

**DODGE COUNTY LAND RESOURCES AND PARKS COMMITTEE
MINUTES
May 7, 2018**

The Dodge County Land Resources and Parks Committee met on May 7, 2018 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 Joseph Marsik, William Muche, Tom Schaefer, Jeff Schmitt and Larry Schraufnagel. The staff present at the request of the Chairman were Bill Ehlenbeck and Joseph Giebel. Chris Planasch – Register of Deeds was present. David Addison, Nicole Hoepfner, Dick Leistikow, Steve Noe and Jesse O'Neil from the Land Resources and Parks Department were also present.

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 and approved as posted.

COMMITTEE BUSINESS

1. Elect Chairman, Vice Chairman and Secretary of the Land Resources and Parks Committee

Motion by Joseph Marsik to nominate Thomas Schaefer to the position of Chairman and to close nominations and to cast a unanimous ballot for Mr. Schaefer.

Second by Larry Schraufnagel Vote: 5-0 Motion carried.

Motion by Tomas Schaefer to nominate William Muche to the position of Vice-Chairman and to close nominations and to cast a unanimous ballot for Mr. Muche.

Second by Joseph Marsik Vote: 5-0 Motion carried.

Motion by William Muche to nominate Joseph Marsik to the position of Secretary and to close nominations and to cast a unanimous ballot for Mr. Marsik.

Vote: 5-0 Motion carried.

2. Set meeting date, place and time

Committee will continue to meet on the 1st and 3rd Mondays of each month starting at 7:00 PM in Rooms 1H & 1I of the County Administration Building. If the meeting date falls on a holiday, the meeting will be held the following Monday.

3. Discuss options for distribution of Agenda and Packet

The Committee members would like to continue to receive the agenda and the information by mail.

The hearing procedures were read into the record.

PUBLIC HEARING

Dale Van Noy-Burke, agent for DTH REI Inc. Request for a Conditional Use Permit under the Shoreland Protection Ordinance, Dodge County, Wisconsin to allow grading of approximately 4200 square feet of area that is located within 300 feet of a navigable waterway (Crawfish River) associated with a landscaping project. The property is known as Parcel 23 of the unrecorded River Oaks Survey, located in part of the NW ¼, of the SW ¼, Section 2, Town of Portland, the site address being N2206 River Oaks Road.

Motion by William Muche to approve the conditional use permit request 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 grading project.
2. A vegetative buffer zone shall be established on this site from the ordinary highwater mark of the waterway to a minimum of 35 feet inland. An access and viewing corridor in accord with s. 59.692(f)(b) Wis. Stats. may be located within the vegetative buffer zone area.
3. The vegetative buffer zone area shall be seeded with an approved native ground cover mixture in accord with the vegetative buffer planting densities noted in Section 7.3 of the Shoreland Protection Ordinance. This buffer area shall remain a no-mow area and a maintenance agreement shall be recorded for the no-mow buffer zone area with the Dodge County Register of Deeds prior to the issuance of the conditional use permit.
4. All disturbed areas located outside of the vegetative buffer zone 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. Silt fencing installed in accordance with Best Management Practices shall be installed along the ordinary highwater mark and shall be maintained until the vegetation has been established.
6. The decision of the Committee is valid for one year.

Second by Jeffrey Schmitt Vote 5-0 Motion carried.

PUBLIC HEARING

Brian Ehmke – Request for a Conditional Use Permit under the Shoreland Protection Ordinance, Dodge County, Wisconsin to allow filling, grading and dredging within a Shoreland district associated with the cleanout of a navigable waterway. The property is located in part of the NE ¼ of the NE ¼, Section 25, Town of Herman.

Motion by Larry Schraufnagel to approve the conditional use permit 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 clean-out project shall not exceed the original dimensions of the ditch (no increase in depth or bottom width), although sideslopes may be flatter than the original

- sideslopes if necessary to conform with modern erosion-control practices, provided that the sideslopes are not flatter than 2:1 (horizontal to vertical);
3. 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.
 4. Spoil materials that are removed from the waterway shall be spread on lands located outside of the floodplain district.
 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 April 5, 2018.
 8. The decision of the Committee is valid for one year.

Second by Jeffrey Schmitt

Vote 5-0

Motion carried.

REGISTER OF DEEDS

1. Presentation: Overview of Register of Deeds Roles and Responsibilities
2. Revenue Report
3. Monthly Activity Report

Chris Planasch provided the Committee with an overview of the roles and responsibilities of the Register of Deeds Department. She provided the Committee with a copy of the Departments Annual report for 2017 and also reviewed the Department revenue report and the monthly activity report for the Department.

LAND INFORMATION

1. Presentation: Overview of Land Information Division Roles and Responsibilities

Bill Ehlenbeck provided the Committee with an overview of the current and proposed staffing structure of the Department and an overview of the 2018 budget for the Land Information division of the Department which the Committee now has oversight of. Bill introduced the Land Information staff and they provided a presentation to the Committee covering their roles and responsibilities. Dick Leistikow provided an overview of survey staff functions. Steve Noe provided an overview of his mapping activities. Dave Addison and Nicole Hoepfner provided an overview of the property description staff roll in the assessment process, document description reviews and their other activities. Jesse O'Neil provided an overview of his GIS role, mapping and other activities as well as some technology capabilities.

ADMINISTRATION

1. Discuss Beaver Dam Lake District Petition

Bill stated he received the Beaver Dam Lake District petition requesting signature on behalf of the County owning Derge Park which is in the proposed District. The Committee did not support signing the petition at this time.

2. The minutes from the April 16, 2018 meeting were reviewed by the Committee.

Motion by Joseph Marsik to approve the minutes as written.

Second by William Muche

Vote: 5-0

Motion carried

3. No additional Per Diems.

Motion by order of the Chair to adjourn the meeting.

Meeting adjourned at 9:22 p.m.

Respectfully Submitted,



Joseph Marsik, Secretary

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