

County of Buffalo
Alma, Wisconsin
Notice of Public Meeting

AGENDA

Committee: Land Use Committee and Land Information Council
Date: Friday, May 20, 2022
Time: 8:30 a.m.
Location: 3rd Floor County Board Room
Remote Access: [Click here to join the meeting](#)

The meeting is open to the public. The following matters may be considered and acted upon at the meeting, but deviation from the order shown may occur:

1. Call to Order
2. Roll Call of Members
3. Review/Discussion/Action ~ Election of Chairperson & Vice Chairperson
4. Review/Discussion/Action ~ Election of Land Information Council
5. Review/Discussion/Action ~ Appointment of Ms. Lecia Long to the Land Information Council
6. Public Comment Regarding Posted Agenda Items
7. Review/Discussion/Action ~ Minutes of Previous Meeting
8. Review/Discussion/Action ~ Buffalo County Shoreland Protection Ordinance Revision
9. Review/Discussion/Action ~ Approval to sell the Ford Explorer Zoning SUV
10. Review/Discussion/Action ~ A Resolution to Fill the 90% Zoning/10% Land Conservation Administrative Assistant
11. Review/Discussion/Action ~ A Resolution to Establish Membership and Compensation for the Land Information Council
12. Review/Discussion/Action ~ Zoning Administrator Report
13. Review/Discussion/Action ~ Surveyors Monthly Report
14. Review/Discussion/Action ~ GIS/LIS Coordinator | LIO Monthly Report
15. Review/Discussion/Action ~ Committee Chair Report
16. Review/Discussion/Action ~ Next Meeting Date and Time
17. Public Comment Not Related to Agenda Items
18. Adjournment

Date: May 12, 2022 _____, Chairman

By: _____
Ryan VanDeWalle, Interim Zoning Administrator

Board Members: If unable to attend, please contact the Chair. If the Chair is unavailable, please contact the County Clerk's Office at 608-685-6209. If the Chair and the County Clerk are not available, please call the Administrative Coordinator at 608-685-6234.

Persons with Disabilities: Buffalo County shall attempt to provide reasonable accommodations to the public for access to its public meetings, provided reasonable notice of special need is given. If you require special accommodations to attend this meeting, please contact the County Clerk's Office at 608-685-6209.

Public Access to the Courthouse: The South Entrance will be the only access to the building after 4:30 p.m.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended, and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

BUFFALO COUNTY MINUTES

Committee of the Board:

Land Use Committee

Date of the Meeting:

April 8, 2022

Chair Mr. Max Weiss called the meeting to order at 9:00 a.m. in the second-floor conference room, Buffalo County Courthouse Alma, Wisconsin.

Land Use Committee Members Present: Mr. Max Weiss, Ms. Mary Anne McMillan Urell, Mr. David Danzinger, Mr. Steven Nelson, and Mr. Dwight Ruff were all present,

Others Present for All or Parts of the Meeting: Mr. Ryan VanDeWalle, Mr. Michael Owecke, Ms. Carol Burmeister, Mr. Briar Golden, Ms. Margo Traun, Mr. Craig Turnbull, Ms. Michelle Turnbull, Mr. Dennis Bork, and Mr. Nels Anderson (Teams).

Public Hearing

Reading of Public Notice

Turnbell Rezone Application Public Hearing

Mr. Golden reviewed the publication of the rezone application. Mr. Michael Owecke reviewed the rezone application. Craig and Michelle Turnbull own the property located in Town of Belvidere, 58 acres divided by the railroad. They have had a CSM survey done to separate it into 4 parcels. The plan is to build a mini warehouse storage facility on one of the surveyed parcels that will consist of two structures, one will contain 30 units at a size of 15x50 and one that will have 50 units at a size of 12x20. The Turnbells also plan to construct a single family dwelling on one of the parcels of the surveyed property. Mr. Owecke described soils and it is not prime farmland. Town of Belvidere voted to approve the rezone. The area is largely undeveloped with only one dwelling within 2,000 feet of proposed storage facilities. Rezone petition of commercial is not inconsistent with zoning ordinance.

Mr. Ruff moved to adjourn public hearing, seconded by Ms. McMillan Urell. Carried.

Public Meeting

Chair Weiss called the Land Use Committee meeting to order.

Roll Call Land Use Committee Members Present: Mr. Max Weiss, Ms. Mary Anne McMillan Urell, Mr. David Danzinger, and Mr. Steven Nelson Mr. Dwight Ruff

Others Present for All or Parts of the Meeting: Mr. Ryan VanDeWalle, Mr. Michael Owecke, Ms. Carol Burmeister, Mr. Briar Golden, Mr. Craig Turnbull, Ms. Michelle Turnbull, Mr. Nels Anderson (Teams), Mr. Dennis Bork, and Ms. Margo Traun.

Public Comment: No public comment

Minutes from Previous Meeting: Mr. Ruff asked if corrections from previous minutes had been made. Mr. Owecke indicated they had been corrected. Mr. Ruff also asked if there has been any progress on the homes in the Town of Gilmanton. Mr. Owecke indicated the landowner and family will be vacating the site and will remove the structure this summer. Ms. McMillan Urell made a motion to approve the minutes, seconded by Mr. Nelson. Carried.

Review/Discussion/Action regarding An Ordinance to Amend the Buffalo County Zoning Districts Map – Town of Belvidere, Turnbell Rezone Application: Mr. Ruff made a motion to approve the rezone ordinance, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding An Ordinance to Amend the Buffalo County Zoning District Map – Town of Nelson, Lund Rezone Application: This was approved at the last meeting; however, the ordinance was not noted on the agenda properly. This is for two parcels of land in Town of Nelson to build mini storage facilities on the property. It needs access approval from the DOT to finalize this. Mr. Nelson made a motion to approve the rezone ordinances, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding An Ordinance to Amend the Buffalo County Shoreland Protection Ordinance: Mr. Owecke explained the final edits were presented to DNR. The DNR has said that after some changes they are comfortable with certifying it. This is one of the few ordinances that does need to be certified by the State. This goes through extensive and close review. In the packets were chapters that had edits from the original review that was submitted. Mr. Owecke reviewed the changes and discussed them with the Committee. There are still some items that need to be worked on and reviewed.

Review/Discussion/Action regarding A Resolution to Approve the Expenditure of CAPX2020 and/or ARPA Funds to Complete a Baseline Groundwater Quality/Well Sampling Project in Buffalo County: Mr. Owecke explained the cost for the project is down from \$50,000 to \$40,000 when this was last worked on. This project is to gather information that will help the citizens of Buffalo County. It is not a regulatory initiative. If issues are found, the information would be passed onto the homeowner along with how they can mitigate the issue and help their health. This will be a stratified random sampling of well water. The Committee would like to know who is going to obtain the information after the sampling and testing and what are they going to do with the information. There were a lot of questions at DHS meeting and it was tabled pending answers to the questions. Mr. Owecke indicates the process of selecting the areas to sample has been done, money has been set aside through ARPA funds. The collection of the sample has to be done within so many hours of testing. If an intern were to be used it may be too late already to get this up and going. Testing and costs were discussed. It was requested to have a meeting of the chairs and vice chairs of the three committees to work out the final details and move this forward. It was recommended at one of the committee meetings to have this testing redone in 10 years. Having the

samples redone will not cost as much because you will be going back to the same places and retesting, not working on the geography of where to test. This testing will give us a baseline and may show results that are not expected. DNR did a random sampling of 400 wells in the state and 40% of them were contaminated. Mr. Owecke would like the samples tested for herbicide sampling. Mr. Ruff does not agree with this test, and he explained testing for atrazine done by DNR and some issues with that testing. Others felt it should be tested while other tests are running. Interns will be responsible for collecting the data. The plan is to have the committee and employees who have worked on this meet to finalize the project, then bring this to County Board in June.

Review/Discussion/Action Zoning/Land Conservation Administrative Assistant

Position Description: The Zoning Administrative Assistant resigned effective April 7th. It is very important to fill the position as Zoning is entering the busy season for the office. A previous Land Conservationist had expressed frustration with not having enough staff to complete office duties. Mr. Owecke had offered at that time to share the person in this position. The new Land Conservationist feels that 10% of this position assisting Land Conservation would be enough. The position would then be split 90/10 between the two offices and should not have much affect on the budget. Since we are in discussions with other counties of joining staff the Committee discussed putting this on hold. Mr. Owecke indicated this position is essential and would be needed regardless of working with other counties. Mr. Owecke wants this to be flexible arrangement and not be so strict on the split of 90/10. Percentages need to be in the position description for payroll purposes. Ms. McMillan Urell would like the classification added, Class K. Duties for the person were discussed. This is a unique situation in that there are other offices located in this space. The person in this position does need to help customers by default for the NRCS offices. Ms. McMillan Urell made a motion to approve the position description with the recommended changes, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding Filling the Zoning/Land Conservation

Administrative Assistant Position: Ms. McMillan Urell made a motion to fill the position, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding the Purchase of a Zoning Truck Tonneau

Cover: The Zoning Department will be getting a used vehicle from the Highway Department. Zoning will need a bed cover to store the tools, signposts, and signs as they travel to sites. A quote was received for the tonneau cover from Frenchville Trailer Sales. \$1,350.00 was the quote including installation. This is an unbudgeted purchase. Mr. Owecke will obtain another quote and work with Administration on this purchase.

Review/Discussion regarding the Zoning Administrator Monthly Report: None.

Review/Discussion regarding the Surveyor Report: Mr. Anderson gave the Surveyor report. Mr. Jasperson is working on reviewing CSM's as they are filed. He is continuing with remonumentation and finalizing tie sheets.

Review/Discussion regarding the GIS/LIS Coordinator Report: Mr. Anderson has been participating in the ground water testing discussions, updating GIS data, numerous map requests, new plowing maps for Highway, submitting data to State for the grant, attended meetings with 911, working on parcel fabric errors with the Treasurer's office, working on licensing issues with mapping software, completed emergency exit maps for the courthouse, and working with Pepin County 911 on software changes. The hope is that Buffalo, Pepin, and Trempealeau counties will all use the same mapping program in the future.

Review/Discussion/Action regarding the GIS/LIS/LIO Position Description: The position description was not included in the packet. This could be tabled. Ms. McMillan Urell asked Mr. Anderson to add the wage scale (Class J) to the description.

Committee Chair Report: Chair Weiss did have a discussion with Mr. Owecke for training dates. In the fall after construction season would be best to get the certification completed. The land division ordinance has caused some issues for someone trying to sell off a three acre parcel. Ms. Traun explained to the committee what the landowner would like to do. Mr. Owecke explained that two of these situations have arisen that the ordinance did not address. He looked at other county's ordinances and feels our ordinance should be amended to allow those property owners that own more than 20 acres to split off a parcel using a CSM without requiring a CSM on the remaining land.

Next meeting: The next meeting will be May 20th at 9:00 a.m.

Adjournment: Ms. McMillan Urell made a motion to adjourn, seconded by Mr. Ruff. Carried.

Respectfully Submitted

Roxann Halverson
County Clerk



Buffalo County Resolution

Drafted By: RHalverson
Month/Year: May 2022
Committee: Land Use/Land Con. & Ext.

Department: Zoning/Land Con.
Fiscal Impact: Yes/No

Resolution # _____

A Resolution to Create and Fill a Full-Time Zoning/Land Conservation Administrative Assistant

Whereas, in April of 2022 the Zoning Administrative Assistant resigned from her position, and;

Whereas, the Zoning Department and the Land Conservation Department have studied the needs of each department and have determined the ability to share the Administrative Assistant position for duties that need to be accomplished, and;

Whereas, the Land Conservation Department would utilize the position for 10% of the time and the Zoning Department would utilize the position for the remaining 90% of the time of a 40-hour per week position, and;

Now, Therefore Be It Resolved, that the Buffalo County Board of Supervisors approve creating and filling the Zoning/Land Conservation Administrative Assistant position with the Zoning Department utilizing 90% of the work time and the Land Conservation Department utilizing 10% of the time of a 40-hour per week full-time position.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on this _____ day of _____, 2022.

ATTEST:

Buffalo County Clerk

Buffalo County Chairperson

Land Use Committee:

Max Weiss

Dwight Ruff

Mike Taylor

Steven Nelson

Gary Stanton

Land Conservation & AG Ext. Committee

Dwight Ruff

Brad Schmitdknecht

~~Larry Grisen~~

John Sendelbach

Gary Stanton



Buffalo County Resolution

Finance Committee:

Dennis Bork

Max Weiss

William Bruegger Sr.

Brad Schmidtknecht

Brian Michaels

Human Resource Committee:

Nathan Nelson

Michael Taylor

Steve Nelson

Carol McDonough

Mary Anne McMillan Urell



Buffalo County Resolution

Drafted By: R. Halverson
Month/Year: May 2022
Committee: Land Information Council/Land Use Committee

Department: Land Information
Fiscal Impact: Yes/No

Resolution # _____

A Resolution to Establish Membership and Compensation for the Land Information Council

Whereas, 1989 Wisconsin Act 31 and 1989 Wisconsin Act 339 authorized the establishment of the Wisconsin Land Information Program, authorized the development of County Land Information Planning, and allowed the use of local and state funding (from real estate document recording and/or filing fees as collected by the Register of Deeds) for the development of countywide Land Records Modernization planning, and;

Whereas, a Land Information Council consisting of at least eight (8) members, charged with reviewing the priorities, needs, policies, and expenditures of the Land Information Office and advising the County on matters affecting the Land Information Office was established by the Buffalo County Board of Supervisors in Resolution #10-08-04 and by Wisconsin State Statute 59.72 with the membership consisting of the following appointed members:

1. Register of Deeds;
2. Treasurer;
3. Real Property Lister (if one has been appointed), or designee;
4. County Board Supervisor Member(s);
5. Land Information Officer;
6. Realtor, or any member of the Realtors Association, employed in the County;
7. County Surveyor or Register Land Surveyor employed in the County;
8. Any other members of the County Board or public as designated.

Now, Therefore Be It Resolved, that the Buffalo County Board of Supervisors assembled herein authorizes the County Board Chairperson to appoint members in accordance with the Wisconsin State Statutes and with confirmation by the Buffalo County Board of Supervisor, and;

Be It Further Resolved, that the membership of the Buffalo County Land Information Council shall be for a period of two (2) years each concluding on April 30th of even numbered years, and;

Be It Further Resolved, that the Buffalo County Land Information Council will meet as necessary to conduct business and that the per diem meeting payments and reimbursement for mileage shall be set in accordance with the Buffalo County Rules of Government to be paid to the County Board Supervisor(s), Realtor, and any citizen member appointed by the County Board Chairperson and confirmed by the County Board of Supervisors.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on this _____ day of _____, 2022.

ATTEST:

Buffalo County Clerk

Buffalo County Chairperson



Buffalo County Resolution

Land Use Committee:

Max Weiss

Michael Taylor

Steven Nelson

Dwight Ruff

Gary Stanton

Finance Committee:

Dennis Bork

Max Weiss

Brad Schmidtkecht

William Bruegger, Sr.

Brian Michaels