

CONSERVATION EDUCATION AND ECONOMIC DEVELOPMENT COMMITTEE

DATE: Wednesday, May 4, 2016
TIME: 9:30 a.m.
LOCATION: Wood County Courthouse, Room 115

1. Call meeting to order
2. Election of vice-chair and secretary
3. Public Comments (*brief comments/statements regarding committee business*)
4. Review Correspondence
5. Consent Agenda
 - A. Approve minutes of previous meeting
 - B. Approve bills
 - C. Receive staff activity reports
6. Risk and Injury Report
7. UW Extension
 - A. UW Extension Reorganization Update
 - B. Horticulture Educator position, update
 - C. Secretary position, update
 - D. 4-H Report
8. Land & Water Conservation Department
 - A. Discuss RC&D membership dues.
 - B. May 25th North Central Land & Water Conservation Association meeting at Nepco Lake County Park enclosed shelter.
 - C. 2017-2021 Capital Improvement Plan.
 - D. Pay Plan Modification Proposal.
9. Economic Development
 - A. Marshfield Chamber of Commerce Update.
10. Planning & Zoning
 - A. Update on Community Assistance Visit (CAV) and unresolved floodplain violations.
 - B. Status of shoreland zoning and floodplain zoning violations at the site formerly known as the Kickapoo Valley Cheese Factory in the town of Sherry.
 - C. Consider approving Planning & Zoning Department obtaining a credit card.
 - D. Consider approving carryover of Planning & Zoning Director's remaining vacation.
 - E. Consider resolution approving a zoning map amendment for the town of Grand Rapids.
 - F. Consider resolution approving zoning ordinance changes for the town of Saratoga.
 - G. Consider resolution approving zoning ordinance changes for the town of Auburndale.
11. County Surveyor.
12. Land Records.
13. Schedule next regular committee meeting – 9:00 am Wednesday, June 1, 2016.
14. Schedule any additional meetings if necessary.
15. Adjourn

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CONSERVATION EDUCATION AND ECONOMIC DEVELOPMENT COMMITTEE

Date: Wednesday, April 6th, 2016

Time: 9:00 a.m.

Location: Wood County Courthouse, Room 115

Members Present: Hilde Henkel, Gerald Nelson, Bill Leichtnam, Robert Ashbeck, Ken Curry, and Harvey Petersen

Members Excused: none

Staff Present: Land Conservation: Shane Wucherpennig, Tracy Arnold

UW-Extension: Peter Manley, Amanda Darr, Kyli Brown, Megan Wecker

Planning & Zoning: Jason Grueneberg

Others Present: Lance Pliml – County Board Chair

Bill Clendenning - WCB Dist. 15

Dennis Polach – WCB Dist. 14

Tom Schmitz – UW Extension Regional Director

Melissa Reichert – Wisconsin Rapids Chamber of Commerce

Shannon Rhode- Central Wisconsin Research Station

Committee Chairperson Hilde Henkel called the meeting to order at 9:00 am.

Public Comments

- There was no public comment.

Review Correspondence

- Committee Chairperson Hilde Henkel passed out an information sheet regarding the WCA Committee Meetings.

Consent Agenda

- The Consent Agenda included the following items: 1.) Minutes of the March 2nd, 2016 CEED Meeting, bills from Land Conservation, UW-Extension, and Planning & Zoning, and 3.) Staff Activity Reports.
- Minutes– no additions or corrections needed
- Department Bills – No additions or corrections needed.
- Staff Activity Reports – No questions or comments.

Committee Member Gerald Nelson motioned to approve the minutes of the previous meeting, bills, and staff activity reports. Committee Member Bill Leichtnam seconded the motion and the motion passed unanimously.

Risk and Injury Report

- There was nothing to report on for this month.

UW-Extension

A.) UW-Extension Reorganization – Regional Director Update

- a. Tom Schmitz, the UW-Extension Regional Director, gave an introduction about himself and a background about his position with UW-Extension.
 - i. Tom announced his retirement from UW-Extension as of July, 2016.
 1. The State is looking to refill his position as a two-year interim position.
- b. Tom also addressed the Next Gen model which is the process UW-Extension is taking to address the budget cuts.
 - i. On April 5th, 2016 UW-Extension announced that they will be creating work teams to address the \$3.6 million dollar budget deficit and implement the Next Gen model within the counties throughout the state.

1. There are opportunities to apply for these work teams and Tom mentioned that representatives from the County government should be included.
 2. The information for being on a work team and some of the requirements are:
 - 8 hours per week (much of it will be done telephonically or electronically)
 - The groups will be narrowed and focused and will work to determine the best suggestions for moving forward with this new model.
 - Multi-county areas will be working together (our area is Wood, Portage, Marathon, and Clark)
 - ii. Wisconsin's UW-Extension has learned some ideas from surrounding states on how they handled budget cuts. A couple Tom addressed are:
 1. Multi-county structure
 2. Expand technology with programming
 3. Communication is key
 - c. Resolutions
 - i. Tom addressed the resolutions being distributed from other counties in regards to the UW-Extension reorganization.
 1. The resolutions from other counties are based on a lack of communication or misinterpretation of the information being shared by the Chancellor.
 2. For future Resolutions Committee Chairperson Hilde Henkel would like Peter to email all of the Committee so they can determine whether or not it should be included on the agenda.
 3. Moving forward the county should be aware of the following:
 - Each county will have the opportunity to determine how they allocate funds to support county-funded positions.
 - Staffing changes will start taking effect in early 2017.
 - Educators will be shared across areas within the county area they have been assigned.
 - Utilizing social media and technology will impact how educators meet the needs of their areas.
 - d. WACEC Meeting
 - i. Tom announced to the Committee that the WACEC Meeting will be held in Wausau on June 20th – 21st and the Committee is welcome to attend if they would like to.
- B.) Horticulture Position
- a. Tom and Peter discussed that the Horticulture position has been posted and will close at the end of the month (April 28th).
 - b. May 2nd they plan to begin the screening process, and after that will begin preliminary interviews.
 - c. The plan is to have preliminary interviews and final interviews done in the same day if possible. Somewhere between May 16th and June 15th is when Peter would like to have them completed.
 - d. The interviewing team will consist of Peter Manley, Matt Lippert, Tom Schmitz, a member of the Ag team, as well as Hilde Henkel.
- C.) Secretary Resignation
- a. Amanda Darr, support staff to CRD, Ag, and Horticulture, is resigning to take another position within the County in the Veterans Services Office

- i. Her last day will be April 8th, 2016.
- ii. The Secretary position will be posted for three weeks and Peter will start conducting interviews at the end of April.

D.) 4-H Video Interviews

- a. Kyli Brown and Megan Wecker from the 4-H office at UW-Extension gave a brief presentation on some interviewing techniques they observed from students who submitted interviews for Camp Counselors via video technology.
- b. The candidates were from Marathon, Juneau, and Wood and were asked to complete a video that answered questions from a list created by the Extension Office.
- c. By submitting videos the candidates were allowed to edit their mistakes before submitting their interview to the Extension Office.
 - i. Pros of this style of interviewing included:
 - 1. Valuable experience working with media will help with future job interviews.
 - 2. Scheduling conflicts – candidates were able to work from home as their schedules allowed. There were no appointments to set up to meet with someone in the Extension Office.
 - 3. Neutral choices-The Extension Office was able to look at each individual submission and determine their choices in a neutral way. They were able to see candidates who may not have had the most outgoing personalities really challenge themselves and create some really good interviews videos.
 - 4. Encourages technology use.
 - 5. Less stressful – candidates are able to rehearse multiple times and create multiple videos and choose from their best take. It isn't stressful like an in-person interview where you aren't able to pause and think the answers out before saying them.
 - ii. Cons of this style of interviewing included:
 - 1. Extra work for parents – some parents may not have Internet access or access to video recording. They also may have to help their child by doing the filming or helping with the editing. It can be an extra time commitment that parents have to try and fit in their busy schedules.
 - 2. Technology barriers- lack of access to Internet or video recording technology.
 - 3. Person-to-person skills- the skills that come with interviewing in person aren't the same when the interviewer is just looking at the video submission and not able to interact with the candidate interviewing.
 - iii. Kyli and Megan played a video of a candidate who had interviewed so the Committee could see what the process was the candidates were taking to create their submissions.
 - 1. Michala King from Wood County was the candidate they chose. She is a junior at Lincoln High School and a member of the Wittenberg Workers 4-H Club. She gave a 3-5 minute presentation that answered 5 questions from the list Kyli and Megan had created.
 - 2. Megan and Kyli talked about how they hope to utilize this type of interviewing for future projects and camps.

Land Conservation

A.) Windshed Report

- a. Shannon Rhode from the Central Wisconsin Research Station gave the Committee a presentation on the Windshed Program.
 - i. Problem control of wind-erosion

- ii. The program is self-sustaining.
- iii. Each year Shannon sets a goal of about 15 miles to plant. To break even he said they need to complete about 14.3 miles. In 2015 they successfully planted 22 miles.
- iv. His crew is around 4 people with the help of a couple interns from UWSP.
- v. His program also works along highways creating living snow fences using shrubs. Between Portage and Wood County his crew has planted 10-14,000 shrubs.
- vi. He left his card with Shane and if anyone would like more information they can contact him with any questions.

B.) Resolution to send Tracy Arnold to Canada for an Envirothon Conference

- a. The Conference covers some important topics like Aquatic Ecology, Forestry, Soils and Land Use, and Wildlife.
- b. Housing is all on a college campus and the funding needed to send Tracy to this conference is all covered. The Committee just needs to approve her traveling outside the country.

Committee Member Gerald Nelson motioned to approve Tracy Arnold traveling to Canada for the Envirothon Conference. Committee Member Ken Curry seconded the motion and the motion passed unanimously.

C.) Wisconsin Land and Water Conservation Association Conference report

- a. Shane, Tracy, and Adam all attended the conference.
- b. Shane gave an update on the speakers and some of the presentations. Ray Archuleta was a speaker and gave a very good presentation. Overall the conference was really informative and beneficial.

D.) Update on Farmland Preservation Program Roundtable

- a. Shane emphasized the need to promote this program and revitalize it because if something isn't done soon it will end.
- b. DATCP came and presented at the Roundtable and discussed what options are available within the county.
- c. Currently the system is just maintaining people who have signed-up previously; it is not able to accept new sign-ups until it is revamped.
- d. Shane talked about going to townships and presenting the information to them to see if it will spark some interest within the county, otherwise the program will end.
- e. The Committee agreed that the information needs to be presented within the county so that more people are aware of the benefits of this program.

E.) Update on Nutrient Management Farmer Certification training

- a. Training took place on March 16th, 22nd, and 29th
- b. There were a total of 10 participants – 8 from Wood County and 2 from Marathon.
- c. The cost per person was \$60.00
- d. Overall Shane reported that the training was successful and went well.
- e. Shane met with Marathon, Clark, Taylor, and Lincoln County counterparts last week and discussed an ongoing grant that has been available for the past 8 years through the DNR.
 - i. The grant will help cover fees for farmer's certifications.
 - ii. Shane is working on the grant currently with Marathon County.
 - 1. The grant = \$15,000.00 and is a two-year term.
 - 2. In 2017 the grant would be used to help with the training program and certifications for farmers.

F.) Intern

- a. Wednesday Jordan will be joining the Land and Water Conservation Department as an intern for 2016. She will begin May 23rd and her internship will last until August 19th.

- b. She is a Soils and GIS Planning Major from UWSP.
- c. In addition she has Ag in the Classroom experience which Shane said will be very beneficial to their Department.

Planning and Zoning Department

A.) Kickapoo – Shoreland/Floodplain Violation

- a. The Kickapoo location is a high profile violation that Jason has been working on resolving.
- b. The location is in the town of Sherry
- c. The previous owners were well aware of the violations and the choices they had to resolve the matter but did not follow correct the violation and ended up selling the property.
- d. The new owners will be informed that the violations need to be addressed and taken care of.
- e. The Committee agreed that this item needs to be an agenda item moving forward so the progress of the violation correction can be discussed.
- f. Some choices Jason described were:
 - i. Flood proof the structure
 - ii. Conduct a flood study
 - iii. Tear off the addition that is in violation

Economic Development

A.) Melissa Reichert, President of the Wisconsin Rapids Chamber of Commerce gave the Committee an update on the developments the Wisconsin Rapids Chamber of Commerce has been working on.

- a. The Chamber had 26 ribbon cuttings last year.
- b. They recently launched their new website.
- c. Their leadership program had 10 graduates.
- d. In 2016 they will continue the same programs as last year but will be adding some additional ones as well.
 - i. Techno Tour – IT employer tours
 - ii. Campus to Career – plan to pair with UWSP students
- e. PACE Program – Committee Chairperson Hilde Henkel passed out a flyer earlier in the meeting regarding the PACE Program.
 - i. Energy, water, technology program
 - ii. County has to initiate membership in the program.
 - iii. Hilde wanted to know if the Chamber found this interesting and if it would be worth looking into and possibly pursuing.
 - iv. Melissa thought this would be an effective program and that it should definitely be explored more. She suggested a presentation from PACE would be beneficial as well.

County Surveyor

-There is nothing to report for this month.

Land Records

-There is nothing to report for this month.

Department Goals

- a. Jason and Shane discussed their individual goals with the Committee for 2016. Peter Manley is on a 133 Contract through the State and did not have to present goals to the Committee.
- b. The Committee reviewed their goals and commended Jason and Shane for their work.

Schedule next regular committee meeting – 9:00 am Wednesday, May 4th, 2016.

Schedule any additional meetings if necessary.

Adjourn

Committee Member Ken Curry motioned to adjourn the CEED Committee Meeting at 12:00 p.m. Committee Member Bill Lightnam seconded the motion. The motion passed unanimously.

Kenneth A. Curry

Recording Secretary -- Amanda Darr

Report of Claims for

UW-Extension

GB

For the range of vouchers: 30160053 30160068

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
30160053	POSTMASTER - WISCONSIN RAPIDS	CWAS NEWSLETTER POSTAGE APRIL	03/31/2016	101.55	P
30160054	WACEC	WACEC DUES 2016	03/31/2016	50.00	P
30160055	OPPORTUNITY DEVELOPMENT CNTR	4H NEWSLETTER CHARGES	04/06/2016	165.88	P
30160056	WECKER MEGAN	M. WECKER EXPENSES JAN-MAR16	04/06/2016	239.76	P
30160057	UW EXTENSION - MADISON	JCEP REGISTRATIONS	04/06/2016	660.00	P
30160058	WOOD COUNTY FARM TECHNOLOGY DAYS	2016 Farm Technology Day Funds	04/07/2016	20000.00	P
30160059	UW SOIL TESTING LAB	SOIL TESTING CHARGES	04/08/2016	60.00	P
30160060	WAUSHARA COUNTY UW-EXTENSION	NOV2015 WORKSHOP FOR M.WECKER	01/28/2016	100.00	P
30160061	EO JOHNSON CO INC	COPIER LEASE	04/05/2016	229.49	P
30160062	EO JOHNSON COMPANY INC	COPIER MAINTENANCE FEES	04/08/2016	963.43	P
30160063	WATER & ENVIRONMENTAL ANALYSIS LAB	WATER SAMPLE BOTTLES-APRIL2016	04/19/2016	60.00	
30160064	WOODTRUST BANK NA	FL SUPPLIES-PUBLICATIONS- JCEP	04/19/2016	550.37	
30160065	LIPPERT MATTHEW	LIPPERT-APRIL2016EXPENSES	04/19/2016	255.42	
30160066	SIEGEL SARAH	SIEGEL EXPENSES-APRIL2016	04/19/2016	258.56	
30160067	VIAU CHRISTOPHER	VIAU EXPENSES-APRIL 2016	04/19/2016	116.64	
30160068	BROWN KYLI	APRIL 2016 EXPENSES	04/19/2016	102.06	
Grand Total:				\$23,913.16	

Committee Chair

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member

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County of Wood

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Report of Claims for Land & Water Conservation Dept.

For the range of vouchers: 18160040 18160055

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
18160040	HALOPKA RICHARD	LC - NMP MILEAGE REIMBURSEMENT	03/16/2016	224.09	P
18160041	HRAHOR NURSERY	TS - SPRUCE, NINEBARK, PINE	02/03/2016	4827.50	* P
18160042	LAURA'S LANE NURSERY	TS - DOGWOOD, ELDERBERRY FIR, SE	02/01/2016	1998.75	* P
18160043	PRAIRIE NURSERY INC	TS - PRAIRIE SEEDS	02/11/2016	440.00	* P
18160044	PAINT CREEK NURSERY	TS - SUGAR MAPLE & BURR OAK	02/02/2016	1372.50	* P
18160045	WOOD COUNTY REGISTER OF DEEDS	LC - COPY FEE	03/01/2016	11.00	P
18160046	WISCONSIN MEDIA	NM - PUBLIC NOTICE PUBLISHING	03/27/2016	42.31	* P
18160047	WUCHERPFENNIG SHANE	LC - MILEAGE REIMBURSEMENT	04/01/2016	14.58	P
18160048	PRAIRIE NURSERY INC	TS - PRAIRIE SEEDS	02/11/2016	325.00	* P
18160049	TRACTOR SUPPLY CREDIT PLAN	WD - SOLAR FENCERS/TEMP FENCE	03/29/2016	846.63	* P
18160050	ARNOLD TRACY	LC - REIMB ENV ED SUPPLIES	03/31/2016	14.63	
18160051	RUESS LORI	LC - MILEAGE REIMBURSEMENT	04/20/2016	5.29	
18160052	WUCHERPFENNIG SHANE	LC - MILEAGE REIMBURSEMENT	04/18/2016	16.20	
18160053	PRAIRIE NURSERY INC	TS - PRAIRIE SEEDS	04/14/2016	434.95	*
18160054	WAL-MART COMMUNITY/RFC S LLC	LC/TS TRUCK MAINTENANCE/SUPPLI	03/18/2016	9.77	
18160055	WOODTRUST BANK NA	LC/WD PRESENTATION REMOTE/ABAT	04/04/2016	143.20	
<div> <div>P = Prepaid</div> <div>* = 100% reimbursed</div> </div>				Grand Total:	\$10,726.40

LC - Land & Water Conservation
 NM - Nonmetallic Mining Reclamation
 TS - Tree & Shrub
 WD - Wildlife Damage Abatement & Claims

Committee Chair

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member

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Report of Claims for Planning and Zoning / Surveyor / Econ Dev
For the Range of Vouchers
22160040 thru 22160057
38160002

VOUCHER#	VENDOR NAME	NATURE OF CLAIM	AMOUNT
22160040	BREWBAKER, JEFF	PS-Expenses (Mar)	\$112.67
22160041	PANDA CONSULTING	LR-Conversion Project	\$8,000.00
22160042	AMAZON WEB SERVICES	LR-Service Charges	\$30.86
22160043	WAFSCM	PL-Membership Renewal	\$20.00
22160044	CARMODY CDS HOLDING INC	PS-Upgrades/Services (Apr)	\$299.00
22160045	BOYER, KEVIN	SU-Services per Contract (Apr)	\$833.00
22160046	WOOD CO CLERK OF COURTS	PS-SC Filing Fee (19)	\$1,841.50
22160047	SOCIAL COMMITTEE	PS-Wood Co Apparel Order	\$38.00
22160048	POSTMASTER	PS-Postage for 2016 PMI	\$694.91
22160049	QUILL CORPORATION	PS-Office Supplies	\$46.36
22160050	INDUSTRY SERVICES DIVISION	PS-State Fee for San Permits (Apr)	\$1,300.00
22160051	EMMONS BUSINESS CENTER	LR-Office Chair	\$372.68
22160052	WLIA	LR-Registration Fee Spring Conference	\$120.00
22160053	OPATIK, APRIL	PL-Expenses (Apr)	\$34.56
22160054	GRUENEBERG, JASON	PL-Expenses (Feb/Mar/Apr)	\$262.38
22160055	BREWBAKER, JEFF	PL-Expenses (Apr)	\$146.41
22160056	MARQUARDT, HEATHER	PS-Expenses (Apr)	\$8.00
22160057	CONNER, JUSTIN	LR-Expenses (Mar-Apr)	\$102.60
		P&Z TOTAL	\$14,262.93
38160002	HEART OF WISCONSIN	ED-Annual Allocation	\$19,500.00
		ECON DEV TOTAL	\$19,500.00
		GRAND TOTAL	\$33,762.93

PL - Planning PS - Private Sewage LR - Land Records SU - Surveyor ED - Econ Dev

$$\text{Prepaid} = P$$

Committee Chair

Committee Member

Committee Member

Committee Member

Committee Member

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Conservation, Education & Economic Development Committee Report May 2016

PETER MANLEY

Wood County UW-Extension Community Resource Agent

I made input into the April 2 CEED Committee meeting and processed necessary financial paperwork and coordinated meeting with Regional Director Tom Schmitz. I conducted strategic planning sessions for the Mental Illness Coalition and the AODA Coalition on April 7. This is part of the Health People Wood County planning process and involves the Health Department, area hospitals and many other people involved with our residents. I attended a training on April 8 and learned how to develop a market study using ESRI software. I attended the Blueprints training on March 12 and our group made progress on developing the funding presentation for a "blue trails" project on the Wisconsin River. I attended the Leadership Steering Committee on April 14 and we began planning the 2016-17 program. I hosted a Community Development webinar, April 15, and two residents learned about evolving approaches to economic development. We have two open positions in the Extension Office, the head secretary and the horticulturist. I have processed the paperwork to refill these positions and am also spending quite a bit of time "covering" for these positions. I assisted the Village of Milladore with certification for their Board of Review members. I attended several space planning meetings and County Board, April 19. I facilitated a Department Head meeting, April 20.

I attended two tenure advisory meetings for faculty in Marathon and Portage Counties. I was evaluated by the Regional Director and Academic Department Chair. I used 3 days of vacation.

MATT LIPPERT

Wood County UW-Extension Agriculture Agent

- Attended the Farm Technology Days Annual Meeting in Madison, here Committee Chair Dennis Bangart and myself updated the organization on how plans for our event are progressing. We also learned that ours will be the last Farm Technology Day where the local county Extension Agriculture Agent will be asked to be the Executive Secretary of the event. This is response to Extension's reorganization and reduction in staff at the county level.
- Met with the Farm Tech Days 2018 Executive committee and the grounds committee. Sub committee chairmanships, branding and logo are now largely completed. County funds as approved by county board resolution were transferred into the Farm Technology Days Account. We have also come a long way working with the City of Marshfield and Wood County Planning and Zoning staff on locating the actual site of the Exhibitor area "Tent City" for the event.
- Met with the Marshfield Chamber of Commerce Agri-Business Committee. Plans for outstanding senior recognition and Friend of Agriculture selection were completed. These recognitions will occur the Dairy Fest breakfast in Marshfield in early June.
- Assisted with two cranberry field days held on grower marshes providing an opportunity for extension specialists to provide updates as the growing season begins.

- Published two issues of the Cranberry Crop Management Journal, a publication our county office produces with support with a grant from the Wisconsin Cranberry Marketing Board. We commit to produce ten newsletters providing crop management information during the growing season.
- Attended the Joint Council of Extension Professionals event in Wisconsin Dells. Program area in-service is provided by our respective program area associations.
- Participated in the webinar providing the first official information from the Wisconsin Manure Irrigation Task Force. Information on the research project design and results, modeling risk based on the results and applying several different methods to establish acceptable risk were provided at this initial teleconference. There will be more presentations from this group in the future.
- I was interviewed on both WDLB and WFHR as part of our Extension weekly segment for both of these stations.
- The Central Wisconsin Agriculture Specialization Team quarterly newsletter was produced and distributed to producers in the area.
- Press releases, website announcements and fact sheets were distributed in response to the county being declared an official Emerald Ash Borer quarantine area.
- I met with the Market Animal Sale committee as they begin the educational season for county fair market animal sale youth.
- I fulfilled internal commitments to UW-Extension participating in a search and screen committee and a regional resource management team meeting.

SARAH SEIGEL

Wood County UW-Extension Family Living Educator

- Dropped off the children's book *Curious George Saves His Pennies* along with a parent guide at Nekoosa Head Start. The book was to promote financial literacy along with the importance of reading to children. The book and parent guide was given out at Nekoosa Head Start's Marti Gras Literacy Day on April 1.
- Taught Shop and Chop Course at River Cities High School with Jodi Friday on March 29 and April 1. Jodi and I are currently revising the Shop and Chop course to meet different audience needs.
- Provided Financial Grab & Go resources/education materials at St. Vincent de Paul on April 4. On the first Monday of each month I provide financial resources to residents who are being screened for the Food pantry.
- Taught Busy Family – Healthy Family: Get Kids Exploring the Kitchen at Tiny Tigers in Marshfield on April 8. The class covers nutritious eating, healthy snacks and getting kids involved in the kitchen. Parents and kids both attend the class.
- Attended the Family Living Financial Security State Team meeting on April 7 at the Holiday Inn in Stevens Point. As a team we reviewed our goals and objectives.
- Attended the Family Living Financial Security State Team Showcase on April 8 at the Holiday Inn in Stevens Point. The team's workgroups showcased the different curriculum and resources they are working on.
- Taught Cooking for 1 or 2 to a group of Home and Community Education (HCE) ladies on April 12.
- Attended the Home and Community Education (HCE) board meeting on April 12.

- Jodi Friday and I worked on Shop and Chop curriculum. We are currently revising the course to meet different audience needs. April 15
- Submitted my Quarter 1 reporting for my 2016 United Way of Inner Wisconsin grant on April 15
- Had a meeting with Wendy Staven from the United Way of Inner Wisconsin regarding the financial roundtable event we are co-leading. April 15
- Had a meeting with Kent Anderson from the Boys & Girls Club regarding a partnership regarding Financial Education. April 15
- Held a Becoming Money Smart class at the McMillan Library on April 18.
- Dropped off education materials for the Nekoosa/Ho-Chunk Head Start parent meeting on April 19. The education component for the parenting meeting was *Family Leaders*. The parents also received their monthly Money Smart in Head Start newsletter on Dealing with Debt. April 18
- Attended the Joint Council of Extension Professionals on April 19 and 20 in the Wisconsin Dells. At the conference I attended different sessions facilitated by my colleagues. I also presented a poster session on my work with the UW-Extension Check your Free Credit Report Campaign 3 times a year. My poster session covered all the outreach which has taken place in Wood County around the campaign.
- I also attended our Wisconsin Extension Association of Family & Consumer Sciences (WEAFCS) annual board meeting. I am the board secretary for WEAFCS.
- On April 19 I attended the WEAFCS Awards Banquet where the Check Your Free Credit Report Team was awarded the Rosalie Powell Financial Management Award. I am a member of the state team. Our team is also National Extension Association of Family & Consumer Sciences (NEAFCS) nominees for the Dean Don Felker Financial Management Award and the Communications: Internet Education Technology Award.
- I had a meeting with Carla Lenk from NACCP to discuss a possible partnership regarding the Becoming Money Smart class and the participants of her programs. April 22
- Facilitated a Community Roundtable regarding Financial Stability in south Wood County. The roundtable event is a partnership with United Way of Inner Wisconsin. The roundtable discussion is modeled after the World Café and Parent Café model and promotes community partners to share ideas regarding powerful questions. The powerful questions for the roundtable all focused around Financial Stability. April 25.
- Talked on the radio (WDLB & WFHR) on April 26 and 28. Topic was *WalletWi\$e in Wood County*. I discussed all the education opportunities available to community members along with promoting the importance of financial education.
- Had an education booth at McMillan Library to help celebrate Earth Day on April 26. The kids and parents were able to pick up some education materials along with make a dirt cake cup as a snack.
- Had a United Way of Inner Wisconsin presentation on April 27. The presentation is part of my application for 2017 funding from the United Way of Inner Wisconsin for financial education programs.
- Listened to a Focus on Family Living Wisline on April 28. The Wislines are once a month and focus on what is happening at the state and local level for Family Living.
- Finalized the WalletWi\$e in Wood County Series and promotional materials are being sent out monthly.
- I attended coalition meetings throughout the month for the Peach Street Farmers' Market.

JODI FRIDAY

Wood County UW-Extension WNEP Nutrition Educator

- Taught 16 classrooms of Kindergarten students at three WRPS elementary schools for a total of 275+ teaching contacts. My lesson this month focused on the fruit and vegetable food groups using the Discover MyPlate curriculum. This curriculum uses fun characters for the food groups, such as Farah Fruit and Reggie Veggie. One teacher shared that her students are identifying the foods on their lunch trays using the character names..."The broccoli is a Reggie Veggie."
- Taught at the Women, Infants and Children (WIC) clinic four times this month to approximately 24 learners. My lesson focuses on the benefits of eating whole grains, how to identify whole grain foods and ways to include more whole grains in family meals.
- Attended four Wood County Staff meetings and one Wood/Portage County WNEP Team meeting.
- Taught at one Mead Elementary parent night. The night's focus was STEM related so I taught a lesson on calculating and measuring the amount of sugar in beverage choices.
- Attended one Mead Elementary Healthy Families Committee meeting.
- Attended a work group meeting working on a Food Simulation activity for the South Wood County Hunger Coalition.
- Attended the monthly Hunger Coalition meeting.
- Meet with Waushara County Nutrition Educator Zina Soltis. I will be serving as Zina's WNEP mentor going forward.

CHRIS VIAU

Wood County UW-Extension 4-H Youth Development Educator

The following is an overview of Youth Development activities:

- 4-H Club and Program Management
 - Leadership Washington Focus Trip Planning and Logistics
 - 4-H Club and Volunteer Management concerns-Ongoing
 - 4-H Camp Planning-ongoing
 - 4-H Creative Arts Day- assist event organizers
- Central WI State Fair
 - Review online entry options
 - Selected Online Fair Management Program- Volunteer and family training plan needed.
- Other
 - Joint Council of Extension Professionals- Professional Development Conference. WI Dells
 - Next Gen Agricultural Work Guidelines for Youth Steering Committee
 - New Project with National Children's Center for Rural and Agricultural Health and Safety
 - WDLB and WFHR Radio
 - Cooperative Extension Volunteer In Preparation (Youth Protection) development team meetings- ongoing
 - New Volunteer Background Check System Pilot County

- Administrative
 - State and Regional Phone Conferences
 - 4-H Youth Development Liaison Responsibilities- 25% FTE

KYLI BROWN

Wood County UW-Extension 4-H Program Advisor

- Helped to facilitate the 2016 Creative Arts Day. Over 400 youth from 4-H in Wood county participated in a day long arts and communications festival.
- Attended the 2016 JCEP conference in WI Dells. Wrote many recommendation letters for our older 4-H members that were applying for scholarships or college entrance. Also working with one younger 4-H youth who are applying to be Arts Camp counselors with WI 4-H this Fall.
- Working with the WI 4-H Cloverbud Work team to finalize a teaching plan for Cloverbud Leaders. I am in my final draft stages for this lesson plan to be published this fall.
- Continue to update and maintain the Wood County 4-H Facebook site. We are up to 609 likes.
- Respond to phone calls and emails regarding 4-H enrollments, questions, feedback and planning meetings for 4-H.
- Continuing to work on 4-H camp summer programing and camp counselor trainings.



Activities Report for Shane Wucherpennig April 2016

- April 1 – Attended a Nutrient Management meeting with Wood, Clark, Marathon, Lincoln, Taylor and North Central Technical College present. We jointly hammered out the details of Farmer Nutrient Management Training Grant for 2017. Wood County Conservationist will be the Financial Manager and Marathon County will be the Grant Manager.
- April 6 – Attended CEED Meeting.
 - A.) Windshed Report
 - a. Shannon Rhode from the Central Wisconsin Research Station gave the Committee a presentation on the Windshed Program.
 - B.) Resolution to send Tracy Arnold to Canada for an Envirothon Conference
 - a. The Conference covers some important topics like Aquatic Ecology, Forestry, Soils and Land Use, and Wildlife.
 - b. Housing is all on a college campus and the funding needed to send Tracy to this conference is all covered. The Committee just needs to approve her traveling outside the country.
 - C.) Wisconsin Land and Water Conservation Association Conference report
 - a. Shane, Tracy, and Adam all attended the conference.
 - b. Gave an update on the speakers and some of the presentations. Ray Archuleta was a speaker and gave a very good presentation. Overall the conference was really informative and beneficial.
 - D.) Update on Farmland Preservation Program Roundtable
 - a. I emphasized the need to promote this program and revitalize it because if something isn't done soon it will end.
 - b. DATCP came and presented at the Roundtable and discussed what options are available within the county.
 - c. Currently the system is just maintaining people who have signed-up previously; it is not able to accept new sign-ups until it is revamped.
 - d. I talked about going to townships and presenting the information to them to see if it will spark some interest within the county, otherwise the program will end.
 - A.) Update on Nutrient Management Farmer Certification training
 - a. Training took place on March 16th, 22nd, and 29th
 - b. There were a total of 10 participants – 8 from Wood County and 2 from Marathon.
 - c. The cost per person was \$60.00
 - d. Overall I reported that the training was successful and went well.
 - e. I met with Marathon, Clark, Taylor, and Lincoln County counterparts last week and discussed an ongoing grant that has been available for the past 8 years through the DNR.
 - i. The grant will help cover fees for farmer's certifications.
 - ii. I am working on the grant currently with Marathon County.
 - 1. The grant = \$15,000.00 and is a two-year term.
 - 2. In 2017 the grant would be used to help with the training program and certifications for farmers.
 - B.) Intern
 - a. Wednesday Jordan will be joining the Land and Water Conservation Department as an intern for 2016. She will begin May 23rd and her internship will last until August 19th.
 - b. She is a Soils and GIS Planning Major from UWSP.
 - c. In addition she has Ag in the Classroom experience which Shane said will be very beneficial to their Department.
 - C.) Take action on resolution to create a Conservation Specialist position effective January 1, 2017
 - a. I discussed the position and the requirements that would be necessary. I am looking for a candidate with a

strong agronomy background.

- b. The proposed resolution is only for the position and does not impact any ordinances. I read the resolution to the Committee to clarify that this only contains information specific to creating a new position, it does not impact any ordinances.

D.) HIRC & LWCD Memorandum of Understanding

- a. I passed around a Memorandum of Understanding that he created for the Space Assignment of the westerly most stall of the Forestry Garage to the Land and Water Conservation Department.
- b. The MOU stated that The Land and Water Conservation Department (LWCD) will take all responsibility for the maintenance and repair of this assigned space as long as they are able to utilize it.
- c. It also stated that the MOU will serve as the formal agreement going on record since previously there was no formal agreement or lease on record.

E.) Update on Healthy Soil, Healthy Water Workshop

- a. On February 22nd, 2016 The Healthy Soil, Healthy Water Workshop that Shane was in charge of putting together took place.
- b. I reported that there was a great turnout for the event – 131 attendees
- c. There were a lot of opportunities for networking and sharing ideas and information between attendees and presenters
- d. Ray Archuleta was a presenter and gave a very informative presentation.
- e. 80% of farmers who attended said they want to try and incorporate the ideas regarding cover crops/no till into their operations.
- f. 44% of attendees would like additional information about these practices as well as more hands-on workshops.
- g. The evaluation sheets showed a lot of positive feedback from attendees asking that this be held again or additional workshops like this event be held in the future.
- h. I reported that the event brought in \$7,800.00 in revenue and expenses amount to \$5,300.00 so the Department brought in around \$2,500.00 in profits.
- i. Committee Member Bill Leichtnam announced that the Committee commends Shane on his efforts with this project and that more events like this should be planned in the future.

F.) Update on District 8 Farm Bureau Young Farmer Workshop with Ray Archuleta

- a. On February 23, 2016 At the NTC Farm Tech Building the Young Farmer Workshop took place.
- b. There were a total of 29 future farmers who attended.
- c. Ray Archuleta also presented at this meeting and gave another informative presentation that led to a strong discussion afterwards.
- d. This event also brought a lot of positive feedback from young farmers getting started in the industry.
- e. John Aaron was a young farmer who is very eager to try some of the new methods and practices discussed at this meeting. Shane and Ray are going to work with him in the future to start initiating some of these ideas on John's land.

G.) Update on Municipal & Industrial Wastewater Roundtable

- a. 16 people attended this roundtable and listened to a presentation regarding TMDL
- b. 5 communities are facing permit renewal in 2017
 - i. These 5 communities have 3 choices:
 - 1. Pay to update "mortar & brick"
 - 2. Adaptive trading
 - 3. Multi variance discharge – most appealing and less costly
- c. The purpose of this roundtable was to provide conservation help and get information out about lowering phosphorous on landowner's property.
- d. I plan to have another roundtable like this later down the road if the option 3 passes. He expects there to be a lot of people interested in utilizing their services if this option goes through.

H.) Update on farmer led Conservation Council Meeting

- a. John Eron took the initiative to get 7-9 dairy farmers together to form a farmer led conservation group
- b. The group has applied for a \$20,000.00 grant to start implementing some new ideas and education driven developmental ideas to help farmers with conservation.
- c. Ken Schroeder from the Portage UWEX is helping facilitate the grant process.
- d. March 2 – Attended HIRC committee meeting to proposed a Memorandum of Understanding for the Space Assignment of the westerly most stall of the Forestry Garage to the Land and Water Conservation Department.

- April 7 - Attended WI Land & Water Conference in Osthoff Resort in Elkhart Lake, WI.
- April 13 – Met with HR Director Warren Kraft and Paula to discuss the current Pay progression plan.

- April 14 – Met with John & Steve Pankratz to discuss dairy expansion to a rotary parlor and 1200 milk cows in Town of Lincoln.
- April 14 – Listened in on the UW-Ext. Manure Irrigation Webinar.
- April 14 – Jackie Schueller farm to look at wells for Decommissioning.
- April 15 – Attended PACRS meeting in Friendship, WI.
- April 18 – John Eron Farm to look at gully and Sheet and Rill erosion on fields. Marked out to buffer areas.
- April 18 – Met with a Hanson town Landowner with Tiling questions.
- April 19 – Covered the office with Tracy & Adam got Trees. Helped unload when they got back.
- April 20 – Department Head mgt. in the a.m. Sorted and bagged trees in the afternoon.
- April 21 – Worked on Jerry Sternweis dairy expansion plan to include Waste Transfer system and Roof Runoff.
- April 21 – Worked on Jerry Sternweis dairy expansion plan all day.
- April 22 – Worked on Jerry Sternweis dairy expansion plan all day.
- April 26 – Met with LWCD Staff & UW Ext. Staff from Portage County to discuss Farmer Led Council Grant we received and how we would move into implementing the practices.
- April 27 – Toured the River block bldg. for potential office space.
- April 27 – Met Jerry Sternweis and contractors from Fox Cities Builders to discuss his project and permit the site for construction.
- April 27 – Staff reports and Agenda
- April 27 – Worked on Electronic Time Keeping Questionnaire from Systems.
- April 28 – Jacki Schueller For water Quality testing with WSF closure.
- April 29 Time reporting meeting with – systems dept.
- Randy Pliska Farm with NRCS and LWCD to discuss resource concerns and cost-sharing.

Activities Report for Tracy Arnold 5-2016

Wildlife Damage Abatement and Claims Program

- Maintaining DNR database with current Wood County information
- Obtained final reimbursement for 2015
- 2016 budget to DNR approved
- Waiting for items to be entered before we can submit the 1st QTR reimbursement
- Acquiring temporary fence supplies for apiaries to abate bear damage
- Met with several landowners about enrollment into Wildlife Damage Program

Non-metallic mining reclamation program

- No forfeiture payment from B & R Excavating to date (since June 12, 2013)
- Updating NMM databases
- Still working with DNR on two sites to gain compliance for solid waste issues
- Presented at the Wisconsin County Code Administrators conference
- Working on reclamation progress at one site with new landowner

Land Conservation

- Entering stream flow data into the SWIMS database for 16 sites (authorized by state to enter data)
- Conducted stream flow survey's on Five Mile, Two Mile and Bloody Run
- Working with DNR Nurseries to coordinate generic gel sales
- Continue to be Chair of the Youth Education Committee for the WI Land+Water
- Co-Facilitated the Wisconsin Envirothon
- Planning/Coordinating the North Central Reorganizational meeting that Wood County is hosting
- Secretary of the North Central Land and Water Conservation Area Association
- Followed up on Don Aron Legacy Stone, dedication will be May 27, 2016 @ 11
- Submitted a Ag in the Classroom grant in partnership with Portage Co
- Contact dairy and cranberry industry to set up displays at the Dairy Berry Breakfast in June
- Attended the Agribusiness meeting at the Heart of Wisconsin Chamber of Commerce
- Coordinating Rusty Crayfish Trapping Program with Pittsville High School
- Attended Central Sands Volunteer Appreciation Event with our streamflow monitors
- Facilitated 2016 Tree Sale with Lori, help with trees from EG crews, Shane and Adam
- Facilitated the purple loosestrife presentation to 76 4th-5th graders and started the bio-control projects at Grove Elementary and Port Edwards Elementary.
- Dug purple loosestrife roots for both schools, obtained DNR permits and supplies

Activities Report for Lori Ruess April 2016

- Budget review and reconciliation
- Answered phone and front desk questions.
- Attended the FPP meeting with LWCD staff, P & Z staff and DATCP employees on March 30th.
- Attended April 14th staff meeting; typed minutes and emailed to staff
- Compiled information and completed the 2017 Joint DATCP/DNR Nonpoint Source Grant application and submitted to DATCP by the April 15th deadline.
- Assisted in the completion of the 2016 Annual Work Plan and submitted to DATCP by the April 15th deadline.
- Completed the 2015 Wood County Land & Water Conservation Department Annual Report and submitted to DATCP.
- Gathered statistics for the NMFE Grant and forwarded to Kirk Langfoss.
- Tree and shrub distribution preparation.
- Vouchered incoming invoices and requested checks.
- Completed March sales tax report and submitted report to Finance.
- Completed journal entry request for monthly fuel charges from Highway Dept. and forwarded to Finance
- Attended April 21st staff meeting.
- Assisted with sorting, bagging and distribution at the tree & shrub sale on April 20th, 21st, and 22nd.
- Met with Caitlin Carmody at Highway Department to discuss payroll spreadsheets and reports.
- Completed a cost-share contract for Frank & Leslie Sojka.
- Completed a cost-share contract for Jerry & Kay Sternweis.
- Filing and tracking 2016 nutrient management plans as they come in.
- Organized County Board and CEED packet information for County Clerk's office.

Activities Report for Adam Groshek – March 2016

- ~Pankratz family manure storage design and meeting to go over plans for future 10 million gallon manure storage facility and approximately 1200 cow barn in the Town of Lincoln.
- ~Lee DeBoer modified Vegetated Treatment Area (VTA) for leachate design, tank design and logistics, and continuation of monitoring for prevention of manure overflow until permanent facility is constructed.
- ~Finished up Lee DeBoer's NOD grant application.
- ~Assisting Craig Brandl and Kirk Langfoss of Marathon County to finish Craig's nutrient management plan.
- ~Future June 1st, 2016 wetland determination guidance, investigation for future permit rules, and attendance of webinar hosted by WDNR.
- ~Assisting with Wood County's Land & Water 2016 annual work plan for DATCP approval for grant money towards cost-share projects.
- ~Collecting past Farmland Preservation participants into one database for use to determine potential future interest.
- ~Submittal of success story to DATCP of a happy farm family with a past installed manure storage facility.
- ~Site investigation of Jackie Schueller's 3 abandoned dug wells and 1 idle manure storage facility and design/paperwork for properly decommissioning the wells and closing the manure storage facility.
- ~Working with private engineering firm and Wilbar Farms to find past data and properly plan and permit additional manure storage and transfer systems for Wilbar Farms in future.
- ~Assisting Pittsville High School students in the Rusty Wranglers Crawfish program for the collection of the invasive rusty crawfish in an educational effort for the school and beneficial feed for a wildlife rehab. center.
- ~Attendance of webinar put on by the Manure Irrigation workgroup to go over their recently released report and the highly scientific consensus of the appropriate use of manure irrigation in Wisconsin.
- ~Pickup and transport of trees from Paint Creek nursery near Eau Claire and a shipment of trees from Michigan to sell for the annual Wood County Tree Sale.
- ~Counting, sorting, labeling, bagging, and organizing the 300+ trees sale orders consisting of 20,000+ trees of 9 different species and advice on best planting strategies.
- ~Discussion and planning of the potential move of the Wood County LWCD's department to be located in the new Wood County RiverBlock building.
- ~Assisting Weiler Dairy, LLC with the operation of the PLCs for their leachate collection and transfer systems.
- ~Assisting Frank and Leslie Sojka and putting together the plan set to properly decommission their old well on their property in the Town of Hiles.
- ~Assisting and investigating the options for Rock Inn Dairy to expand or add another waste storage facility to their farm.
- ~Attendance of a webinar discussing harmful aquatic biology associated with algal blooms caused by high nutrient loading to waters of the state.

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TO: Conservation, Education & Economic Development Committee

FR: Jason Grueneberg, Planning & Zoning Director
April Opatik, County Planner
Justin Conner, GIS Specialist
Jeff Brewbaker, Code Administrator
Heather Marquardt, Code Technician
Julie Akey, Admin Services 6

RE: Staff Report for May 4th, 2016

1. Planning (Jason Grueneberg)

- a. River Block and Courthouse – Progress continues on planning for the River Block and Courthouse renovations that will address many of the urgent space needs for the County. Regular updates are presented to the Executive Committee and the full County Board at their regularly scheduled meetings.

2. Economic Development (Jason Grueneberg)

- a. Central Wisconsin Economic Development Fund (CWED) --The CWED Board of Directors met on April 20th to approve a gap financing loan for a business located in the city of Marshfield. Attached are the minutes from the March 30th Board meeting.
- b. Central Housing Region – The Central Housing Region met on February 25th at the Waushara County Courthouse. Sometime between April and July the region will be receiving 2014-2015 funding of \$2,189,997 to fund %0 interest home repair loans. Attached are the minutes from the previous meeting on September 24th, 2015.

3. Planning (April Opatik)

- a. Village of Hewitt Parks and Trails – Final copy of the plan was completed and approval by the other committees will be finalized by May 19th meeting.
- b. Wood County Resource Map – Collecting, gathering and updating the 2016 resource map. Final copies are being reviewed by other staff and departments.
- c. Housing Study – Help and provide assistance on the steering committee for the city's housing study. Survey was completed on the Riverview hospital staff to steer Wisconsin Rapids growth in the next 10 years. It was expected to grow and more central, downtown-focused housing is needed.

- d. Nekoosa Parks and Trails – Meeting with Nekoosa Parks and Trails for creating a Plan is scheduled for May 9th.
- e. Town of Seneca Comp. Plan Update – Scheduled meeting with the committee for some time in May to update their comprehensive plan.
- f. Credit Card Application – Application for 2 department credit cards are in transition. There will be a total of 2 cards available for staff to use.
- g. GIS Story-Board – Alongside the resource map update, I am currently creating a story board that can be accessible by the public to view the recreational opportunities in Wood County.

4. Land Records (Justin Conner)

- a. Web Mapping Application – The newest version of the mapping website went live the evening of April 22nd.
- b. Parcel Fabric – Attended training webinars 3/22 - 3/25 for parcel fabric editing. There will be at least 2 more days planned for April.
- c. Wisconsin Land Information Council meeting – Attended a WLIC meeting to discuss the Data Distribution application and the use of Amazon Web Services.
- d. Farm Technology – Attended a meeting to discuss "Tent City" 4/14.
- e. RPL Interviews – Helped the Treasurer with the RPL interview process.

5. POWTS Activity (Julie Akey)

- a. Monthly Sanitary Permit Activity -- There were 15 sanitary permits issued through April 27th (5 new, 9 replacement and 1 reconnect) with revenues totaling \$3,895. There were 12 sanitary permits issued in April, 2015 (7 new and 5 replacements) with revenues totaling \$3,380.

There were 31 sanitary permits issued through April 27th. For comparison purposes, following are totals through the same period for the previous five years: 2015 – 24, 2014 – 23, 2013 – 32, 2012 – 28 and 2011 – 31.

- b. 2016 Tax Refund Intercept Program (TRIP) -- To date, Wood County has received \$2,405.82 on four outstanding cases. On May 3rd, Wood County will receive an additional \$782.50 on two cases.
- c. Maintenance Notices
 - i. 2015 - Following vacancy checks, these are being referred for failure to service.

- ii. 2016 – On April 26th, 2,711 notices were mailed by ODC to those owners who needed to have their system serviced this year, with a due date of August 12th. 18 notices were mailed to owners who have an Aerobic Treatment Unit (ATU) which requires annual servicing.

d. Program Fee Notices

- i. 2015 – These are being referred for failure to pay the program fee.
- ii. 2016 – These notices are tentatively scheduled to be mailed early November.

e. Sanitary Permit Document Imaging Project Status. Sanitary permits for the years 1982 – 2011 are available for viewing on the County's website www.co.wood.wi.us/Departments/PZ. Sanitary permits for the years 2012-2013 are being scanned as time permits; however, they are not yet available for viewing on the website.

f. Enforcement Activities Update.

i. Small Claims

- 1. April 19th – 20 cases were scheduled for failure to pay the program fee. 12 settled prior to court, and 1 contacted the P&Z Office while 3 appeared/agreed to the settlement offer. The remaining 4 did not appear and default judgment was entered on each.
- 2. May 24th – 20 cases are scheduled – 17 for failure to pay the program fee and 3 for failure to pay the program fee/failure to service.

ii. Contempt Hearing

- 1. April 26th – 4 cases were scheduled. These were from the March 1st Small Claims court date. All were settled prior to court.
- 2. May 24th – 8 cases are scheduled. These are from the March 22nd Small Claims court date.

g. Wisconsin Fund Program Update.

- i. FY17 – No communication received from the State on this batch of applications. Funding for FY17 is included in the State budget; however, it is a much lower amount than that budgeted the previous Fiscal Year.

6. Code Administrator's (Jeff Brewbaker and Heather Marquardt)

a. Private Sewage Program, Permitting, Maintenance and Violations

- i. (53) on-site investigations/inspections/compliances
- ii. (5) septic system verification letters & failing system investigations
- iii. (0) failing septic system orders, (0) holding tank maintenance violations & settlements
- iv. (16) soil tests reviewed, (5) hydrograph reports reviewed, (1) interpretive soils report reviewed
- v. (4) holding tank plan reviews, (7) conventional plan reviews, (4) mound plan review
- vi. (16) sanitary permits reviewed
- vii. (11) court cases for malfunctioning septic system and overfull holding tanks (0) referrals servicing, (0) referrals invoices
- viii. (0) sanitary system easements
- ix. Answered phone calls, emails and met in office regarding permitting and inspection questions.

b. Floodplain Ordinance Investigations and Permitting

- i. (2) site inspections, meetings or enforcement
- ii. (0) permit issued, screening sites or Letter of Map Amendment (LOMA)
- iii. (0) DNR Approved flood studies reviewed
- iv. (0) Cranberry farm certification
- v. Answered questions from citizens regarding building in floodplain and shoreland areas.
- vi. On April 12th, Jeff Brewbaker attended a meeting at Madison DNR regarding our pilot project with cranberry farming and floodplains. At this meeting the discussion of the Floodplain Audit from 2011 was also re-opened.

c. Shoreland Ordinance Investigations and Permitting

- i. (7) general shoreland permits reviewed & issued
- ii. (1) mitigation plans reviewed, (1) exempt structure affidavit
- iii. (1) onsite pre-construction inspections, meetings & enforcement, compliances
- iv. (1) navigability determinations

Central Wisconsin Economic Development Fund

MINUTES OF CWED BOARD OF DIRECTORS' MEETING

Wednesday, March 30, 2016, 2:00 PM

Central Wisconsin Airport, 200 CWA Drive, Conf. Rm. B, Mosinee, WI 54455

Present:

Board Members present: —Adams County – Marty Hillert (phone), City of Marshfield – Jason Angell, City of Merrill – Adam Rekau (phone), City of Mosinee – Jeff Gates, City of Stevens Point – Michael Ostrowski, Wisconsin Rapids – Zach Vruwink (phone), Lincoln County – Ken Maule; Portage County – Paula Cummings, Vilas County- Bob Egan, Village of Plover – Richard Holden, Wood County – Jason Grueneberg (phone).

Not represented: Schofield – vacant; Marathon County – vacant, Athens, Forest County, Town of Rib Mountain, Village of Weston.

Quorum: Yes (11/17)

Others Present:

Board Alternate(s): none

CAP Services: , Laura West, Dawn Thurn, Andrew Soucek

Legal – Laura Callan (phone)

Guests: Ashley Moore – Trimpac LLC; Jeffrey Lappe, President of Stratford State Bank

Proceedings:

- 1) **Call to Order** – Meeting called to order at 2:17 PM. Michael Ostrowski presiding as Zach Vruwink is traveling.
- 5) **C) Loan Proposals:** Michael asked the Board if there were any issues with moving item 5c up to the front of the agenda as we had representatives from Trimpac, LLC in attendance, and he wanted to respect their time; there were no objections.

Trimpac LLC – Loan request for \$525,000, 10 years, 4.50% interest only for the 1st six months, 1.00% closing fee. Loan proceeds will be used for the purchase of Trimpac LLC a custom commercial and residential interior trim and cabinet contractor. The purchase price is \$1,225,000 plus the borrowers will be contributing \$100,000 in cash for working capital. Stratford State Bank will be funding \$425,000 payable over 7 years at 5.50%, WEDC will fund \$100,000 over 7 years at 2.0%, and the sellers, an investment partnership in Green Bay, will carry financing of \$200,000 for 5 years with interest only at 4.0%. CWED will assume a 3rd lien position behind the bank and WEDC. The loan will be further supported by the unlimited personal guarantees of Ashley and Lukas Moore, secured by a junior mortgage on their home, and the unlimited personal guarantee of Jed and Lisa Moore (parents of Lukas), and secured by a junior mortgage on their home. Stratford State Bank is not taking a mortgage on the principals' homes as they are fully leveraged. By CWED taking the mortgages on their homes it keeps them from walking away if the business has a bad year and they lose their 10% equity position. CWED agrees to release the mortgages once the business demonstrates two consecutive years of cash flow sufficient to cover the annual debt service and lease payments 1.30 times. The principals will be providing \$135,000 equity to be used to fund working capital. Trimpac will commit to providing 15 full time positions within 3 years. Sales are \$3.8 million a year. Cash flow coverage is strong and CWED is 65% secured.

The 10 year term is an exception to policy that is warranted as the their building owner sold the building and they need to move by October 1st, and first quarter sales are 60% ahead of last year. They are struggling to keep up with sales growth. The company will likely need the working capital.

Jason Angell discussed the sale of the building saying that the investors did not want it so it was sold to someone else. Originally, Ashley approached the City of Marshfield to secure financing for the purchase of the business, plus the construction of a new building for a total of \$3.5 million. They have until October 1 to get out of their building. If they are not out they have nowhere to go and they are out of business. They could not provide sufficient equity to qualify for that much financing. The builder, Nikolai Construction stepped up and offered to build the building and lease it back to them under the terms of a favorable lease purchase contract as Rob Nikolai and Jed Moore have been selling Kirby building systems to Nikolai for many years and they have a strong working relationship. Trimpac has been in existence since 1986 and was originally a main supplier of trim and cabinets for Wicke Building Systems, Wisconsin Homes, Wausau Homes, and they did the recent remodeling for Sentry Insurance.

Ken Maule pointed out that CWED is taking the largest part of the financing for purchase of the business. Andy explained that the bank is holding back on financing as they intend to finance the building once it is up and the company generates sufficient cash for a down payment.

Jeff Lappe, Stratford State Bank, said they would have gone in for more but they are anticipating financing the purchase of the building in two years. The request was presented to them that WEDC would take \$125,000, CWED would take \$400,000 and the bank would be the lead lender at \$500,000. Their board has approved financing up to \$500,000. He could go back to the board to see if they would be willing to increase it. The board meets every two weeks.

Ken Maule stated that CWED funds are for gap financing and with CWED being the largest lender this is not gap financing. If Trimpac has money they could borrow from WEDC they should use it to reduce the gap and the risk to CWED. Ken would like to see them get some SBA financing but Stratford State Bank is a \$100 million dollar bank, and not an SBA lender. He would like to see them find another lender.

Jason Angell pointed out that WEDC requires their borrowers to provide insurance when Trimpac provides employees with a stipend for insurance. The company would need to change their benefits package to qualify for WEDC financing. Richard pointed out that WEDC also has a minimum wage requirement that is higher than the state minimum wage. This could be why they are trying to shift more of the financing to CWED.

Jeff Gates suggested that if the bank has approved \$500,000 they could increase their financing by \$75,000. CWED could reduce its financing \$75,000 to \$450,000, which is $\frac{1}{3}$ rd of the \$1,350,000 total project cost. He posited the question, "Would we all, in our community with a project like this, be comfortable being in at a third of the project cost? If we are, let's do the \$450,000."

The conversation went back to if Trimpac received more money from WEDC would they reduce the CWED loan or the bank loan. Jason Angell referred to an earlier comment by Richard Holden that we match the bank up to \$450,000 "that locks it in so that if they got money from WEDC over \$100,000 they couldn't spread it to the bank. They would need to reduce CWED's funding." Jeff Gates proposed that we limit CWED exposure up to a third of the total project cost up to \$450,000. Jason and Ken ran the percentages which didn't match Jeff's \$450,000 cap. Jason said to Jeff, "You're using the total project costs?" Jeff affirmed saying he was using the total project costs. Jason said, "Yes, that's right". Richard injected, "That sounds reasonable to me." Ken asked for clarification on the total project cost and the total financing cost. Ken said he likes "the idea of a third of the deal to a max of \$450,000". Jason Angell asked if it is a third of the \$1.35M or a third of the \$1.25M. Ken said that the difference is about \$23,000. Jason Angell motioned that we approve a loan to

Trimpac for one-third of the total borrowed cost of the project not to exceed \$450,000. Seconded by Jeff Gates. A roll call vote was taken. Nine "Yay", One "Nay". Motion passed.

- 2) **Board Minutes**, Richard Holden – Minutes of the meeting of February 18, 2016 were emailed on March 29th, 2016. There being no additions or corrections, Jeff Gates moved to approve the minutes as written, seconded by Paula Cummings. Minutes were approved.
- 3) **Financial Reports** - Laura West. Financials for February, 2016, were emailed with the board package. There is a negative number in there that is not negative as the checks were posted prior to posting the deposit. Once the deposit was posted the negative balance was eliminated. Michael Ostrowski pointed out that the financials show 2015 instead of 2016 and should be corrected. Richard Holden moved to approve, seconded by Jason Angell. Motion passed.

Action Items:

4) Updates

- A. **DOA Update**, Laura West – The Portage County Finance committee and Economic Development committee met yesterday to consider the three party agreements. They approved the signing of the agreements only after the borrowers (Valley Sales and Intevation Foods) sign. Laura Callan added that Wood County has indicated that they will follow Portage County's lead on this. Laura West offered to share a letter of explanation she prepared to send to the borrowers for Jason to preview. Paula asked to receive a copy as well.
- B. **Executive Committee** - Zach Vruwink not present, No report.
- C. **Finance Committee** - Jason Grueneberg – no report
- D. **Advisory Committee**, Paula Cummings – the committee met for almost 2 hours immediately before the board meeting to discuss 13 agenda items. She thanked the board for allowing the Advisory Committee to run a little bit into the board meeting time.
 - a. **Penalty for Failure to Create Jobs** – This has been presented to the board at an earlier meeting but was sent back as there were too many options presented. At this time the Advisory Committee recommends a penalty of \$3,500 per job plus adjusting the interest rate on the loan to Wall Street Journal Prime Rate plus 3.0%, fixed. Jason Angell motioned to approve. Motion was seconded by Ken Maule. Motion passed.
 - b. **Clarification of the maximum loan amount – 40% for 50% of project financing?** - The CWED Policy and Procedures Manual limit loans to 40% of the project costs. The CDBG Policy limits to 50% of total project costs. The Advisory committee is recommending that we leave the CWED policy at 40% but add wording to acknowledge that this is more "restrictive" than the CDBG policy. Jason Angell moved to add the restrictive wording to the CWED policy manual. The motion was seconded by Richard Holden. The motion passed.
 - c. **Clarification if Legal Fees are included in administrative costs** – The CWED manual says that reasonable expenses count toward the administrative cap. It doesn't mention legal expenses but says reasonable expenses. Borrower paid closing fees are not administrative fees and do not count toward the cap. The Advisory Committee recommends that the board approve adding wording to the CWED manual to include administrative legal fees as part of the administrative fee expense counted as an administrative fee subject to the annual allowed cap at 3.0% of total fund balance; and that borrower reimbursed legal fees do not count toward administrative fees. Ken Maule motioned to add the wording to the CWED policy. The motion was seconded by Jason Angell. The motion was approved.

Conference Call Policy – Paula read the conference call policy (attached) that was included in the Advisory committee packet. The policy would affect both the CWED Policy Manual and CWED Bylaws. She noted that the word "present" would be amended to "in person and by telephone". This

policy would be added to both the CWED Policy manual and the CWED Bylaws. She added that if borrowers or any other non-board member wanted to attend by phone, we would call them on another line. This would permit us to end the call in case matters of confidential information were discussed. Ken Maule motioned to approve the addition of the proposed Conference Call Policy to the CWED Policy and CWED Bylaws. The motion was seconded by Jeff Gates. The motion was approved.

Paula briefly mentioned the remaining items discussed at the Advisory Committee that will appear on a future board agenda.

5) **Portfolio Activity, Andy Soucek**

a. Loan Status Report –

- **C Wolf Holdings** (Ski's Meats, Wausau) previously request interest only payments. CWED Board approved the request so long as Ridgestone Bank did the same. Ridgestone Bank did approve interest only. Andy sent Craig Wolf the payment modification agreement to sign 2 weeks ago and has left phone and email reminders. He has not received the signed agreement back. He will keep trying.
- **Great Lakes Alfalfa and Greal Lakes Alfalfa Transportation** – The Company is past due for March. Andy has talked with them. They have a pending order for silage to Korea that should allow them to catch up. The order is delayed as they are trying to get the letter of credit set up. Once the letter of credit is received they can factor the receivable with an unnamed factoring company. This one should be okay.

b. Pipeline Report – We have Trimpac pending for \$525,000 but this has been modified to \$450,000. We received a request from Vantage Holdings for \$127,000. Down To Earth Greenhouse is scheduled to close April 8th. The loan is for \$93,000.

c. Loan Modifications

- Woodside Sports – Zach approved the release of the land used to build the hotel. Andy said that he feels we may have been played a little as in January we agreed to subordinate our loan on the full 51 acres to the mortgage for the hotel. Once the subordination was signed the lender came back to ask that we release the 8 acres for the hotel. Had he asked for the eight acres originally we would not need to subordinate on the full 51 acres.
- ECC Corrosion – the company has been on interest only for the past 12 months and has requested an extension for an additional 12 months. The company continues to struggle. Things have not improved. Cash flow is tight. Collateral is non-existing. We have \$143,000 remaining on the loan. We don't have much of a choice on this as we can't afford to pay out Nekoosa Port Edwards State Bank, and Bankers Bank loans totaling almost \$4 million so we can recover our \$143,000. Zach approved the extension even though our policy says we can only do it for 12 months. The policy doesn't say if it is 12 months total over the life of the loan, 12 months between approvals, or 12 consecutive months. The policy leaves room for interpretation but we don't have much of a choice in this matter. We have to ride it out. ECC management says that if they don't turn the corner this year there is no point to continuing.

6) **Future Agenda Item** - Michael Ostrowski – The Advisory Committee will be forwarding a number of recommendations after they meet next. There was discussion about setting a monthly meeting date, and cancelling if we didn't need it. Michael suggested sending a memo out to board members to see what would work. Michael suggested sending the board and email to suggest the third Wednesday of the month, 2 pm to see what the feedback is.

7) **Adjourn** – Jeff Gates motioned to adjourn. Motion was seconded. Motion was approved.

Minutes prepared by A. Soucek,

Central Housing Region
Community Development Block Grant
Housing Committee Meeting
September 24, 2015
The Washington Center
New London

Call to Order

Ryan Brown called the meeting to order at 10:03 a.m.

Roll Call

Present: Ryan Brown, Dave Thiel, Paula Cummings, Jeanne Dodge, Jason Grueneberg, Julie Oleson, Barb Gabrielson, Rick Gabrielson, and Kent Haggert, City Administrator. Toni Simonson, Deb Behringer, Brenda Jahns-Graham, and Marge Bostelman attended via teleconference.

Absent: Cindy Phillippi, Adams County and Tom Brounacker, Juneau County.

Public Comments

None

Agenda

Jeanne Dodge made a motion to approve the agenda and the May 28, 2015, minutes, second by Dave Thiel, motion carried.

Program Managers Report

The application/loan statistics report was reviewed by the Committee.

Phase I of the 2012-2013 project funds have been obligated as of July. The total grant was \$2.1 million, of that amount \$1.8 million was loaned out for homeowner rehab. Phase II Contract of \$1.6 million was signed by Juneau County in June and by the State in August. About \$1.4 million will be used for homeowner and hopefully rental rehabilitation.

Of the \$1.4 million we have approximately \$890,000 left and 42 applicants which would mean to serve them all the loans would have to average about \$21,000.

The State is taking the stance of doing possible home replacement vs. repair on some of the larger projects.

New Business

In light of the above information we postponed the discussion of marketing.

Unfinished Business

Adjournment

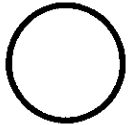
At 10:42 a.m. Jeanne Dodge made a motion to adjourn, second by Jason Grueneberg.

The next CHR Committee Meeting will be held on February 25, 2016, at the Waushara County Courthouse, Room 109.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Julie A. Oleson".

Julie A. Oleson
Executive Director

DATE May 17th, 2016Effective Date May 17th, 2016

RESOLUTION#

Introduced by
Page 1 of 2

Conservation, Education & Economic Development

Motion:	Adopted:	
1 st	Lost:	
2 nd	Tabled:	
No: _____	Yes: _____	Absent: _____
Number of votes required:		
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds	
Reviewed by: _____, Corp Counsel		
Reviewed by: _____, Finance Dir.		

AAO

INTENT & SYNOPSIS: To approve a zoning amendment to the Town of Grand Rapids Zoning Ordinance.

FISCAL NOTE: No County expenditure.

WHEREAS, the Town of Grand Rapids, a town with village powers, has amended their town zoning ordinance in accordance with Chapter 60.62 Wisconsin Statutes, and

WHEREAS, the Grand Rapids Town Board met on April 12th, 2016 and approved the recommended amendment is consistent with their comprehensive plan, and

WHEREAS, the Town of Grand Rapids has submitted the amendment to Wood County, along with a request for the County Board approval, as required by Wisconsin Statute, and

WHEREAS, the Wood County Planning and Zoning staff and the Conservation, Education & Economic Development Committee have reviewed the amendment and find that it does not conflict with any county planning programs or zoning ordinances.

NOW, THEREFORE, LET IT BE RESOLVED, that the Wood County Board of Supervisors does hereby approve the following amendments to the Town of Grand Rapids zoning ordinance and so notify the Town of the approval via a copy of this resolution. Page 2 of this resolution is a brief map and summary of the proposed changes.

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Wagner, E			
5	Hendler, P			
6	Breu, A			
7	Ashbeck, R			
8	Miner, T			
9	Winch, W			
10	Henkel, H			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

()

HILDE HENKEL, CHAIR

ROBERT ASHBECK

KEN CURRY

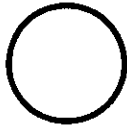
PETER HENDLER

BILL LEICHTNAM

Adopted by the County Board of Wood County, this 17th day of May 20 16.

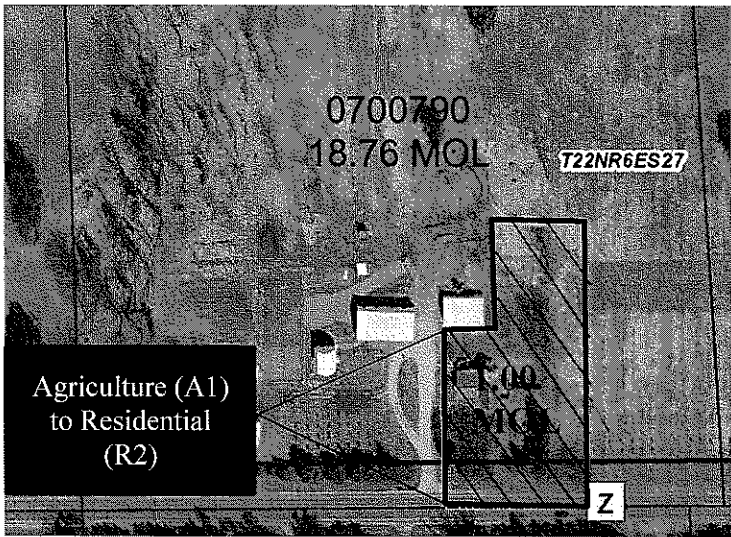
County Clerk

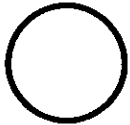
County Board Chairman



RESOLUTION# _____ **Effective Date** May 17th, 2016
Introduced by Conservation, Economic & Education Development
Page 2 of 2

Zoning amendment to rezone a 1.00 acre parcel
within the existing 18.76 acre parcel 0700790
from Agriculture (A1) to Residential (R2)





RESOLUTION#

Introduced by
Page 1 of 2

Conservation, Economic & Education Development

Motion:	Adopted:	<input type="checkbox"/>
1 st	Lost:	<input type="checkbox"/>
2 nd	Tabled:	<input type="checkbox"/>
No: _____	Yes: _____	Absent: _____
Number of votes required:		
<input checked="" type="checkbox"/> Majority <input type="checkbox"/> Two-thirds		
Reviewed by: _____, Corp Counsel		
Reviewed by: _____, Finance Dir.		

INTENT & SYNOPSIS: To approve a zoning amendment to the Town of Saratoga Zoning Ordinance.

FISCAL NOTE: No County expenditure.

WHEREAS, the Town of Saratoga, a town with village powers, has amended their town zoning ordinance in accordance with Chapter 60.62 Wisconsin Statutes, and

WHEREAS, the Saratoga Town Board met on April 20th, 2016 and approved the recommended zoning ordinance amendments, and

WHEREAS, the Town of Saratoga has submitted the zoning ordinance amendment to Wood County, along with a request for the County Board approval, as required by Wisconsin Statute, and

WHEREAS, the Wood County Planning and Zoning staff and the Conservation, Education & Economic Development Committee have reviewed the amendment and find that it does not conflict with any county planning programs or zoning ordinances.

NOW, THEREFORE, LET IT BE RESOLVED, that the Wood County Board of Supervisors does hereby approve the following amendments to the Town of Saratoga zoning ordinance and so notify the Town of the approval via a copy of this resolution. Page 2 of this resolution is a brief summary of the proposed changes, and attached to this resolution is a 14-page

detailed summary of the proposed changes.

Changes listed on attached document in order of which they appear on the original 14-page document.

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HILDE HENKEL, CHAIR

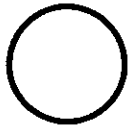
ROBERT ASHBECK

KEN CURRY

PETER HENDLER

BILL LEICHTNAM

Adopted by the County Board of Wood County, this 17th day of May 20 16 .

**RESOLUTION#**

Introduced by Conservation, Economic & Education Development
 Page 2 of 2

- Sec. 2.16.2 Removed: or part thereof; for example, a building's setback is measured from projections, such as roof overhangs, rather than from the building's foundation. (See Town Building Code for additional details on measurement.)
- Sec. 2.85 Removed: factories, sheds, and cabins Added: decks; pools, etc.
- Sec. 3 Removed: General Commercial District (CD)
- Sec. 3.2.1 Added: 3.2.1 Light Commercial District (LC)
- Sec. 3.2.2 Added: 3.2.2 Highway Commercial District (HC)
- Sec. 3.6.5 Added: 3.6.5 Light Commercial District (LC)
- Sec. 5.1.4 1 Removed: 5.1.4.1(a); are no employees; 5.1.4.1(b); 5.1.4.1(c); are. Added: may be only one related person; other than a business sign that; (See Sign Ordinance 06-18-2014); combined; is
- Sec. 5.1.4.3 Removed: mechanical, body or other repair or painting of cars, motorcycles or trucks, whether or not for remuneration, other than those owned by member of the family residing on the property. Added: explosives, fireworks, or repair of motor vehicles.
- Sec. 5.2.1 Added: f. Private Stables
- Sec. 5.2.2 Removed: (m) Accessory buildings exceeding 200 sq. ft. in area, constructed as pole buildings, or having exteriors of corrugated steel or aluminum; and private
- Sec. 5.2.3 Removed: 30%; 5% Added: comply with setback standards (b)(c)(d); 2000 sq. ft. (per town building ordinance)
- Sec. 6.1 Removed: General Commercial District (CD) Added: Light Commercial District (LC): Light Commercial areas are those lands that are delineated as existing commercial and are mixed with existing residential uses. The LC district is associated with minor development nodes along major transportation networks. The primary intent of this area is to allow for smaller commercial developments, or mixed-use developments, in areas that can accommodate the associated traffic demands while not creating land use compatibility issues with surrounding uses. The scale and size of building and associated parking, and outdoor display areas are expected to be compatible with that of existing uses and smaller than building sizes and associated uses within the Highway Commercial areas. The District boundaries for parcels, with 100 feet of frontage on STH 73, shall extend from the respective right-of-way 300 feet in depth or to the rear lot line whichever is less. The LC District Boundary may be extended for those parcels that have a depth greater than 330 feet to a depth of 412 feet or to the rear lot line whichever is less.
- Sec. 7.1.8 Removed: except for kennels and stables
- Sec. 7.1.6 Removed: parks Added: recreation areas
- Sec. 7.2 Added: 7.2.8 Kennels as defined in this ordinance; 7.2.9 Commercial Stables
- Sec. 12.4.6 Added: ,but not limited to; but not limited to

TOWN OF SARATOGA ZONING ORDINANCE AMENDMENTS

Section 2.16.2 is amended to read:

Building setback line: The line outside the right-of-way of a street beyond which no building ~~or part thereof~~ shall project and no accessory structure built, except as otherwise provided by this ordinance. Building setback lines are measured using the same standards for measurement as those used and set forth in the Town Building Code, and such standards are incorporated by reference as if set forth fully herein. ~~For example, a building's setback is measured from projections, such as roof overhangs, rather than from the building's foundation. (See Town Building Code for additional details on measurement.)~~

Section 2.47 is amended to read:

Junkyard: A place where waste, and discarded salvaged materials are bought, sold, exchanged, baled, packed, disassembled, ~~or handled~~ or recycled, including auto wrecking activities, building wrecking activities, used lumber places and places for storage of salvaged equipment, materials, and parts, but not including places where such uses are conducted entirely within a completely enclosed building and not including pawn shops and establishments for the sale, purchase or storage of used furniture and household equipment, used cars in working condition, or salvaged materials incidental and necessary to manufacturing operation.

Section 2.85 is amended to read:

Structure: Anything constructed or erected, the use of which requires a foundation or a location on or in the ground. It includes but is not limited to objects such as buildings, decks ~~factories, sheds, and cabins~~ pools etc.

Section 3 Districts is amended to read:

3.2 Commercial District

~~General Commercial District (CD)~~

Section 3.2.1 is created to read:

3.2.1 Light Commercial District (LC)

Section 3.2.2 is created to read:

3.2.2 Highway Commercial District (HC)

Section 3.6.5 is created to read

3.6.5 Light Commercial District (LC)

Section 5.1.3(g) RS-1 Suburban Residential District Standards is created to read:

(g) Maximum Lot Coverage Accessory Building 5%

Section 5.1.4 1 Permitted Uses is renumbered and amended to read

~~5.1.4.1(a)~~ 5.1.4 (a) (1) There are no employees may be only one unrelated person engaged in the home occupation other than the family members residing on the premises.

Section 5.1.4.1 (b-g) is renumbered as 5.1.4 (a)(1-7)

~~5.1.4.1(b)~~ 5.1.4 (a) (2) There are no visible indications other than a business sign, that a home occupation is being conducted on the premises.

~~5.1.4.1(e)~~ 5.1.4 (a) (3) Any sign advertising the home occupation is no larger than ~~4~~ 6 square feet. (See Sign Ordinance 06-18-2014)

~~5.1.4.1(e)~~ 5.1.4 (a) (5) No more than 25% of the gross area (including all floor levels) of the dwelling and no more than 25% of the combined floor area of all attached and detached garages or accessory buildings ~~are~~ is used for the home occupation.

Section 5.1.4.3 (a) is renumbered and amended to read:

5.1.4. (c) (1) Any activity which includes ~~mechanical, body or other repair or painting of cars, motorcycles or trucks, whether or not for remuneration, other than those owned by members of the family residing on the property~~ explosives, fireworks, or repair of motor vehicles.

Section 5.1.4.2 (a-b) is renumbered as 5.1.4 (b)(1-2)

Section 5.1.4.3(a-c) is renumbered as 5.1.4 (c) (1-3)

Section 5.2.1 is added

f. Private Stables

Section 5.2.2 is amended to read

~~(m) Accessory buildings exceeding 200 sq. ft. in area, constructed as pole buildings, or having exteriors of corrugated steel or aluminum.~~

~~(o) Commercial and private stables~~

Section 5.2.3 RR-1 Rural Residential District Standards is amended to read:

(g) Maximum lot coverage

Principal building ~~30%~~ comply with setback standards (b)(c)(d)

Accessory building ~~5%-2000 sq. ft.~~ (per town building ordinance)

Section 6.1 General Commercial District (CD) is amended to read:

~~6.1 General Commercial district (CD)~~ Light Commercial District (LC): Light Commercial areas are those lands that are delineated as existing commercial and are mixed with existing residential uses. The LC District is associated with minor development nodes along major transportation networks. The primary intent of this area is to allow for smaller commercial developments, or mixed-use developments, in areas that can accommodate the associated traffic demands while not creating land use compatibility issues with surrounding uses. The scale and size of buildings and associated parking, and outdoor display areas is expected to be compatible with that of existing uses and smaller than building sizes and associated uses within the Highway Commercial areas. The district boundaries for parcels, with 100 feet of frontage on STH 73, shall extend from the respective right-of-way 330 feet in depth or to the rear lot line whichever is less. The LC

District boundary may be extended for those parcels that have a depth greater than 330 feet to a depth of 412 feet or to the rear lot line whichever is less.

Section 6.1.1 Permitted Uses in CD District is rescinded:

Section 6.1.1 Permitted Uses in LC District is created to read:

6.1.1 Permitted Uses in LC District

- a. Small retail stores and shops such as, but not limited to; gift shops, art gallery, variety and household appliance stores.
- b. Small service businesses such as, but not limited to; barbers, beauticians, florists.
- c. Offices for business and professional firms
- d. Other retail stores and shops and small businesses catering to local patronage, compatible with the intent of the Light Commercial District, and not endangering the health, safety, and general welfare to local residents or detrimental to the value of any property.
- e. Some uses are permitted in both the LC and HC Districts; all development in the LC District must comply with the intent stated in 6.1 above.
- f. Other similar and compatible uses which are determined by the Plan Commission to be in accord with the purpose of this ordinance.

Section 6.1.2 Conditional Uses in CD District is rescinded

Section 6.1.2 Conditional Uses in LC District is created to read:

6.1.2 Conditional Uses in LC District. The Plan Commission, as a conditional use, may consider businesses that do not fully comply with the stated intent in 6.1, with final approval by the Town Board

Section 6.2 Highway Commercial District (HC) is created to read:

6.2 Highway Commercial District (HC) Highway Commercial areas are those properties delineated as existing commercial or are likely places of highway commercial expansion (i.e. near existing commercial corridors or near major intersections). The primary intent of these areas is to allow for some larger commercial developments near compatible uses that can accommodate the associated traffic demands. The scale and size of buildings and associated parking and outdoor display areas is expected to be similar to that of existing uses and larger than building sizes in Light Commercial areas. By directing future highway dependent development into the HC, new commercial development along other highway corridors designated LC shall be avoided.

6.2.1 Permitted Uses in the Highway Commercial District (HC)

- a. Large-scale stores such as; retail and wholesale department, variety and specialty merchandise stores, grocery and specialty foods establishments, restaurants and supper clubs
- b. Business and professional offices
- c. Personal service establishments (i.e. barbershops, beauty salons, motels etc.

- d. Convenience stores or service stations
- e. Motor vehicle sales and service, recreation vehicle, small engine, and farm implement sales and service
- f. Greenhouses and nurseries
- g. Recreation facilities
- h. Storage rental units
- i. Commercial and private stables
- j. All uses permitted in the LC District are permitted in the HC District
- k. Other similar and compatible uses which are determined by the Plan Commission to be in accord with the purpose of this ordinance.

6.2.2 Conditional Uses in HC District The following uses shall be conditional uses in the Highway Commercial District. (See Conditional Uses Section 12.4)

- a. Licensed junkyards and/or recycling businesses
- b. Circuses, carnivals, musical or theatrical performances or any other similar public functions which customarily are held in temporary structures or in the open air, and for which admission is required or a collection is taken.
- c. Microwave radio relay structures, television transmission towers and cell phone towers.

Section 6.2 **GENERAL INDUSTRY DISTRICT (ID)** is renumbered Section 6.3

Section 6.2.1 Permitted Uses in ID District is renumbered Section 6.3.1

Section 6.2.2 Conditional Uses in ID District is renumbered Section 6.3.2

Section 6.3.3 Nonmetallic Mining Conditional Use Permit Requirements is created to read:

6.3.3 Nonmetallic Mining Conditional Use Permit Requirements

- d. **Definitions.** In addition to the definitions in Section 2, which are incorporated by reference, the following definitions apply to this Section.
 - 1) "Blasting" means any method of loosening, moving or shattering masses of matter by use of an explosive.
 - 2) "Fugitive Dust" or "Dust" means any particles lifted into the ambient air caused by man-made activities such as the movement of soil, vehicles, equipment, or blasting. Fugitive Dust also shall include particles lifted into the ambient air caused by wind over excavated areas that has had its natural vegetative ground cover removed by the nonmetallic mining.
 - 3) "Heavy Vehicle" means a vehicle over 48,000 pounds.
 - 4) "Operator" or "Applicant" means any person engaged in, or who has applied for a Conditional Use Permit (CUP) to engage in nonmetallic mining or processing, whether individually, jointly or through subsidiaries, agents, employees, contractors, or subcontractors.
 - 5) "Processing facility" or "processing site" means a location off the mine site on which any facilities, structures, equipment, private roads or haulage ways associated with nonmetallic storage facilities, stockpiles,

washing, drying, processing, separation, blending or screening operations are conducted. NOTE: Such processing facilities and operations conducted on the mining site are considered part of the mine site.

- 6) "Retained expert" means professional consultants including but not limited to engineers, attorneys, planners, environmental specialists, and other consultants with skills relevant to reviewing, processing and acting upon applications for a Nonmetallic Mining CUP or Mining Agreement or to issues associated with the inspection, monitoring and enforcing of approvals arising under this section.

e. Application Requirements

- 1) Preliminary Cost Reimbursement Agreement. At the time a CUP application is filed with the Town, the applicant shall execute, for the benefit of the Town, an agreement agreeing to pay and providing adequate security guaranteeing payment for the cost of the investigation, review and processing of the application, including any Retained Expert and staff administrative costs. The agreement and the security shall be in form and substance acceptable to the Town. The Town shall not begin processing the application until the preliminary cost reimbursement agreement is approved and signed and until the required security is provided to the Town. The Town may accept an initial deposit to begin processing the application and provide the applicant with an estimate of anticipated costs, but it shall not incur processing costs beyond that for which a deposit or other security has been approved.

f. General Information. In addition to the general information required in 12.4.1, the applicant shall provide the following information;

- 1) The name, address, phone number(s), and e-mail address of the landowner(s), and operator, if different from the landowner.
- 2) If the operator does not own the proposed mine site or processing facility a copy of a fully executed lease and/or agreement between the landowner and Operator.
- 3) The name, position title, address and phone number of the individual who is responsible for the daily operation and maintenance of the site, and who will serve as the primary contact person for the Town.
- 4) Proof that all property taxes on the proposed mine site or processing facility are current.

g. Site Information and Maps

- 1) A topographic map and aerial photo of the mine site or processing facility extending one-half ($\frac{1}{2}$) mile beyond the site boundaries at contour intervals no wider than one (1) foot showing the boundaries of the site; total acreage of the site, and the location and name of all roads within one mile of the site.
- 2) A separate drawing showing proposed locations and use of all buildings and all other structures, erosion control measures, monitoring wells, equipment, tanks, stockpiles, settling ponds, wash areas, identified

storage including chemical and fuel storage, and parking areas. If the application is for an existing mine site, show the boundaries of the existing excavation, stockpiles, and wash or settling ponds.

- 3) Identify by parcel number the locations of off site residential, agricultural and municipal wells within one (1) mile of the boundaries of the nonmetallic mining site.
 - 4) The location of existing and proposed wells, on the site including well depth, depth of casing, depth to water, and pumping capacity for each well.
 - 5) The location and name of all surface waters, including lakes, private or public ponds, streams (including intermittent streams and headwaters), drainage ditches, wetlands, drainage patterns and other water features on the site and within one (1) mile of the site.
 - 6) The dimensions of the proposed excavation and the elevation(s) of observed or estimated water table(s), as determined by test borings on the site and within one-half ($\frac{1}{2}$) mile of the site. The applicant shall hire the services of a Wisconsin licensed hydrologist or geologist to acquire this information.
 - 7) A letter from the Wisconsin Department of Natural Resources concerning any threatened or endangered species at the mine site.
- h. Operation Plan: An operation plan, which shall include a written description of the proposed nonmetallic mining operation and methods and procedures to be used in mining the site. The operation plan shall also include the following:
- 1) Dates of commencement and cessation of the nonmetallic mining.
 - 2) Proposed parking areas, signs, and fencing
 - 3) A description of hours of operation, for the nonmetallic mine site, and processing facility, including all times when vehicles will enter or leave the site or facility.
 - 4) An estimate of the number of truck entering and leaving the site within a 24-hour period and the weight limits of each.
 - 5) A description of the mining methods and, if any, processing methods to be used including a sequence of operations.
 - 6) Estimated total volume of all material to be extracted through the life of the site.
 - 7) Location of road access points and copies of approved access permit(s).
 - 8) Identification of all proposed off-site trucking routes, together with the frequency of traffic and the common schedule of travel to be used for transporting extracted nonmetallic minerals or products to or from the site.
 - 9) A water budget, including the amount of daily water use, water sources, and methods for disposing of water including methods used for infiltration and control of runoff.
 - 10) Measures to be taken to screen the nonmetallic mining from public view
- i. Compliance with Standards. The Operator shall provide such additional information, as the Town deems necessary, to determine that the proposed nonmetallic mining, processing, or proposed Planned Mining Operation complies with the minimum standards set forth below.

6.3.4 Minimum Standards of Operation

a. General Standards

- 1) The Operator shall stake or otherwise mark the borders of the entire site and shall secure the site by appropriate measures which may include chain link fencing or other alternative measures consistent with mine safety and security.
- 2) The Operator shall demonstrate that all other applicable Federal, State, County and Town permits and/or approvals for nonmetallic mining have been obtained prior to commencement of the nonmetallic mining.
- 3) The Operator shall provide notice to the Town within 15 days of receiving any notices of violations, citations, or other enforcement actions taken by any governmental body against the operator in relation to nonmetallic mining within the Town.

b. Buffer Areas

- 1) Except as noted below, the Operator shall provide a buffer area of fifty (50) feet from the nonmetallic mine site or processing facility along bordering property lines and Town roadways.
- 2) If a berm is placed within the buffer area and it lies along a public roadway, the bottom edge of the berm shall be a minimum of ten (10) feet from the edge of any road right-of-way and shall be stabilized to minimize erosion entering the ditch.
- 3) The Operator shall provide a buffer of 1320 feet from any navigable waters and any trout streams.
- 4) The Operator shall screen the mining operations from public view to the maximum extent practicable. Screening may be achieved through the use of berms, additional setbacks or other measures deemed adequate by the Town Board.

c. Hours of Operation

- 1) The Operator shall limit normal hours of operations at the nonmetallic mine site or processing facility to fourteen (14) hours a day Monday through Friday, not earlier than 5:00 a.m. and not later than 11:00 p.m., and on Saturday not earlier than 5:00 a.m. and not later than noon, to avoid substantial or undue impacts on neighboring properties and town residents. Operations on-site shall not occur on Sundays or named holidays.
- 2) Operation of Heavy Vehicles leaving the nonmetallic mine site or processing facility shall be limited to fourteen (14) hours a day Monday through Friday not earlier than 6:00 a.m. and not later than 8:00 p.m. and on Saturday not earlier than 6:00 a.m. and not later than noon. There shall be no operation of Heavy Vehicles leaving the nonmetallic mine site or processing facility on Sunday or named holidays.
- 3) The Operator shall schedule Heavy Vehicles to and from the mining site in a manner to avoid interfering with the safety of children going to or returning from school, the safety of slow-moving farm vehicle traffic, or the safety of residents and commuters at times when traffic volume from commuters going to and from work is highest.

d. Control of Light and Noise

- 1) The Operator shall limit night lighting on-site or at a processing facility, to that which is minimally necessary for security and worker safety. Every effort consistent with the legal requirements for safety shall be made to minimize illumination of the night sky and neighboring properties.
- 2) The Operator shall control off-site noise levels to the maximum extent practicable to avoid adverse impacts to neighboring landowners. The noise levels at the boundaries of the mining or processing site shall not exceed 60dB.
- 3) The use and regulation of compression release engine brakes, commonly known as jake-brakes, is prohibited except for emergencies.

e. Control of Air Pollution

- 1) The Operator shall cover all trucks hauling sand with secured tarps, and utilize all relevant dust control measures specified in Wis. Admin. Code § NR 415.075 and any approved Fugitive Dust Control Plan. Additionally, the Operator shall have an established protocol for additional dust control measures when the National Weather Service has issued a high wind warning for the area.
- 2) Air monitors. The Operator shall install air monitors at all nonmetallic mining operations including the mine site and any processing facility in accordance with ambient air monitors required by the DNR.
- 3) In addition to ambient monitoring required by the DNR, the Operator shall be required to monitor the ambient level of Total Suspended Particulates (TSP) as measured by the method described in Appendix B of 40 C.F.R. part 50 (2013) or a method approved in writing by the Town. The Operator may monitor for PM₁₀ as a surrogate for monitoring for TSP if approved in writing by the Town. If PM₁₀ is used as a surrogate, it shall be measured by the method described in Appendix L of 40 C.F.R. part 50 (2013).
- 4) The Operator shall completely enclose any dry processing facilities and shall enclose to the extent practicable any loading or unloading facilities.

f. Control of Waste Materials

- 1) The amount of waste material (non-marketable fines) returned to a mine site as part of the reclamation process shall not exceed the site-specific ratio of waste to target material of the extracted raw material as determined prior to the processing of the raw material. A processing facility shall keep records of the tonnage of raw material drawn from each raw material source. The tonnage of waste byproduct that is returned to each mine reclamation site shall not exceed the tonnage of waste contained in the raw material received at the processing facility from that site.

g. Groundwater Standards

- 1) The nonmetallic mine site or processing facility shall have at least one sentinel well at the boundary of the nonmetallic mine site or processing

facility that is down gradient of the groundwater flow. The Operator shall take quarterly samples of the sentinel well for lead, arsenic, turbidity, total suspended solids, chlorides, nitrates, specific conductivity and any chemical or residual of the chemical used as a flocculent and any other toxic substance that may reasonably be believed to be present in the area or in the type of deposit from which the extraction will be made during the first two (2) years of operation and twice a year in subsequent years.

- 2) The mining company shall sample private wells within one (1) mile of the nonmetallic mine site or processing facility down gradient of the groundwater flow prior to commencement of operation and every two (2) years and private wells on the perimeter of other sides of the mine site every three (3) years. Monitoring shall continue six (6) years after the closure of the mine.
- 3) Mining operations shall not exceed groundwater quality standards in Wis. Admin. Code NR 140.
- 4) Independent laboratory shall analyze all groundwater samples.
- 5) Wash plant settling ponds shall be lined with at least five (5) feet of clay meeting the technical standards contained in Wis. Admin. Code §NR 504.06(2) for clay liners.
- 6) At least sixty (60) days prior to commencement of nonmetallic mining operations, the Operator shall place sufficient test wells to verify the groundwater elevations on the nonmetallic mine site or processing facility. Test wells located in the down-gradient direction of groundwater flow shall be located so they serve as permanent sentinel monitoring wells during the course of operations.
- 7) Mining operations shall not extract materials at a depth below the point that is five (5) feet above the maximum established groundwater table.
- 8) Mining operations shall not cause a significant reduction in the quantity of groundwater available for reasonable use by current users within one (1) miles of the nonmetallic mine site or processing facility. A significant reduction includes a drop in the water table that results in a substantial adverse impact on a private well including but not limited to the inability of a well to provide water on a continuous basis.
- 9) Impacts to Surface Water Base Flow: Mining operations shall not cause a lowering of the groundwater that results in adverse effects on surface waters which serve as a critical source of water for agricultural, recreational or municipal functions such as fire protection within one (1) mile of the nonmetallic mine site or processing facility. Adverse effects include but are not limited to a reduction of water in streams and tributaries below base flows established prior to the beginning of mining operation.
- 10) Impacts to Surface Water Use. The Operator shall undertake all measures necessary for the control of surface water runoff from nonmetallic mining operations in order to prevent pollution and erosion of sediment onto neighboring properties, surface water and groundwater, and shall also comply with the standards for erosion control under Wis. Admin. Code NR 216 and NR 151, as applicable

h. Hazardous Materials

- 1) All hazardous chemicals and their containers, shall be stored, used and disposed of in accordance with applicable state and federal law.
- 2) The Operator shall have a written plan for responding to spills of any hazardous materials on the site or while in transport either to or from the site.
- 3) The Operator shall not dispose of any chemicals or waste materials containing chemicals declared to be hazardous by a government agency, on the site or processing facility.
- 4) The Operator shall not use as landfill material or dispose of onsite, any waste material that contains a toxic amount of a hazardous chemical or a toxic residual.

6.3.5 Financial Assurance: Financial assurance, in a form agreed to by the Town Board, shall be provided to the Town as a condition of permit approval in the amount necessary for the following:

- a. Road Repair: An amount necessary for the repair and maintenance of Town Roads used for truck traffic transporting materials to or from the nonmetallic mine site or processing facility.
- b. Water Supply: An amount necessary to provide an alternative water supply to potentially affected residences or agricultural operations within one (1) mile of the mine site or such other area impacted by the operations.
- c. Escrow Account: The Town of Saratoga shall establish an escrow account for each nonmetallic mining application. This account shall be used to pay the costs of any expert scientific, accounting, legal or other consulting needs by the Town to administer this Section during the duration of any nonmetallic mining, processing and reclamation.

6.3.6 Reporting Obligations

a. On-going Reporting Requirements

- 1) The Operator shall provide notice to the Town of any notices of violations, citations, or other enforcement actions taken by any other governmental authority against the mining operation. The Operator shall provide notice to the Town of such actions within 15 days after receiving such notice from the governmental authority.
- 2) All monitoring data, sampling results and any other test results required by this Section shall be undertaken at the Operator's expense and provided to the Town Clerk. Unless otherwise specified in this Section, all monitoring data sampling results and any other test results shall be provided to the Town Clerk within 30 days of receipt of the results by the Operator.

b. Annual Report

- 1) No later than August 31 of each calendar year, the Operator shall submit an annual report to the Town Board for all active and intermittent mining sites and processing facilities for which the Operator has a permit in the Town of Saratoga. The reporting period shall be from the issue date of the first Operator's permit to August 31, and thereafter from September 1 to August 31.
- 2) The annual report shall include the following information:

- I Identification of the Operator and location of the nonmetallic mine site or processing facility.
- II A map or drawing accurately showing the area of excavation, the unclaimed area and any the reclaimed area including a calculation of the number of acres for each type.
- III A description of activities and operations on the nonmetallic mine site or processing facility for the previous calendar year
- IV A description of activities and operations on the nonmetallic mine site or processing facility anticipated for the following calendar year
- V A written report demonstrating Operator compliance with this Section and any permit terms and conditions. The report shall include all groundwater, surface water and other monitoring results, as well as a copy of all annual reports submitted to other agencies
- VI A summary of all areas of non-compliance, and a plan for bringing non-compliant areas into compliance

6.3.7 Inspection Authority. The Town Board or other authorized representative of the Town, may make inspections to determine the condition of a nonmetallic mine site or processing facility in the Town of Saratoga in order to safeguard the health and safety of the public and determine compliance with the minimum standards under this Section upon showing proper identification, and upon reasonable notice.

6.3.8 Planned Mining Operation Approval

- a. Purpose. The purpose of this sub-section is to provide a voluntary procedure for authorizing nonmetallic mining using legislatively developed regulations and standards that are unique to a particular proposed nonmetallic mining or processing operation
- b. Intent: This sub-section provides an alternative to the otherwise applicable regulations set forth in this Section provided that the Town Board determines that the intent of this Section can be achieved through the use of alternative measures, and that the public health, safety and welfare will not be adversely affected thereby. In exchange for greater flexibility in developing regulations and standards that are unique to a proposed mining operation, a Planned Mining Operation approval may require additional or different standards, requirements, levels of review, monitoring and compliance mechanisms, and measures to mitigate or compensate for impacts, as determined in the sole discretion of the Town Board.
- c. Application for a Planned Mining Operation
 - 1) The application shall include all of the information and other materials required for a CUP
 - 2) The application shall describe all ways in which the proposed Planned Mining Operation will deviate from the otherwise applicable regulations in this Section.
 - 3) The application shall provide a written justification for any proposed deviations from the otherwise applicable regulations in this Section which may include provisions to minimize, mitigate or compensate for potential impacts to public health, safety and welfare including impacts to property value.

Section 7.1.8 is amended to read:

All uses permitted in the Rural Residential District ~~except for kennels and stables.~~

Section 7.1.6 is amended to read:

Public and private ~~parks~~, recreation areas picnic areas and similar uses

Section 7.2 Conditional Uses is amended to read:

7.2.8 Kennels as defined in this ordinance

7.2.9 Commercial Stables

Section 12.4.6 is amended to read:

Permit Issued to Person(s) and/or Runs with the Land; Conditions to be Specified. The conditional use permit issued shall specify the terms of approval in writing including requirements and restrictions imposed (such as, but not limited to hours of operation, parking, signage, noise, fencing), review requirements (such as, but not limited to, annual review to assure compliance), and whether the CUP is personal to the applicant or runs with the land.

Section 13 is renumbered as Section 15 and section 13 LIGHTING REGULATIONS is created to read:

13. LIGHTING REGULATIONS: It is the intent of this section to encourage outdoor lighting practices and systems, which will minimize light pollution, glare, and light trespass while maintaining nighttime safety, utility, security and productivity in the Town of Saratoga. This section shall apply to all zoning districts unless stated otherwise.

- 13.1. All lighting, in the Commercial and Industrial Districts, must be down lit or shielded in a manner that light rays emitted by the fixture, either directly from the lamp or indirectly from the fixture, are projected below a horizontal plane running through the lowest point on the fixture where the light is emitted. Examples include, but are not limited to, spotlights, floodlights and other sources of illumination used to illuminate buildings, landscaping, street graphics, parking, and loading areas.
- 13.2. All lighting must be directed away from adjacent properties and public rights-of-way to prevent light from trespassing or spilling onto those properties.
- 13.3. There shall be no flashing, revolving or intermittent lighting, which could be considered a nuisance or distraction to vehicular traffic.
- 13.4. Searchlights, lasers source light, or any similar high-intensity light shall not be permitted, except use in emergencies by police and fire personnel or at their direction.
- 13.5. All outdoor flood light projection above-horizontal is prohibited.
- 13.6. Only streetlights approved by the Town, or required by the County or State, ~~is~~ are permitted. For the purpose of this section "streetlights" or "street lighting" means: lighting specifically designed and constructed for the purpose of illuminating a public roadway.)
- 13.7. Lighting the American Flag, outdoor athletic fields, courts, tracks, ranges, and airports are exempt from all lighting requirements of this section.

- 13.8. Temporary lighting, which does not conform to the provisions of this section, may be allowed for a total of no longer than 30 days within a year .

Section 14 OFF-STREET PARKING AND LOADING is created to read:

14. OFF-STREET PARKING AND LOADING

14.1 Purpose: The purpose of this section is to promote public safety and welfare by reducing congestion on public streets and roads, by requiring sufficient off-street parking, loading, and maneuvering space.

14.2 General Provisions

14.2.1 Minimum size regulations: A minimum of 180 square feet is required for each non-accessible parking space. Parking spaces shall be not less than nine feet in width and eighteen feet in length, plus adequate access and maneuvering area. The minimum size requirements of the 2010 Americans with Disabilities Act (ADA) Standards for Accessible Design may be used for accessible parking spaces rather than the dimensions previously listed.

14.2.2 Reduction and use of parking and loading space: On-site parking facilities existing on the effective date of this section shall not be reduced to an amount fewer than required herein. If an existing structure or use with fewer than the number of parking and loading spaces required under this section is expanded by less than fifty percent of its gross area, additional parking shall be required only for the addition. If, however, the expansion is greater than fifty percent of the original structure or use, the number of parking spaces required shall comply with this section. ADA requirements for accessible parking may apply when adding parking spaces.

14.2.3 Computing requirements: When computing the number of parking spaces required the following shall apply:

- a. "Floor Space" means the gross floor area of the specific use
- b. For structures containing more than one use, the total number of parking spaces shall be calculated by adding the required number of parking spaces for each use.
- c. When parking spaces are calculated according to the number of employees, the greatest number of employees present at one time shall be used to calculate the number of parking spaces required.

14.2.4 Location of parking facilities: Off-street parking facilities shall be located on the same parcel as the use they are intended to serve. Combined or joint parking facilities may be provided in the Light Commercial (LC), Highway Commercial (HC) and Industrial (I) districts, provided the total number of parking spaces provided equals the number of required spaces for each use. A parking facility shall not be more than 400 feet from the use it is intended to serve.

14.3 Required number of on-site parking spaces:

14.31 The required number of parking spaces shall be as listed in the following items a-o. Places of public accommodation must also comply with the 2010 ADA Standards for Accessible Design. The Town Zoning Official will determine parking space requirements, for uses not specifically mentioned herein, based on parking regulations for comparable uses.

- a. Single-family dwellings, duplexes, mobile/manufactured homes, and multiple-family dwellings: two spaces per dwelling unit.
 - b. Hotels, motels, lodging houses: one space per guest room plus one space per employee.
 - c. Hospitals, nursing homes, and similar institutions: one space per four beds, plus one space per employee.
 - d. Business or professional offices, medical or dental clinics, veterinary offices, municipal or governmental buildings, and financial institutions: one space per 300 square feet of floor area,
 - e. Churches, theaters, and similar places of assembly: one space per five seats or one space per 100 square feet of public floor area.
 - f. Nursery school or day care center: one space per ten children, plus one space per two employees
 - g. Manufacturing and processing plants, warehouse, wholesale establishments and similar uses: one space per two employees, plus one space for every business vehicle normally kept on the premises
 - h. Restaurants (except drive-ins), nightclubs, tavern: one space per 50 square feet of floor area, plus one space per employee
 - i. Retail stores and service establishments: one space per 200 square feet of floor area except for stores specializing in furniture, appliances, flooring, paint, cabinets, etc.; one space per 400 square feet of floor area
 - j. Bowling alleys: five spaces per lane
 - k. Funeral homes: twenty spaces per chapel, plus one space per vehicle kept on the premises
 - l. Recreation facilities, including golf courses, archery ranges, softball fields and tennis courts: one space per three users (participants and spectators) at maximum capacity, plus one space per two employees
 - m. Automobile service stations: one space per each employee, plus three spaces per service bay
 - n. Drive-in restaurants and fast food establishments: one space per 100 square feet of customer seating area
 - o. Convenience stores with gas sales: one space per 200 square feet of retail area; each parking area adjacent to a pump island or fuel area may count as a parking space.
- 14.3.2 On-site loading requirements: In commercial and industrial districts, adequate loading spaces and areas shall be provided and so located that all vehicles loading, maneuvering or unloading are completely off the public rights-of-way, and have sufficient on-site maneuvering room to avoid vehicles backing, on a roadway, when entering or exiting a property.

Section 13 GENERAL PROVISIONS is renumbered as **Section 15 GENERAL PROVISIONS**

Section 15 GENERAL PROVISIONS remains unchanged from the original