

## NOTICE OF MEETING

SHEBOYGAN COUNTY PLANNING, RESOURCES,  
AGRICULTURE AND EXTENSION COMMITTEE

**February 13, 2024**

**3:00 PM**

UW Extension Office  
UW Sheboygan Campus  
5 University Drive  
Sheboygan, WI  
Room 5024

Remote Access:

(312) 626-6799

Meeting ID: 956 6404 0989

Passcode: 856197

<https://zoom.us/j/95664040989?pwd=dGJrYlZ5Tmx2RVcvRDFsdU5Ld0lXZz09>

**\* AGENDA \***

Call Meeting to Order

Certification of Compliance with Open Meeting Law

Approval of December 12, 2023 Minutes

Correspondence

Register of Deeds-

Consideration of the 2023 4th Quarter Variance

Planning & Conservation -

Consideration of the 2023 4th Quarter Variance

Consideration of 2024 Stewardship Application

Consideration of Equity Adjustment

Consideration of Referred Resolutions

Regional Conservation Partnership Program Updates

Other Department Project and Program Management Updates- *This report is a summary of key activities in the Department. No action will be taken resulting from the report unless it is a specific item on the agenda.*

Consideration and Approval of Attendance at Other Meetings/Functions

Travel Report and Report of Meetings and Functions Attended by Committee Members

Review and Approve Vouchers

Adjournment

Next scheduled meetings - February 27, 2024 at 3:00 PM (UW-Extension Focus)

- March 12, 2024 at 3:00 PM (Planning & Conservation Focus)

Prepared by:  
Sharon Harvey, Recording Secretary  
(920) 459-1370

Approved by:  
Keith Abler, Chairperson  
(920) 207-9351

NOTE: The Committee welcomes all visitors to listen & observe, but only Committee members & those invited to speak will be permitted to do so, except for the Public Hearing portion of this meeting where any interested person can speak. Person with disabilities needing assistance to attend or participate should contact the County Planning & Conservation Department at 920/459-1370 prior to the meeting so that accommodations may be arranged.

NOTE: A majority of the members of the County Board of Supervisors or any of its committees may be present at this meeting to listen, observe and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in *State ex rel. Badke v. Greendale Village Board*, Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

**SHEBOYGAN COUNTY PLANNING, RESOURCES, AGRICULTURE & EXTENSION  
COMMITTEE MINUTES**

Sheboygan County UW-Extension Office  
5 University Drive  
Sheboygan, WI  
Room 5024  
and  
Remote

**December 12, 2023**

**Called to Order: 3:02 PM**

**Adjourned: 4:10 PM**

MEMBERS PRESENT: Chairman Keith Abler, Supervisor John Nelson, Supervisor Rebecca Clarke, Supervisor Paul Gruber, Supervisor Henry Nelson, Ag Community Member Stan Lammers

MEMBERS ABSENT: None

OTHERS PRESENT: Aaron Brault, Ellen Schleicher (remote), Dave Huenink (remote)

Chairperson Abler called the meeting to order at 3:02 PM and verified the meeting notice had been posted on December 7, 2023 at 4:15 PM and the meeting complied with the Wisconsin Open Meeting Law.

Supervisor Henry Nelson motioned to approve the minutes from the November 14, 2023 committee meeting. Motion seconded by Supervisor Gruber. Motion carried with no opposition.

Correspondence: None

Register of Deeds-

Consideration of an Addition to the Register of Deeds Table of Organization. Ms. Schleicher presented the revised table of organization. Supervisor John Nelson moved to approve the variance. Motion seconded by Mr. Lammers. Motion carried with no opposition.

Planning & Conservation-

Consideration of Carryover Request. Mr. Brault requested a carryover for Planning and Conservation Department funds. Supervisor Henry Nelson moved to approve the carryover. Motion seconded by Supervisor Clarke. Motion carried with no opposition.

Consideration of Updated Vendor Contract. Mr. Brault presented the updates to the contract for the Marsh vendor. Supervisor Henry Nelson moved to approve the updated contract. Motion seconded by Supervisor Gruber. Motion carried with no opposition.

Consideration of Vacant Position Request. Mr. Brault requested approval to fill the Department's summer LTE position. Supervisor Clarke moved to approve the position. Motion seconded by Mr. Lammers. Motion carried with no opposition.

Discussion and Update on Elkhart Lake Boat Landing Activities. Mr. Brault gave an update on the boat landing at Elkhart Lake. He discussed the overflow lot, use of the lake, wake boats, and a potential new design of the landing to decrease the slope.

Other Department Project and Program Management Updates. Mr. Brault updated the committee on a nonmetallic mining operation.

Consideration and Approval of Attendance at Other Meetings/Functions. None.

Travel Report and Report of Meetings and Functions Attended. None.

Review and Approve Vouchers. Mr. Lammers motioned and Supervisor Clarke seconded to approve the vouchers. Motion carried with no opposition.

Supervisor Gruber motioned to adjourn the meeting. Supervisor Henry Nelson seconded the motion. Motion carried with no opposition. Meeting adjourned at 4:10 PM.

Next meeting (Planning & Conservation Focus) is scheduled for January 9, 2024 at 3:00 PM.

Aaron Brault  
Recording Secretary

John Nelson  
Committee Secretary

**VARIANCE REPORT FOR DEPARTMENT -- REGISTER OF DEEDS  
FOR THE QUARTER ENDING 12/31/2023**

<b>TIMING</b>	<b>G/L CATEGORY</b>	<b>VARIANCE FROM BUDGET</b>	<b>EXPLANATION OF VARIANCE</b>
	<b>Public Charges for Services</b>		
	General Government	(57,463.58)	Revenue fluctuates due to real estate and encumbrance activity which is based upon the local, state and national economy.
	<b>Personnel Related Expenditure</b>		
	Wages	12,207.10	Savings from staffing vacancy.
	Benefits	3,738.31	Savings from staffing vacancy
	<b>Operating Expenses</b>		
	Purchased Services	12,090.78	Anticipated increases have not yet been charged.
	Repairs and Maintenance	4,027.13	Most of maintenance fees have been paid. So far not repairs have been needed.
	General Operating	9,839.45	Postage is down slightly due to more documents being e-recorded along with more documents being sent bulk, office supplies have not been ordered.
	<b>Interdepartmental Charges</b>		
	Employee Related Insurance	(5,420.63)	Change in benefit elections by staff vacancy
	<b>Variances Less Than Justification Threshold</b>	<b>(3,515.75)</b>	
	<b>TOTAL</b>	<b>(24,497.19) Negative</b>	

**VARIANCE REPORT FOR DEPARTMENT -- COUNTY PLANNING & RESOURCES  
FOR THE QUARTER ENDING 12/31/2023**

<b>TIMING</b>	<b>G/L CATEGORY</b>	<b>VARIANCE FROM BUDGET</b>	<b>EXPLANATION OF VARIANCE</b>
	<b>Intergovernmental Revenues</b>		
	Federal Grants	(124,631.54)	Timing of payments for Sustain Our Great Lakes grant expenses. Budget neutral.
	State Grants	31,868.02	Timing of payments for Snowmobile grant. Budget neutral.
	Charges - Other Local Gov'ts	2,116.68	Employee wages no longer being reimbursed for working at City of Plymouth.
	<b>Public Charges for Services</b>		
	Conservation and Development	60,681.02	More revenue received from Tree Sale program. And anticipated RCPP reimbursement
	<b>Interest and Other Revenue</b>		
	Rent Revenue	(6,116.04)	Less rent for Kohler Center for Marsh Education building.
	Other Misc. Revenue	69,436.60	ATC Old Plank Road Trail easement reimbursement. Past stewardship funds of closed underbudget/unfinished projects moved to use again for new stewardship projects approved in the future.
	<b>Personnel Related Expenditure</b>		
	Wages	33,983.40	Less expense due to full-time employee reduced hours and retirement
	Benefits	6,718.78	Less expense due to full-time employee reduced hours and retirement
	<b>Operating Expenses</b>		
	Purchased Services	(19,924.53)	More expense for sewer pumping and LIO-related contracted services. LIO expenses are budget neutral.
	Repairs and Maintenance	(48,061.37)	More expense for relocation of boat landing light posts and Household Hazardous Waste events disposal costs.
	General Operating	3,633.27	Timing of Stewardship Fund payments.

**Interdepartmental Charges**

Employee Related Insurance	15,210.45	Less expense due to full-time employee reduced hours and retirement.
Repairs & Maintenance Charges	(23,763.07)	More expense from highway department for Marsh bypass/dam reconstruction and erosion control, Marsh bog removal, and other activities at the Parks. Also a number of unexpected electrical and plumbing expenses at the Marsh.
<b>Capital Outlay</b>	(57,086.96)	More expense for computer software and licensing, budget neutral through LIO.
<b>Variances Less Than Justification Threshold</b>	<b>5,978.01</b>	
<b>TOTAL</b>	<b>(49,957.28) Negative</b>	

## SHEBOYGAN COUNTY STEWARDSHIP FUND GRANT PROGRAM RATING AND RANKING FACTORS

The Sheboygan County Stewardship Fund Grant Program rating and ranking system provides a process for evaluating applications submitted by local governmental units and non-profit organizations.

The rating and rating forms consist of three separate sections:

- Part A evaluates each project against the overall goals and priorities of the Sheboygan County Stewardship Fund Grant Program, as well as the Sheboygan County Outdoor Recreation & Open Space Plan and any other relevant plans. This form is used for all applications, regardless of project type.
- Part B is used for development projects only.
- Part C is used for real estate projects only, and ranks projects whether they involve fee title ownership or any other type of transfers of interest for a property *except for Purchase of Development Rights (PDR) projects; please contact the Planning & Conservation Department before moving forward with a PDR project.*

Each application will be evaluated using the criteria in Part A. If the application is written for a development project, Part B will be used in conjunction with Part A. If the application is written for real estate acquisition, Part C will be used in conjunction with Part A.

Part A, Part B, and Part C are worth 29 points each. Therefore, all applications will be scored out of a total possible 58 points:

<b>Development projects</b>	Part A (29 points)	+	Part B (29 points)	=	58 possible points
<b>Real estate projects</b>	Part A (29 points)	+	Part C (29 points)	=	58 possible points

**New for 2024. Five (5) additional points will be added to Development projects that are implementing former planning projects funded through this program.**

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For definitions of any terms used in the Rating and Ranking Factors form, please contact the Sheboygan County Planning & Conservation Department.



Applicant: \_\_\_\_\_

Project Name: \_\_\_\_\_

## PART A: OVERALL STEWARDSHIP GOALS

### Water

#### 12 points available: each worth 1 point

1. Protects aquatic land and/or animal habitat (i.e. fish or waterfowl).
2. Protects endangered, rare, or threatened water species.
3. Improves water quality and/or reduces erosion.
4. Project area is identified or connected to an area identified as part of an existing environmental corridor water quality plan (i.e. stormwater management).
5. Project is identified [as an 'objective for the future' in the Sheboygan River Basin or Milwaukee River Basin 'State of the Basin' reports in a 9 Key Element Plan or other approved water quality improvement plan.](#)
6. Project is on or adjacent to an identified 303(d) water body (impaired lake, stream, creek, or other water body classified by the Wisconsin DNR).
7. Project is on or adjacent to a waterway identified in the Sheboygan County Outdoor Recreation & Open Space Plan.
8. Project is on or adjacent to a priority stream, trout stream, or river as classified by the Wisconsin DNR.
9. Project has been determined to be an area of existing or restorable wetlands as identified by the Wisconsin DNR.
10. Applicant has a plan in place to restore [the a](#) wetland.
11. Project is consistent with local land use plans [and relevant community zoning.](#)
12. Project area is a mapped floodway or floodplain.

Section total \_\_\_\_\_

### Land

#### 8 points available: each worth 1 point

1. Protects land habitat, natural features, or resources.
2. Protects an area of significant terrestrial plant or animal life (rare, threatened, or endangered species), or a unique ecosystem.
3. Protects areas of historic land use (i.e. old growth, pristine woodlot).
4. Protects glacial and/or geologic features.
5. Project is of significant scenic value (i.e. visible from roads or public lands).
6. Allows/[provides](#) access to other public lands.
7. Project area provides a buffer to streams, lakes, and/or other waterways.

- 8. Project is identified as a priority in the Sheboygan County Land & Water Resource Management Plan.

**Section total** \_\_\_\_\_

**Community Cooperation**

**6 points available: each worth 1 point**

- 1. Project provides a natural resource open space between municipal boundaries.
- 2. Project helps guide urban growth.
- 3. Project provides linkage to other natural or cultural resources.
- 4. Project leverages matching funds from at least one other source.
- 5. Project has written support from at least one government agency (excluding the County).
- 6. Project is consistent with the Sheboygan County Outdoor Recreation & Open Space Plan.

**Section total** \_\_\_\_\_

**Density Standards**

**3 points available: each worth 1 point**

- 1. The zoning code of the local government allows developers to apply for the creation of Planned Unit Developments.
- 2. The local government has adopted a Traditional Neighborhood Development Ordinance.
- 3. The local government has adopted a Conservation Subdivision Ordinance.

**Section total** \_\_\_\_\_

**PART A TOTAL POINTS \_\_\_\_\_ / 29 points**

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[ADD an additional Five \(5\) points if project implements a past planning project funded through this program.](#)

## PART B: PROJECT DEVELOPMENT APPLICANTS ONLY

### Planning Factors

#### 6 points available: each worth 1 point

1. Project is located in other defined [conservation/preservation-related](#) project area boundary(ies) (DNR, National Park Service, etc.) [or helps redevelop a brownfield](#).
2. Project is identified in a local municipal land use plan(s).
3. Threat of changing land use to something other than agriculture, open space, and/or recreational areas.
4. Smart Growth Plan adopted and is being maintained at least on a 10 year interval.
5. Project site has a significant natural resources value (i.e. it is targeted for preservation by a land protection agency, conservation association, etc.).
6. Project site has significant archaeological/[historical](#) value (i.e. it is registered or eligible for registry as an archaeological site with a federal, state, or local archaeological organization).

Section total \_\_\_\_\_

### Recreation

#### 13 points available: each worth 1 point

1. Offers passive public recreational opportunities (i.e. hiking, bird-watching, etc.).
2. Offers active public recreational activities (i.e. soccer, disc golf, etc.).
3. Provides accessibility according to Americans with Disabilities Act standards.
4. Offers public access to a recreational area where none existed previously.
5. Provides recreational opportunity adjacent to an area of high population.
6. Offers year-round recreation.
7. Creates linkages to other recreational opportunities.
8. Offers environmental education and/or interpretive opportunities.
9. Provides recreational opportunity for individuals of all ages.
10. Increases the overall size and connectivity of an existing natural resource area.
11. Enhances water-based outdoor recreational activities (i.e. canoeing, fishing, etc.).
12. Project provides support for a multi-purpose, local, regional, or statewide recreational trail system.

Section total \_\_\_\_\_

**Management Factors****3 points available: each worth 1 point**

1. Applicant has developed a management plan for the project site.
2. Applicant has the ability (i.e. available labor) to manage the project.
3. Applicant has demonstrated appropriate funding for long-term site/[project](#) management.

**Section total** \_\_\_\_\_

**Economic Factors****4 points available: each worth 1 point**

1. Landowner contribution or donation of land on which project is or will be located.
2. An organization other than the project sponsor is contributing to the project cost.
3. The project involves the use of recycled or re-used materials.
4. The project has the potential to create a positive economic impact on the municipality in which it is located.

**Section total** \_\_\_\_\_

**Cooperative Factors****3 points available: each worth 1 point**

1. Project involves partnerships.
2. Project improves the quality of life of the community by promoting educational, healthy living, economic, [and](#)/or social benefits to it.
3. There is a current development threat to the project site if it is not used for the purposes outlined in the application.

**Section total** \_\_\_\_\_

**PART B TOTAL POINTS** \_\_\_\_\_ / 29 points

## PART C: REAL ESTATE ACQUISITION APPLICANTS ONLY

### Project Availability

**3 points available: each worth 1 point**

**IF FEE TITLE ACQUISITION:**

1. One time opportunity with seller.
2. Time sensitivity (acquisition will occur within one year of award).
3. An option or offer to purchase is signed.

**IF OTHER FORM OF INTEREST (INC. CONSERVATION EASEMENT, ETC.):**

1. Existing easements (other than those for conservation purposes) do not currently exist on property.
2. Current landowner has agreed in written form to offer easement.
3. Applicant has the ability to execute the drafting and recording of the easement.

**Section total** \_\_\_\_\_

### Economic Factors

**4 points available: each worth 1 point**

**FOR ALL TYPES OF PROPERTY ACQUISITION (I.E. FEE TITLE AND EASEMENT):**

1. Landowner contribution or donation.
2. County share is 25% of purchase price or market value, whichever is less.
3. Acquisition has the potential to create a positive economic impact on the municipality in which it is located.
4. Applicant has demonstrated appropriate funding for long-term site management.

**Section total** \_\_\_\_\_

### Management Factors

**2 points available: each worth 1 point**

**FOR ALL TYPES OF PROPERTY ACQUISITION (I.E. FEE TITLE AND EASEMENT):**

1. Applicant has developed a management plan for the project site.
2. Applicant has the ability to manage the project (or an agreement with the landowner or another appropriate agency to do so).

**Section total** \_\_\_\_\_

### Planning Factors

**7 points available: each worth 1 point**

**FOR ALL TYPES OF PROPERTY ACQUISITION (I.E. FEE TITLE AND EASEMENT):**

1. Acquisition meets other County goals (water quality plans, farmland preservation, soil conservation, transportation).
2. Project is located in other defined [conservation/preservation-related](#) project area boundary(ies) (DNR, National Park Service, etc.) [or helps redevelop a brownfield](#).
3. Threat of changing land use to something other than agriculture, open space, and or recreational areas.
4. The subject parcel will be permanently protected for natural resources, conservation, or outdoor recreation purposes, or is adjacent to such land.
5. Without the ownership of or easement over it, the subject parcel has the potential for commercial or industrial development.
6. Smart Growth Plan adopted and is being maintained at least on a 10 year interval.
7. Acquisition of the subject parcel has been identified for preservation in the community's Smart Growth Plan.

**Section total** \_\_\_\_\_

### **Natural Resources Factors**

**6 points available: each worth 1 point**

**FOR ALL TYPES OF PROPERTY ACQUISITION (I.E. FEE TITLE AND EASEMENT):**

1. The project will acquire, preserve, and/or rehabilitate wetlands defined in WI Wetlands Inventory or another approved wetlands delineation.
2. The project has frontage on a navigable river, stream, or lake.
3. Acquisition of the property will restrict or reduce rural fragmentation (will maintain continuity of rural lands).
4. The site has strong aesthetic value by acquiring and protecting existing green space.
5. The property has unique geological or physical characteristics (i.e. physical features having outstanding values).
6. Property is registered or eligible for registry as an archaeological or historical site with a federal, state, or local archaeological or historical organization.

**Section total** \_\_\_\_\_

### **Cooperative Factors**

**3 points available: each worth 1 point**

**IF FEE TITLE ACQUISITION:**

1. Title is clear and without [encumbrances](#).
2. Grant amount has been based upon a recently performed appraisal ([within the last year](#)).
3. Applicant has funding in place to close transaction.

**IF OTHER FORM OF INTEREST (INC. CONSERVATION EASEMENT, ETC.):**

1. Title of subject parcel does not contain limiting factors (i.e. other easements in acquisition area).
2. Applicant has the ability to monitor the easement so that it is being preserved for its intended use and/or has demonstrated experience in doing so in the past.

3. Applicant has verified that landowner will provide easement at no cost or at a very reduced rate when compared to similar transactions.

**Section total** \_\_\_\_\_

### **Recreation**

**4 points available: each worth 1 point**

1. Subject parcel will offer active and/or passive public recreational opportunities (i.e. hiking, bird-watching, etc.).
2. Acquisition will provide public access to a recreational area where none existed previously.
3. Enhances water-based outdoor recreational activities (i.e. canoeing, fishing, etc.).
4. Acquisition provides support for a multi-purpose local, regional, or state-wide recreational trail system.

**Section total** \_\_\_\_\_

**PART C TOTAL POINTS** \_\_\_\_\_ / 29 points

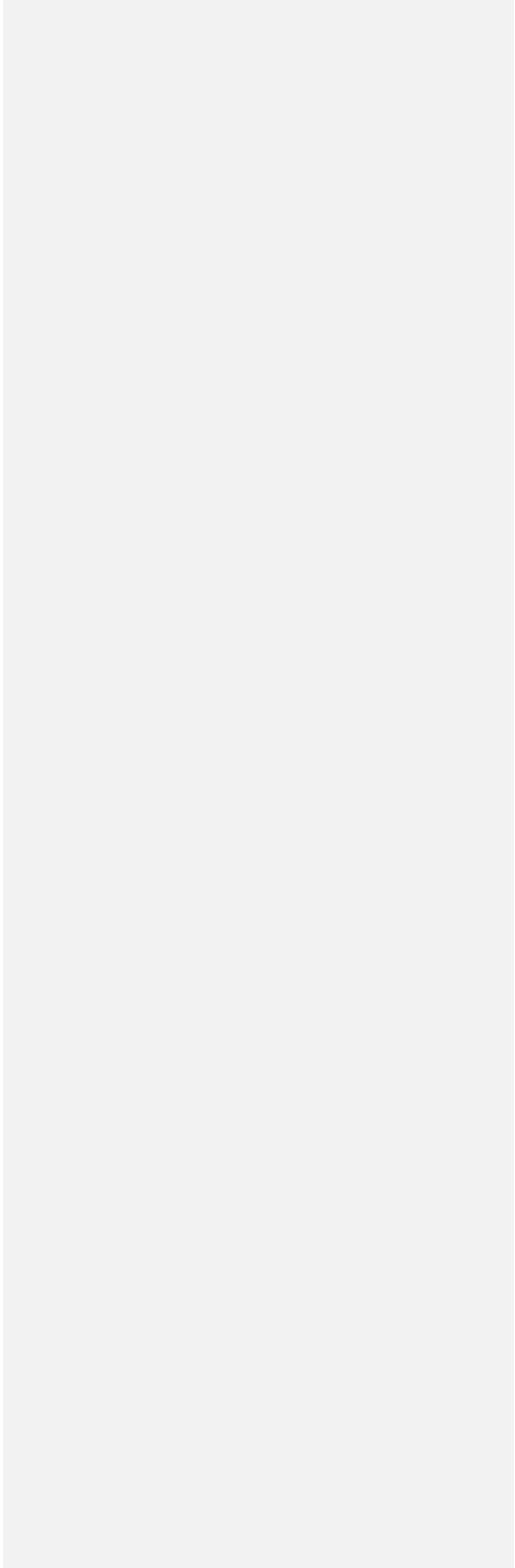
**TOTAL SCORE: PROJECT DEVELOPEMNT** (PART A + PART B)

\_\_\_\_\_ / 58 points

**TOTAL SCORE: REAL ESTATE ACQUISITION** (PART A + PART C)

\_\_\_\_\_ / 58 points

Sheboygan County Stewardship Fund Grant Program  
**Year 2024 Application Materials**





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## Introduction

**In November of 2000, approximately 70% of voters in Sheboygan County voted in favor of establishing a County-wide Stewardship Fund to create and enhance recreational opportunities, and also to conserve valuable natural resources.**

Funding was allocated for the first round of projects in 2002, with monies received in part from a fee charged to developers of subdivisions in Sheboygan County's towns. In order to achieve public involvement in the process of grant distribution, an ad-hoc committee was formed that was tasked with deciding to whom grants would be awarded. Although most of the early funding was provided to communities to assist with creation of Smart Growth Plans, which became a requirement after State legislation, it has now also spread to other well-deserving applications.

Since 2007, the Sheboygan County Stewardship Fund has received its funding through the County's portion of its tax levy. Funding has fluctuated over the years depending on the availability of revenue, although the Stewardship Fund has always remained a high priority program for the Planning & Conservation Department. Since land conservation and recreational opportunities have always been cornerstones of the Department, it has maintained a sincere effort to distribute Stewardship Funds equitably.

Projects are meant to align with the goals established in the Sheboygan County Comprehensive Outdoor Recreation & Open Space Plan, which is updated at approximately five year intervals, and other relevant plans. The Plan can be found online at [sheboygancounty.com](http://sheboygancounty.com) or made available upon request.

Potential applicants are encouraged to contact the Planning & Conservation Department before beginning the process. Staff can be reached at 920-459-3060 or [tyler.betry@sheboygancounty.com](mailto:tyler.betry@sheboygancounty.com).

### **Goals of the Sheboygan County Stewardship Fund**

- Ensure citizen involvement in the County's Stewardship process
- Cultivate environmental stewardship within individuals, organizations, and government entities
- Help implement projects identified in the Sheboygan County Outdoor Recreation & Open Space Plan, and other relevant plans
- Provide matching funds by the County for leveraging dollars from federal, state, local, and private entities for conservation activities
- Coordinate County stewardship activities to be in harmony with other conservation and recreational activities already occurring in or planned for the County
- Initiate only those stewardship activities that cannot be accomplished by current or upcoming regulatory tools, such as land use planning, zoning, land division ordinances, and shoreland-wetland-floodplain regulations
- Preserve the County's natural resources while minimizing the loss of property tax revenues
- Form green space and wildlife habitat corridors by linking existing natural areas together
- Acquire, protect, and restore only those resources that can adequately be maintained by specific public or private custodians in the future
- Preserve the natural resources of the County while continuing to promote wise growth and economic development
- Promote beautiful, healthy, and thriving cities, villages, and towns so that new and existing County residents will always have attractive and useful quality of life amenities
- Provide higher priority for Stewardship funding to those municipalities that have adopted Smart Growth-compliant comprehensive plans

## Eligible Applicants

- Towns, villages, or cities in Sheboygan County
- Non-profit organizations as reported in federal form 501(c)(3)
- Other government units (such as school districts)

*Potential applicants are strongly encouraged to contact the Planning & Conservation Department before beginning the application process.*

## Eligible Projects (must be located in Sheboygan County)

- Land acquisition – examples include the following (this list is not all-inclusive):
  - Easement acquisition (such as conservation easements)
  - Property acquisition of sensitive or significant lands
  - Fee title acquisition of lands for future recreational purposes or to restrict development
  - Purchase of development rights (PDR) (before beginning Narrative (Attachment D) for a PDR project, please remember to *always* contact the Planning & Conservation Department first)
- Project development – examples include the following (this list is not all-inclusive):
  - Park or trail development or restoration
  - Creation or restoration of public access to significant water resources
  - Vegetative buffers along surface water resources
  - Fish and wildlife habitat restoration
  - Forest, prairie, and flora restoration
  - Wetland restoration
  - Lake Michigan bluff protection
- Discretionary/Planning – these projects will be considered on a case-by-case basis where the project has significant merit to promote the goals of the Stewardship program

## Non-Eligible Projects

- Funding for projects that were already completed prior to submitting the application. The only exceptions to this are for real estate expenditures needed for acquisition (typically an appraisal, survey, title insurance, historical or cultural assessments, or environmental inspections).
- Playground equipment.
- Funding will not be provided to cover wage reimbursements.
- Invasive species removal must be part of a larger restoration effort. Funding for invasive species removal alone will not be considered.
- Routine property maintenance (tree clearing, stump grinding, brush cutting, etc.). Funding for this type of maintenance must be part of a larger restoration effort as well.
- Projects that do not allow the general public to access the site and/or enjoy the project.

## Match Requirements

Sheboygan County Stewardship Fund grant award amounts are not to exceed 50% of the total acquisition or project development costs (or both). The applicant is responsible for obtaining funding matches, sources of which might include state or federal grants, contributions from the municipality in which the project lays, or private donations (wages cannot be used to cover matched funds or for part of the total project cost). For eligible County Stewardship reimbursable costs, see the proper Budget Worksheet (Attachments B & C).

## Application, Evaluation, and Selection Process

Formal applications are due April 26, 2024 by 4:30 pm. Planning & Conservation Department staff will then review applications and prioritize projects based on the Rating and Ranking Form. Projects that align with the goals established in the Sheboygan County Outdoor Recreation & Open Space Plan generally receive higher placement; additional points are awarded for meeting criteria provided in the Rating and Ranking Form.

Staff provides the full applications, with a narrative for each and a recommendation to approve or deny funding –and the specific amount of funding if the recommendation is for approval – to the Sheboygan County Recreational Facilities Management Advisory Committee (SCRFMAC). During its meeting, the SCRFMAC votes on its funding recommendations; this is then passed along to the Planning, Resources, Agriculture, and Extension Committee (PRAECOM) of the Sheboygan County Board. This committee, which oversees the Planning & Conservation Department, ultimately votes on the final funding allocation at one of its regular meetings.

If a project is awarded funding, the awardee will receive a formal award letter from the Department. An agreement will be included with the letter, which also explains the exact dollar amount of funding to be awarded. Prior to the project's commencement, the applicant shall coordinate a site visit with the Department. The applicant will also be notified via a formal letter if funding has not been awarded. Awardees are encouraged to work with Department staff throughout the grant process; those that were denied funding are also encouraged to discuss ways in which the application can be improved for a better possibility of funding in the next cycle. Those awarded funding shall notify the Department when the project commences and when it is completed.

## Important Dates to Remember

- April 26, 2024: Deadline to submit final application materials to the Planning & Conservation Department by 5:00:30 pm
- May 31, 2024: Sheboygan County Planning & Conservation staff begins technical review and scoring
- Late May/Early June 2024: Sheboygan County Recreational Facilities Management Advisory Committee reviews applications and recommends projects for funding to the PRAECOM (applicants will be notified of meeting dates so they may attend if they wish)
- June-July 2024: The PRAECOM makes its decision regarding project funding at its regular meeting

- July-August 2023<sup>34</sup>: Applicants are notified whether or not their project was chosen for funding and contracts signed.

Awardees are required to post a Sheboygan County Stewardship Fund Grant sign, provided by the County, during the project development process or after the land acquisition has been completed. Grant recipients should contact the Planning & Conservation Department for up to two signs, which are provided free of charge. The signage is to be posted at the site.

### Project Tracking

The Planning & Conservation Department may request annual progress reports from awardees. At the conclusion of the acquisition or project development, the awardee will be required to provide a brief report. In it, the organization's representative is to provide a short narrative describing for what the funding was used (this should be general and not item-specific), lessons learned from the project, and what benefits the Stewardship allocation provided the organization or community. The report is due 60 days after the final reimbursement to the awardee. At least two pictures taken before the project has begun and after it has been completed are also due with the report; for acquisition projects, pictures of the acquisition site are required. Staff also reserves the right to visit the site with the purpose of evaluating the project or acquisition on-site and take pictures; this information is to be used for Department reporting purposes and can be shared with the awardee upon request. Also, invoices and/or receipts for specific items or services purchased must be submitted to the Department for reimbursement. For acquisition projects, a copy of the deed and any other associated documents for which the applicant is seeking reimbursement (such as recording fees) must be submitted.

### Application Checklist

The following is a list of required documents to be submitted to the Department for the completed application. ~~The application packet should not be bound, and those submitted by email or fax only will not be accepted.~~ One hardcopy (and a digital copy, preferably) of the entire application packet must be delivered to the Department via mail or in person by 4:30 pm on or before the due date:

Sheboygan County Planning & Conservation Department  
508 New York Avenue  
Sheboygan, WI 53081

For questions, contact 920-459-3060<sup>2</sup> or [tyler.betry@sheboygancounty.com](mailto:tyler.betry@sheboygancounty.com)

- Qualifying Questions (from page 9)
- Applicant and Project Information (Attachment A)
- Budget Worksheet
  - For land acquisition projects, use Attachment B
  - For discretionary or project development proposals, use Attachment C
- Narrative Outline (Attachment D)
- Resolution (Attachment E)

- This [exact](#) form is not required, but the form or a version of it is strongly encouraged
- 501(c)(3) letter of determination from the IRS (if the applicant is a non-profit organization)
- Letters of support
  - These are not required, but will strengthen an application
- Property information
  - Include details such as ownership, known encumbrances (i.e. deed restrictions, etc.), legal description if available, property characteristics, etc.
- Map(s)
  - Must show proposed location and boundary of project with the property highlighted
  - Additional maps will strengthen the application (orthographic, topographic, etc.)
- Copies of at least two pictures taken at the project site

### Checklist for Grantees of Real Estate

This checklist includes information required if the applicant is intending to acquire real estate (whether via fee title, easement, or another form of ownership).

- Property data
  - Name of current property owner
  - Location (including legal description, if possible)
  - Description of current conditions of the property
  - Encumbrances (to the best knowledge of the applicant, and can include deed restrictions, easements, etc.)
  - Existing improvements (such as buildings or trails)
- Management plan
  - If the project applicant will retain title or hold an easement to the property, a plan should be prepared for the long-term management and oversight of that property. This plan should include an indication of the ability of the applicant to oversee management and oversight responsibilities, its experience with management and enforcement, and should specify any endowment that has been established for the long-term management of the property or easement enforcement.
- DNR Environmental Hazards Assessment Form (Form #1800-001) or Phase I Environmental Site Assessment
- Letter of interest OR option to purchase OR offer to purchase from landowner
- Real estate appraisal
  - ~~Not required but strongly recommended~~
- Title insurance policy
- Deed or easement documentation

To view the Sheboygan County Outdoor Recreation & Open Space Plan, visit [sheboygancounty.com](http://sheboygancounty.com) and navigate to the Planning & Conservation Department's page.

### Qualifying Questions

Proposals not qualifying in this section will not move forward in the grant selection process.

**Applicant:**

Municipality/organization: \_\_\_\_\_

- 501(c)(3) non-profit organization
- Town, Village, or City in Sheboygan County
- Other governmental agency

**In what manner is this project consistent with the Sheboygan County Outdoor Recreation & Open Space Plan?**

- Project has been identified in the Plan and its boundaries are entirely within the Plan
- Project has partially been identified and/or buffers a project identified in the Plan
- Project fits the intent of one or more of the goals of the Plan
- This project is not identified in the Plan, but is identified in the following local, state, or federal plan: \_\_\_\_\_

**Project applies to which of the following categories:**

- Project development
- Real estate acquisition
- Discretionary/[Planning](#)

(explain): \_\_\_\_\_

**Please complete this form and attach to the front of the application packet.**

**Applicant Information**

Municipality / organization \_\_\_\_\_

Contact person / title \_\_\_\_\_

Address \_\_\_\_\_

City, state, zip code \_\_\_\_\_



Phone number \_\_\_\_\_  
 Fax number \_\_\_\_\_  
 Email \_\_\_\_\_  
 Organization website \_\_\_\_\_

**Project Information**

Project location:	Township	Range	1/4 1/4	Section
Project type:	<input type="checkbox"/> Project development	<input type="checkbox"/> Property acquisition (fee title)		
	<input type="checkbox"/> Property acquisition (easement)	<input type="checkbox"/> Discretionary		
Total project cost (if project development or discretionary):	\$ <input style="width: 100px;" type="text"/>			
Total purchase price (if land acquisition):	\$ <input style="width: 100px;" type="text"/>			
Total grant request (up to 50% of total project cost):	\$ <input style="width: 100px;" type="text"/>			
Ultimate title or easement holder (if land acquisition): _____				
Brief project description: _____ _____ _____				

I certify that the information in this application and its supporting materials are true and correct to the best of my knowledge.

\_\_\_\_\_  
 Name / Title

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**Attachment B – Budget Worksheet for Land Acquisition Projects**

1. Purchase price ..... \$ \_\_\_\_\_
2. Associated transaction costs
  - Appraisal(s) ..... \$ \_\_\_\_\_
  - Survey ..... \$ \_\_\_\_\_
  - Title insurance ..... \$ \_\_\_\_\_

Recording fees .....\$ \_\_\_\_\_

Relocation payments .....\$ \_\_\_\_\_

Historical or cultural assessments .....\$ \_\_\_\_\_

Environmental inspection .....\$ \_\_\_\_\_

3. Estimated total acquisition costs (line 1 + line 2) .....\$ \_\_\_\_\_

4. Matching grant fund(s)

    Pending .....\$ \_\_\_\_\_

    Committed .....\$ \_\_\_\_\_

    Applied for .....\$ \_\_\_\_\_

Total of matching fund(s) .....\$ \_\_\_\_\_

5. Appraised value of land to be acquired .....\$ \_\_\_\_\_

6. Stewardship Grant funding request (50% of line 3) .....\$ \_\_\_\_\_

**List sources and associated values of any matching grant funds (from Line 5):**

Source:	Amount:
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**Note: Stewardship Grant funds granted for acquisition are based on the appraised value of the property unless the purchase price is lower. If the purchase price is higher than the appraised value, a 2/3 vote of the present Committee members will be required to approve funding.**

Development Project Items <small>(list by individual item or break down by use areas) (include donated materials and/or time)</small>	Indicate <small>Contract (C), Force Account (F), or Donated (D)</small>	Quantity and unit of measure	Component Cost	Estimated total item cost



**The narrative should not exceed 5 pages.**

A clear, concise narrative will improve the applicant's probability of being awarded a Stewardship Fund grant. Proposals can also include additional documentation that supports and enhances the narrative.

**Form A (all project types)**

Introduction  
 Natural resources: water  
 Natural resources: land  
 Community cooperation  
 Density standards

**Form B (project development)**

Introduction  
 Planning factors  
 Recreation  
 Management factors  
 Economic factors  
 Cooperative factors

**Form C (land acquisition)**

Introduction  
 Project availability  
 Economic factors  
 Management factors  
 Planning factors  
 Natural resources factors  
 Cooperative factors  
 Recreation

**Sheboygan County Planning & Conservation Department staff is not responsible for researching various local, State, and/or Federal plans in which the project may be identified. It is the responsibility of the applicant to include this information in the proposal in order to receive points for those items.**

**If you would like a copy of a past successful Stewardship Fund Grant application, please contact 920-459-30629 or tyler.betry@sheboygancounty.com.**

**Attachment E – Sample Resolution**

**Requesting a Sheboygan County Stewardship Fund Grant**

BE IT RESOLVED, that the \_\_\_\_\_  
 (Board of Directors or other authorized governing unit)

of the \_\_\_\_\_  
 (name of municipality / organization)

headquartered at \_\_\_\_\_

HEREBY AUTHORIZES \_\_\_\_\_  
(name and title)

to act on its behalf to submit an application for financial assistance to the County of Sheboygan under the Sheboygan County Stewardship Fund Grant Program for the acquisition of property or for other qualified conservation and recreation project purposes described below; to sign documents; and to take action necessary to undertake, direct, and complete an approved Sheboygan County Stewardship Fund Grant project:

\_\_\_\_\_  
(description of grant proposal project)

BE IT FURTHER RESOLVED THAT THE \_\_\_\_\_  
(name of municipality / organization)

recognizes and acknowledges the long-term ownership and management responsibilities (when applicable) associated with this Sheboygan County Stewardship Fund Grant Program, and will meet its obligations under the Stewardship Grant Agreement for the project.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Authorized signature \_\_\_\_\_

Printed or typed name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**RESOLUTION NUMBER 23-2023**

**Resolution in opposition to Wisconsin Legislative Reference Bureau 2023 Bill  
Proposal LRB-3518/1**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 14<sup>th</sup> day of November, 2023, does resolve as follows:

- 1 **WHEREAS**, a proposed bill to amend and create statutory authority regulating
- 2 wakesurfing and wakeboarding has been created in the form of LRB-3518/1.
- 3 **WHEREAS**, said bill proposes to create restrictions specifically on wakeboarding and
- 4 wakesurfing on Wisconsin waters.
- 5 **WHEREAS**, said bill would significantly hinder a local municipality's ability to create and
- 6 pass its own laws, tailored to address its own unique, local issues.
- 7 **WHEREAS**, said bill would establish parameters at the state level that would apply the
- 8 same to all Wisconsin waters, regardless of size and circumstances.
- 9 **WHEREAS**, said bill fails to mention any scientific data supporting its proposed actions.
- 10 No fiscal impact anticipated.
- 11 Majority vote is needed to pass.

Roll Call on Resolution No. 23-2023

Submitted by Land Conservation  
Committee:

Ayes 17, Nays 0, Absent 2, Abstain 0

/s/ Bob Schweder

Bob Schweder, Chair

Passed and Adopted/~~Rejected~~ this 14<sup>th</sup>  
day of November, 2023.

Approved via remote access

Ken Bates, Vice-Chair

/s/ David Abendroth

County Board Chairman

/s/ Bill Boutwell

Bill Boutwell

/s/ Elizabeth Otto

ATTEST: County Clerk  
Approve as to Form:

/s/ Nancy Hiestand

Nancy Hiestand

/s/ Jeffrey Mann

Corporation Counsel

/s/ Arnold Dahlke

Arnold Dahlke

12 **NOW THEREFORE BE IT RESOLVED**, that the Green Lake County Board of  
13 Supervisors recognizes that wakeboarding and wakesurfing possess the potential to  
14 impact multiple public waters located within Green Lake County.

15 **BE IT FURTHER RESOLVED** that the Green Lake County Board of Supervisors does  
16 not support 2023 LRB-3518/1 in its current form.

17 **BE IT FURTHER RESOLVED** that the Green Lake County Board of Supervisors prefers  
18 for local municipalities to maintain a higher degree of autonomy in addressing this issue.

19 **BE IT FURTHER RESOLVED** that the Green Lake County Board of Supervisors  
20 believes that any proposal be based upon reliable, scientific findings and that any  
21 proposed legislation refer to the same.

22 **BE IT FURTHER RESOLVED** that a copy of this resolution be sent to all counties,  
23 Wisconsin Counties Association, the legislature, Governor, and secretary of the DNR.



**Sawyer County Administrator's Office**

10610 Main Street, Suite 23 - Hayward, WI 54843

Phone: 715-638-3245

Email [andy.albarado@sawyercountygov.org](mailto:andy.albarado@sawyercountygov.org)

December 18, 2023

Hello –

Sawyer County has approved the attached Resolution on Enhance Wage Regulations in regards to proposed wakeboarding and wakesurfing legislation that was being discussed and has recently been introduced. There is a set of bills (AB 656/SB 680) that have been assigned to legislative committees that are proposing to establish statewide standards for wakesurfing and wakeboarding.

This legislation is concerning to Sawyer County, as a one-size fits all approach. In addition, a number of Sawyer County towns have already adopted wakesurfing/wakeboarding ordinances with more restrictive regulations. As proposed the legislation would not allow a local government to adopt more restrictive regulations than what the legislation establishes.

We are circulating our Resolution to other Counties, local governments, State Legislators, and the Governor and requesting that there can be meaningful discussions to pass standards that balance the right of everyone to recreate on the waters of the State of Wisconsin, and local governments retain control to set their own standards for wakeboarding and wakesurfing.

We encourage other legislative bodies to consider adopting similar resolutions and communicate those expectations to the State Legislature.

Sincerely,

Andy Albarado  
County Administrator



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**RESOLUTION ON ENHANCED WAKE REGULATIONS**

**WHEREAS:** the lakes of Sawyer County, Wisconsin are integral to the recreational base of the economy in Sawyer County.

**AND WHEREAS:** Legislation has been proposed to regulate wakesurfing and wakeboarding,

**AND WHEREAS:** the legislation as currently written fails to set minimum standards for the protection of private property, public safety and enjoyment, and aquatic environments,

**AND WHEREAS:** several towns in Sawyer County have already set standards that use evidence from aquatic and engineering studies which protect shorelines of lakes in Sawyer County from erosion by these enhanced wakes,

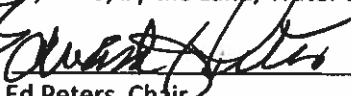
**AND WHEREAS:** the legislation fails to include a standard related to wake depth that would protect water quality in lakes from scouring by enhanced wakes,

**AND WHEREAS:** The legislation repeats standards already in place in other statutes,

**THEREFORE,** be it resolved that the Sawyer County Board of Supervisors does recommend that the Wisconsin Legislature engage in meaningful discussions to pass standards that balance the right of everyone to recreate on waters of the State of Wisconsin, by affirming that;

Wisconsin's local governments deserve local control to set their own standards beyond state minimums, of at least 700 feet from the shore, and to prohibit enhanced wake creation in waters shallower than at least 30 feet in depth.

Recommended for adoption by the Sawyer County Board of Supervisors at its meeting on November 14, 2023, by the Land, Water and Forest Resources Committee at their November 8, 2023 meeting.

  
\_\_\_\_\_  
Ed Peters, Chair

  
\_\_\_\_\_  
Marc Helwig, Vice-Chair

  
\_\_\_\_\_  
Kay Wilson, Member

  
\_\_\_\_\_  
Brian Bisonette, Member

  
\_\_\_\_\_  
Jason Weaver, Member

  
\_\_\_\_\_  
Kevin Sheptick, Member

This Resolution is hereby adopted by the Sawyer County Board of Supervisors 14<sup>th</sup> day of November, 2023.

  
\_\_\_\_\_  
Tweed Shuman, Sawyer County Board of Supervisors

  
\_\_\_\_\_  
Lynn Fitch, County Clerk