

MINUTES
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE MEETING
 WEDNESDAY, JANUARY 7, 2015
 WOOD COUNTY COURTHOUSE, ROOM #115, WISCONSIN RAPIDS WI

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

Staff Present:

Planning & Zoning Staff – Jason Grueneberg, Julie Akey, Jeff Brewbaker and Justin Conner.

UW Extension Staff – Peter Manley

Land Conservation Dept. Staff – Jerry Storke

Others Present: Dist. #14 Supervisor Dennis Polach, Dist. #15 Supervisor William Clendenning, Dist. #16 Supervisor/ County Board Chairman Lance Pliml, Wood Co Finance Director Mike Martin, Jason Angell, City of Marshfield Director of Planning & Economic Development, City of Marshfield Mayor Chris Meyer, Shannon Rohde (Windshed Project Manager) and Roy Diver (USDA-NRCS).

1. **Call to Order.** Chairperson Hilde Henkel called the CEED meeting to order at 9:00 a.m.
2. **Public Comment.** None.
3. **Review Correspondence.**
 - a. Peter Manley distributed a brochure on upcoming Agricultural Community Engagement (ACE) Education Seminars. On February 24th, the seminar will be held at the Glacial Canyon Lodge in Wisconsin Dells and the February 25th session will be held at the Radisson Hotel & Conference Center in Green Bay. Any committee members interested in attending either of these sessions were encouraged to contact UW Extension staff to register.
 - b. Jason Grueneberg informed the Committee Wood Co Surveyor Kevin Boyer is 1 of 3 candidates for President-Elect of the Wisconsin Society of Land Surveyors. Also, Kris Kawley, City Surveyor of Marshfield, is running for At-Large Director.
 - c. Jerry Storke distributed the 2015 WI Land & Water Annual Conference Registration Form. The deadline to register for this conference is February 9th. The registration form included detailed information on the breakout sessions. It was also noted attendees are able to register for individual days as well as the full conference.
 - d. Peter Manley introduced new staff member Wendy Young, who started January 5th. He also informed the Committee Mary Spencer is retiring and her last day is January 9th.
4. **Consent Agenda.** The Consent Agenda included the following Items: 1) minutes of the December 3, 2014, December 9, 2014 and December 18, 2014 CEED meeting, 2) bills from Planning & Zoning, UW Extension and Land Conservation and 3) staff activity reports from Jason Grueneberg, Justin Conner, Julie Akey, Jeff Brewbaker, Jerry Storke, Tracy Arnold, Peter Manley, Matt Lippert, Teri Lessig, Sarah Siegel, Jodi Friday, Chris Viau and Kyli Brown.
 - a. Minutes of December 3, December 9 and December 18, 2014 CEED Meeting. No additions or corrections needed.
 - b. Department Bills. No additions or corrections needed.
 - c. Staff Activity Reports. No questions or comments needed; however, discussion was held later during the meeting on an item from the P&Z staff activity report.

Motion by Gerald Nelson to approve and accept the December 3, 2014, December 9, 2014 and December 18, 2014 CEED minutes as presented, bills from Planning & Zoning, UW Extension and Land Conservation as presented and staff activity reports as presented. Second by Bill Leichtnam. Motion carried unanimously.

5. Risk and Injury Report. Nothing new to report this month.

6. Economic Development

- a. Discussion on Marshfield City Subdivision Proposal and Shared Funding Model Jason Grueneberg distributed a handout detailing city of Marshfield's proposal in creating a City Subdivision. It was reported this matter was also briefly discussed at the Dec 2nd County Executive Committee meeting, with the matter being referred to the CEED Committee for further discussion. Jason Angell reported various sites within the city were explored that would be suitable for a subdivision. It was explained Marshfield EDB will realize its return on investment by the sale of the lots and all other agencies would recapture their investment through annual taxes collected. City of Marshfield Economic Development Board (EDB) staff prepared an estimate of what it would cost to develop the site and how the development would be financed. There are a number of local entities which would benefit from this type of development. Marshfield EDB staff is now meeting with each 'investor' for funding consideration. Angell indicated Wood County is the first entity to be approached. Assuming an average assessed value of \$150,000 on each of the 25 proposed lots, Wood County's investment estimate would be \$120,225. Discussion followed.

Motion by Robert Ashbeck to authorize preparation of a County Board Resolution, to be co-sponsored with the Executive Committee, for support of the Marshfield City Subdivision Proposal and Shared Funding Model. Second by Gerald Nelson.

Voting Aye: Robert Ashbeck, Gerald Nelson, Bill Leichtnam and Hilde Henkel.

Voting Nay: Ken Curry (should have been presented to the Marshfield City Council prior to approaching Wood County for funding consideration).

Motion carried 4-1

- b. Discussion of Wood County's Possible Involvement in Administering Escrow Funds for a Business Incentive Funds for a Tax Incremental District The City of Marshfield is proposing to escrow funds to establish a Business Incentive Fund for its Mill Creek Business Park in the City's Tax Incremental District No. 5. Bond Counsel recommended the escrow be established with an independent third party with a governing escrow document that does not provide for the City or any related entity to retain control over the funds or the release of such funds. It was suggested Wood County be the independent third party. Jason Grueneberg reported he had already met with Wood Co Corp Counsel Kastenholtz to discuss the county's possible involvement with this. Brief discussion was held. It was recommended Jason Grueneberg and Jason Angell work together with Wood Co Finance Director Mike Martin as well as Wood Co Corp Counsel Kastenholtz on this matter.

Motion by Gerald Nelson to proceed with the preparation of necessary documents that would establish Wood County as the Third Party Administrator of the Escrow Funds for a Business Incentive Fund for the Mill Creek Business Park in the City of Marshfield's Tax Incremental District No. 5. Second by Ken Curry. Motion carried unanimously

- c. Consider Designating Alternate Representative for CWED Jason Grueneberg presented an update on the status of selecting a contractor to administer the loan fund. He reported the Administrative Services contract will be signed with CAP Services of St. Point for the next 3 years. Due to the recent issues which occurred during the recent administrative services selection process, Grueneberg stressed the importance of Wood County having a designated alternate to ensure Wood County is represented at all times. Following brief discussion, it

was suggested Marla Cummings, Wood Co Assistant Finance Director, be appointed as the designated alternate to CWED. It was noted as soon as the vacant County Planner position is filled, this person would then become the designated alternate. It was also noted Wood Co Board Chairman Pliml will confirm this appointment. Grueneberg indicated most of the meetings were held in Central Wisconsin (Wausau, St. Point or Plover).

7. Planning & Zoning

- a. Status of 2014 Pumping Notices and Triennial POWTS \$20 Fee On June 12th, postcards were mailed to 2,249 property owners who needed to have their POWTS inspected, maintained or serviced. There were given 120 days to comply with this requirement. On Nov 20th, 293 reminder notices were sent to those who did not comply. A query will be done shortly to determine how many have not yet complied.

On Nov 14th, 4,469 postcards were mailed to those property owners who owed the \$20 triennial program fee in 2014. To date, 3,735 owners have submitted their payment to the P&Z Office. Reminders notices will be mailed out mid-month.

Committee member Ken Curry stated he read the P&Z staff report which included an update on the Nov 15, 2013 jury trial results. He stated the report indicated the owner had purchased the required water meter in April 2014 but it remains unknown if it was ever installed. P&Z staff responded they would contact the owner shortly to determine if the meter has been installed.

8. **County Surveyor** Jason Grueneberg reported Co Surveyor Kevin Boyer spends the majority of his office hours on customer service (returning phone calls, office visits, etc).

9. Land Records

- a. Update on Wisconsin Land Information Program (WLIP) Funding Justin Conner updated the Committee on the recent changes to the WLIP funding. He explained the \$30 recording fee breakdown as follows:

Prior to Jan 1, 2015

\$20 – retained by Co Register of Deeds
 \$ 8 - retained for Land Rec Modernization
 \$ 2 - State WLIP grant funding

Effective Jan 1, 2015

\$15 – retained by Co Register of Deeds
 \$ 8 - retained by Land Rec Modernization
 \$ 7 - State WLIP grant funding

He explained the \$5 change was a result of Act 20. He further explained the base budget used to be \$50,000, but now has increased to \$100,000. The number of documents recorded in 2014 was lower than 2013. As a result, Wood County will receive a grant of \$16,056 by June 2015. This money will be applied towards the county's LIDAR project.

It was also noted the County's Land Records Modernization Plan will need to be updated shortly.

10. UW Extension

- a. Central Wisconsin Fair Governance Update Adam Fischer, Central Wisconsin State Fair Manager, was unable to attend this CEED meeting. This item will be placed on the agenda for the February 4th CEED meeting.
- b. Secretary Position Update Earlier in the meeting, Peter Manley informed the Committee Mary Spencer is retiring and her last day is January 9th. This position will be posted shortly.

- c. Clean Sweep Contracts Peter Manley distributed a copy of the Wisconsin Clean Sweep Grant Contracts for informational purposes. These contracts will be signed at the end of this month. Wood County's Clean Sweep is tentatively scheduled for October 3rd to be held at the Saratoga Town Hall from 8:00 a.m. to noon.
- d. Well Water Data In response to previous inquiries on available websites showing well water data, Peter Manley showed the Committee 2 well water quality interactive sites that are available. One site is a USWP website and can be found at www.uwsp.edu/cnr-apwatershed/Pages/wellwaterviewer.aspx. The other site is a WI DNR site. A variety of information is available to viewers.

11. Land Conservation

- a. Windshed Report Shannon Rohde presented an update of the 2014 windshed activities. He reported he covers an 8 county area. In 2014, 81,400 additional feet (approximately 15.5 miles) were installed. It was noted a student intern from UWSP-Natural Resources was utilized in 2014 and was very helpful throughout the summer. He reported they are lining up projects for Spring and are always looking for projects. He is currently working with County Highway Departments (Adams, Marquette, Green Lake and Portage) on planting living snow fence along the highways. Lower plant shrub planting is a possibility near the Wis. Rapids Airport.
- b. Jerry Storke informed the Committee his office received a permit application and plans from Wysocki Farms for review. Due to the holidays and staff vacation, the 15 day review period was going to be an issue. Storke contacted Wysocki Farms to explain the issues and request an extension. It was reported Wysocki was very cooperative and agreed to a January 15th extension.

Storke reported the County's request to extend the certification of the county's Farmland Preservation Plan for one year was granted. The certification was scheduled to expire on December 31, 2014; however, it has now been extended to December 31, 2015. There are inconsistencies with the maps in the Farmland Preservation Plan and County Comprehensive Plan. It was reported Justin Conner is working on the maps.

Storke also reported there are upcoming Webinar sessions on phosphorus, with the next one scheduled for January 21st.

12. Closed Session

Motion by Gerald Nelson to enter into closed session at 11:34 a.m. pursuant to s.19.85(1)(c), Wis Stats, for the purpose of reviewing annual goals of department heads of Planning & Zoning, Land Conservation and UW Extension. Second by Bill Leichtnam.

Voting Aye: Bill Leichtnam, Ken Curry, Robert Ashbeck, Gerald Nelson, Harvey Peterson and Hilde Henkel

Voting Nay: None

Motion carried unanimously.

The Department goals were approved as amended.

13. Return to Open Session

*Motion by Bill Leichtnam to return to open session at 12:31 p.m. Second by Harvey Peterson.
Voting Aye: Bill Leichtnam, Ken Curry, Robert Ashbeck, Gerald Nelson, Harvey Peterson and Hilde Henkel.
Voting Nay: None
Motion carried unanimously.*

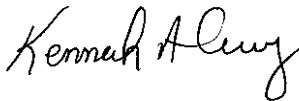
14. Schedule Next Meeting

- a. The next regular meeting is scheduled for Wednesday, February 4, 2015 @ 9:00 a.m.
 - i. Future Agenda Items: Central Wisconsin Fair Governance Update

15. Adjourn

Motion by Gerald Nelson to adjourn at 12:32 p.m. Second by Bill Leichtnam Motion carried unanimously.

Respectfully submitted,



Kenneth Curry, Secretary
Minutes by Julie Akey, Planning & Zoning Office
Review for submittal to County Board by Kenneth Curry (approved January 14, 2015)