

County of Buffalo
Alma, Wisconsin
Notice of Public Meeting

AGENDA

Committee: Land Use Committee
Date: Friday, September 16, 2022
Time: 9:00 a.m.
Location: 3rd Floor County Board Room
Remote Access: [Click here to join the meeting](#)

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

1. Call to Order
2. Roll Call of Members
3. Public Comment Regarding Posted Agenda Items
4. Review/Discussion/Action ~ Minutes of Previous Meeting
5. Review/Discussion/Action ~ LiDAR presentation Ayres Corporation
6. Review/Discussion/Action ~ Assistant Zoning Administrator Job Description Approval
7. Review/Discussion/Action ~ Resolution to Create and Fill an Assistant Zoning Administrator Position
8. Review/Discussion/Action ~ Land Management Director/ County Conservationist Job Description Approval
9. Review/Discussion/Action ~ Resolution to Create and Fill a Land Management Director/County Conservationist Position
10. Review/Discussion/Action ~ Zoning Administrator Report – Comprehensive Land Use Plan
11. Review/Discussion/Action ~ Surveyors Monthly Report
12. Review/Discussion/Action ~ GIS/LIS Coordinator | LIO Monthly Report
13. Review/Discussion/Action ~ Committee Chair Report
14. Review/Discussion/Action ~ Next Meeting Date and Time
15. Public Comment Not Related to Agenda Items
16. Adjournment

Date: September 13, 2022

Max Weiss, Chairman

By: _____
Ryan VanDeWalle, Interim Zoning Administrator

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

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

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

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

BUFFALO COUNTY MINUTES

Committee of the Board: Land Use Committee

Date of the Meeting: Friday, August 19, 2022

Chair Max Weiss called the meeting to order at 9:00 a.m.

Land Use Committee Members Present: Mr. Max Weiss, Mr. Dwight Ruff, Mr. Michael Taylor, Mr. Gary Stanton, and Mr. Steven Nelson.

Land Information Council Members Present: Ms. Margo Traun, Ms. Tina Anibas, Mr. Lee Engfer, and Mr. Ron Jaspersen.

Others Present for All or Parts of the Meeting: Mr. Ryan VanDeWalle and Ms. Roxann Halverson (Teams).

Public Comments regarding Posted Agenda Items: None.

Review/Discussion/Action Minutes from Previous Meeting: Mr. Ruff made a motion to approve the minutes, seconded by Mr. Taylor. Carried.

Review/Discussion regarding the Approval to Fill the GIS Officer Position: Mr. VanDeWalle explained Mr. Anderson has submitted his resignation and will continue to work one day per week until the position is filled. Mr. Ruff made a motion to fill the position, seconded by Mr. Nelson. Carried.

Review/Discussion regarding the Land Management Department Overview: Mr. VanDeWalle reviewed how the department would look if a revamp is approved at County Board on Monday night. This may also need the committees redone as Zoning and Land Conservation would be under one department. The Land Management Director would oversee Zoning, Board of Adjustment, Land Conservation, GIS, and the Surveyor. Each department would be able to utilize the Administrative Assistant. Once the revamp is approved, he will post the position of Land Management Director. There is a current employee interested in the position.

Review/Discussion/Action regarding the Zoning Administrator Report: An update was given on the Andy Herold property. A letter was sent to Mr. Herold's attorney to define the ordinance and what would be permitted. It also stated that this is a case by case basis and will not set precedent. Mr. Herold will now need to work with the DNR about issues with reed canary grass that may be present in the dirt brought in for the road. Zoning also received an open records request for any video of employees working. Buffalo County does not video record employees at work.

Review/Discussion regarding the Surveyor Report: Mr. Jasperson distributed his report. He explained what his office does for Buffalo County. CSM reviews and remonumentation are just a couple of the items worked on. He is finishing up on the Town of Milton for remonumentation.

Review/Discussion regarding the GIS/LIS Coordinator Report: Mr. Anderson left a report to show items he is working on. He will be in the office on August 25th. The next agenda will address appointing a temporary Land Information Officer.

Committee Chair Report: Chair Weiss discussed remonumentation working on the final three municipalities (Town of Canton, Maxville and Nelson). He would like all Supervisors to know how important it is to get this project done.

Next meeting: The next meeting will be September 16, 2022, at 9:00 a.m.

Public Comments Note Related to Agenda Items: None.

Adjournment: Mr. Nelson made a motion to adjourn at 10:10 a.m., seconded by Mr. Taylor. Carried.

Respectfully Submitted,

Roxann Halverson
County Clerk

BUFFALO COUNTY

POSITION DESCRIPTION

Department:	Zoning
Position Title:	Assistant Zoning Administrator
Pay Class:	F
Exemption Status:	Salaried – Exempt Professional
Direct Supervisor:	Land Management Director
Date:	September 2022

Purpose of Position:

The purpose of this position is to assist in administering and enforcing Buffalo County's Zoning, Sanitary, Shoreland Zoning, Floodplain Zoning, Sub-division Ordinances and other land use ordinances to enhance and maintain the quality of life in Buffalo County. The Assistant Zoning Administrator provides supervision and direction to assigned staff, works in conjunction with the Land Management Director, County Board Supervisors, committee members, and Zoning Board of Adjustment to meet the responsibilities of their positions.

Essential Duties:

This list of duties is not to be construed as all-inclusive and may be modified as need requires. Special duty assignments will occur.

- Assist in administration, implementation, and enforcement of the county's comprehensive Zoning, Sanitary, Shoreland, Floodplain, Sub-division, and Wind Energy Facility Ordinances as well as other land use ordinances.
- Accept and review zoning permit applications to determine their compliance with the provisions of the zoning ordinance and the completeness of the application
- Draft resolutions, develop ordinances and amendments for presentation and approval of Board of Supervisors including the scheduling of public hearings and requirements of publication.
- Prepare minutes of committee meetings and Board of Adjustment hearings.
- Ensure zoning decisions are consistent with applicable case law.
- Oversee comprehensive plan creation and implementation.
- Provide direction and supervision of staff assigned to department.
- Provide information relating to county ordinances to property owners, prospective buyers of real estate, realtors, contractors, municipalities, Certified Soil Testers, and plumbers.
- Conduct research, investigate complaints and violations, review plans, and assess compliance with applicable ordinances and land use regulations.

Coordinate the enforcement of the zoning ordinances by active cooperation with other agencies.

- Review sanitary permit applications for compliance with Wisconsin Administrative Code SPS 383 and Buffalo County Sanitary Ordinance. Issue sanitary permits or notify of adverse determination.
- Conduct on-site inspections relating to construction, private on-site wastewater treatment system (POWTS) installations, and other land and structural uses.
- Provide assistance and answer questions from the general public and applicants.
- Administer the Wisconsin Fund Grant Program for replacement of failing POWTS.
- Assist in the development of the annual budget; monitor revenues, expenditures, and progress reports; and assist in preparation and presentation of annual report to Board of Supervisors.
- Administer the Uniform Address Number Ordinance. Interdepartmental notification as needed.
- Attend professional schools, seminars and or conferences to stay up to date on zoning changes.
- Maintain the Zoning Web Page to keep it current.

Minimum Training, Experience, and Qualifications Required to Perform Essential Job Functions:

- Minimum requirement of a Bachelor's degree in Natural Resource Management, Environmental Health, Environmental Law, Land Use Planning, Public Administration or other related field.
- Minimum of two (2) years experience of progressively responsible administrative and supervisory duties within zoning administration or land use planning.
- Current State of WI Certified Soil Tester and POWTS Certification or the ability to obtain within 6 months from hire.
- Advanced knowledge of organization and functions of state and local governments.
- Advanced knowledge of preparing and monitoring budgets.
- Valid drivers license and access to an insured reliable vehicle.
- Knowledge and/or experience with Permit Tracking program
- Prior experience in regulation and permitting of nonmetallic mining

Physical Requirements:

- Ability to operate a variety of office equipment and tools with some requiring complex and rapid adjustments.
- Ability to coordinate eyes, hands, feet, and limbs in performing slightly skilled movements.
- Ability to exert moderate physical effort, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling up to 20 pounds.

- Ability to recognize and identify degrees of similarities or differences between characteristics of shapes, sounds, and objects associated with job related objects, materials, and tasks.
- Ability to utilize a variety of data and information such as budget and financial reports, audit reports, Statutes and Administrative Codes, computer software operation manuals, and policy and procedure manuals to complete duties.
- Ability to sustain prolonged visual and mental concentration.
- Ability to communicate orally and in writing with others.

Environmental Adaptability:

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as hazardous conditions or exposure to disease may cause discomfort, but pose little risk of injury, and are present only in unusual situations.
- Routine activity will result in exposure to extreme heat, cold and other weather conditions in an outdoor environment varying with the seasons.

Buffalo County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

Approved by Home Committee:
Approved by Human Resources:



Buffalo County Resolution

Drafted By:

Ana Rolbiecki

Presented Month/Year:

September 2022

Involved Committees:

Land Use Committee

Human Resources Committee

Finance Committee

County Department:

Administration

Fiscal Impact: YES / NO

AC Approved: YES / NO

RESOLUTION # _____

A RESOLUTION TO CREATE AND FILL AN ASSISTANT ZONING ADMINISTRATOR POSITION

WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize position establishment for all new positions and,

WHEREAS, the Zoning Department previously had a Zoning Administrator position, but the needs of a newly combined Land Management Department have changed to which the needs are to seek an Assistant Zoning Administrator to support the area of Zoning,

WHEREAS, with the vacancy of the budgeted Zoning Administrator there are funds available for creating and filling a full-time Assistant Zoning Administrator position.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby approves the creation and filling of the Assistant Zoning Administrator position.

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

County Clerk

ATTEST:

County Board Chairperson



Buffalo County Resolution

Respectfully Submitted:

Land Use Committee

Max Weiss

Steven Nelson

Dwight Ruff

Gary Stanton

Michael Taylor

Human Resources Committee

Steven Nelson

Carol McDonough

Mary Anne McMillan Urell

Nathan Nelson

Michael Taylor

Finance Committee

Dennis Bork

William Bruegger, Sr

Brian Michaels

Brad Schmidtknecht

Max Weiss

ANTICIPATED FINANCIAL IMPACT STATEMENT

Salary savings of \$8,944.00 annually.

BUFFALO COUNTY

POSITION DESCRIPTION

Department:	Land Management
Position Title:	Land Management Director/County Conservationist
Pay Class:	C
Exemption Status:	Salaried – Exempt Professional
Direct Supervisor:	Administrative Coordinator
Date:	September 2022

Purpose of Position:

The purpose of this position is to plan, organize, direct and administer the Department of Land Management programs according to applicable local, state and federal laws and regulations to protect and enhance the land and water resources of Buffalo County and the health, safety, welfare and quality of life of residents. The work is performed under the direction of the Land Management Committee.

Essential Duties:

This list of duties is not to be construed as all-inclusive and may be modified as need requires. Special duty assignments will occur.

- Ensures the Environment and Land Use Committee complies with its statutory and assigned responsibilities. Recommends governmental measures affecting land use, public utilities, community facilities, and housing and transportation to control and guide community development and renewal.
- Directs the development of comprehensive plans and programs for land use, environmental protection, and soil and water conservation. Assists the Environment and Land Use Committee in identifying Land Management goals. Identifies the technical expertise needed to achieve goals. Assures that goals are achieved. Tracks and reports progress in achieving goals.
- Oversees and makes amendments to the Comprehensive Zoning Ordinance.
- Develops, updates and maintains the County Land and Water Resource Management Plan. Assures that the Land and Water Resource Management Plan Goals are achieved. Tracks accomplishments.
- Submits the annual budget and administers the budget in conformance with county financial policies and administrative procedures. Works in conjunction with the Assistant Zoning Administrator, GIS Officer and Surveyor on their individual budgets. Forecasts staffing, materials and

equipment levels. Reviews and approves billing statements, vouchers, expenditures and revenues. Develops funding sources including available grants and secures funds. Prioritizes fund allocations.

- Applies for and manages grant application process.
- Oversees department vehicle pool, including purchases, trades, maintenance, etc.
- Identifies new methods of operation to maximize operating cost efficiencies and increase revenues, as appropriate.
- Attends, advises, and participates in Land Management Committee meetings. Develops meeting agenda, along with Committee Chair. Prepares and delivers reports and information including annual report. Attends and participates in County Board Supervisor meetings as necessary.
- Prepares and implements policies and procedures according to Committee directives and applicable laws and regulations. Reviews state mandates and implements changes to meet mandates.
- Prepares and administers s.92.10, ATCP 50, and DNR grants, necessary to carry out implementation of the guidelines in conjunction with the Land and Water Resource Management Plan and the implementation of NR 151 Runoff Management and NR 135 Nonmetallic Mining Reclamation.
- Provides for individual training to Land Management staff and authorizes advanced state or federal training. Maintains necessary job approval (DATCP, Agricultural Engineering Practitioner Certification, Certified Crop Advisor) for technical staff.
- Coordinates educational activities with University of Wisconsin-Extension and local school districts.
- Completes and submits annual and long-range plans and annual reports to the county board, DATCP, and DNR for approval.
- Manages department staff, analyzes and assigns work duties, special projects and tasks. Recommends and approves staff hiring, performance evaluation, discipline, discharge and promotions. Monitors employee attendance. Mediates employee disputes. Develops job descriptions.
- Evaluates employee training and professional development needs. Implements training policies and programs. Approves training requests and related expense vouchers.
- Mediates and resolves disputes between the Department, landowners, contractors, funding agencies and others involved in Department projects/programs.
- Establishes program performance standards.
- Coordinates programs and cooperates with other Counties and a variety of agencies. Acts as department liaison to other agencies, civic and special interest groups.
- Develops community resources to complement department functions.
- Oversees the maintenance of records, develops records and confidentiality policy, and makes policy determination in questionable situations.
- Attends and participates in community, governmental, civic group and other meetings dealing with Land Management matters.

- Receives and handles inquiries, complaints, and concerns regarding department activities, responding to urgent issues involving the department.

PROGRAM ADMINISTRATION:

DATCP Soil and Water Resource Management (SWRM) – Administer the county SWRM, SEG, and staffing grant programs, including county soil and water conservation staffing grant, landowner conservation practice cost sharing, and nutrient management planning. Activities include: apply for grant funding, adhere to contract, ensure conservation practices meet technical standards, prepare reports on completed conservation activities, track nutrient load reductions, and manage reimbursement funding to landowners from DATCP.

Farmland Preservation Program (FPP) – Prepares schedule of compliance for landowners not meeting soil conservation standards and recommends individual or group farm planning. Tracks FPP participants' compliance with soil and water conservation requirements and standards using computerized database applications. Provides technical and cost-sharing assistance to FPP participants including preparation or revision of soil and water conservation plans and their implementation.

NR135 Reclamation Program – Administration of reclamation program. Plan reviews, inspections, and compliance of non-metallic mining operations. Review and manage operator's financial assurance.

PL-566 Watershed Structures – Oversees repair and annual maintenance to ensure safe operation. Solicits bids and works with contractors for necessary maintenance repair. Obtains necessary permits for repair.

Animal Waste – Acts as county representative for animal waste complaints and assists DNR with on-site investigations. Provides for technical assistance to landowners cited with an animal waste violation or issued a WPDES permit. Assists landowners through grant application and obtaining cost-share agreements for implementation of runoff control measures. Advises the LCC on programs including preparation of a county animal waste storage and management ordinance or a county animal waste management plan.

CREP - Acts as county representative for the Conservation Reserve Enhancement Program. Provides technical assistance to landowners regarding CREP eligibility and conservation plans, works with FSA and NRCS to develop contracts and perform compliance checks for perpetual easement and fifteen year agreements.

Minimum Training, Experience, and Qualifications Required to Perform Essential Job Functions:

- Minimum requirement of a Bachelor's degree in Natural Resource Management, Environmental Health, Environmental Law, Land Use Planning, Public Administration or other related field.
- Minimum of four (4) years experience of progressively responsible administrative and supervisory duties within County Conservation, Zoning administration or land use planning.
- Advanced knowledge of organization and functions of state and local governments.
- Advanced knowledge of preparing and monitoring budgets.
- Valid drivers license and access to an insured reliable vehicle.
- Knowledge and/or experience with Permit Tracking program.
- Prior experience in regulation and permitting of nonmetallic mining.

Physical Requirements:

- Ability to operate a variety of office equipment and tools with some requiring complex and rapid adjustments.
- Ability to coordinate eyes, hands, feet, and limbs in performing slightly skilled movements.
- Ability to exert moderate physical effort, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling up to 20 pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of shapes, sounds, and objects associated with job related objects, materials, and tasks.
- Ability to utilize a variety of data and information such as budget and financial reports, audit reports, Statutes and Administrative Codes, computer software operation manuals, and policy and procedure manuals to complete duties.
- Ability to sustain prolonged visual and mental concentration.
- Ability to communicate orally and in writing with others.

Environmental Adaptability:

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as hazardous conditions or exposure to disease may cause discomfort, but pose little risk of injury, and are present only in unusual situations.
- Routine activity will result in exposure to extreme heat, cold and other weather conditions in an outdoor environment varying with the seasons.

Buffalo County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

Approved by Home Committee:
Approved by Human Resources:



Buffalo County Resolution

Drafted By:

Ana Rolbiecki

Presented Month/Year:

September 2022

Involved Committees:

Land Use Committee

Human Resources Committee

Finance Committee

County Department:

Administration

Fiscal Impact: YES / NO

AC Approved: YES / NO

RESOLUTION # _____

**A RESOLUTION TO CREATE AND FILL A LAND MANAGEMENT DIRECTOR/COUNTY
CONSERVATIONIST POSITION**

WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize position establishment for all new positions and,

WHEREAS, the needs of a combined Land Management Department that will now include the areas of Land Conservation, Zoning, GIS, and Surveying have changed to where the needs are to seek a Land Management Director to oversee all of these areas while also serving in the County Conservationist capacity,

WHEREAS, with the budgeted Land Conservationist position and Zoning Administrator positions there are funds available for creating and filling a full-time Land Management Director position.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby approves the creation and filling of the Land Management Director/County Conservationist position.

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

County Clerk

ATTEST:



Buffalo County Resolution

County Board Chairperson

Respectfully Submitted:

Land Use Committee

Max Weiss

Steven Nelson

Dwight Ruff

Gary Stanton

Michael Taylor

Human Resources Committee

Steven Nelson

Carol McDonough

Mary Anne McMillan Urell

Nathan Nelson

Michael Taylor

Finance Committee

Dennis Bork

William Bruegger, Sr

Brian Michaels

Brad Schmidtknecht

Max Weiss

ANTICIPATED FINANCIAL IMPACT STATEMENT

Cost of increased salary from budgeted Conservationist to this position of \$3,952