

NOTICE OF MEETING

SHEBOYGAN COUNTY PLANNING, RESOURCES, AGRICULTURE AND EXTENSION COMMITTEE

January 25, 2022

3:30 PM

Sheboygan County Administration Building
508 New York Ave
Sheboygan, WI 53081
Room 302

Remote Access:

(312) 626-6799

Meeting ID: 940 8185 3222#

Passcode: 403339

<https://uwmadison.zoom.us/j/94081853222?pwd=U3hXbDRGeG9HeFRFUEd6bmZHd1V4UT09>

*** AGENDA***

Call to Order

Certification of Compliance with Open Meeting Law

Approval of Minutes

PRAE Committee – Regular Meeting – August 24, 2021 3:30 PM

Correspondence

Extension

Consideration of Extension Impact Report
Program Sharing – Kevin Struck
Area Extension Director Report

Register of Deeds

Review of 2021 Annual Report

Consideration and Approval of Attendance at Other Meetings/Functions

Travel Report and Report of Meetings and Functions Attended

Review and Approve Vouchers

Adjournment

Next scheduled meetings: February 8, 2022 at 3:30 PM (Planning & Conservation Focus)

February 22, 2022 at 3:30 PM (Extension Focus)

Prepared by:

Tammy Zorn, Recording Secretary
(920) 459-5904

Keith Abler, Chairperson
(920) 207-9351

NOTE: Members of the public are invited to offer comments on topics that may or may not appear on the Agenda, and Committee members may discuss such matters, but no action may be taken by the Committee on non-Agenda topics. Individual speakers may be limited to no more than five minutes.

A majority of the members of the County Board of Supervisors or of 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, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

Persons with disabilities needing assistance to attend or participate should contact the Extension Department at 920/459-5900 prior to the meeting so that accommodations may be arranged.

Sheboygan County

Posted January 21, 2022 2:15 PM

SHEBOYGAN COUNTY PLANNING, RESOURCES, AGRICULTURE & EXTENSION COMMITTEE MINUTES

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

August 24, 2021

Called to Order: 3:30 PM

Adjourned: 4:14 PM

MEMBERS PRESENT: Supervisor Keith Abler, Supervisor Mike Ogea, Supervisor Henry Nelson, Supervisor Paul Gruber, Supervisor Rebecca Clarke and FSA Member Stanley Lammers

MEMBERS ABSENT: None

OTHERS PRESENT: Aaron Brault, Cindy Sarkady, Mike Ballweg, Tammy Zorn, David Huenink (remotely)

Chairperson Abler called the meeting to order at 3:30 PM and verified the meeting notice had been posted on August 19, 2021, at 2:15 PM and the meeting complies with the Wisconsin Open Meeting Law.

Supervisor Gruber moved to approve the July 27, 2021 minutes. Motion seconded by Supervisor Ogea. Motion carried.

Correspondence: None

UW-Extension – Mike Ballweg shared about the Master Gardener Volunteer Program.

Cindy Sarkady presented the August Extension Impact Report. Supervisor Nelson moved to approve the Extension Impact Report for August. Motion supported by Stanley Lammers. Motion carried unanimously.

Area Extension update: Cindy Sarkady reported that the Youth Development Associate Educator position will be posted in the near future and the Civil Rights Review will take place September 14th.

Planning & Conservation – Aaron Brault gave an overview of the Resolution Supporting AIS Lake Monitoring & Protection Grant. Supervisor Gruber moved to approve the Resolution Supporting Aquatic Invasive Species Lake Monitoring & Protection Grant. Supervisor Clarke seconded the motion. Motion carried unanimously.

Approval of Attendance at Other Meeting/Functions: None

Travel Report and Report of Meetings and Functions attended: Supervisor Clarke reported on a Public Hearing regarding a retention pond in Vollrath Park.

Supervisor Nelson moved to approve the vouchers. Supported by Supervisor Gruber.
Motion carried with Supervisor Ogea voting nay

Stanley Lammers moved to adjourn the meeting. Supervisor Ogea seconded the motion. Motion carried unanimously. Meeting adjourned at 4:14 PM.

Next meeting (Planning & Conservation Focus) is scheduled for September 14, 2021 at 3:30 PM. Next meeting (Extension Focus) is scheduled for September 28, 2021 at 3:30 PM.

Tammy Zorn
Recording Secretary

Rebecca Clarke
Committee Secretary



Extension

UNIVERSITY OF WISCONSIN-MADISON
SHEBOYGAN COUNTY

JANUARY 2022 REPORT

COMMUNITY DEVELOPMENT



Community Development provides educational programming to assist leaders, communities, and organizations realize their full potential. We work with communities to build the vitality that enhances their quality of life and enriches the lives of their residents. We educate in leadership development, organizational development, food systems, community economic development, local government education and much more. In short, the Community Development Institute plants and cultivates the seeds for thriving communities and organizations.

Kevin Struck, Community Development Educator

- Kevin completed a research project using GIS and Sheboygan County parcel data to determine the extent of conversions from owner-occupied residences to rental units in a sample of neighborhoods. The conversion rate was 38% in one of the larger neighborhoods and 27% in another. Results from this research may help officials determine whether they should implement 2017 Wis. Act 317, which allows a local government to establish a rental property inspection program for limited purposes. The governing body may designate districts in which there is evidence of blight, high rates of building code violations, deteriorating property values, or increases in single-family home conversions to rental units. Periodic inspections of rental properties located in a designated district may be required.
- Per a request from the City of Sheboygan Falls, Kevin reviewed the last citizen opinion survey the City had done (2009) and made recommendations for a new survey to be conducted in 2022. He identified questions that should be removed, edited others, and suggested new ones. He also presented a comparison of the pros/cons of doing an online survey versus an entirely paper version.
- Kevin discovered several typos and omissions in a local town's zoning and subdivision ordinances, including one that limited the Plan Commission's involvement in pre-submittal consultations with developers, and another that failed to list any acceptable zoning districts for recreational activities that require a conditional use permit. Worked with the town to revise the ordinances and to create appropriate public hearing and ordinance amendment templates.



Large residence that has been converted to multiple rental units



AGRICULTURE



If it happens on a farm or in a field, the Extension Institute of Agriculture works with you to achieve better results. Our innovative dairy management programs range from genetics to farm and business management. Extension researchers work hand-in-hand with row crop, forage and fresh produce growers to provide best practices for every aspect of the growing phase. We also advise communities on using sustainable practices to create inviting spaces free from invasive species.

Crops and Soils

Mike Ballweg, Area Crops and Soils Agent

- A webinar series (Badger Crop Connect) for farmers, agronomists and agriculture professionals, where they learned about research to address timely crop production practices and emerging agronomic concerns. Through this program, attendees implemented these practices on their farms or used the information to advise their clients.

Farm Management

Stephanie Plaster, Farm Management Educator

- A presentation for farmers and agriculture professionals, where participants learned how to use a SWOT analysis for business and personal growth. This effort was designed to help participants assess their skills, assets, personalities, and/or networks to help make a decision about a business opportunity or new enterprise.
- An activity for farmers and agriculture professionals, where participants identified their stressors, strengths, and resources. This effort was designed to provide an opportunity for participants to recognize the common stressors, strengths, and resources among their peer group.

Dairy & Livestock

Tina Kohlman, Dairy & Livestock Agent

- A presentation for dairy farmers, calf managers, farm workers, and agribusiness professionals, where they learned calf health benchmarks, hygiene practices, housing considerations, and disbudding considerations to improve calf growth, health, management, and profitability while maintaining animal health and wellbeing.
- A training for youth dairy project members, where they learned animal handling, husbandry, and herd health management practices to improve dairy production management and animal health and well-being.



Extension

UNIVERSITY OF WISCONSIN-MADISON
SHEBOYGAN COUNTY

JANUARY 2022 REPORT

FOOD SECURITY, HEALTHY EATING, AND HEALTHY LIVING



FoodWise advances healthy eating habits, active lifestyles and healthy community environments for families with limited incomes through nutrition education at the individual, community and systems levels. FoodWise reaches individuals and families through local community partners by providing nutrition classes in-person and virtually, indirect education (newsletters, etc.), and social media/marketing. FoodWise is an obesity prevention program that addresses policy, system and environmental changes through local and state public health efforts.

FoodWise is federally funded by the Supplemental Nutrition Assistance Program-Education (SNAP-Ed) and the Expanded Food and Nutrition Education Program (EFNEP).

Amanda Miller, FoodWise Coordinator

- A series of classes on Discover MyPlate for each kindergarten classroom at 7 different elementary schools in Sheboygan County in English and Spanish. Discover MyPlate introduces the 5 food groups in an age-appropriate manner and recipe samples. The goal of these classes is to encourage youth to try healthy new foods.
- Leadership and planning in partnership with Master Gardener volunteers to plan the 2022 Junior Master Gardener Program (JMG). JMG is a summer-long youth gardening and nutrition program that promotes seed to plate and increased fruit and vegetable consumption among young children.
- Leadership of the SCAN (Sheboygan Coalition on Activity and Nutrition). The SCAN health coalition brings community partners together to address obesity, food security, and chronic disease related health issues identified in the Community Health Improvement Plan.
- Leadership, technical assistance, and coordination of a food resource hub for the Fond du Lac Food Providers Group that helps local agencies direct community members to local and state food resources. This food resource hub creates coordination between local emergency food agencies and individuals impacted by food/nutrition security.
- Partnered with ADVOCAP Head Start to teach a series of nutrition education classes to preschool students in 17 classrooms at 6 different sites. These classes help encourage healthy eating habits starting young by introducing healthy foods and taste testing opportunities.
- Partnership of a COVID-19 vaccination education and awareness campaign for Fond du Lac County residents to receive current information on the vaccine. The goal is to increase vaccination rates and help community members make more informed health decision.



Extension

UNIVERSITY OF WISCONSIN-MADISON
SHEBOYGAN COUNTY

JANUARY 2022 REPORT

HUMAN DEVELOPMENT AND RELATIONSHIPS



*The Extension Institute of **Human Development & Relationships** provides the tools Wisconsinites need to thrive as well-rounded, capable individuals and families. We support families in caring for each other in ways that promote growth and understanding. Our programs promote aging-friendly communities, coach effective parents and help families put technology, mindfulness and financial awareness to use.*

Jane Jensen, Human Development & Relationship Educator

SPOTLIGHT

The HDR Educator along with the state evaluation specialist and a team of statewide educators developed, piloted and administered anonymous evaluations to determine the outcomes of programming with family caregivers. Locally the evaluation was administered to family caregivers who had participated in the six- part Powerful Tools for Caregivers and the monthly family caregiver education/support group co-facilitated by the HDR Educator in 2021. The survey had a fifty-five percent return rate in Sheboygan County. One hundred percent of the respondents indicated that as a result of participating they identified and tried one or more new ways to take care of their physical, mental or emotional well-being. All indicated that they had tried new ways of being hopeful or found themselves being more hopeful with more positive thoughts through program participation. Three-quarters were able to name between one and three resources that they had not been aware of before participating in either program and had reached out for those resources. One hundred percent had identified and tried new ways to manage their stress. Almost seventy-five percent had been able to identify who supports them and had reached out for help while seventy-five percent had attended a support group as a result of program participation. When asked to describe changes since participating one caregiver said, "To stay mindful that I have resources." Another said, "I need to take care of my well-being so that I can continue to provide care for my loved one."



Extension

UNIVERSITY OF WISCONSIN-MADISON
SHEBOYGAN COUNTY

JANUARY 2022 REPORT

YOUTH DEVELOPMENT



Positive Youth Development prepares the youth of today to become the effective, empathetic adults of tomorrow. Our research-based youth enrichment programs like teens in governance build youth and adult capacity and partnerships that help both sides grow. 4-H clubs, camps and after-school programs give young people the hands-on experiences they need to develop an understanding of themselves and the world.

Positive Youth Development

Lisa Sanderson, Positive Youth Development Educator

SPOTLIGHT

Anecdotal reports from various Sheboygan area service organizations, including Department of Health staff, indicate a “referral gap” in connecting Sheboygan residents with the many services available to them in Sheboygan. Barriers may include language, marketing/awareness, location/transportation, and multiple referrals in attempts to obtain the same service. In response to this articulated need, the Positive Youth Development Educator has partnered with Sheridan Elementary School staff, Partners for Community Development, and Staff Management Johnsonville to create and coordinate “Familias Unidas”, a family resource fair event to be held February 17 at Sheridan Elementary School. Featuring bilingual support for and outreach to the LatinX community, but open to all Sheboygan school district families, the event will bring family resources to the communities they serve in a trusted and familiar setting in an attempt to close that referral gap. Participating organizations include Mental Health America, Safe Harbor, Sheboygan Head Start, Sheboygan Food Bank, St. Clement’s Church, Lakeshore Community Resources, Lakeshore Technical College, Staff Management Johnsonville, and Partners for Community Development. The Sheboygan Department of Health will be present to provide masks and vaccination opportunities. Social distancing and staggered entry will be observed. UW Extension will be represented by Positive Youth Development Educator, 4H, and FoodWise staff. Meijer has provided financial support. Follow up surveys or calls will be made with hopes of measuring referrals success. St. Clement’s has offered to host the next event, which we intend to plan with youth in a youth-adult partnership modality. A waitlist to participate in the next event has been started due to lack of space for interested organizations. Many organizations will provide bilingual support. Sheridan School has coordinated robocalls to families throughout the entire district to create awareness of the event. 4-H

Continued on next page.



Extension

UNIVERSITY OF WISCONSIN-MADISON
SHEBOYGAN COUNTY

JANUARY 2022 REPORT

YOUTH DEVELOPMENT *Continued*

4-H

Sarah Tarjeson, 4-H Youth Development Educator

- A Ongoing facilitation for the 4-H Horse and Pony Project Committee, providing them with resources and strategies to make sure they have authentic organizational structure and leadership within the project. Supported adult volunteer leadership creates and increases opportunities for youth to master new skills and knowledge.
- Ongoing planning and facilitation for the Youth Government Day. This effort is designed to increase youth participants knowledge of our county's civic organization and responsibilities and to increase the opportunity for participants to become engaged in local decision making.
- Support and leadership for the statewide 4-H American Spirit committee, where Extension facilitated discussions and provided information on requesting and submitting contracts. The goal is to ensure sustained youth programming in accordance with university regulations.

Sarah Tarjeson
4-H Youth Development Educator

Mike Ballweg
Area Crops and Soils Agent

Cindy Sarkady
Area Extension Director

Lisa Sanderson
Positive Youth Development Educator

Stephanie Plaster
Area Farm Management Educator

Tammy Zorn
Support Staff

Kevin Struck
Community Development Educator

Tina Kohlman
Area Dairy & Livestock Agent

Emily Jensen
Support Staff

Jane Jensen
*Human Development &
Relationships Educator*

Amanda Miller
FoodWise Coordinator

Cassi Worster
Area Marketing Specialist

Janeth Orozco
FoodWise Educator

STANDARDS for “PORTABLE STORAGE UNITS”

Land uses that include units such as shipping containers; semi-trailers and similar large transport vehicles not in road operable condition; portable on demand storage (PODS), and store and move (SAM) containers.

Shipping Container:

A container originally designed or used to store materials or merchandise during shipping or hauling upon ships, rail, or other types of transportation and typically eight (8) feet wide by eight (8) feet, six (6) inches high by either twenty (20) feet or forty (40) feet in length.



CONCERNS

Located too close to property boundary

Poorly maintained; eyesores

Block sight lines

Interfere with stormwater flow

Used for human habitation

SOLAR ENERGY SYSTEMS



For regulatory purposes, there are **three** different types of solar energy systems.

Solar Farm

A facility that covers hundreds of acres and is capable of generating 100 megawatts (MW) of electricity or more. (100 MW could meet the electricity needs for approximately 16,000 homes.)

Such facilities are approved in Wisconsin by the Public Service Commission. Per Wis. Statutes, a town may require a conditional use permit and/or developer's agreement *as long as no conditions, in the opinion of the solar farm developer, inhibit or preclude the project.*

Mid-Scale System

A facility that generates between 30 kW and 100 MW of electricity. A typical site may be 20 - 60 acres. Approval occurs at the local level, often via a conditional use permit. (A 40-acre facility could meet the electricity needs for approximately 1,100 homes—about the size of Oostburg.)

Rooftop System

Typically, a personal system, often on a building rooftop, that generates 30 kW or less of electricity. Such systems are approved by local communities and require a building permit. Some communities may also require a conditional use permit.

Note: Totals will likely change as solar and battery technologies continue to improve.



SHEBOYGAN COUNTY

Ellen R. Schleicher
Register of Deeds

January 27, 2022

Honorable Members of the Sheboygan County Board and County Administrator Adam Payne,

I am pleased to present you with the 2021 Register of Deeds Annual Report.

Working on year two (2) of the COVID-19 pandemic, we continued to serve the constituents of Sheboygan County and nationwide. Our staff found ways to safely serve the public who needed their vital records and land records. In June of 2020, the Governor deemed our services as essential during the safer at home order, and we continued to do our job to help keep the economy and real estate market going.

Overall, our revenues exceeded our budgeted expectations by \$337,826; those dollars along with the anticipated \$106,345 from our 2021 budget will be added to the general fund. As we know the real estate market is very unpredictable so it is difficult to predict what the future will bring. There are indicators out there stating that the market is slowing down on the east and west coasts. We cannot be sure when or if it will hit our area. Our 2022 budget may be a bit challenging to achieve but we will strive to do our best.

Can't say enough about the staff that works in this office, they have stepped up to get the job completed despite some set-backs that included staff shortages. We have a great team, working together towards the greater goal of making things better for the customer and our community. I wish to thank them for their support, enthusiasm, and hard work. Their dedication to their positions, the office, and Sheboygan County make our accomplishments possible.

Respectfully submitted,

Ellen R. Schleicher
Register of Deeds

Mission Statement/Summary of Responsibility

To be fiscally responsible while serving the public in a courteous and friendly manner, following and enforcing the state statutes that dictate our office along with preserving and protecting real estate records, vital records, and miscellaneous documents.

The Register of Deeds is the primary source of legal documents, which affect virtually every individual living in Sheboygan County. This includes personal and real estate ownership and encumbrance records in addition to financing instruments that are the basis of individual and business credit ratings. This Department executes the final acceptance and filing of new subdivisions, condominium plats, Transportation Plats, and Certified Survey Maps. The Register of Deeds also administers the Vital Records Registration system, which includes registration of all births, marriages, deaths, and divorces of county residents, probate instruments, and business documents such as corporate filings.

Other duties include registration, preparation, and issuance of copies of military records, alternative informal probate procedures, and registration of US Treasury Federal Tax IRS Liens. Other statutory responsibilities include the collection of real estate transfer fees and recording fees, currently divided between Sheboygan County and the State of Wisconsin.

Required reports are given to the following governmental agencies: US Treasury (Federal IRS Tax Liens), Wisconsin Department of Revenue (transfer fee tax collection and property valuation for tax equalization), the Wisconsin Department of Administration (plat review and the Wisconsin Land Information Program), and the Wisconsin Department of Health and Social Services (Vital Records).

Sheboygan County departments that depend upon us for information and services include Veteran's Services, Planning & Conservation, Clerk of Courts, Treasurer/Real Property, County Clerk, and Transportation.

Recorded land records are the basis of the real estate property tax. Translated into monetary terms the land records in the Register of Deeds office represent \$11 billion dollars in real estate lying within the borders of Sheboygan County which is a 6.0% increase in real estate value from 2020 per Department of Revenue reports.

Goals and Objectives Achieved in 2021

- Processed 27,462 real estate documents.
- Filed 3,183 vital records.
- Filed 7 Military Discharges.
- Issued 23,625 legal documents.
- Served 229 genealogist searchers.
- Copied 32 documents to County Departments.
- Recorded 29 new condominium units.
- Recorded 56 subdivision lots.
- Indexed 44,400 documents.
- Throughout the year we receive opportunities from our partners and the county to offer online training to the staff to help them learn new process, procedures and self-improvement.
- Worked with legislators by helping them understand legislation that our association submits and supports.

- In order for folks to find their documents we partnered with the Treasurer's office to integrate document numbers with parcel numbers. Folks can now click on document number in the Land Record software and can order their deed from the Tapestry Website.
- Excellent Customer Service is always our focus and one of the ways we achieve this is by recording and returning documents in a timely manner. Counter customers are greeted in a friendly way and helped within minutes of walking through the door. If there is a problem with their requests, we promptly explain the problem and give them an estimated time when we can get an answer for them. Remote Access customers can view their recorded documents almost immediately after processing, usually within 24 hours. We strive to return paper documents within days of recording.

Budget

Total Revenues for 2021:	\$3,095,521
State Received:	\$1,826,116
2021 Operating budget	\$746,691 - \$106, 345 designated to general fund
Land Records Modernization Fund	\$138,666
Land Records Public Access Fund	\$ 46,222
Excess revenue above Expenses	\$337,826 will be added to the general fund

We surpassed our projected revenues by \$337,826, adding a total of \$444,171 to the general fund. We will continue to contain our expenses in 2022, while still providing quality services. It is our hope that the Register of Deeds Office will not have to utilize any property tax levy; but continue to add to the tax levy and general fund. Our 2022 revenue expectation is a bit more robust than I like, so be prepared for us not meeting those expectations. I hope that my feelings are wrong but I truly feel the real estate market is going to slow down, especially if the interest rates go up.

Issues and Challenges Ahead

After 12 years of back indexing we will finally get that chunk of records completed, hopefully in the first quarter of 2022. We can now start working on projects that have been lingering on the backburner. For many years we have tried to work on several projects at once. As we began to get the back indexing completed we decided to just pick one project, have all available time devoted to that project and get it completed instead of having various projects going at once. It sure feels good to see them completed instead of overwhelming everyone. The much-anticipated upgrade from last year was put on hold by our software provider as they were running into issues on their end. However, we plan on that upgrade getting completed sometime this year. That will cover some of the goals I have set for myself and our office.

Staffing issues plagued us in 2021 and I am unsure of how that will affect us in 2022. It is a challenge to find new staff members and we want to keep the ones we have. However, circumstances beyond our control tend to crop up. Work in our office is not your typical office work, the language and documents we work with are very unfamiliar to most folks. We find that it can sometimes be confusing for newer staff to switch between present documents (new recordings) versus older documents (back indexing/fixing errors with historical documents) again something that we need to be aware of. Other challenges are how the economy or housing will be in 2022, there are indicators that are showing markets are slowing down. That may or may not hit our area this year but it could.

Goals and Objectives for 2022

- Continue to keep our focus on the turn-around time of real estate documents to less than one week. The needs of banks and lenders must be met in order to keep the local financial market and economy healthy.
- Continue to work with the marriage officiants, funeral directors, nursing homes, hospices, hospitals and doctors with questions they have regarding the state's vital record system.
- Continue to work with legislators to help them understand legislation that our association submits and supports.
- Continue to work on updating and improving our written procedures.
- Continue to work with the State Vital Records Office to update and improve service.
- Continue to encourage residents to record their land records electronically.
- Continue to get pertinent information to all the staff in our office via email or short meetings.
- Continue to work with the Treasurer's office to improve the efficiency of the document/Tapestry system. Work with our software vendor to update and improve programs.
- Offer staff opportunities for online training and encourage staff to look for ways to improve themselves.
- Complete back indexing documents to 1962, enabling our customers to conduct a 60-year search online.
- Complete importation of scanned documents.
- Work on a more efficient billing system for Laredo contracted customers.
- Resume indexing our vital records and Military Discharges.
- Work on completing the Volume and Page clean-up project.
- Work on compiling pages in the Miscellaneous and Contract Books
- Work on cleaning up the documents in the ISCAN system.

We are continuously looking for technology to help improve our office productivity and efficiency, without compromising customer service. In order to maintain and improve our customer service, I will continue to empower the staff by communicating the information they need to meet our customers' questions and concerns.