

Richland County Natural Resources Standing Committee

Date Posted: November 18, 2024

NOTICE OF MEETING

Please be advised that the Richland County Natural Resources Standing Committee will convene on Monday, November 25, 2024 at 9:30 AM in the Richland County Board Room of the Courthouse at 181 West Seminary Street, Richland Center, WI 53581.

Information for attending the meeting virtually (if available) can be found at the following link:

<https://administrator.co.richland.wi.us/minutes/natural-resources-committee/>

If you have any trouble accessing the meeting, please contact MIS Director Barbara Scott at 608-649-5922 (phone) or barbara.scott@co.richland.wi.us (email).

AGENDA

1. Call To Order
2. Roll Call
3. Verification Of Open Meetings Law Compliance
4. Approval Of Agenda
5. Approval Of Minutes From November 4, 2024 Meeting
6. Public Comment
7. Zoning Petitions
 - A. Eugene & Ila Hagenston – Town Of Dayton
 - B. Wild Hills Real Estate / Aaron Halverson – Town Of Orion
 - C. Benjamin & Arianne Leskos – Town Of Ithaca
 - D. Richland County Highway Department – Town Of Ithaca
8. Reports
 - A. Zoning Administrator: Departmental Activities
 - B. County Conservationist: Departmental Activities
 - C. UW-Extension: Departmental Activities
 - D. Farmland Preservation Certificate Of Compliance
 - E. Legal & Illegal Non-Conforming Parcels
9. Discussion & Possible Action: Approval Of Short-Term Rental Ordinance
10. Discussion & Possible Action: Approval Of Extension Educator Contract
11. Discussion & Possible Action: Approval Of Wildlife Damage Commodity Rates
12. Discussion & Possible Action: Setting The 80% Harvest Date For The Wildlife Damage Program
13. Discussion & Possible Action: Resolution Approving The 2025 Land Information Grant
14. Discussion: Review Of Board Of Adjustments Functions & Duties
15. Correspondence
16. Future Agenda Items
17. Adjourn

A quorum may be present from other Committees, Boards, or Commissions. No committee, board or commission will exercise any responsibilities, authority or duties except for the Natural Resources Standing Committee.

Derek S. Kalish
County Clerk

Richland County Natural Resources Standing Committee

November 4, 2024

The Richland County Natural Resources Standing Committee convened on Monday, November 4, 2024 in person and virtually at 9:30 AM in the County Boardroom of the Richland County Courthouse.

Call To Order: Committee Chair Carrow called the meeting to order at 9:30 AM.

Roll Call: County Clerk Kalish conducted roll call. Committee members present: Steve Carrow, Richard McKee, Mark Gill, Julie Fleming, and Robert Brookens. Alayne Hendricks arrived at 9:31 AM and Craig Woodhouse arrived virtually at 9:40 AM. Committee members absent: None.

Verification Of Open Meetings Law Compliance: County Clerk Kalish confirmed the meeting had been properly noticed.

Approval Of Agenda: Motion by McKee second by Fleming to approve agenda. Motion carried and agenda declared approved.

Approval Of Minutes From October 7, 2024 Meeting: Motion by Fleming second by McKee to approve minutes of the October 7, 2024 meeting. Motion carried and the minutes of the October 7, 2024 declared approved.

Public Comment: None

Zoning Petitions:

A. Mark & Julie Luther – Town Of Forest: Zoning Administrator Salewski provided brief background on the petition. Motion by Fleming second by McKee to approve rezoning petition. Committee Chair Carrow questioned the number of cabins that will be on property, Supervisor Fleming noted the fee should be \$125.00, and County Conservationist Cooper noted this was a cleanup of previous administration. Motion carried and petition forwarded to County Board for approval.

B. Joseph Hochstetler – Town Of Akan: Zoning Administrator Salewski provided brief background on the petition. Motion by Fleming second by McKee to approve rezoning petition. Supervisor Gill questioned the difference between legal and illegal non-conforming. Motion carried and petition forwarded to County Board for approval.

Reports:

A. Zoning Administrator – Departmental Activities: Zoning Administrator Salewski reported a land application checklist has been created, a disclaimer has been added to the list of septic pumpers, and letters have been sent to those that sent complaints discussed at the last meeting. Brief discussion followed regarding the process and county's role in ensuring that pumping forms are properly submitted. Committee Chair Carrow noted that it should be made clear that it is the homeowner's responsibility to ensure the proper documentation is submitted. Supervisor Fleming noted an online submission option may be beneficial. Zoning Administrator Salewski noted her resignation.

B. County Conservationist – Departmental Activities: County Conservationist Cooper reported that the nutrient management class starts on 11/5/2024, self-compliance mailings for farmland preservation will be sent in December, the tree sale is being organized, and that the lake monitoring

Richland County Natural Resources Standing Committee

grant will be sent this week. County Conservationist Cooper also noted that the cost share amount from the state is approximately \$38,000.

C. UW-Extension – Departmental Activities: Area Extension Director Hady briefly reviewed the Richland October 2024 report and introduced FoodWise Educator Monica Diaz. Diaz provided brief summary of FoodWise activities.

D. Lighting Assessment For County Facilities: Committee Chair Carrow briefly reviewed lighting assessment and urged committee members to review if they have not. Committee Chair Carrow also stated he felt the assessment should be forwarded to the Public Works Standing Committee for future consideration when needed.

Discussion & Possible Action - Approval Of Future Land Use Maps For The Richland County Comprehensive Plan Recommended By The Township: Dan Houck, Assistant Planner with Southwestern Wisconsin Regional Planning Commission (SWWRPC), provided brief overview of future land use maps. Houck noted that the county must update future land use maps, reviewed the methodology and process involved in determining the future use maps, and noted that any future rezones will need to be compliant with the new maps. Committee Chair Carrow asked if the new maps could be added as a layer in GIS and Houck noted they could. Supervisor Carrow questioned the presence of the industrial/commercial corridor in the towns of Dayton and Eagle and Houck noted that it was established for future planning purposes. Supervisor Fleming questioned the institutional areas on the maps and Jaclyn Essandh, staff member of SWWRPC noted that the areas represented non-exempt property. Discussion followed regarding the colors on the map and the items they represent. No action taken on this item at the meeting.

Discussion & Possible Action - Approval Of Short-Term Rental Ordinance: County Conservationist Cooper noted that Corporation Counsel Windle reviewed the proposed ordinance. Motion by Fleming second by McKee to approve the short-term rental ordinance. Motion carried.

Discussion & Possible Action – Approval Of Richland County Farm Lease Agreements: County Conservationist Cooper noted that the conservation language contained in the lease is satisfactory. Committee Chair Carrow questioned whether or not the land conservation requirement is prohibitive or sufficient to maintain the land. Motion by McKee second by Fleming to refer lease agreement back to the Executive & Finance Standing Committee for approval. Motion carried and agreement referred to the Executive & Finance Standing Committee for further review and approval.

Discussion & Possible Action – Wisconsin Land & Water Representatives On The State Land & Water Board: County Conservationist Cooper reviewed the list of candidates. Consensus from the committee was to select Rebecca Clarke, Yogesh Chawla, and Monte Osterman. No further action was taken on this item.

Discussion & Possible Action – 2025 Natural Resources Standing Committee Meeting Dates: County Conservationist Cooper reviewed the 2025 Natural Resources Standing Committee meeting dates. No action taken on this item at the meeting.

Discussion- Dark Skies Initiative: Committee Chair Carrow briefly reviewed Dark Skies Initiative brochure and noted the intent was to provide brochure to those applying for a building permit. County

Richland County Natural Resources Standing Committee

Conservationist Cooper stated the department could distribute the brochure when land use/building permits are issued. No action taken on this item at the meeting.

Discussion & Possible Action – Approval To Accept Richland County Campus Foundation Grant:

Area Extension Director Hady reviewed and provided brief background on the Richland County Foundation grant. Motion by Fleming second by Gill to approve acceptance of the Richland County Campus Foundation grant. Motion carried and item forwarded to Executive & Finance Standing Committee for further review and approval.

Correspondence: None

Future Agenda Items:

Report: Farmland Preservation Certificate of Compliance

Report on legal and illegal non-conforming parcels

Discussion: Explanation of the Board of Adjustments

Adjourn: Motion by Fleming second by Gill to adjourn. Motion carried and meeting adjourned at 11:02 AM.



Derek S. Kalish
Richland County Clerk

Richland County Committee

Agenda Item Cover

Agenda Item Name: Zoning Petition: Eugene and Ila Hagenston in Dayton Township

Department	Zoning	Presented By:	Katrina Salewski
Date of Meeting:	11/25/2024	Action Needed:	Approval of Petition
Disclosure:		Authority:	Zoning Ordinance
Date submitted:	11/18/2024	Referred by:	
Action needed by no later than (date)		Resolution	

Recommendation and/or action language:


Background: Eugene & Ila Hagenston is requesting to rezone 21.08 acres in section 29 of Dayton township from Ag/Forestry to Ag/Residential. The current size of the parcel does not meet the acreage requirements of Ag/Forestry

Attachments and References:

Financial Review:

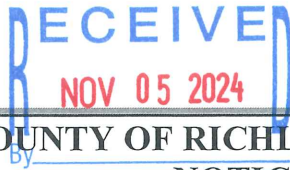
(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		



Department Head

Administrator, Candace Pesch



ck 7860

Customer #		COUNTY OF RICHLAND ZONING COMMITTEE
Petition #	2024-024	
		NOTICE OF PETITION

(I) (We)	First Name(s)	Eugene	Last Name	Hagenston	Phone	608	536-3914
Address	26581 Jackson Dr	City	Muscoda	State	WI	Zip	53573
First Name(s)	Ild	Last Name	Hagenston	Phone			
Address	26581 Jackson Dr	City	Muscoda	State	WI	Zip	53573

hereby petition the Richland County Zoning Committee for a:

<input checked="" type="checkbox"/> Rezone from	Ag/Forest	Rezone to	Ag/Residential
<input type="checkbox"/> CUP to permit			
<input type="checkbox"/> SUP to permit			
<input type="checkbox"/> Other			
Authorized by Section(s)	of the Richland County Zoning Ordinance.		

Present description of the property involved in this petition is as follows: Parcel # 608-2931-2000

Qtr	NW	Qtr	SW	Section	29	Town	10N	Range	1W	Township	DTN	# of acres	21.08
Lot		Block		Subdivision		# of Acres Approved							

Present Use	Barn + outbuildings
Present Improvements	Barn and outbuildings
Proposed Use	Existing parcel - changing to comply with ordinance - Adding Ag Storage
Legal Description	

Petition Filed	11/5/24	Petitioner Notified		Rezone Decision		Ordinance #	
Category	Rezoning	Town Notified	11/5/24	CUP Decision		CB Date	
Fee Amount	\$500.00	<input type="checkbox"/> Township Approval		CUP Expires		CB Decision	
Meeting Date	11/25/24	Decision Date		SUP Decision		Amendment #	

Comments	Township meeting 11/13	County Clerk Approval
(Signed) Appellant(s) or Agent(s)	Ild Hagenston	

TOWN OF DAYTON BOARD MEETING MINUTES

November 13, 2024

Attendance: Cheryl Dull, James Lingel, Kurt Monson, Jessica Laeseke, and Tammy Newberry.

1. **Call to Order** at 6:00 pm
2. **Proof of Notification (Town Web Page, Town Hall and copy to Clerks E-Mail)** Posting at Boaz Country Store, Town Hall, and website.
3. **Approval of Agenda**- Motion by Lingel to approve the agenda, second by Monson, all aye carried.
4. **Approval of minutes from previous meetings.** Motion by Dull with a second by Monson to approve the October 9th meeting minutes with updates requested from Dull on wording and to approve the special meeting minutes for November 7th. All aye carried.
5. **Treasurer Report** Checking ending balance on October 31st of \$183,338.57. Tax account October 31st balance of \$76.42, and three CDs at WCCU totaling \$118,811.45. Motion to accept Treasurers report by Dull, second by Monson. All aye carried.
6. **CD Renewal** CD due November 9th and we have a 10-day grace period to make changes to the CD before auto-renewal, the CD is worth \$18,125.21 we were getting 4.21% interest currently. Motion by Dull to approve the CD renewal at the highest interest rate, second by Lingel. All aye carried.
7. **Review of YTD revenue/expenses** Motion by Dull with a second by Monson to accept the YTD revenue/expenses, all aye carried. Jessica will confirm seal coat expenses are accurate and revenue from 2% fire dues.
8. **Rezoning**
 - **Eugene & Ila Hagenston – Rezone 21 acres for Ag/Forest to Ag/Residential in Section 29, NE¼ of the SW¼.** Motion by Dull to approve the rezone with a second by Lingel. All aye carried.
 - **Report on Bristol rezone from 9/10/24 and other zoning concerns.** In our meeting minutes we allowed a R-2 rezone and not an R-1 which allows mobile homes in the township permanently. Dull called and said this was incorrect and the county informed her the county board voted to remove R-2 beginning in 2025. Zoning also said all parcels that are legal non-conforming, zoning will no longer honor as being grandfathered as legal non-conforming. Dull looked at those that are effected, Dull, Tammy Newberry, Scott, Welsh's, Marshall, Reysek on Dayton Ridge Road..... Discussion on what legal nonconforming is and other questions related to County Zoning.
 - **Discussion and possible action on sending a letter to Richland County voicing concerns with Zoning** – Dull read a letter she wrote about the concerns from the Township based on what experiences she and the board have had in recent months. Motion by Dull to sign the letter and send it to Natural Resources committee members, County Clerk, Zoning head, and Department head, second by Lingel. All aye carried.
9. **Approval of Resolution for Village Powers voted on in 2001** At the April 21, 2001 special meeting of the electors a motion was passed to give Dayton Township Village Powers. The resolution was not created, motion by Dull to create the resolution to allow for village powers with a second by Monson. All aye carried. Resolution created and signed by board members.
10. **Review of Town of Dayton Handbook** Handout of the Handbook, the board will review. Dull motioned to table until the December meeting, second by Lingel. All aye carried.
11. **Set date for Spring 2025 Clean up** Boaz will have spring cleanup on May 3, 2025 from 7:30 am to 3:00 pm. Boaz provides venue at Boaz Park, Dayton provides backhoe, the ad in the paper and the dumpster is split between Boaz and Dayton.
12. **Review of Newsletter for 2024** Added the online payment link to the newsletter for taxes showed what the newsletter looks like. The newsletter will go out with the tax bill.
13. **Discussion and approval concerning resignation of Road Patrolman and hiring process for new Road Patrolman** Chris Koch called and gave his two weeks' notice. Dull said that Kevin Burkhamer as an independent does work for Richland and she talked to him about helping Dayton. Laeseke mentioned that if over \$10,000 there will need to be a bid in the paper, under \$5,000 we would be okay to not put a bid in the paper. Dull is hopeful that Jamie Koch will still come in and assist as a part-time patrolman. Dull will run an ad in the paper to recruit for a patrolman, the county starts the patrolman at

\$22 an hour. Discussion to possibly start the patrolman at \$22 without insurance or \$24 with insurance.

14. Reports

- **Fire** We owe the county the 2% fire dues, will pay out at our next meeting. Amount approved for 2025 is \$17,334.66 for serving Dayton Township, will be paid in 2025. Next meeting December 9th at 7:00 pm.
- **EMS**- EMS is restructuring how decisions are being made and that the Joint Ambulance Committee is Advisory, our contract is good with them until June 30th if we wish to look elsewhere.
- **Patrolman** One sander in truck, snowplow on, last sander being fixed tomorrow and that will go in the truck so the truck is ready to go. Ordered sand so that is ready and no rush on delivery.
- **Clerk** Completing information for mill rate in November once Laeseke receives final detail from state and county.
- **Chairman** Interviewed three people for Clerk, an offer has been made to offer this position to someone, hopefully will introduce that person in December. Daytonrcwi.gov approved for a Domain, Shopping News can switch to the .gov website and charge \$3/email a month for .gov emails, these are more secure. Dull suggested we hire a township attorney.

15. Approval of Bills Motion by Dull to approve the town bills as presented with a second by Monson. All aye carried.

16. Future Agenda items and public comments Paul Perkins mentioned the price in the Richland Contract is \$225,000 for Burkhamer.

17. Adjournment- Adjourned at 7:17 pm.

Jessica Laeseke, Clerk



Legend

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|---|---|

Name	Title	Address	City	State	Zip
Property					
Eugene & Ila Hagenston		26631 Jackson Dr Mailing 26581 Jackson Dr	Muscoda	WI	53573
Neighbors					
Jan & Ann Grzembksi		9037 N Greenwood Ave	Niles	IL	60714
Fitzgerald Vercillo Family Trust		6N230 Andrene Ln	Itasca	IL	60143
Hope Bindl		26626 Jackson Dr	Muscoda	WI	53573
Perkins Farms LLC		1255 Arbor Ln	Richland Center	WI	53581
Todd & Susan Ferguson & Ferguson Family Trust		3314 Stieg Rd	Woodstock	IL	60098
Village of Boaz		17010 State Hwy 171	Richland Center	WI	53581
Jessica Laeseke	Dayton Township Clerk	25089 Five Points	Blue River	WI	53518
Gary Manning	Supervisory District 8	27321 Manning Ln	Richland Center	WI	53581

Richland County Committee

Agenda Item Cover

Agenda Item Name: Zoning Petition: Wild Hills Real Estate/Aaron Halverson

Department	Zoning	Presented By:	Katrina Salewski
Date of Meeting:	11/25/2024	Action Needed:	Approval of Petition
Disclosure:		Authority:	Zoning Ordinance
Date submitted:	11/18/2024	Referred by:	
Action needed by no later than (date)		Resolution	

Recommendation and/or action language:

Background: Wild Hills Real Estate is requesting on rezoning 80.86 acres in Section 20 of Orion Township from Ag/Forestry to Commercial. They want to develop the property to expand their winery business

Attachments and References:

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		



Department Head

Administrator, Candace Pesch

RECEIVED
OCT 22 2024

ok 2143

Customer #

Petition #

2024-023

COUNTY OF RICHLAND ZONING COMMITTEE
NOTICE OF PETITION

(I) (We)	First Name(s)	Aaron	Last Name	Halverson	Phone	608	345-0019
Address	22443 Cty Hwy A		City	Richland Center	State	WI	Zip
First Name(s)	Wild Hills	Last Name	Real Estate	Phone	608	647-6600	
Address			City		State	WI	Zip

hereby petition the Richland County Zoning Committee for a:

<input checked="" type="checkbox"/> Rezone from	Ag/For + Ag/Res	Rezone to	Commercial
<input type="checkbox"/> CUP to permit			
<input type="checkbox"/> SUP to permit			
<input type="checkbox"/> Other			

Authorized by Section(s)

of the Richland County Zoning Ordinance.

Present description of the property involved in this petition is as follows:

Parcel # 020-1733-2000

Qtr	NW	Qtr	NW	Section	20	Town	9N	Range	1E	Township	ORN	# of acres	
Lot		Block		Subdivision		# of Acres Approved	80.86						

Present Use Winery, Vineyard

Present Improvements Business buildings, Cabin

Proposed Use Possible short-term rental, vineyard, winery

Legal Description

Petition Filed	10/22/24	Petitioner Notified		Rezone Decision		Ordinance #	
Category	Rezoning	Town Notified		CUP Decision		CB Date	
Fee Amount	\$500.00	<input type="checkbox"/> Township Approval		CUP Expires		CB Decision	
Meeting Date	11/25/24	Decision Date		SUP Decision		Amendment #	

Comments

County Clerk Approval

(Signed) Appellant(s) or Agent(s)

Aaron Halverson

TOWN OF ORION, RICHLAND COUNTY WI

NOTICE OF ACTION

Notice is hereby given that on August 21, 2024, during a properly noticed meeting of the Orion Town Board with a quorum present and voting, the Orion Town Board reviewed the following request:

Aaron Halverson, for Wild Hills Real Estate LLC requests that four parcels be rezoned from Ag/Ag Residential to Commercial. The parcel #'s are 020-1733-2000, 020-2022-1100, 020-2022-2000 & 020-2023-0000.

Made by: Aaron Halverson/Wild Hills Real Estate LLC

and took the following action:

- ☒ Approved the request as listed above
☐ Approved the request with Changes listed
☐ Delayed action
☐ Denied the request

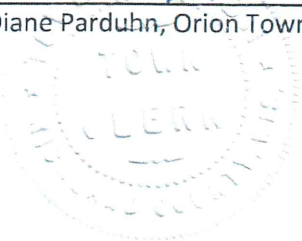
Explanation for action taken if needed:

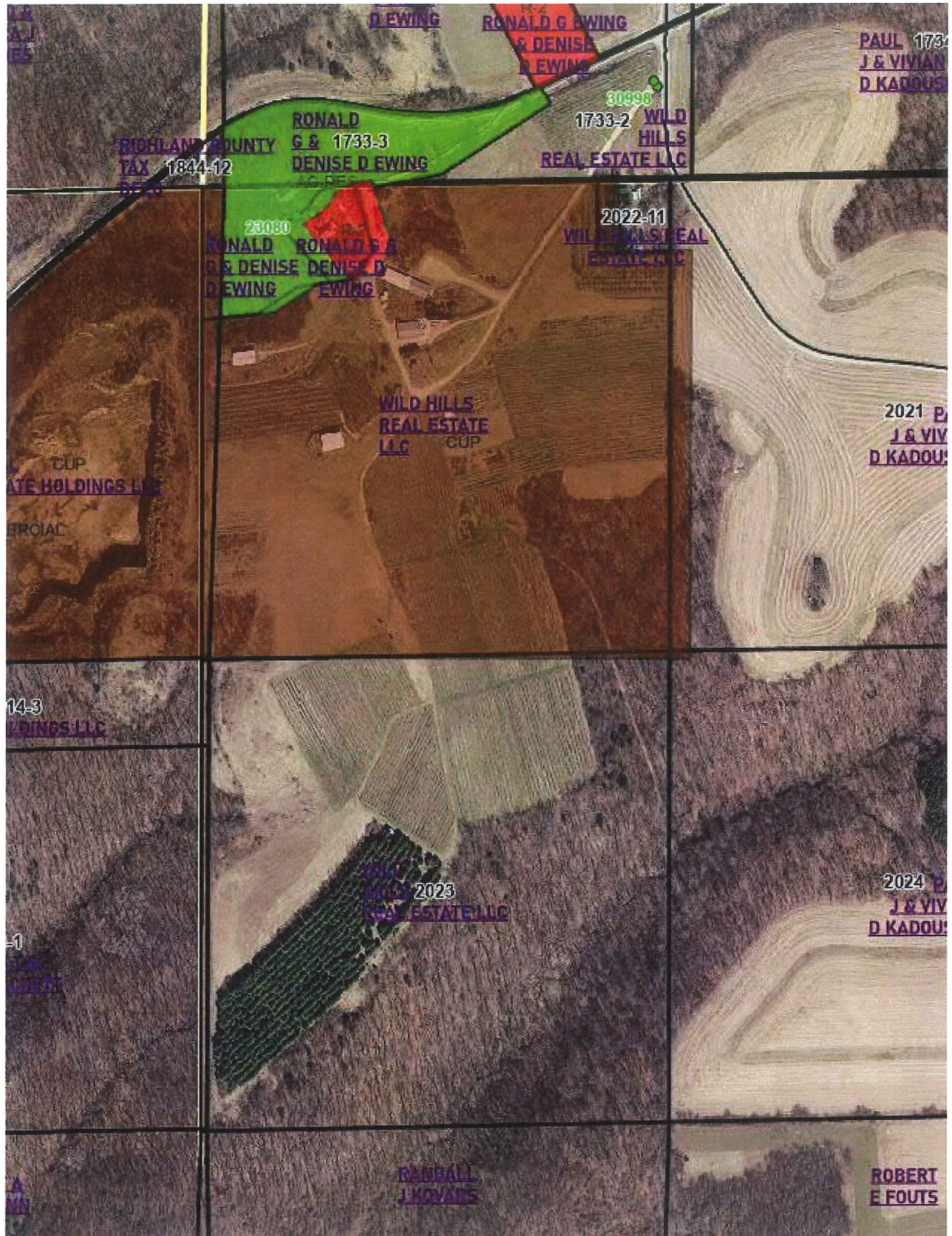


Diane Parduhn, Orion Town Clerk



Date





Name	Title	Address	City	State	Zip
Property					
Wild Hills Real Estate LLC		30940 Oakridge Dr	Muscoda	WI	53573
Neighbors					
Ronald & Denise Ewing		23080 Vineyard Ln	Muscoda	WI	53573
James & Barbara Jefferies		30548 Oakridge Dr	Richland Center	WI	53581
Paul & Vivian Kadousek		31334 Indian Creek Dr	Muscoda	WI	53573
TKC Real Estate Holdings LLC		820 Wachter Ave	Plain	WI	53577
Richard & Rayna Hackett		162 E Water St	Montello	WI	53949
Mark Reimann		22826 Bluejay Ln	Muscoda	WI	53573
Robert Fouts		46-09 Vernon Blvd	Long Island City	NY	11101
Randall Kovars		N5589 1220th St	Prescott	WI	54021
Diane Parduhn	Orion Township Clerk	PO Box 506	Muscoda	WI	53573
Marc Couey	Supervisory District 18	23372 Bomkamp Rd	Muscoda	WI	53573

Richland County Committee

Agenda Item Cover

Agenda Item Name: Rezone Parcels owned by Benjamin and Arianne Lesko in Ithaca Township

Department	Land and Zoning	Presented By:	Katrina Salewski
Date of Meeting:	11/25/2024	Action Needed:	Adopt resolution
Disclosure:		Authority:	Zoning ordinance
Date submitted:	11/25/2024	Referred by:	Natural Resources Committee
Action needed by no later than (date)		Resolution	

Recommendation and/or action language:

Background:

Ithaca township is township zoned. Rezones by Ithaca Township must go before the Richland County Board for approval. Benjamin and Arianne Lesko are looking to rezone 2 parcels in Ithaca Township from Farmland Preservation (FP) district to Agriculture Residential (AR)

Attachments and References:

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

_____*Cathy Cooper*_____

Department Head

Administrator, Candace Pesch

RESOLUTION NO. 24 - xx

Resolution Approving The Town Of Ithaca’s Rezoning Of A Parcel Belonging To Benjamin and Arianne Leskos.

WHEREAS the usual way that zoning is accomplished in the unincorporated areas of counties in Wisconsin is for the county to adopt county-wide zoning and for the town boards that wish to do so elect to be covered by that zoning, but there is an alternate, seldom-used method whereby towns, with the permission of the county board, can adopt their own zoning ordinances, and

WHEREAS the Town of Ithaca is one of two towns in Richland County that has elected to have town zoning and Wisconsin Statutes, section 60.62(3) provides that the County Board must not only approve the Town’s initial zoning ordinance and zoning maps but the County Board must also approve any rezonings before they become effective, and

WHEREAS representatives of the Town of Ithaca met recently with the Natural Resource Committee and requested that the County Board approve the Town’s rezoning of a parcel belonging to Benjamin and Arianne Leckos from the Farmland Preservation (FP) District to the Residential (A2) Zoning District in the Town of Ithaca’s Zoning Ordinance and the Natural Resource Committee has carefully considered this matter and is now recommending that the County Board approve this rezoning.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors in accordance with Wisconsin Statutes, section 60.62(3), that approval is hereby granted for rezoning the following-described parcel from the Farmland Preservation (FP) District to the Residential (A2) in accordance with the Town of Ithaca’s Zoning Ordinance:

A part of the NE ¼ of the NW ¼ and part of the NW ¼ of The NE ¼ of Section 7, T10N, R2E, Town of Ithaca, Richland County, Wisconsin, to wit:

Commencing at the N quarter corner of said Section 7;
thence S 00° 31’ 27” W, along the W line of said NE ¼, 662.72’;
thence S 89° 01’ 38” W, 58.13’ TO THE POINT OF BEGINNING of the lands hereinafter described;
thence N 89° 01’ 38” E, 306.32’;
thence S 00° 28’ 57” W, 264.85’;
thence N 89° 55’ 22” W, 305.55’;
thence N 23° 39’ 04” W, 136.01’;
thence N 22° 36’ 25” E, 145.85 TO THE POINT OF BEGINNING.

BE IT FURTHER RESOLVED that the Zoning Administrator shall send a copy of this resolution to the known Clerk of the Town of Ithaca.

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION		RESOLUTION OFFERED BY THE NATURAL RESOURCE STANDING COMMITTEE (25 NOVEMBER 2024)	
AYES_____	NOES_____		
RESOLUTION_____		FOR	AGAINST
DEREK S. KALISH COUNTY CLERK		STEVE CARROW JULIE FLEMING MARK GILL RICHARD MCGEE ROBERT BROOKENS CRAIG WOODHOUSE ALAYNE HENDRICKS	
DATED: DECEMBER 10, 2024			

Richland County Committee

Agenda Item Cover

Agenda Item Name: Rezone Parcels owned by Richland County Highway Department in Ithaca Township

Department	Land and Zoning	Presented By:	Katrina Salewski
Date of Meeting:	11/25/2024	Action Needed:	Adopt resolution
Disclosure:		Authority:	Zoning ordinance
Date submitted:	11/25/2024	Referred by:	Natural Resources Committee
Action needed by no later than (date)		Resolution	

Recommendation and/or action language:

Background:

Ithaca township is township zoned. Rezones by Ithaca Township must go before the Richland County Board for approval. Richland County Highway Department looking to rezone parcels in Ithaca Township from Agriculture Residential (AR) district to Residential (R2) district to build a cell tower

Attachments and References:

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

_____*Cathy Cooper*_____

Department Head

Administrator, Candace Pesch

RESOLUTION NO. 24 - xx

Resolution Approving The Town Of Ithaca’s Rezoning Of A Parcel Belonging To Richland County Highway Department.

WHEREAS the usual way that zoning is accomplished in the unincorporated areas of counties in Wisconsin is for the county to adopt county-wide zoning and for the town boards that wish to do so elect to be covered by that zoning, but there is an alternate, seldom-used method whereby towns, with the permission of the county board, can adopt their own zoning ordinances, and

WHEREAS the Town of Ithaca is one of two towns in Richland County that has elected to have town zoning and Wisconsin Statutes, section 60.62(3) provides that the County Board must not only approve the Town’s initial zoning ordinance and zoning maps but the County Board must also approve any rezonings before they become effective, and

WHEREAS representatives of the Town of Ithaca met recently with the Natural Resource Committee and requested that the County Board approve the Town’s rezoning of a parcel belonging to Richland County Highway Department from the Agricultural Residential Zoning (AR) District to the Residential (A2) Zoning District in the Town of Ithaca’s Zoning Ordinance and the Natural Resource Committee has carefully considered this matter and is now recommending that the County Board approve this rezoning.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors in accordance with Wisconsin Statutes, section 60.62(3), that approval is hereby granted for rezoning the following-described parcel from the Agriculture Residential (AR) District to the Residential (A2) District in accordance with the Town of Ithaca’s Zoning Ordinance:

A part of the NE ¼ of the SW ¼ and part of the NW ¼ of The SE ¼ of Section 14, T10N, R2E, Town of Ithaca, Richland County, Wisconsin, to wit:

Commencing at the S quarter corner of Section 14, T10N R2E;
thence N 00° 25’ 48” W, on the W line of SE ¼ of section 14, 1702.40’ to the Northwesterly corner of lot 1 of certified survey map number 785 and the point of beginning;
thence N 60° 45’ 55” W, 137.23’ to a point on the Southerly right-of-way of County Highway N;
thence S 71° 41’ 17” E on said right-of-way, 37.64’;
thence S 82° 41’ 49” E, 281.42’;
thence N 84° 52’ 21” E, 262.64’ to a pint on the Westerly right-of-way of Keyesville Ridge Road and the last point on the Southerly right-of-way of County Highway N;
thence S 31° 30’ 00” E , on the Westerly right-of-way of Keyesville Ridge Road, 283.01’;
thence S 33° 17’ 42” E, 62.82’ a point on the Northerly line of lot 1 of Certified Survey Map number 785 and the last point on the Westerly right-of-way of Keyesville Ridge Road;
thence N 69° 11’ 32” W on said Northernly line of lot 1 of Certified Survey Map Number 785, 353.23’;
thence N 60° 48’ 55” W on another Northernly line of lot 1 of Certified Survey Map number 785, 353.73’ to the point of beginning.
Parcel contains 2.00 acres (87,017 sq.ft.)

BE IT FURTHER RESOLVED that the Zoning Administrator shall send a copy of this resolution to the known Clerk of the Town of Ithaca.

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION		RESOLUTION OFFERED BY THE NATURAL RESOURCE STANDING COMMITTEE (25 NOVEMBER 2024)	
AYES_____	NOES_____		
RESOLUTION_____		FOR	AGAINST
DEREK S. KALISH COUNTY CLERK		STEVE CARROW JULIE FLEMING MARK GILL RICHARD MCGEE ROBERT BROOKENS CRAIG WOODHOUSE ALAYNE HENDRICKS	
DATED: DECEMBER 10, 2024			

Ordinance **XXX**. Short-Term Rentals

§ XXX-1. Purposes.

The purposes of this ordinance are to ensure that the quality of short-term rentals operating within the County is adequate for protecting public health, safety and general welfare by establishing:

- a. minimum standards of space for human occupancy and parking
- b. adequate level of maintenance
- c. the responsibilities of owners and property managers operating or managing these rental properties for tourists or transient occupants

In addition, it is the intent of this ordinance to determine the responsibility of owners/property managers to expeditiously and personally respond to, stop, mitigate, or prevent the reoccurrence of unreasonable activities on, or conditions, uses or misuses of, these rental properties which adversely impact or substantially annoy, disturb, threaten, harm, offend or interfere with the residential uses, nature or values of other properties in the neighborhoods in which these rental properties operate.

§ XXX-2. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

DWELLING UNIT

One or more rooms designed, occupied, used, or intended to be occupied or used, as separate living quarters, with a food preparation area and sleeping and sanitary facilities provided within such room(s).

ENTITY

A corporation, investment company, limited partnership, limited-liability partnership, limited-liability company, cooperative association, unincorporated cooperative association, common law trust, or any other group or organization licensed to do business in this state.

NATURAL RESOURCE STANDING COMMITTEE

Committee of the Richland County Board of Supervisors with oversight of the Zoning Department and responsible for due process for appeals. Also referred to as Committee.

LICENSE

The short-term rental license issued under § XXX-4 will be valid for 2 years.

2 YEAR LICENSE

License Duration. Each permit shall expire on June 30, except that licenses initially issued during the period beginning April 1 and ending on June 30 shall expire on June 30 twenty-four (2) years later.

OCCUPANT

Any person, over one year of age, living, sleeping, cooking or eating in, or having actual possession of, a dwelling unit.

PERSON

An individual, group of individuals, or an entity.

PROPERTY MANAGER

Any person who is not the property owner and is authorized by the property owner, expressly or impliedly, to act as agent and as the local contact person on behalf of the property owner for one or more short-term rental, and to take remedial action and promptly respond to any violation of this chapter.

PROPERTY OWNER

The owner of a short-term rental.

RENEWAL LICENSE

Any license issued under this Ordinance after the initial 2-year license has expired.

SHORT-TERM RENTAL

The rental of a tourist rooming house for a period of twenty-nine (29) consecutive days or less.

TOURIST ROOMING HOUSE

All lodging places and tourist cabins and cottages, other than hotels and motels, in which sleeping accommodations are offered for pay to tourists or transients. It does not include private boarding or rooming houses not accommodating tourists or transients, or bed and breakfast establishments regulated under Ch. ATCP 73, Wis. Admin. Code.

ZONING DEPARTMENT

Richland County Zoning Department employee or designee that is responsible for issuing licenses and renewals.

§ XXX-3. Operation of short-term rentals. Each short-term rental shall comply with this chapter's requirements and any other applicable state, county or local laws, codes, rules or regulations. Each short-term rental shall comply with the following standards:

- A. No person may maintain, manage or operate a short-term rental more than 10 nights each license year without a short-term rental license. Every short-term rental shall be operated by a property owner or property manager.
- B. Each short-term rental property owner is required to have the following licenses:
 - (1) A state of Wisconsin tourist rooming house license. Information can be found at https://datcp.wi.gov/Pages/Programs_Services/TouristRoomingHouses.aspx
 - (2) A license from Richland County issued pursuant to this ordinance.
- C. Each short-term rental shall comply with all of the following:
 - (1) The number of occupants in any dwelling unit shall not exceed the limits set forth in Wis. Admin. Code § ATCP 72.14 for hotels, motels, and tourist rooming houses.

- (2) No recreational vehicles (RVs), campers, tents or other temporary lodging arrangements shall be permitted on site as a means of providing additional accommodations for paying guests or other invitees. Exceptions can be made if septic is appropriately sized to handle additional guests.
- (3) If the property owner resides within 60 miles of the short-term rental property, a local property manager is not required to be designated. The property owner shall be available between the hours of 8:00 a.m. and 11:00 p.m. on those days when the property is rented. The property owner must notify the Zoning Department within three business days of any change in the property owner's contact information and submit the revised contact information to the Zoning Department within the same time period.
- (4) Unless the property owner resides within 60 miles of the short-term rental property, a local property manager must be designated for contact purposes and his or her name must be included in the application filed with the Zoning Department. The local property manager must reside within 60 miles of the short-term rental property and shall be available between the hours of 8:00 a.m. and 11:00 p.m. on those days when the property is rented. The property owner must notify the Zoning Department within three business days of any change in the property manager's contact information for the short-term rental and submit the revised contact information to the Zoning Department within the same time period.
- (5) Must have designated parking that abides by all laws.
- (6) Applicant is required to display county license number on any advertising or on-line reservation system.

§ 280-4. Short-term rental license. A license is required for each individual unit of rental

- A. The Zoning Department shall issue a short-term rental license if an applicant demonstrates compliance with the provisions of Richland County Ordinance XXX. A short-term rental license is issued for two years and may be renewed biennially as provided in § XXX-6. The license shall contain the following information:
 - (1) The name of the property owner, with contact information including mailing address and a telephone number at which the property owner is available. If the property owner is also acting as the property manager, then the requirements of Section 3 Subsection C (3) shall apply to the property owner.
 - (2) The name of the property manager, with contact information, including mailing address, physical address (if different from mailing address) and a telephone number at which the property manager shall be available between the hours of 8:00 a.m. and 11:00 p.m. on those days when the property is rented.
 - (3) Description of the property and maximum occupancy allowed.

- (4) The license term.
- (5) The state of Wisconsin tourist rooming house license number.

§ XXX-5. Short-term rental license procedure.

- A. All applications for a short-term rental license shall be filed with the Zoning Department on forms provided by the Department. Applications must be filed by the property owner or the property manager. No license shall be issued unless the completed application form is accompanied by payment of the required application fee, which fee shall be nonrefundable.
- B. Each application shall include the following information and documentation for each short-term rental unit in order to demonstrate compliance with all requirements of this chapter, including, but not limited to, § XXX-8:
 - (1) The name of the property owner, with contact information including mailing address and a telephone number at which the property owner is available. If the property owner is also acting as the property manager, then the application shall include mailing address, physical address (if different from mailing address) and a telephone number at which the property owner shall be available between the hours of 8:00 a.m. and 11:00 p.m. on those days when the property is rented. Including a brief description of the unit and maximum occupancy allowed.
 - (2) A copy of a most recent completed State Lodging Establishment Inspection form.
 - (3) A copy of the state of Wisconsin tourist rooming house license issued under Wis. Stats. § 97.605; or proof that such state license has been applied for, in which event a provisional short-term rental license may be issued under this chapter for a period of 30 days but shall be conditioned upon the Zoning Department's receipt of a copy of such state license from the applicant within said thirty-day period, and if a copy of such state license is not received by the Zoning Department within said period, then such provisional license shall expire and be void at and after the end of said thirty-day period.
 - (4) Designation of a property manager, unless the property owner is acting as the property manager, with contact information, including mailing address, physical address (if different from mailing address) and a telephone number at which the property manager shall be available between the hours of 8:00 a.m. and 11:00 p.m. on those days when the property is rented, and an affirmative statement that the property manager is authorized to act as agent and as the local contact person for the property owner with respect to operation of the short-term rental, including taking remedial action and promptly responding to any violation of this chapter or the County Ordinance relating to the licensed premises, and receiving service of notice of violation of this chapter's provisions.

- (5) Written certification by the property owner that the short-term rental meets the requirements of this chapter and applicable state and county laws, ordinances and regulations.
- C. Unless earlier revoked, each license period shall run from July 1 of one year to June 30 of the second year and may be renewed for additional two-year periods. The application fee shall be paid upon filing of the application. Any application that does not include all of the information and supporting documentation required by this chapter shall not be considered as complete.
- D. When the Zoning Department determines that an application is complete and meets the requirements of this chapter, the Zoning Department shall approve the application and issue a short-term rental license (or, if applicable, a provisional short-term rental license) to the applicant. If the Department determines that the application is incomplete or does not meet the requirements of this chapter, the Department shall deny the application and inform the applicant, in writing, of the reason(s) why the application was denied and what action is needed to obtain approval of the application.
- E. If the short-term rental property has outstanding fees, taxes, special charges or forfeitures owed to Richland County this may be a factor in whether or not the application will be approved. The Zoning Department may refuse to issue or renew a short-term rental license for any property or owner-applicant that has violated this Chapter any time within a period of twelve (12) months prior to the date of the permit application or if the property has had three (3) or more calls for law enforcement services in a twelve (12) month period.
 - (1) No short-term rental license (or, if applicable, a provisional short-term rental license) shall be issued if the applicant or short-term rental property is found to be subject to one of the grounds for revocation as provided in § XXX-8C.
- F. A short-term rental license is nontransferable and shall expire upon a transfer of legal control of the tourist rooming house property. The holder of any permit or license shall promptly notify the Zoning Department in writing of any transfer of the legal control of any property covered by the permit. A transfer of property to an entity or trustee shall not be considered a transfer of legal control as long as the owner(s) continue to have majority control of the entity or are trustees of the trust with control of the property; however, such new form of ownership shall be identified on any permit renewal application after such transfer. No refunds will be issued.

§ XXX-6. Biennial Renewal.

- A. Each application for renewal of a short-term rental license shall include updated information for the documentation on file with the Zoning Department, and payment of the renewal fee. A renewal application must be filed with, and a nonrefundable renewal fee must be paid to, the Zoning Department at least 90 days prior to the license expiration date to allow the Department adequate time to review the application. The Department shall determine whether the information provided in the renewal application is complete and meets the requirements of this chapter. The Department may also request reports from the Building Inspector, the Sheriff's Department and other law enforcement agencies regarding any enforcement actions taken with respect to the short-term rental properties and operations, and their owners, tenants, occupants or visitors.
- B. The Department shall review the renewal application and may approve or deny the application after taking into consideration the number, frequency and/or severity of law violations relating to the short-term rental property and operations, and its owner(s), tenant(s), occupant(s) or visitor(s), and whether such violations substantially harm or adversely impact the predominantly residential uses and nature of the surrounding neighborhood. If after such consideration the Department determines not to renew the license, the Department shall notify the applicant in writing of the reason(s) for such decision, and the applicant's right to appeal the decision to the Richland County Natural Resource Standing Committee as provided in § XXX-8.
- C. No license shall be renewed if the short-term rental property is under an order issued by the Building Inspector or a local health officer, or his or her designee, to bring the premises into compliance with state, county or local laws, codes, rules or regulations.

§ XXX-7. Display of permit.

Each license shall be displayed on the inside of the main entrance door of each short-term rental.

§ XXX-8. Appeal of licensing decisions; license revocation; appeal procedure; judicial review.

- A. The Zoning Department's decision to deny an initial short-term rental license or to deny renewal of a short-term rental license shall specify the reason(s) for such denial, in writing. Prior to the time for the renewal of the license, the Zoning Department shall notify the licensee in writing of the County's intention not to renew the license and notify the licensee of his or her right to an appeal hearing as provided in § XXX-9B.
- B. The Zoning Department's decision to deny an initial license or to deny renewal of a license may be appealed to the Natural Resource Standing Committee by filing a written appeal with the Department within 21 calendar days (excluding legal holidays) after the date of mailing of the written notice of the Zoning Department's decision denying such license or renewal license. The Natural Resource Standing Committee shall conduct a due process hearing and issue a written decision on the appeal within 30 calendar days of the County's receipt of the written appeal, or the license shall be deemed granted. If the appellant appears at the hearing he or she may produce and cross-examine witnesses, present relevant evidence, and be represented by counsel of his or

her choosing, at his or her expense. If the Natural Resource Standing Committee finds the Zoning Department's reason(s) for his or her decision sufficient, the decision shall be affirmed. If the Committee finds the Zoning Department's reason(s) for his or her decision insufficient, the decision shall be reversed, and the license shall be granted and issued. If the appellant does not appear at the hearing and the Committee finds the Zoning Department's reason(s) for his or her decision sufficient, the decision shall be affirmed. The Committee's written decision on the appeal must specify the reason(s) for its determination. The Zoning Department shall give written notice of the Committee's decision to the applicant or licensee. A license may be revoked by the Natural Resource Standing Committee during the term of a license year and following a due process hearing for one or more of the following reasons:

- (1) Failure by the licensee to make payment of delinquent fees, taxes, special charges, forfeitures or other debt owed to the County on the licensed property.
 - (2) Failure to maintain all required local, county and state licensing requirements.
 - (3) Any violation of local, county or state laws or regulations which, based upon their number, frequency and/or severity, and their relation to the short-term rental property, its owner(s), tenant(s), occupant(s) or visitor(s), substantially harm or adversely impact the predominantly residential uses and nature of the surrounding neighborhood.
- C. Revocation. Any resident of or owner of property within Richland County may file a sworn written complaint with the Zoning Department alleging one or more of the reasons set forth in § XXX-9B (1-3) as grounds for revocation of a short-term rental license issued under this chapter. Upon the filing of the complaint, the Natural Resource Standing Committee shall notify the licensee of the complaint by certified mail, return receipt requested and provide the licensee with a copy of the complaint. The notice shall direct the licensee to appear before the Committee on a day, time and place included in the notice, not less than 10 days and not more than 45 days from the date of the notice, and show cause why his or her license should not be revoked. The hearing shall be conducted as provided in § XXX-8B. If a license is revoked, the Zoning Department shall give notice of revocation to the licensee by certified mail, return receipt requested. No part of the fee paid for any license so revoked may be refunded.
- D. Judicial review. The action of the Natural Resource Standing Committee in granting or renewing, refusing to grant or renew, or revoking a license under this chapter may be appealed to the full Richland County Board. Final appeal can be reviewed by the Richland County Circuit Court upon appeal by the applicant, licensee, or a resident of or owner of property within the County. Such appeal shall be filed within 30 days of the date of mailing by the Zoning Department of the notice of the Natural Resource Standing Committee's action granting or renewing, refusing to grant or renew, or revoking a license. The procedure on review shall be the same as in civil actions commenced in the circuit court pursuant to Wis. Stats. Chs. 801 to 807.

§ XXX-9. Penalties.

- A. Any person who violates any provision of this chapter shall be subject upon conviction thereof to a forfeiture of not less than \$250 nor more than \$750 for each offense, together with the costs of prosecution, and in the event of default of payment of such forfeiture and costs shall be

imprisoned in the Richland County Jail until such forfeiture and costs are paid, except that the amount owed is reduced at the rate of \$25 for each day of imprisonment and the maximum period of imprisonment is 30 days. Each violation and each day a violation occurs or continues to exist shall constitute a separate offense.

- B. The penalties set forth in this section shall be addition to all other remedies of injunction, abatement or costs, whether existing under this chapter or otherwise.

§ XXX-10. Fees.

Any person applying for an initial short-term rental license or renewing a license pursuant to this chapter shall be subject to the fees as established by resolution of the Richland County Board.

§ XXX-11. Severability.

Should any portion of this chapter be declared invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of any other provisions of this chapter.

Ordinance **XXX**. Short-Term Rentals

§ XXX-1. Purposes.

The purposes of this ordinance are to ensure that the quality of short-term rentals operating within the County is adequate for protecting public health, safety and general welfare by establishing:

- a. minimum standards of space for human occupancy and parking
- b. adequate level of maintenance
- c. the responsibilities of owners and property managers operating or managing these rental properties for tourists or transient occupants

In addition, it is the intent of this ordinance to determine the responsibility of owners/property managers to expeditiously and personally respond to, stop, mitigate, or prevent the reoccurrence of unreasonable activities on, or conditions, uses or misuses of, these rental properties which adversely impact or substantially annoy, disturb, threaten, harm, offend or interfere with the residential uses, nature or values of other properties in the neighborhoods in which these rental properties operate.

§ XXX-2. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

DWELLING UNIT

One or more rooms designed, occupied, used, or intended to be occupied or used, as separate living quarters, with a food preparation area and sleeping and sanitary facilities provided within such room(s).

ENTITY

A corporation, investment company, limited partnership, limited-liability partnership, limited- liability company, cooperative association, unincorporated cooperative association, common law trust, or any other group or organization licensed to do business in this state.

~~NATURAL~~ **NATURAL** RESOURCE STANDING COMMITTEE

Committee of the Richland County Board of Supervisors with oversight of the Zoning Department and responsible for due process for appeals. Also referred to as Committee.

LICENSE

The short-term rental license issued under § XXX-4 will be valid for 2 years.

2 YEAR LICENSE

License Duration. Each permit shall expire on June 30, except that licenses initially issued during the period beginning April 1 and ending on June 30 shall expire on June 30 twenty-four two (2) years later.

HOTELS AND MOTELS

An establishment with 5 or more short-term rental units (e.g., rooms, cottages, cabins) offered for compensation at one location (i.e., 5 or more units across all directly adjacent parcels under the same ownership is considered a hotel or motel). Hotels and motels are excluded from this ordinance.

OCCUPANT

Any person, over one year of age, living, sleeping, cooking or eating in, or having actual possession of, a dwelling unit.

PERSON

An individual, group of individuals, or an entity.

PROPERTY MANAGER

Any person who is not the property owner and is authorized by the property owner, expressly or impliedly, to act as agent and as the local contact person on behalf of the property owner for one or more short-term rental, and to take remedial action and promptly respond to any violation of this chapter.

PROPERTY OWNER

The owner of a short-term rental.

RENEWAL LICENSE

Any license issued under this Ordinance after the initial 2-year license has expired.

SHORT-TERM RENTAL

The rental of a tourist rooming house for a period of twenty-nine (29) consecutive days or less.

TOURIST ROOMING HOUSE

All lodging places and tourist cabins and cottages, other than hotels and motels, in which sleeping accommodations are offered for pay to tourists or transients. It does not include private boarding or rooming houses not accommodating tourists or transients, or bed and breakfast establishments regulated under Ch. ATCP 73, Wis. Admin. Code.

ZONING DEPARTMENT

Richland County Zoning Department employee or designee that is responsible for issuing licenses and renewals.

§ XXX-3. Operation of short-term rentals. Each short-term rental shall comply with this chapter's requirements and any other applicable state, county or local laws, codes, rules or regulations. Each short-term rental shall comply with the following standards:

- A. No person may maintain, manage or operate a short-term rental more than 10 nights each license year without a short-term rental license. Every short-term rental shall be operated by a property owner or property manager.
- B. Each short-term rental property owner is required to have the following licenses:
 1. A state of Wisconsin tourist rooming house license. Information can be found at https://datcp.wi.gov/Pages/Programs_Services/TouristRoomingHouses.aspx
 2. A license from Richland County issued pursuant to this ordinance.
- C. Each short-term rental shall comply with all of the following:
 1. The number of occupants in any dwelling unit shall not exceed the limits set forth in Wis. Admin. Code § ATCP 72.14 for hotels, motels, and tourist rooming houses.
 2. No recreational vehicles (RVs), campers, tents or other temporary lodging arrangements shall be permitted on site as a means of providing additional accommodations for paying guests or other invitees. Exceptions can be made if septic is appropriately sized to handle additional guests **or**

other precautions are taken to ensure septic can handle additional guests such as on-site porta-pots, requiring RV's to dump at public dump sites, etc.

3. If the property owner resides within 60 miles of the short-term rental property, a local property manager is not required to be designated. The property owner shall ensure their contact information is provided to guests and updated with the Zoning Department. ~~be available between the hours of 8:00 a.m. and 11:00 p.m. on those days when the property is rented.~~ The property owner must notify the Zoning Department within three business days of any change in the property owner's contact information and submit the revised contact information to the Zoning Department within the same time period. Property owners must also provide guests with emergency contact information (e.g., 911, local police, fire, nearest hospital).
4. Unless the property owner resides within 60 miles of the short-term rental property, a local property manager must be designated for contact purposes and his or her name must be included in the application filed with the Zoning Department. The local property manager must reside within 60 miles of the short-term rental property and shall ensure their contact information is provided to guests and updated with the Zoning Department. ~~be available between the hours of 8:00 a.m. and 11:00 p.m. on those days when the property is rented.~~ The property owner must notify the Zoning Department within three business days of any change in the property manager's contact information for the short-term rental and submit the revised contact information to the Zoning Department within the same time period. Property owners or their property manager must also provide guests with emergency contact information (e.g., 911, local police, fire, nearest hospital).
5. Must have designated parking that abides by all laws.
6. Applicant is required to display county license number on any advertising or online reservation system.

§ xxx-4. Short-term rental license. A license is required for each rental location ~~individual unit of rental.~~ Under a Richland County short-term rental license, an operator may rent as many as four units (e.g., rooms, cottages, cabins) at one location, which is in line with state licensing requirements. You are a motel or hotel if you rent 5 or more units at one location.

- A. The Zoning Department shall issue a short-term rental license if an applicant demonstrates compliance with the provisions of Richland County Ordinance XXX. A short-term rental license is issued for two years and may be renewed biennially as provided in § XXX-6. The license shall contain the following information:
 1. The name of the property owner, with contact information including mailing address and a telephone number at which the property owner is available. If the property owner is also acting as the property manager, then the requirements of Section 3 Subsection C (3) shall apply to the property owner.
 2. The name of the property manager, with contact information, including mailing address, physical address (if different from mailing address) and a telephone number at which the property manager shall respond to inquiries within a reasonable length of time ~~be available between the hours of 8:00 a.m. and 11:00 p.m. on those days when the property is rented.~~
 3. Description of the property and maximum occupancy allowed.

4. The license term.
5. The state of Wisconsin tourist rooming house license number.

§ XXX-5. Short-term rental license procedure.

- A. All applications for a short-term rental license shall be filed with the Zoning Department on forms provided by the Department. Applications must be filed by the property owner or the property manager. No license shall be issued unless the completed application form is accompanied by payment of the required application fee, which fee shall be nonrefundable.
- B. Each application shall include the following information and documentation for each short-term rental unit in order to demonstrate compliance with all requirements of this chapter, including, but not limited to, § XXX-8:
 1. The name of the property owner, with contact information including mailing address and a telephone number at which the property owner is available. If the property owner is also acting as the property manager, then the application shall include mailing address, physical address (if different from mailing address) and a telephone number at which the property owner shall **respond to inquiries within a reasonable length of time** ~~shall be available between the hours of 8:00 a.m. and 11:00 p.m. on those days when the property is rented~~. Including a brief description of the unit and maximum occupancy allowed.
 2. A copy of a most recent completed State Lodging Establishment Inspection form.
 3. A copy of the state of Wisconsin tourist rooming house license issued under Wis. Stats. § 97.605; or proof that such state license has been applied for, in which event a provisional short-term rental license may be issued under this chapter for a period of **90** ~~30~~ days but shall be conditioned upon the Zoning Department's receipt of a copy of such state license from the applicant within said **ninety day** ~~thirty-day~~ period, and if a copy of such state license is not received by the Zoning Department within said period, then such provisional license shall expire and be void at and after the end of said **ninety day** ~~thirty-day~~ period.
 4. Designation of a property manager, unless the property owner is acting as the property manager, with contact information, including mailing address, physical address (if different from mailing address) and a telephone number at which the property manager shall **respond to inquiries within a reasonable length of time** ~~be available between the hours of 8:00 a.m. and 11:00 p.m. on those days when the property is rented~~, and an affirmative statement that the property manager is authorized to act as agent and as the local contact person for the property owner with respect to operation of the short-term rental, including taking remedial action and promptly responding to any violation of this chapter or the County Ordinance relating to the licensed premises, and receiving service of notice of violation of this chapter's provisions.
 5. Written certification by the property owner that the short-term rental meets the requirements of this chapter and applicable state and county laws, ordinances and regulations.
- C. Unless earlier revoked, each license period shall run from July 1 of one year to June 30 of the second year and may be renewed for additional two-year periods. The application fee shall be paid upon filing of the application. Any application that does not include all of the information and supporting documentation required by this chapter shall not be considered as complete.

- D. When the Zoning Department determines that an application is complete and meets the requirements of this chapter, the Zoning Department shall approve the application and issue a short-term rental license (or, if applicable, a provisional short-term rental license) to the applicant. If the Department determines that the application is incomplete or does not meet the requirements of this chapter, the Department shall deny the application and inform the applicant, in writing, of the reason(s) why the application was denied and what action is needed to obtain approval of the application. **The Zoning Department may be lenient in allowing applicants to fix issues within 14 days when an application is deemed incomplete or information was missing, without applicant needing to re-apply and pay an additional application fee.**
- E. If the short-term rental property has outstanding fees, taxes, special charges or forfeitures owed to Richland County this may be a factor in whether or not the application will be approved. The Zoning Department may refuse to issue or renew a short-term rental license for any property or owner-applicant that has violated this Chapter any time within a period of twelve (12) months prior to the date of the permit application or if the property has had three (3) or more calls for law enforcement services **leading to formal written violation or arrest** in a twelve (12) month period. **Law enforcement calls from potentially unreasonable neighbors which do not lead to formal written violation or arrest cannot and will not be used to deny renewal applications.**
1. No short-term rental license (or, if applicable, a provisional short-term rental license) shall be issued if the applicant or short-term rental property is found to be subject to one of the grounds for revocation as provided in § XXX-8C.
- F. A short-term rental license is nontransferable and shall expire upon a transfer of legal control of the tourist rooming house property. The holder of any permit or license shall promptly notify the Zoning Department in writing of any transfer of the legal control of any property covered by the permit. A transfer of property to an entity or trustee shall not be considered a transfer of legal control as long as the owner(s) continue to have majority control of the entity or are trustees of the trust with control of the property; however, such new form of ownership shall be identified on any permit renewal application after such transfer. No refunds will be issued.

§ XXX-6. Biennial Renewal.

- A. Each application for renewal of a short-term rental license shall include updated information for the documentation on file with the Zoning Department, and payment of the renewal fee. A renewal application must be filed with, and a nonrefundable renewal fee must be paid to, the Zoning Department at least 90 days prior to the license expiration date to allow the Department adequate time to review the application. The Department shall determine whether the information provided in the renewal application is complete and meets the requirements of this chapter. The Department may also request reports from the Building Inspector, the Sheriff's Department and other law enforcement agencies regarding any enforcement actions taken with respect to the short-term rental properties and operations, and their owners, tenants, occupants or visitors.
- B. The Department shall review the renewal application and may approve or deny the application after taking into consideration the number, frequency and/or severity of law violations relating to the short-term rental property and operations, and its owner(s), tenant(s), occupant(s) or visitor(s), and whether such violations substantially harm or adversely impact the predominantly residential uses and nature of the surrounding neighborhood. If after such consideration the Department determines not to renew the license, the Department shall notify the applicant in writing of the reason(s) for such decision, and the applicant's right

to appeal the decision to the Richland County Natural Resource Standing Committee as provided in § XXX-8.

- C. No license shall be renewed if the short-term rental property is under an order issued by the Building Inspector or a local health officer, or his or her designee, to bring the premises into compliance with state, county or local laws, codes, rules or regulations.

§ XXX-7. Display of permit.

Each license shall be displayed on the inside of the main entrance door of each short-term rental.

§ XXX-8. Appeal of licensing decisions; license revocation; appeal procedure; judicial review.

- A. The Zoning Department's decision to deny an initial short-term rental license or to deny renewal of a short-term rental license shall specify the reason(s) for such denial, in writing. Prior to the time for the renewal of the license, the Zoning Department shall notify the licensee in writing of the County's intention not to renew the license and notify the licensee of his or her right to an appeal hearing as provided in § XXX-x 8B.
- B. The Zoning Department's decision to deny an initial license or to deny renewal of a license may be appealed to the Natural Resource Standing Committee by filing a written appeal with the Department within 21 calendar days (excluding legal holidays) after the date of mailing of the written notice of the Zoning Department's decision denying such license or renewal license. The Natural Resource Standing Committee shall conduct a due process hearing and issue a written decision on the appeal within 30 calendar days of the County's receipt of the written appeal, or the license shall be deemed granted. If the appellant appears at the hearing he or she may produce and cross-examine witnesses, present relevant evidence, and be represented by counsel of his or her choosing, at his or her expense. If the Natural Resource Standing Committee finds the Zoning Department's reason(s) for his or her decision sufficient, the decision shall be affirmed. If the Committee finds the Zoning Department's reason(s) for his or her decision insufficient, the decision shall be reversed, and the license shall be granted and issued. If the appellant does not appear at the hearing and the Committee finds the Zoning Department's reason(s) for his or her decision sufficient, the decision shall be affirmed. The Committee's written decision on the appeal must specify the reason(s) for its determination. The Zoning Department shall give written notice of the Committee's decision to the applicant or licensee. A license may be revoked by the Natural Resource Standing Committee during the term of a license year and following a due process hearing for one or more of the following reasons:
 - 1. Failure by the licensee to make payment of delinquent fees, taxes, special charges, forfeitures or other debt owed to the County on the licensed property.
 - 2. Failure to maintain all required local, county and state licensing requirements.
 - 3. Any violation of local, county or state laws or regulations which, based upon their number, frequency and/or severity, and their relation to the short-term rental property, its owner(s), tenant(s), occupant(s) or visitor(s), substantially harm or adversely impact predominantly residential uses and nature of the surrounding neighborhood.
- C. Revocation. Any resident of or owner of property within Richland County may file a sworn written complaint with the Zoning Department alleging one or more of the reasons set forth in § XXX-~~8~~ 8B (1-3) as grounds for revocation of a short-term rental license issued under this chapter. Upon the filing of the complaint, the Natural Resource Standing Committee shall notify the licensee of the complaint by certified mail, return

receipt requested and provide the licensee with a copy of the complaint. The notice shall direct the licensee to appear before the Committee on a day, time and place included in the notice, not less than 10 days and not more than 45 days from the date of the notice, and show cause why his or her license should not be revoked. The hearing shall be conducted as provided in § XXX-8B. If a license is revoked, the Zoning Department shall give notice of revocation to the licensee by certified mail, return receipt requested. No part of the fee paid for any license so revoked may be refunded.

- D. Judicial review. The action of the Natural Resource Standing Committee in granting or renewing, refusing to grant or renew, or revoking a license under this chapter may be appealed to the full Richland County Board. Final appeal can be reviewed by the Richland County Circuit Court upon appeal by the applicant, licensee, or a resident of or owner of property within the County. Such appeal shall be filed within ~~90~~ 30 days of the date of mailing by the Zoning Department of the notice of the Natural Resource Standing Committee's action granting or renewing, refusing to grant or renew, or revoking a license. The procedure on review shall be the same as in civil actions commenced in the circuit court pursuant to Wis. Stats. Chs. 801 to 807.

§ XXX-9. Penalties.

- A. Any **short-term rental license holder** who violates any provision of this chapter shall be subject to **revocation of their short-term rental license per § XXX-8. Any person who knowingly and willfully operates a tourist rooming house without a valid short-term rental license described in this ordinance shall be subject** upon conviction thereof to a forfeiture of not less than \$250 nor more than \$750 for each offense, together with the costs of prosecution, and in the event of default of payment of such forfeiture and costs, **after multiple written notices of amounts due have been sent and ignored over the course of not less than 90 days,** shall be imprisoned in the Richland County Jail until such forfeiture and costs are paid, except that the amount owed is reduced at the rate of \$25 for each day of imprisonment and the maximum period of imprisonment is 30 days. ~~Each violation and each day a violation occurs or continues to exist~~ **Failure to comply with an order of correction issued under this ordinance shall constitute a violation of this ordinance and each day of continued violation** shall constitute a separate offense.
- B. The penalties set forth in this section shall be addition to all other remedies of injunction, abatement or costs, whether existing under this chapter or otherwise.

§ XXX-10. Fees.

Any person applying for an initial short-term rental license or renewing a license pursuant to this chapter shall be subject to the fees as established by resolution of the Richland County Board.

Simultaneous to adoption of this ordinance, the prior Richland County ordinance shall be revoked which required tourist boarding houses to pay \$500.00 to obtain a conditional use permit (CUP) or pay \$500 to be granted commercial zoning approval. To acknowledge and reward compliant short-term rental property owners who have previously paid \$500.00 for either conditional use permit (CUP) or commercial zoning approval, the initial short-term rental license application fee shall be waived and considered paid-in-full for only these previously compliant property owners. Thereafter, these property owners too shall be required to pay renewal application fees biennially as provided in § XXX-6.

§ XXX-11. Severability.

Should any portion of this chapter be declared invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of any other provisions of this chapter.

Richland County Committee

Agenda Item Cover

Agenda Item Name: Discussion & Possible Action: Approval 2025 Educator Contract

Department	Extension	Presented By:	Adam Hady
Date of Meeting:	11-25-2024	Action Needed:	Approval
Disclosure:		Authority:	
Date submitted:	11-18-2024	Referred by:	
Action needed by no later than (date)		Resolution	

Recommendation and/or action language: The recommendation would be approving the 2025 Educator Contract between Richland County and the UW Board of Regents, would also agree to the MOU between Richland County and UW Board of Regents

Background: This is the annual contract between Richland County and the UW Board of Regents for services of the Extension Educators. The agreement is for total of \$99,560. This represents 2.3 Full Time Equivalents (FTE) at an FTE rate of \$47,634. The MOU is a document that was created in addition to the partnership agreement Document that formalizes roles and responsibilities for the County and the University.

Attachments and References: 2025 Educator Contract and MOU Doc

Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	10.5670.0000.5970
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

Department Head

Administrator, Candace Pesch

MEMORANDUM OF UNDERSTANDING

Between UW-Madison Division of Extension and
_____ County

This **Memorandum of Understanding** (MOU) is made by and between UW-Madison Division of Extension (hereafter “Extension”) and _____ County (hereafter “County”), and collectively “the Parties.”

Whereas, this MOU outlines the partnership between Counties and Extension and supersedes the Division of Extension-County Partnership Guidance document dated August 2021; and,

Whereas, Extension and Counties have had a century-long partnership benefiting the people of Wisconsin by extending the boundaries of the University of Wisconsin throughout the state to provide an array of educational programming and services to the people of Wisconsin where they live and work, bringing the research, knowledge and resources of the University of Wisconsin to the local community; and,

Whereas, Counties and Extension have contributed significant funding over the century-long relationship by co-funding Extension staff, providing local offices and support, and leveraging millions of state Extension and federal dollars annually to serve the people of Wisconsin; and,

Whereas, Section 59.56(3), Wis. Stats., generally provides the framework but has not evolved with the changing relationship; and,

Whereas, with over 100+ years of evolving partnership between Extension and Counties, there is a benefit of defining the roles and responsibilities of the partnership so the Parties can collaboratively meet the needs of the residents and communities within County; and,

Whereas, the Parties desire to enter into this Memorandum of Understanding (hereafter “MOU”) to set forth their respective obligations, understandings, roles and responsibilities.

NOW, THEREFORE, IT IS THE MUTUAL UNDERSTANDING OF THE PARTIES AS FOLLOWS:

I. General Understandings/Mutual Responsibilities

- A. Purpose and Scope of MOU. The purpose of this MOU is to be a companion document to the Contract to clearly define the relationship of Parties hereto and, to outline the processes, responsibilities, and lines of authority and communication between Extension and the County.

- B. Authority. According to Wis. Stats. Section 59.56(3), county boards “...may establish and maintain an education program in cooperation with the University of Wisconsin...” with function areas “under the direction and supervision of the county committee on agriculture and extension education”.
- C. Scope and Description of Services Provided. The Parties recognize that Extension may offer a variety of educational services and programming through its Educators in the following general categories:
1. Agriculture
 2. Natural Resources
 3. Community Development
 4. Positive Youth Development
 5. Human Development & Relationships
 6. Health & Well Being
- The Parties further recognize that each County is unique, requiring differing educational services in the categories herein, as established jointly between County and Extension.

II. UW-Madison Division of Extension Responsibilities

- A. Extension Purpose. As a statewide engagement arm of UW-Madison, the Division of Extension extends university knowledge to _____ County, leveraging local resources and leading research to provide an array of educational programming and services to the people of Wisconsin within the County.
1. Professional development. Professional development expenses, including training, attending and presenting at state or national conferences, or receiving awards will be the responsibility of Extension, except when the County desires the attendance of the employee and funding is not available from Extension.
 2. Extension Employee Leave of Absence. The County will not be billed by Extension for educator fees during the period in which a position is vacant. When an employee is going to be temporarily on leave from a position for an extended period of time (in excess of 30 days), Extension and the County will jointly develop, mutually agree on and implement a plan for how coverage will be provided to meet established County priorities to ensure ongoing program needs are met.
- B. Role of Area Extension Director (AED) in County Partnership Management.
1. Extension fully invests in Area Extension Directors (AED), whose role is to oversee a region comprising one to five counties, as administrative and leadership positions responsible for Extension-County partnership management, Extension staff development, and financial management of Extension resources.
 2. The AED maintains working relationships and communications with county partners and officials, including sharing updates and activities to partners and stakeholders. The AED will initiate and facilitate an Annual Listening Session and Needs Assessment with the County Committee of Jurisdiction (COJ) and other county personnel, which should be concluded on or before July 1 of each year. The AED will ensure that the

outcomes of the annual needs assessment, including the established County priorities, will be documented, reviewed and approved by the county COJ. The AED will ensure that established County priorities are incorporated in the Educators' work plans, as consistent with the mission of Extension and the needs of the County, for implementation. This will not preclude Extension from gathering information on needs from other county stakeholders as well that could potentially be incorporated into the Educators' work plan.

3. The AED is responsible for overseeing Extension Educators, staff employed by Extension and supporting educator engagement with Extension volunteers.
 4. The AED will lead hiring processes for vacant Extension employee positions and will involve county-designated representative(s) as outlined herein (See Article IV. C.) in the hiring process. The AED supervises Extension Educators and staff who direct Extension volunteers, including addressing Extension volunteer behavior concerns, providing coaching or dismissal of the volunteer, as appropriate.
 5. Supervision of Extension Employees. Individuals employed by Extension are State of Wisconsin employees and are subject to applicable State and University of Wisconsin (UW) personnel rules, policies and procedures. Supervision will be provided by an Extension employee. Performance reviews of Extension staff will be conducted by Extension managers per UW HR policies and procedures, after obtaining feedback and input from County officials familiar with the work.
 6. The AED monitors and manages risk and liability situations that might arise in regard to Extension services and programming.
- C. Role of Extension Educators.
1. Educators provide educational services and programs as outlined in the Educators' annual plan of work. The annual plan of work shall, at a minimum, incorporate the County priorities identified through the Annual Listening Session and Needs Assessment as consistent with the mission of Extension and the needs of the County, for implementation. This will not preclude the Educator from gathering information on needs from other county stakeholders as well that could potentially be incorporated into their work plan.
 2. Educators shall communicate local needs to their programmatic Institutes and collectively identify opportunities to address statewide needs, typically on a local level.
 3. Reporting requirements. Educators shall report to the COJ on a regular basis, as determined by the AED and COJ who shall jointly establish a schedule of regular communication. Such communication may be provided either verbally or in writing as agreed by the Parties.
- D. County Policy, Rules and Procedures. Extension staff, partially or fully funded by County and located in a local Extension office, will be users of county-based technology, facilities, buildings, grounds, equipment and supplies and may have access to county-based services. Extension staff shall abide by all county policies and procedures relating

to the use of county technology, facilities, buildings and grounds, equipment and supplies and other county-based resources. Extension volunteers and fully funded Extension staff may, at the sole discretion of the County, be provided with similar access, but in all cases must comply with County policies, rules and procedures.

III. County Responsibilities

- A. County Extension Oversight Committee (Committee of Jurisdiction or COJ).
_____ County shall identify a committee to serve as the County's policy and decision-making body regarding the Extension partnership. The COJ's duties may include, but are not limited, to the following:
1. Actively and continuously engage in identifying priorities for educational programming and services to be offered by local Extension Educators.
 2. Provide general oversight and guidance to the Extension office to ensure that established priorities and needs are addressed. County will designate a representative to oversee and supervise county employees within the Extension office and seek input and feedback from AED on work performance.
 3. Meet monthly or as determined by the Committee Chair.
 4. Provide regular input and feedback to the AED regarding Extension programming and services provided within the County.
 5. Provide budgetary oversight for the Extension office.
 6. Jointly with Extension, develop the annual county Extension office budget aligned with addressing established county priorities.
- B. County Facilities and Program Support. County shall provide office space, meeting space, telephone, computer, network connections for email and other communications, and general office supplies to support the Educators identified in the Contract. Funding levels for facilities and supplies shall be established annually as a part of the County budget process.
- C. Administrative Support. County, in consultation with Extension and as mutually agreed between the Parties, shall provide administrative support to assist Educators in carrying out county-identified priorities. County staff working within the Extension office may be reassigned from time to time by the County to support other county departments or programs, at the sole discretion of the County.
- D. Supervision of County Employees. Individuals employed by the County are county employees and are subject to applicable county personnel rules, policies and procedures. Supervision will be provided by a county-designated representative. Performance reviews of County staff will be conducted by County managers per County Human Resources (HR) policies and procedures, after receiving feedback and input, if

any, from applicable local Extension staff and the Area Extension Director. Performance and disciplinary matters of County staff will be handled by County HR utilizing established county policies and procedures.

IV. Joint Responsibilities

- A. County-Specific Educational Needs and Priorities. Identifying county-specific educational needs and priorities shall be the joint responsibility of Extension, the COJ and other county-identified county officials.
 - 1. Annual Listening Session and Needs Assessment. The AED shall facilitate an Annual Listening Session and Needs Assessment with the COJ and other county-identified officials to establish County and local needs and priorities to be included in each local Educator's annual plan of work.
 - 2. The outcome of the Annual Listening Session and Needs Assessment shall be documented by the AED and implemented by the Educator as outlined in Article II. B. and Article II. C. of this MOU.
- B. Key Performance Indicators. Educators shall develop key performance indicators to measure the outcomes of the programming designed to address the established County priorities and other local priorities. Key performance indicators measuring established County-priorities shall be developed and reported to the COJ. Each Educator's annual plan of work shall include timely and measurable outcomes to determine if county priorities are being addressed.
- C. Hiring Local Educators. Hiring and Managing Vacancies. When an Educator position becomes vacant, Extension, the County COJ, other County personnel, and other county stakeholders as mutually agreed upon, shall meet to evaluate and assess the following: is the position still needed, might another position better meet the County's priorities, and can the County and Extension continue to financially support the position.
 - 1. If the Parties determine not to refill the position, the Contract amount will be adjusted accordingly.
 - 2. If the Parties determine to refill the position, Extension will lead the hiring process to fill the Educator position. The AED or designated Extension representative shall seek input and engagement from the County throughout the hiring process including the development of the job description, development of the recruitment timeline, selection of candidates to interview, conducting interviews and selection of the finalists and final candidate. County shall identify a single point of contact to represent County through the hiring process. Extension shall meet and confer with the County prior to making an offer to the final candidate.
- D. Shared Educator Positions. Counties may agree to share specialized positions within a program area across two or more counties. The Contract shall be amended and prorated accordingly to reflect the funding agreement established by Counties sharing the position.
- E. Budgetary Issues.

1. According to County budget policies and procedures, County and Extension shall jointly develop the Extension Office annual departmental budget in compliance with the county's budgeting parameters, fiscal policies and procedures.
2. The Extension Office budget shall be managed in accordance with County fiscal policies and procedures with oversight by County Designee and as authorized by the associated Delegation of Financial Budget Authority to AED, if any.
3. In accordance with County fiscal policies and procedures, revenues generated by Extension programming and services may be closed to the County's General Fund at year end and shall not be carried forward.

V. **Miscellaneous Provisions**

- A. Term; Termination. This MOU shall be a companion to and have the same term and termination provisions as the Contract.
- B. Annual Review; Amendments. This MOU shall be reviewed at least annually by Extension and the County.
- C. Contacts for Official Communications and Notices. The Parties hereto agree that it is important to each designate a single point of contact for official communications and notices. Notices and Official Communications shall be sent via regular U.S. Mail or email to the following:
- | | |
|--------------------------------|----------------|
| For _____ County: | For Extension: |
| Address | Address |
| Email | Email |
| cc: County Clerk address email | |
- D. No Waiver. Nothing in this MOU shall constitute or be construed to constitute a waiver of either party's immunities, notice of claim procedures and liability limitations set forth in Chapter 893 of the Wisconsin Statutes or any other protections afforded either party by law.
- E. Duly Authorized Signatories. The individuals executing this MOU are duly authorized to enter into this MOU and bind their respective entities to the representations, understandings, roles and responsibilities set forth herein.
- F. MOU Companion to Contract. This MOU shall be executed contemporaneously with the Contract and shall be effective for the same term as the Contract. Termination of the Contract shall simultaneously terminate this MOU.

IN WITNESS WHEREOF, the parties hereby execute this MOU, with an effective date and term consistent with the Contract referred to herein.

_____ County

University of Wisconsin-Madison
Division of Extension

By: _____

By: _____

County Representative

Board of Regents Representative

Date: _____

Date: _____

**Contract Between Richland County
and
Board of Regents of the University of Wisconsin System**

This contract is by and between **Richland** County, State of Wisconsin (**County**), and Board of Regents of the University of Wisconsin System, on behalf of the University of Wisconsin - Madison, Division of Extension (**Extension**) and is entered into pursuant to the authority vested in the County Committee on Agriculture and Extension Education by sections 59.22(2)(d) and 59.56(3) of the Wisconsin Statutes.

Whereas, Extension is organized both around geography, as faculty and staff deliver programs in communities throughout the state, and around academic disciplines including Agriculture, Natural Resources, Community Development, Youth, Human Development & Relationships, and Health;

Whereas, Extension is committed to maintaining an office in every county willing to commit to continued funding and space for Extension staff. Extension recognizes the value in keeping a local presence in every county and keeping the shortest distance possible between the people of Wisconsin and the Extension staff delivering programming to them;

Whereas, Extension provides opportunities to additional resources such as statewide specialists and UW-System campus resources to address specific local issues in core areas of expertise;

Whereas, the County is a critical partner in developing and implementing key educational priorities for county residents. In collaboration with Extension leadership, counties will identify local services of priority to their communities. County will agree to co-fund Extension faculty and staff based upon annually established flat fees for positions as defined below; and

Whereas, the parties need to define their respective rights and responsibilities;

Now therefore, the parties agree as follows:

1. Term, Amendment & Termination.

- a. The term of this contract is one (1) year. The term shall run from January 1, 2025 through December 31, 2025, unless amended or terminated as set forth below.
- b. Any additions, changes, modifications or renewals of this contract are subject to the mutual agreement and written consent of authorized representatives of both parties.
- c. Either the County or Extension may cancel this entire Agreement with or without cause upon sixty (60) days' written notice delivered by mail or in person; provided, however, the County shall be responsible for paying a prorated amount of fees under Section 3.1.a. through the notice period. In addition, if the contract is cancelled before the end of the term, the discount identified in Section 3.1.a. shall be prorated (i.e. the discount amounts to roughly \$834 per month).

2. Extension Responsibilities. Extension agrees to:

- a. Hire local Extension staff who will deliver educational services aligned to County priorities. As vacancies occur, and if the County and Extension agree to continue to support the desired program and position, Extension will seek County input when filling vacant positions.
- b. Invoice the County semi-annually, in May and November for amounts due under this agreement.

3. County Responsibilities

3.1 In consideration of the programs that Extension provides to County under this contract, the County agrees to:

- a. Pay to Extension the County share of up to \$99,560 for the period of January 1, 2025 through December 31, 2025 as allocated below.

Co-Funded Positions	Fee	FTE	Total
4-H Program Educator	\$47,634	1.0	\$47,634
Human Development & Relationships Educator	\$47,634	0.8	\$38,107
Regional Agriculture Educators	\$47,634	0.5	\$23,817
First Educator Discount			(\$10,000)
Final Total			\$ 99,560

- b. Provide travel and appropriate job expenses to the staff, office facilities and equipment (such as computers, printer, and phones), office supplies and educational programming materials, salary and fringe benefits for the clerical support staff, and other supporting budgetary items through regular County budgetary procedures in which funds are appropriated for such purposes under applicable Wisconsin law.
- 3.2 Consider and assess opportunities to provide office space with desks and chairs; access to IT support and internet connectivity; and basic operational resources in a manner similar to other Extension colleagues in the office, for FoodWise nutrition education programming to County SNAP/FoodShare eligible residents. Technology for FoodWise positions will be coordinated through the County.
- 3.3 Consider and assess opportunities to provide office space with a desk and chair for fully state funded Extension employees who serve in a regional or statewide capacity. These regional and statewide educators will be provided state-purchased technology and IT support. The opportunity for these positions to access the internet through the

county may also be discussed.

4. Delegation of Financial Budget Authority. The parties hereby acknowledge that Extension will employ an Area Extension Director (AED), whose responsibilities may include certain budget-related functions as set forth in the Delegation of Financial Budget Authority Form (DFBA Form) attached hereto as **Exhibit A**. County may authorize the AED to carry out such functions on its behalf, but only to the extent specified in the DFBA Form, which must be signed by an authorized representative of County in order to be effective. The County may rescind such authorization at any time by providing written notice to Extension. In the event that the parties execute a new agreement governing the subject matter of this agreement such that the term of this agreement and the term of the new agreement run consecutively, the parties agree that the delegations set forth in a duly signed DFBA Form shall remain in effect upon execution of the new agreement unless the County rescinds such authorization by providing written notice to Extension.

5. General Conditions This contract is established under the following conditions:

a. **Notices.** Any notice or demand which must be given or made by a party to this Agreement or any statute or ordinance shall be in writing, and shall be sent via e mail and certified mail. Notices to the County shall be sent to County Representative(s). Notice to the Extension shall be sent to Area Extension Director.

b. **Employer, Personnel Rules, Volunteers and Liability.** Any employees hired by Extension under Section 2.a. of this contract are employees of Extension, and are subject to the personnel rules, policies, and procedures for faculty, academic staff or University staff, as appropriate to the respective appointment in Extension as established by Wisconsin statute, and, or administrative rules; and, or, by policies or procedures adopted by the Board of Regents and the University of Wisconsin - Division of Extension. Any individual who meets Extension's definition of a volunteer and completes all registration requirements will be considered an Extension volunteer. Extension will be responsible for ensuring that its employees and volunteers take affirmative steps to make clear, when entering into relationships with third parties, that they are employees or volunteers of Extension. Extension shall be liable for the acts and omissions of its employees while acting within the scope of such employment. To the extent they are acting as agents of Extension, Extension shall be liable for the acts and omissions of its volunteers while acting within the scope of such agency.

Any individuals who are employed by the County in order to satisfy obligations under Section 3.1.a. of this contract are County employees and are subject to applicable County personnel rules, policies and procedures. Any volunteer engaged by County to further the purposes of this contract will be considered a volunteer of County. County will be responsible for ensuring that its employees and volunteers take affirmative steps to make clear, when entering into relationships with third parties, that they are employees or volunteers of County. County shall be liable for the acts and omissions of its employees while acting within the scope of such employment. To the extent they are acting as agents of County, County shall be liable for the acts and omissions of its volunteers while acting within the scope of such agency.

c. **Billing.** For the period January 1, 2025 through December 31, 2025, Extension shall

bill the County for the total amount under Section 3.1.a. of this contract. The County will be billed for the first half of the total contract by May 31st and the second half of the total contract by November 30th. If services are not rendered or excess services are provided to the County by Extension during the contract period, the parties will use good faith efforts to adjust the total contract amount and update future bills to coincide with the new agreed upon amount. The County shall pay the amount billed within 30 days of the billing.

- d. **Cybersecurity Provisions.** Each party shall be responsible for the response to, remediation of, and any resulting notification requirements related to cybersecurity breaches of their own information technology systems or those of any third parties hired on their behalf. This responsibility includes the financial costs of any breaches, e.g., forensics, remediation, notifications, etc. The County and Extension shall determine their individual need for cyber liability insurance coverage. Any breaches that could impact Extension data classified as moderate or high risk must be reported to Extension staff, via the Area Extension Director, and the University of Wisconsin - Madison Cybersecurity Operation Center (CSOC) Help Desk, 608-264-4357 following the risk-based timelines outline in the UWSA System Policy 1033 and associated Incident Response Plan. Following a reported breach event, the County will provide a primary staff contact and periodic response updates to Extension and the CSOC until event closure. Any breaches that could impact County data will be reported to the County immediately upon learning of the breach. The County shall provide the Area Director with the expressed point person or position for which to report a breach.
- e. **Insurance.** The Board of Regents of the University of Wisconsin System as an agency of the State, and consequently, Extension, is self-funded for liability (both public and property) under ss. 893.82 and 895.46(1), Wis. Stats. As a result, such protection as is afforded under respective Wisconsin Statutes is applicable to officers, employees, and agents while acting within the scope of their employment or agency. Since this is statutory insurance, there is no liability policy as such that can extend protection to any others.

County agrees to maintain appropriate insurance to cover the potential liability of its officers, employees and agents while acting within the scope of their employment or agency. Such insurance may be provided through a self-insurance program. To the extent that an Extension employee is allowed to use a County vehicle, the responsibility for insuring that vehicle lies with the County.

- f. **Nondiscrimination/Affirmative Action.** The County and Extension will comply with all applicable state and federal laws and rules prohibiting unlawful discrimination. During the performance of work under this contract, Extension agrees not to discriminate against any employee or applicant for employment because of race, creed, ancestry, religion, color, sex, national origin, age, disability, arrest or conviction record, marital status, political affiliation, sexual orientation, or membership in the National Guard. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and, selection for training, including apprenticeship. Extension further agrees to take affirmative action to ensure equal employment opportunities.

By: _____
County Representative

Date:

By: _____
County Representative


Date:

By: _____
County Representative

Date:

By: _____
County Representative

Date:

By:  _____ Date: 11-11-2024
Date:
Area Extension Director
UW-Madison, Division of Extension

By: _____
County Representative

By: _____ Date:
Director of Financial Services
UW-Madison, Division of Extension

By: _____ Date:
On Behalf of Board of Regents of
The University of Wisconsin System

	2022 price	2023 prices	2024 prices
corn	\$6.48/bu.	4.56/bu.	3.85/bu.
soybeans	\$14.02/bu.	12.53/bu.	9.68/bu.
alf. Hay	\$170/ton	210/ton	170/ton
org. corn	\$11.72/bu.	9.25/bu.	6.31/bu.

Richland County Committee

Agenda Item Cover

Agenda Item Name: 2025 Land Information Grant

Department	Land Information Council	Presented By:	Cathy Cooper
Date of Meeting:	11/25/2024	Action Needed:	Approval
Disclosure:		Authority:	
Date submitted:		Referred by:	
Action needed by no later than (date)		Resolution	

Recommendation and/or action language:


Background: The Wisconsin Land Information Program opens up grants every year to county's to update and improve access to land information for the public, county departments and others. There is no county match.

Attachments and References:

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		



Department Head

Administrator, Candace Pesch

RESOLUTION NO. 24 - XX

A Resolution Approving Richland County Applying for and Accepting a Wisconsin Land Information Program Grant for 2025

WHEREAS each year the Wisconsin Land Information Program offers grants to counties to update and improve access to land information, and

WHEREAS the County Land Information Officers and Land Information Council have reviewed the status of the land information available and the current Land Information Plan to put together the 2025 grant, and

WHEREAS the Natural Resources Committee has approved the grant, and

WHEREAS \$1,000.00 of the grant is for training, \$20,000.00 is for the strategic initiative of maintaining parcel mapping and \$78,368.00 is for various projects listed in the County's Land Information plan;

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval the County applying for and accepting the 2025 Wisconsin Land Information Program grant in the amount up to \$99,368.00, with no County match required for the grant, for the grant funds to be spent in accordance with the terms of the grant and the County Conservationist, Ms. Cathy Cooper is hereby authorized to sign on behalf of the County any documents needed to carry out this Resolution, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

Sponsoring Committee Name: _____

Sponsoring Committee Meeting Date: _____

Committee Members voting YES: _____

Committee Members voting NO: _____

RESOLUTION NO. 24 - XX

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NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval the County applying for and accepting the 2025 Wisconsin Land Information Program grant in the amount up to \$99,368.00, with no County match required for the grant, for the grant funds to be spent in accordance with the terms of the grant and the County Conservationist, Ms. Cathy Cooper is hereby authorized to sign on behalf of the County any documents needed to carry out this Resolution, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

AYES_____ NOES_____

RESOLUTION _____

DEREK S. KALISH
COUNTY CLERK

DATED: DECEMBER 10, 2024

RESOLUTION OFFERED BY THE NATURAL
RESOURCE STANDING COMMITTEE
(25 NOVEMBER 2024)

FOR AGAINST

STEVE CARROW
JULIE FLEMING
MARK GILL
RICHARD MCKEE
ROBERT BROOKENS
CRAIG WOODHOUSE
ALAYNE HENDRICKS