FORESTRY WORKER											
	PROGRAM ASSISTANT											
	ENVIRONMENTAL HEALTH TECHNICIAN											
	EQUIPMENT OPERATOR I											
	PARTS CLERK											
	GIS SPECIALIST/SURVEY TECH											
	DEPUTY REGISTER OF DEEDS											
	911 TELECOMMUNICATOR											

2020 GRADE ORDER LIST STEP PLAN

LINCOLN COUNTY January 1, 2020												
GRADE	JOB TITLE	Minimum Year 1	Step 2 Year 2	Step 3 Year 3	Step 4 Year 4	Step 5 Year 5	Step 6 Year 6	Step 7 Year 7	Step 8 Year 8	Step 9 Year 9	Step 10 Year 10	Maximum Year 11
	CORRECTIONAL OFFICER											
	LINCOLN INDUSTRIES PROGRAM/PRODUCTION ASSISTANT MANAGER											
F	SOLID WASTE EQUIPMENT OPERATOR LEAD	\$19.45	\$20.00	\$20.57	\$21.13	\$21.68	\$22.24	\$22.79	\$23.35	\$23.90	\$24.46	\$25.01
	DEPUTY REG. IN PROBATE											
	DEPUTY TREASURER											
	DEPUTY VETERANS SERVICE OFFICER											
E	JUDICIAL ASSISTANT	\$17.60	\$18.11	\$18.61	\$19.11	\$19.61	\$20.12	\$20.62	\$21.13	\$21.62	\$22.12	\$22.63
	COURT CLERK											
	LEGAL SECRETARY											
	HIGHWAY WORKER											
	IT SUPPORT SPECIALIST											
	BUILDING MAINTENANCE WORKER											
	OFFICE ASSISTANT II											
	ECONOMIC SUPPORT SPECIALIST											
	SOCIAL SERVICES AID II											
	LINCOLN INDUSTRIES JOB DEVELOPER											
	SOLID WASTE EQUIPMENT OPERATOR											
	LANDFILL & HIGHWAY WORKER											
	AMBULANCE BILLER											
D	OFFICE ASSISTANT I	\$15.73	\$16.19	\$16.63	\$17.09	\$17.53	\$17.97	\$18.43	\$18.87	\$19.33	\$19.78	\$20.23
	FISCAL CLERK											
	FISCAL INFORMATION SPECIALIST											
	SOLID WASTE ASSISTANT											
B	STAFF AIDE	\$13.49	\$13.86	\$14.26	\$14.64	\$15.04	\$15.41	\$15.79	\$16.19	\$16.57	\$16.95	\$17.34
A	PROGRAM AIDE	\$12.49	\$12.84	\$13.20	\$13.56	\$13.91	\$14.28	\$14.63	\$14.99	\$15.34	\$15.70	\$16.07