

**DODGE COUNTY PLANNING, DEVELOPMENT AND PARKS COMMITTEE
MINUTES
December 7, 2015**

The Dodge County Planning, Development and Parks Committee met on December 7, 2015 at 7:00 p.m. on the 1st Floor of the Administration Building, Juneau, Wisconsin.

Chairman Schaefer called the meeting to order. Roll Call was taken. Members present were Tom Schaefer, Allen Behl, Randy Grebel and Janice Bobholz. Joseph Marsik was excused. The staff present at the request of the Chairman were Joyce Fiacco, Dan Schultz-Parks Forman, Ted Dumke – Senior Land Surveyor, Dean Perlick and Joseph Giebel.

The Chairman asked the staff to confirm compliance with the open meeting laws and the public hearing notice requirements. Mr. Giebel noted that the meeting was properly noticed in accord with the open meeting law and noted that the required notices for the public hearings listed on the agenda were posted, mailed and published in accord with the statute and code requirements.

The agenda was reviewed.

Motion by Allen Behl to approve the agenda and allow the Chairperson to go out of order as needed to efficiently conduct the meeting. Second: Randy Grebel. Motion carried.

The hearing procedures were read into the record.

PUBLIC HEARING

Dodge County Planning, Development and Parks Committee – Petition to adopt an official Zoning Map for the Town of Elba under the Land Use Code, Dodge County, Wisconsin in order to facilitate the orderly development of the lands in the Town of Elba.

Motion by Randy Grebel to submit a favorable recommendation to the County Board on the petition to adopt an official zoning map for the Town of Elba as shown in Exhibit A.

Second by Janice Bobholz Vote 4-0 Motion carried.

PUBLIC HEARING

Bill Ehlenbeck, agent for Dodge County Parks – Request for a Conditional Use Permit under the Shoreland Protection Ordinance, Dodge County, Wisconsin to allow filling, grading and dredging within a Shoreland and Floodplain district associated with the replacement of a culvert. The property is located at the Derge Park Boat Ramp located in part of the SE ¼, NE ¼, Section 19, Town of Westford.

Dan Schultz, Parks Forman was present to present the conditional use permit request to the Committee.

Motion by Allen Behl to approve the conditional use permit to allow filling, grading and excavating within the shoreland area associated with the replacement of a culvert subject to the following conditions:

1. It shall be the responsibility of the applicant to obtain all other permits or approvals that

may be required (e.g., Wisconsin Department of Natural Resources and/or U.S. Army Corps of Engineers) for the proposed project.

2. The replacement culvert shall not exceed the original dimensions of the culvert (no increase in depth or width);
3. The replacement culvert shall be placed at the same elevation and shall maintain the same flow line of the existing culvert;
4. All disturbed areas shall be leveled and graded (as needed) and seeded to permanent vegetation as soon as possible to prevent erosion of silt/sediment into the waterway.
5. The proposed project shall not obstruct flow and shall not increase the regional flood height.
6. All erosion control measures required by the applicable Federal, State, County and Local codes shall be in place and shall be maintained throughout the duration of the project in accordance with Best Management Practices.
7. All work shall be done in accord with the plans and specifications submitted on November 16, 2015
8. The decision of the Committee is valid for one year.

Second by Janice Bobholz Vote 4-0 Motion carried.

ZONING

Vanderloop Enterprises LLC – Request to allow issuance of Land Use Permit for Phase 2 of the construction of a commercial agricultural sales and service facility pending the final approval of the offer to purchase the additional road right-of-way along US Highway 151, from the State Department of Transportation and review and act on landscaping proposal for this site. The site is located in part of the SW ¼, NW ¼, Section 14, T12N, R14E, Town of Trenton, the site address being N8766 and N8750 Buckhorn Road.

Mr. Giebel informed the committee that on October 15, 2015, the Dodge County Board of Adjustment denied a variance request to allow the construction of a farm equipment service and sales facility building 6 ½ feet within the required highway setback lines of US Highway 151. In an attempt to resolve the setback issue, the owner has approached the State DOT with a request to purchase additional right-of-way back from the State in order to meet the County's setback requirements. According to the owner, the entire process to purchase the additional road right-of-way will take several months to complete the transaction. Mr. Giebel noted that at this time the applicant is asking the department to allow issuance of the land use permit for phase 2 of the project (construction of the sales facility) prior to final approval and transfer of the additional land at this location so that they continue construction of the facility. A copy of the proposed land purchase was presented to the committee for review.

Motion by Janice Bobholz to allow the staff to issue the land use permit for Phase 2 of the project contingent upon receiving a letter or e-mail correspondence from the State Department of Transportation or other applicable State Department conferring the tentative approval to sell the required road right-of-way to Vanderloop Enterprises LLC.

Second by Randy Grebel Vote 4-0 Motion carried.

Landscaping Proposal

Motion by Janice Bobholz to approve the alternate landscaping plan as proposed.

Second by Allen Behl Vote 4-0 Motion carried.

TOWN REZONING PETITIONS

Joseph and Mary Roche – Part of the SW ¼, NE ¼, Section 3, Town of Portland - A request to rezone approximately 2-acres of land under the Town of Portland Zoning Ordinance from the A-1 Farmland Preservation Zoning District to the A-2 General Agricultural Zoning District has been submitted to the County Board of Supervisors for approval to allow for the creation of an approximate 2-acre non-farm residential lot at this location. County Board Recommendation

Motion by Randy Grebel to submit a favorable recommendation to the County Board of Supervisors to approve the request to rezone 2-acres of land under the Town of Portland Zoning Ordinance from the A-1 Farmland Preservation Zoning District to the A-2 General Agricultural Zoning District as proposed.

Second by Allen Behl Vote 4-0 Motion carried.

ADMINISTRATIVE BUSINESS

Planning and Development

1. Request for Committee Recommendation to Finance Committee for Reallocation of Unexpended Funds and Unanticipated Revenues between Accounts and Business Units within the Department.

Joyce Fiacco reviewed the Department budget with the Committee. She also reviewed a recommendation from the Committee which will be forwarded to the Finance Committee for Reallocation of Unexpended Funds and Unanticipated Revenues between Accounts and Business Units within the Department as reviewed with the Committee.

Motion by Allen Behl to support the recommendation to the finance committee for reallocation of the unexpended funds and unanticipated revenues between accounts and business units within the Department as discussed.

Second by Randy Grebel, Vote 4-0 Motion carried.

2. Consideration of recommendation to Finance Committee and County Board to carry-forward funds from 2015 to 2016

Joyce Fiacco reviewed the Department budget with the Committee and discussed the anticipated funds that will need to be carried over to the 2016 budget year because the Land Information Management System implementation project might not be completed in 2015.

Motion by Janice Bobholz to support the recommendation to the finance committee to carry over certain funds to the 2016 budget for the projects that were not completed in 2015 as discussed.

Second By Randy Grebel Vote 4-0 Motion carried.

Economic Development

1. Community Development Block Grant (CDBG) – Housing Program Update;
Dean Perlick indicated the department is waiting for some final data regarding the Community Development Block Grant Housing program and he will give an update at a later date.

2. Discuss Northwoods Paper Converting, Inc. Job Creation and Retention Requirements.

Dean Perlick provided the Committee with an update on the job creation and retention requirements for the Northwoods Paper Converting Inc. loan. He provided background on the loan agreement and reviewed the number of jobs filled.

Motion by Allen Behl to accept the job creation level achieved as substantially in conformance with the loan agreement.

Second by Randy Grebel, Vote 4-0 Motion carried.

3. Revolving Loan Fund – Status Report.

Dean Perlick provided the Committee with an update on the revolving loan fund. The Mossflower Harbor loan is listed as delinquent. The Department is pursuing payment through the foreclosure process to try to recover some of the loan. The Mayville Hotel loan is listed as not current. The last two payments were received late. They are working with the owner to restructure the payments for this loan. There is \$340,000.00 available for loans at this time.

4. Discuss Results of ExporTech Lunch and Learn Program.

Dean Perlick provided the Committee with information on the ExporTech Lunch and Learn program. A workshop/lunch and learn program was hosted by John Deere, Horicon and was offered to the area manufacturing companies and the area communities. The program was centered on the different global market opportunities that are available through this program.

5. Discuss Possible Changes to the Loan Repayment Schedule for Mayville Hotels, LLC

Dean Perlick provided the Committee with a status update on the possible changes that may be made to the loan repayment schedule for the Mayville Hotels, LLC loan. The owner is exploring options to reduce the payment amount during the winter season.

Motion by Janice Bobholz to allow the submittal of an interest only monthly payment for a 6 month period starting in November subject to the submittal of the following:

- Financial reports for the business.
- A personal financial statement
- Listing of any open accounts and their status.

Second by Allen Behl Vote 4-0 Motion carried.

Parks

1. Consideration of recommendation to Finance Committee for carryover of funds to 2016.
Dan Schultz provided the Committee with an update on the parks budget for 2015. He provided the committee with an update on the park projects that were included in the 2015 budget but that have not been completed yet. A recommendation will be forwarded to the Finance Committee with a request to carry over funds from the 2015 budget to the 2016 budget for projects that have not been completed yet.

Motion by Janice Bobholz to support the recommendation to the finance committee to carry over certain funds to the 2016 budget to cover the park projects that were not completed in 2015.

Second by Randy Grebel Vote 4-0 Motion carried.

2. Review proposal to correct property boundary between Astico Park and Okeeg Cemetery
Ted Dumke and Dan Schultz reviewed a proposal to correct the property boundary between Astico Park and Okeeg Cemetery. A boundary survey was reviewed by the Committee which showed the areas in dispute. The proposal to swap land between the County and the Cemetery Association is intended to clear up the boundaries so the cemetery fence is completely within the cemetery property and all of the park infrastructure, as well as a majority of the trees north of the fence will be on the County Park property. The cemetery officials gave general agreement to this arrangement during the on-site meeting on November 10, 2015. Pending resolution of the boundaries, the Parks staff is planning on replacing the damaged portion of the fence that was destroyed during the wind storms in July. No committee action is needed at this point.
3. Astico Park restoration update
Dan provided the Committee with an update on the Astico Park restoration activities. The logging crew work has been completed. There are a few brush piles that are remaining for cleanup and there are a few piles of firewood logs remaining for pickup. The road leading to the Danville Section of the park was closed prior to guardrails being installed. The guardrail installation is completed and all roads and walking trails are open.
4. Parks Report
Dan Schultz provided the Committee with an update on the Parks. The resurfacing project for the Wild Goose Trail segment from Juneau to north of CTH E has been completed. A grant request will be submitted this year to cover the final segment from Juneau to STH 60. The paving project at Ledge Park has been completed. The outer section of the road through the campground area was paved this year. An update on Fall Fest was given. Approximately \$2000.00 was raised this year at the festival.

OTHER BUSINESS

1. Review and approve Wisconsin Fund Grants for 2015
Mr. Giebel informed the Committee that the County requested and received payment of a Wisconsin Fund grant in the amount of \$5740.59. The staff requested payout of the Wisconsin Fund Grant for the following participant:

<u>OWNER</u>	<u>TOWN</u>	<u>GRANT AMOUNT</u>
Billings, Perry and Diane	Theresa	\$5740.59

Motion by: Janice Bobholz to authorize the Wisconsin Fund Grant Payment.

Second by: Allen Behl Vote: 4-0 Motion Carried

2. The minutes from the November 2, 2015 meeting were reviewed by the Committee.

Motion by Randy Grebel to approve the minutes as written.

Second by Janice Bobholz Vote: 4-0 Motion carried.

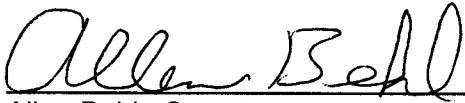
3. No Committee Member Reports

4. No additional Per Diems

Motion by the order of the Chairman to adjourn the meeting.

Meeting adjourned at 8:45 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Allen Behl". The signature is written in black ink and is positioned above a horizontal line.

Allen Behl, Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.