



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 09/11/2026

***Amended Post Date:**

The following documents are included in the packet for the County Board meeting on September 15, 2026:

- 1) Amended Agenda
- 2) Minutes – 08/18/2026
- 3) County Manager Update
- 4) Report from ROD – Renee Thiem-Korth
- 5) Winnefox Library 5-year Agreement
- 6) Resolutions
 - Resolution 15-2026 Establishing 2027 Annual Budgeted Allocation for Employee Wage Increase
 - Resolution 16-2026 Resolution Creating One Additional FTE (35 HR Full Time Employee) Direct Support Professional, Program Aide at FRI in Health & Human Services
 - Resolution 17-2026 Upgrading and Reclassifying One Health & Human Services Unit Manager Position to Include Health & Human Services Deputy Director Job Responsibilities
 - Resolution 18-2026 Resolution Creating One Additional FTE Children’s Long-Term Support (CLTS) Services Facilitator in the Health and Human Services – Behavioral Health Unit
 - Resolution 19-2026 Resolution to Restructure the Land Use Planning & Zoning Department
 - Resolution 20-2026 Resolution Eliminating Three LTE (Limited Term Employee) and Creating One Additional FTE (Full Time Employee) Maintenance Repairperson in the Maintenance & Parks Department
 - Resolution 21-2026 Resolution Altering the Position of Fleet & Warehouse Superintendent (Further known as Shop Foreman) and Creating a Parts and Facilities Manager
 - Resolution 22-2026 Roadway Functional Classifications
- 7) Ordinances
 - Ordinance 15-2026 Ordinance Amending Chapter 338, Shoreland Zoning
- 8) Budget Adjustment – Green Lake Campground Tower Entrance Paving Project
- 9) Committee Appointments



Green Lake County Board of Supervisors
Meeting Notice

The Green Lake County Board of Supervisors will meet in person and via virtual communication in Room #0902 in the City of Green Lake, Wisconsin on Tuesday, the 15th day of September, 2026 at 4:30 PM for the organizational meeting of the Board. Business to be transacted include:

Amended* AGENDA

County Board of Supervisors

Dist. 1 Nancy Hoffmann
Dist. 2 Charles Buss
Dist. 3 Andy Brendemihl
Dist. 4 David Abendroth
Dist. 5 Mike Skivington
Dist. 6 Brian Floeter
Dist. 7 VACANT
Dist. 8 Nancy Hiestand
Dist. 9 Bill Boutwell
Dist. 10 LuAnn Mirr-Frank
Dist. 11 Harley Reabe
Dist. 12 Charlie Wielgosh
Dist. 13 Don Lenz
Dist. 14 Dennis Mulder
Dist. 15 VACANT
Dist. 16 Joe Gonyo
Dist. 17 Robert Grim
Dist. 18 Sarah Allen
Dist. 19 Gene Thom

Virtual attendance at meetings is optional. If technical difficulties arise, there may be instances when remote access may be compromised. If there is a quorum attending in person, the meeting will proceed as scheduled.

GREEN LAKE
COUNTY MISSION:

- 1) Fiscal Responsibility
- 2) Quality Service
- 3) Innovative Leadership
- 4) Continual Improvement in County Government

1. Call to Order
2. Roll Call
3. Reading of the Call
4. Pledge of Allegiance
5. Appointment of Supervisor District 7 and possible action by the Board
6. Minutes of 08/18/2026 meeting
7. Announcements
8. Appearances
 - Monthly update from County Manager Jason Jerome
 - Report from Register of Deeds - Fidler
 - Green Lake Town Square- Kris Anderson
9. Public Comment (3 min. limit)
10. Discussion and possible action regarding Winnefox Library 5-year Agreement
11. Resolutions
 - Resolution 15-2026 Establishing 2027 Annual Budgeted Allocation for Employee Wage Increase
 - Resolution 16-2026 Resolution Creating One Additional FTE (35 HR Full Time Employee) Direct Support Professional, Program Aide at FRI in Health & Human Services
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 - Resolution 21-2026 Resolution Altering the Position of Fleet & Warehouse Superintendent (Further known as Shop Foreman) and Creating a Parts and Facilities Manager
 - Resolution *22-2026 Roadway Functional Classifications
12. Ordinances
 - Ordinance 15-2026 Ordinance Amending Chapter 338, Shoreland Zoning
13. Budget Adjustment
 - Green Lake Campground Tower Entrance Paving Project
14. Committee Appointments
15. Departments to Report on October 20, 2026
16. Future Agenda Items for Action & Discussion
17. Adjourn

Given under my hand and official seal at the Government Center in the City of Green Lake, Wisconsin, this 4th day of September, 2026.

Samantha M. Stobbe, Green Lake County Clerk

This meeting will be conducted and available through in person attendance or audio/visual communication. Remote access can be obtained through the following link:

Microsoft Teams meeting
Microsoft Teams meeting
Join: [Join Teams Meeting Here](#)



	Meeting ID: 276 398 939 952 393 Passcode: TT2MN7bN
	Need help? System reference Dial in by phone +1 920-666-7424,,579016677# United States, Appleton Find a local number Phone conference ID: 579 016 677#

TO BE APPROVED AT THE SEPTEMBER 15, 2026 COUNTY BOARD MEETING

GREEN LAKE COUNTY

BOARD PROCEEDINGS

AUGUST 18, 2026

The Green Lake County Board of Supervisors met in regular session, Tuesday, August 18, 2026 at 4:30 PM via remote access and in person access for the regular meeting of the Board.

The Board was called to order by County Board Chair David Abendroth. Roll call taken – Present (in person) – 16, Absent – 1 (Lenz), Vacant – 2 (District 7, District 15)

<u>Supervisor</u>	<u>Supervisor Districts</u>
Nancy Hoffmann	1
Charles Buss	2
Andy Brendemihl	3
David Abendroth	4
Mike Skivington	5
Brian Floeter	6
Nancy Hiestand	8
Bill Boutwell	9
LuAnn Mirr-Frank	10
Harley Reabe	11
Charlie Wielgosh	12
Dennis Mulder	14
Joe Gonyo	16
Robert Grim	17
Sarah Allen	18
Gene Thom	19

READING OF THE CALL

The Green Lake County Board of Supervisors will convene via virtual communication and in person at the Government Center in the City of Green Lake, Wisconsin on Tuesday the 18th day of August, 2026 at 4:30 PM for the meeting of the Board. Business to be transacted includes:

CALL TO ORDER
ROLL CALL
READING OF THE CALL
PLEDGE OF ALLEGIANCE
MINUTES OF 06/16/2026 MEETING
ANNOUNCEMENTS

TO BE APPROVED AT THE SEPTEMBER 15, 2026 COUNTY BOARD MEETING

PUBLIC COMMENT (3 minute limit)

APPEARANCES

- Monthly update from County Manager Jason Jerome
- Report from Fox River Industries
- Green Lake Town Square – Kris Anderson

ELECTION OF HIGHWAY COMMITTEE SEAT

RESOLUTIONS

- Resolution 12-2026 Resolution for County to Partner with a Private and/or Nonprofit Agency Organized for the Purposes of Supporting the Green Lake County Fair
- Resolution 13-2026 Resolution to Support Sustainable State Funding for Local Public Health Departments
- Resolution 14-2026 Resolution Relating to Wisconsin DNR Grants

ORDINANCES

- Ordinance 14-2026 Amending § 9-37, Commission on Aging & §§ 19-1 through 19-6, Commission on Aging

COMMITTEE APPOINTMENTS

DEPARTMENTS TO REPORT ON SEPTEMBER 15, 2026

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

ADJOURN

Given under my hand and official seal at the Government Center in the City of Green Lake, Wisconsin this 14th day of August, 2026.

Samantha M. Stobbe
Green Lake County Clerk

PLEDGE OF ALLEGIANCE

1. The Pledge of Allegiance to the Flag was recited.

MINUTES OF 06/16/2026 MEETING

2. ***Motion/second (Boutwell/Buss)*** to approve the minutes of the June 16, 2026 County Board meeting with the follow change. Motion carried with no negative vote.

ANNOUNCEMENTS

3. The next meeting of the County Board will take place on September 15, 2026 at 4:30 PM.
4. Supervisor Bob Schweder from District 7 has tendered his resignation effective last Friday, August 14th. We thank Bob for his multiple years of service on this board.
5. Chair Dave Abendroth reminded the Board to be sure they contact either the Committee Chair or the County Clerk's office if they cannot attend a committee meeting they are a part of.
6. Char Dave Abendroth reminded everyone to take their monthly IT trainings that show up in their email.

TO BE APPROVED AT THE SEPTEMBER 15, 2026 COUNTY BOARD MEETING

7. The Upper Lone Tree Farm Historic District has been placed on both the State Register of Historic Places and the National Register of Historic Places as of July 23, 2026.
8. Kris Anderson from the Green Lake Town Square will not be in attendance.

PUBLIC COMMENT (3 minute limit)

9. Tony Daley, Omro, WI – thanked everyone in advance for speaking clearly into their microphones
10. Victoria Hill, Berlin, WI – Spoke on opposition of the flock cameras.
11. Brad Haight, Kingston, WI – Spoke on the opposition of the flock cameras.
12. Miranda Huitema, Markesan, WI – Raised questions about the future of the fairgrounds.

APPEARANCES

13. County Manager, Jason Jerome gave a brief overview of the report included in the packet. Discussion held.
14. Fox River Industries Manager, Dawn Brantley gave a presentation on Fox River Industries and the partnership they have with the County. Discussion held.

ELECTION OF HIGHWAY COMMITTEE SEAT

15. Chair Abendroth called for nominations for an open Highway Committee seat.
16. **Motion/second (Reabe/Boutwell)** to nominate Don Lenz to the Highway Committee. Motion carried with no negative vote.
17. **Motion/second (Floeter/Reabe)** to cast a unanimous ballot and appoint Don Lenz to the Highway Committee. Motion carried with no negative vote.

RESOLUTIONS

18. Resolution 12-2026 Resolution for County to Partner with a Private and/or Nonprofit Agency Organized for the Purposes of Supporting the Green Lake County Fair. **Motion/second (Mulder/Hoffmann)** to adopt Resolution 12-2026. Corporation Counsel Jeff Mann, spoke on what the resolution means for the County and the fair. Discussion held. Roll call vote on the Resolution 12-2026. Ayes – 16, Nays – 0, Absent – 1 (Lenz), Abstain – 0, Vacant – 2 (District 7, District 15). Resolution 12-2026 passed as adopted.
19. Resolution 13-2026 Resolution to Support Sustainable State Funding for Local Public Health Departments. **Motion/second (Thom/Skivington)** to adopt Resolution 13-2026. Discussion held. Roll call vote on Resolution 13-2026. Ayes – 16, Nays – 0, Absent – 1 (Lenz) , Abstain – 0, Vacant – 2 (District 7, District 15). Resolution 13-2026 passed as adopted.

TO BE APPROVED AT THE SEPTEMBER 15, 2026 COUNTY BOARD MEETING

20. Resolution 14-2026 Resolution Relating to Wisconsin DNR Grants. ***Motion/second (Boutwell/Buss)*** to adopt Resolution 14-2026. Roll call vote – Ayes – 16, Nays – 0, Absent – 1 (Lenz) , Abstain – 0, Vacant – 2 (District 7, District 15). Resolution 14-2026 passed as adopted.

ORDINANCES

21. Ordinance 14-2026 Amending § 9-37, Commission on Aging & §§ 19-1 through 19-6, Commission on Aging. ***Motion/second (Skivington/Allen)*** to enact Ordinance 14-2026. Discussion held. Roll call vote on motion to enact Ordinance 14-2026. Ayes – 18, Nays – 0, Absent – 1 (Lenz), Abstain – 0, Vacant – 2 (District 7, District 15). Ordinance 14-2026 passed as enacted.

COMMITTEE APPOINTMENTS

22. Chair Abendroth recommended appointments within the packet with the Board's approval:
23. ***Motion/second (Skivington/Boutwell)*** to approve the appointment as presented. Motion carried with no negative vote.

DEPARTMENTS TO REPORT ON SEPTEMBER 15, 2026

24. Renee Thiem-Korth from the Register of Deeds office will present in September.

FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION

25. None

ADJOURN

26. County Board Chairman Abendroth adjourned the meeting at 5:35PM.

Respectfully Submitted,

Samantha M. Stobbe

Samantha M. Stobbe

County Clerk



Green Lake County

County Board
September 15th, 2026

County Manager Update

County Manager's Report

County Manager's Report:

The development of the 2027 budget remains on schedule. Draft copies of the proposed budget will be provided to Finance Committee members at the September meeting. Appreciation is extended to the Department Heads for their cooperation throughout this process. The hard work and collaboration has been much appreciated!

CLA presented the draft 2025 audit at the August Finance Committee meeting. The finalized audit will be presented at a future County Board meeting. I would like to thank the County Financial staff for their efforts in realigning the audit schedule, enabling the audit to be completed more timely so the resulting information can better support the budget process.

Proposed updates to the Policies and Procedures manual were reviewed at the Administrative Committee last month. The work group is evaluating that feedback with the intent to present the revised recommended updates at the October Administrative Committee with the proposed updates then scheduled to come before the full County Board at November's scheduled meeting.

Respectfully submitted,
Jason Jerome
County Manager

WHAT IS THE REGISTER OF DEEDS

The office of the Register of Deeds was established in Wisconsin in 1836. In 1848 the Wisconsin Constitution established the office as a constitutional office. It also established the ROD office as a permanent element of the county level of governmental structure. There are 72 Register of Deeds offices in the State of Wisconsin. The office duties are outlined in Wisconsin Statutes.

Many think the Register of Deeds office only records real estate documents. There is so much more this office does. The Register of Deeds office follows your life from birth to death. When you are born your birth certificate is put on file in our office. If you get married, your marriage license is filed here. If you buy a home, your deeds and mortgages and other real estate records are recorded here. If you are in the Military, your DD-214 can be placed on file in our office. If you get divorced, you can now find a divorce certificate here. And finally, when you pass away, your death certificate is filed in this office.

The Register of Deeds does not prepare real estate documents, nor does the office do title searching. Real estate documents are legal documents and should be prepared by an attorney or title company to ensure they are done correctly. Title companies search the real estate records and provide title insurance, insuring a clear title for the property.

The Register of Deeds office not only serves the citizens of the county but also other departments within the county. Please see attached.

Our records in the Green Lake County's Register of Deeds office date back to the 1800's. Green Lake County's real estate documents date back to 1845. When first established, Green Lake and Marquette Counties were together. The two counties split in 1858 by an Act of Legislation. The real estate records were considered so valuable, there were night raids, by the other county, on the courthouses to "steal" back the records.

Recording a deed is the first step in a list for many other offices. If a deed is not recorded, proper ownership is not acknowledged, and the tax bills are not changed, the zoning department and land conservation cannot issue any permits. Also, the recorded deed, moving through the proper channels, helps update the 911 system.

Our office can record over 100 different types of real estate documents.

Green Lake County's vital records start as early as 1852 for marriage certificates. Birth and death records started in 1876. In 1907, it became mandatory to file vital records with the State Vital Records office in Madison.

Vital records are now available Statewide. If you were born or married in another county in Wisconsin and wanted to get your certificate in Green Lake County you can now do so. Death certificates can also be purchase statewide if the date of death is after 2013. Divorce Certificates from 2016 to current.

The Register of Deeds office plays an important role in steps all along your lifetime. Thank you for taking time to briefly learn about this office of county government.

Renee A. Thiem-Korth

Green Lake County Register of Deeds



GREEN LAKE COUNTY OFFICE OF THE REGISTER OF DEEDS

Renee Thiem-Korth, Register of Deeds
Pam Weber Chief Deputy
Jennifer Schmidt Deputy

Office: 920-294-4021
FAX: 920-299-5075
rod@greenlakecountywi.gov

Services provided by the Register of Deeds Office:

1) Recording real estate documents

- a. Over 100 different types of real estate documents and new ones being invented by Attorneys every day.
- b. Examples (brief list):
 - i. Deeds
 1. Warranty
 2. Quit Claim
 3. Trustee
 4. Personal Representative
 5. Administrators
 6. Condominium
 7. Cemetery
 8. Guardian
 - ii. Land Contracts
 - iii. Mortgages & Satisfaction/Releases & Partial Releases
 - iv. Plats
 1. Condominium
 2. County
 3. Assessors
 4. Cemetery
 5. Sheriff's
 6. Transportation Project
 - v. Certified Survey Maps
 - vi. Covenants, Restrictions & Declarations
 - vii. UCCs
 - viii. Federal Tax Liens
 - ix. Medical Assistance Liens & Releases
 - x. Special Assessments
 - xi. Terminations

2) Wisconsin Real Estate Transfer Returns (Wisconsin Department of Revenue)

- a. File with the State of Wisconsin

- 3) File Vital Records with the State of Wisconsin
 - a. Birth
 - b. Death
 - c. Marriage
 - d. Divorce
- 4) Record Name Changes
- 5) Offer Citadel for Judges and Family Court Commissioners to block names from public records
- 6) Online services (revenue for the ROD office)
 - a. Laredo Anywhere
 - b. Tapestry
 - c. Official Records Online
 - d. Monarch
- 7) File DD-214s for Military Discharges
- 8) Property Fraud Alert – all landowners
- 9) Honor Rewards – Military Personal

NEW to the Register of Deeds – 1st county in Wisconsin to implement OCR (Optical Character Recognition processing. (AI based search)

What we do not do:

- 1) Title searches
 - a. For Genealogist
 - b. For Easements/Right of Ways
 - c. For property sales
- 2) Prepare real estate documents / Real Estate Transfer Returns
- 3) Genealogy searches of any type
- 4) Provide legal services of any type

Who We Serve

PUBLIC

LAW
ENFORCEMENT

VETERANS
OFFICE

HEALTH
DEPT.

COURTS

TREASURER

DOT

RESEARCHERS

DOA

HOSPITALS

HUMAN
SERVICES

APPRAISERS

MEDICAL
EXAMINER

SURVEYORS

SVRO

ASSESSORS

LAND INFO
OFFICE

FUNERAL
HOMES

HIGHWAY
DEPT.

TITLE
CO.

Register Of Deeds Association



Est 1836

NURSING
HOMES

PLAT
REVIEW

LAND
CONSERVATION

CHILD
SUPPORT

DSPS

ZONING

GENEALOGISTS

DNR

PROPERTY
LISTERS

COUNTY
CLERK

ATTORNEYS

FEDERAL
OFFICES

CLERGY

ECONOMIC
DEV.

CREDIT
UNIONS

DFI

DMV

DHS

MUNICIPALITIES

REALTORS

UTILITY
COMPANIES

PROBATE

DISTRICT
ATTORNEY

EMERGENCY
MANAGEMENT

PARKS
DEPT.

BANKS

DOR

www.wrdaonline.org

AGREEMENT

THIS AGREEMENT is by and between **Green Lake County**, a State of Wisconsin Municipal Corporation, hereinafter called "COUNTY," and the Winnefox Library System, a public library system organized in accordance with Chapter 43 of the Wisconsin Statutes, hereinafter called "WINNEFOX."

WITNESSETH

WHEREAS, in accordance with Wisconsin Statutes, Section 43.15(4)(b), the County may participate in a federated public library system if it does all of the following:

1. Adopts and maintains the plan of library service submitted and approved under Section 43.11(3) and 43.13(1).
2. Provides the financial support for library services required under sub. (2). [43.15(2)]
3. Enters into a written agreement with the public library system board to participate in the system and its activities and to furnish library services to residents of those municipalities in the county not maintaining a public library, and

WHEREAS, the plan of library service for a county... (43.11 [3] [c]) shall provide for library services to residents of those municipalities in the county not maintaining a public library under Chapter 43. The services shall include full access to public libraries in the county participating in the public library system. The plan shall specify the method and level of funding to be provided by the county to implement the services described in the plan and shall describe the services to be provided by the public library system and the allocation of state and county aid to fund those services, and

WHEREAS, Winnefox has been organized and operates as a federated public library system within the meaning of Section 43.19 Wisconsin Statutes, and

WHEREAS, Winnefox must, in order to qualify for and maintain its eligibility for state aid, provide all services outlined in Section 43.24(2) of the Wisconsin Statutes; and

WHEREAS, it is in the best interest of Green Lake County to contract with Winnefox to provide for the extension and development of library services described in the Long-Range Plan of Library Service, hereinafter called the Plan, a copy of which is attached.

NOW IT IS HEREBY AGREED as follows:

1. The Green Lake County Board of Supervisors authorizes the Winnefox Library System to negotiate and execute such Agreements as are necessary to implement the Plan attached hereto for the calendar year 2027 and each subsequent year for the plan's life.

2. The County agrees to participate in the Winnefox Library System and its activities.

3. The County agrees that all of the public libraries in Green Lake County should be compensated for serving Green Lake County residents living outside municipalities that maintain libraries. Accordingly, the Green Lake County Library Advisory Committee, composed of the Directors of the Libraries in Green Lake County, shall present an annual funding request based on this formula. It is understood that due to budget constraints the county may not be able to fund the full request in some years.
 - a) Using the latest Annual Reports filed with the Wisconsin Department of Public Instruction (DPI), the public libraries in Green Lake County shall determine what percentage of the previous year's total circulation is to residents of Green Lake County residing outside of the municipalities which maintain libraries (county rural residents).
 - b) The percentage of circulation to county rural residents shall be multiplied by the total operational expenditures of the libraries for the prior year. This figure shall constitute the libraries' request for reimbursement for services to Green Lake County rural residents.

$$\begin{array}{ccccc}
 \text{Total expenditures} & \times & \text{percentage of circulation to} & = & \text{Green Lake} \\
 & & \text{county rural residents} & & \text{County support} \\
 (a) & & (b) & & (c)
 \end{array}$$
 - c) The allocation of funds shall be as follows:
 - a) Using figures reported on their most recent annual reports, each library shall determine their cost per-circulation by dividing their total operational expenditures by their total circulation for the service year.
 - b) The cost per-circulation at each individual library shall be multiplied by the library's total non-resident circulation from Green Lake County. The resulting sum, plus any funds for shared services, will constitute that library's share of support from Green Lake County.

4. A hold harmless request will be made if the allocation of library funds would result in decreased funding to one or more libraries.

5. Funds appropriated by Green Lake County shall also provide support for Winnefox Cooperative Technical Services (WCTS) which provides libraries with cooperative ordering, cataloging, material processing, and other services. The WCTS Executive Council with the assistance of the Green Lake Librarians

Advisory Committee (LAC) shall determine the WCTS service program and shall submit a budget request to fund the county's share of the service program.

- 6 Green Lake County shall pay funds requested by libraries in adjacent counties under Section 43.12(1) of Wisconsin Statutes.
- 7 Nothing in the funding formula shall preclude the libraries from requesting grant funds or special project funds from the County for a specific purpose. Approval of such a request shall be at the County's discretion.
- 8 The County shall be entitled to membership on the library boards of the participating libraries as provided in sec. 43.60(3), Wis. Stats. The Green Lake County Board Chairman, subject to confirmation by the Green Lake County Board of Supervisors, shall appoint County members to the library boards.
- 9 The County designates the Land, Water, Parks & Community Committee and the Green Lake County Librarians Advisory Committee as the Green Lake County Library Planning Committee.
- 10 The borrower registration records of participating libraries may be audited by an official of Green Lake County appointed by the Chairman or County Board to ascertain that registration procedures for borrowers are applied equally to both city and county residents and that borrower percentage figures described in the Plan are accurate. This audit may not violate provisions of sec. 43.30, Wis. Stats. regarding confidentiality of library records.
- 11 The parties agree to cooperate to further improve public library service to County residents.
- 12 Winnefox agrees to provide such financial or operational reports of its activities as the County requests.
- 13 Winnefox will present a request for a County library appropriation in accordance with the County's budgeting procedures and will distribute these funds to the participating libraries based on Member Library Agreements and the Plan.
- 14 This Agreement shall go into effect January 1, 2027 and remain in effect through December 31, 2031, the life of the attached long-range plan. This Agreement may be amended at any time by mutual agreement of both parties. The parties may abrogate it only by following procedures outlined in Wisconsin Statute 43.18.

APPENDIX A: Long-Range Plan of Library Service - Green Lake County 2027 - 2031

ATTACHMENT:

IN THE PRESENCE OF:

GREEN LAKE COUNTY, a State of
Wisconsin Municipal Corporation,
("COUNTY)

By: David Abendroth, Chairman

Jason Jerome, County Manager

Dated: _____

IN THE PRESENCE OF:

WINNEFOX LIBRARY SYSTEM
(WINNEFOX)

By: Andrew Prellwitz, WLS Board President

Clairellyn Sommersmith, Director

Dated _____

Green Lake County
Long Range Plan of Library Service 2027-2031

Statement of Principles:

1. Every resident of Green Lake County, regardless of address, should have equal, free, and convenient access to all 5 Green Lake County Libraries and all Winnefox Library System resources.
2. The Libraries of Green Lake County will continue to provide cost-effective services, materials, and opportunities to all residents.
3. The Libraries of Green Lake County will provide opportunities to combat illiteracy in the County.
4. Green Lake County will reimburse libraries in adjacent counties for use of their rural residents in accordance with the level of reimbursement specified in Wis. Stat. 43.12.

Library Service Priorities 2027 through 2031:

Residents of Green Lake County enjoy the opportunity of receiving service from five unique libraries located within the county. The priorities and activities listed below are examples of priorities found in individual plans and policies and will be undertaken by one or more libraries.

Priority I: All libraries in Green Lake County recognize the value of reading skills as a basis for lifelong learning and will continue to consider services to the entire community to be of primary importance.

Activities:

- a. Increase and diversify programming for all ages, including summer learning programs.
- b. Offer literacy activities providing opportunities for children and families to engage both in the library and at home.
- c. Develop and maintain collections that support literacy skills.

Priority II: The libraries in Green Lake County will be central to community life for Green Lake County residents.

Activities:

- a. Provide a safe atmosphere for community interactions, and space for individuals to freely sit, study, read, or play.
- b. Host events and support community activities by offering meeting space, publicity, or co-sponsoring activities with other county organizations.
- c. Provide services that may not be readily available elsewhere such as community information, warming shelter, tax forms, copy machine, fax machine, public access computers, etc.

Priority III: Green Lake County libraries will be leaders in providing access to information technology to all citizens of the county, promoting information literacy, and keeping up-to-date with all continuing technology as practical.

Activities:

- a. Provide access to the Internet, public computers, online resources, and other technology needs.
- b. Offer training and guidance on emerging technologies
- c. Keep library technology devices up to date, so public service is not limited by equipment obsolescence.

Priority IV: Green Lake County libraries will work closely with local schools and homeschoolers as partners in the educational process.

Activities:

- a. Strengthen liaisons with community organizations serving children and families such as Headstart, Children's Wisconsin, preschools, WIC, etc.
- b. Consult with teachers (public and homeschool) to obtain information on curriculum in order to provide better resources for students' homework needs.
- c. Provide book talks and offer library tours to encourage students to visit the library.
- d. Deliver library services directly to students through digital resources, storytimes at school, and collaborative partnerships.
- e. Strengthen programming, services, and collections for homeschool students.

Priority V: Green Lake County libraries will prioritize providing inclusive services to all residents.

Activities:

- a. Establish partnerships with service providers to deliver tailored support for individuals with disabilities, ensuring the library is a welcoming and inclusive space for all.
- b. Ensure that all facilities, technology, and resources are accessible to all.
- c. Provide home delivery of materials as needed.
- d. Provide support to individuals caring for elderly, neurodiverse, or disabled residents in the County.
- e. Collaborate with Green Lake County Housing Coalition to address housing needs.

Priority VI: Green Lake County Libraries will facilitate lifelong learning for all county residents.

Activities:

- a. Make adult learning a core focus of the libraries' collection development.
- b. Provide quiet areas for study, as well as access to distance learning technology.
- c. Offer a variety of programming for adults.
- d. Offer job related services including workforce development opportunities, technology training, and resume building support.
- e. Partner with the County to provide services and resources that support aging populations.

Priority VII: Green Lake County libraries will be proactive in meeting changing needs within the county.

Activities:

- a. Library directors will continue to attend Library Advisory Committee meetings and other community organization meetings to discuss shared concerns.
- b. Evaluate library usage patterns, discontinuing services that are no longer relevant, and implementing new services to meet emerging needs.
- c. Revisit and update the long-range plan on a regular basis.
- d. Maintain communication with government officials, soliciting their feedback regarding community needs.

Evaluation

Each year, prior to annual funding requests, County Libraries will present a report to the Green Lake County Land, Water, Parks & Community Committee and County Board detailing progress on service priorities listed above. The committee will be provided with appropriate statistics, and other information, to assess the effectiveness of county libraries.

RESOLUTION NUMBER 15-2026

Establishing 2027 Annual Budgeted Allocation For Employee Wage Increase

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 15th of September, 2026, does resolve as follows:

- 1 **WHEREAS**, Green Lake County strives to provide maximum service to its residents
2 while minimizing the financial impact of county taxes on taxpayers, and
3 **WHEREAS**, Green Lake County continues to operate under State imposed budgetary
4 constraints while providing mandated services, and
5 **WHEREAS**, Green Lake County has now established a policy and practice of
6 compensating employees based on a competitive market salary rate, the quality of their
7 performance, and future non-union wage adjustments occur at 1,3,5,7 and 10 years of
8 service and are earned on the merits of employee performance, and
9 **WHEREAS**, the County Manager is developing the 2027 Proposed Annual Budget for
10 review and adoption by the Green Lake County Board in November 2026, and wage
11 costs must be incorporated into the proposed budget.

12 Majority vote is needed to pass.



Approved by Finance

Roll Call on Resolution No. 15-2026

Submitted by Admin Committee:

Ayes , Nays , Absent , Abstain

/s/ Dave Abendroth

Dave Abendroth, Chair

Passed and Adopted/Rejected this 15th
day of September 2026.

/s/ Gene Thom

Gene Thom, Vice Chair

County Board Chairman

Brian Floeter

ATTEST: County Clerk
Approve as to Form:

/s/ Joe Gonyo

Joe Gonyo

Corporation Counsel

/s/ Dennis Mulder

Dennis Mulder

/s/ Nancy Hoffmann
Nancy Hoffmann

/s/ Robert Schweder
Robert Schweder

13 **NOW THEREFORE BE IT RESOLVED** by the Green Lake County Board of
14 Supervisors that each 2026 departmental budget shall include an amount up to an 2.5%
15 increase of gross wages based on the federal social security COLA of gross wages to
16 be allocated accordingly; and

17 **BE IT FURTHER RESOLVED** that any staff in 2026 at year's of service 1,3, 5, 7 or 10
18 be placed in the appropriate step after finalization of the annual performance evaluation
19 process with the employee's eligibility for the step increase based on the merits of each
20 individual employee's performance, and

21 **BE IT FURTHER RESOLVED** that the purpose statement and fiscal note is a directive
22 of the Green Lake County Board.

23 **FISCAL NOTE:** For 2027 the levied general pay increase based on employee
24 performance shall not exceed **\$323,000.00**.

RESOLUTION NUMBER 16-2026

**RESOLUTION CREATING ONE ADDITIONAL FTE (35 HR FULL TIME EMPLOYEE)
DIRECT SUPPORT PROFESSIONAL, PROGRAM AIDE AT FRI IN HEALTH &
HUMAN SERVICES.**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 15th day of September 2026, does resolve as follows:

- 1 **WHEREAS**, over the last year and as part of the 2027 budget process the FRI Unit
- 2 Manager conducted a position analysis study; and
- 3 Majority vote is needed to pass.
- 4 ☒ Approved by Administrative Committee ☐ Disapproved by Administrative Committee
☒ Approved by Finance Committee ☐ Disapproved by Finance Committee

Roll Call on Ordinance No. 16-2026

Submitted by: HHS Committee:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 15th
day of September, 2026.

/s/ Mike Skivington

Mike Skivington, Chair

/s/ Joe Gonyo

Joe Gonyo, Vice-chair

/s/ Sarah Allen

Sarah Allen

/s/ Andy Brendenmihl

Andy Brendenmihl

/s/ Mary Hess

Mary Hess

County Board Chairman

ATTEST: County Clerk
Approve as to Form:

Corporation Counsel

/s/ Nancy Hoffmann

Nancy Hoffmann

/c/ Christine Schapfel

Christine Schapfel

WHEREAS, FRI took over management of the Aging Unit Senior Meal Site in Markesan in 2024 and

WHEREAS, intends to begin management of the Aging Unit Senior Meal Site in Berlin as of January 1, 2027

WHEREAS, this analysis lead us to determine that the creation of one additional FTE (35 hr. Full Time Position) Direct Support Position, Program Aide would lead to increased service capacity, create efficiencies and assist with living the value of assisting participants served with increased community access

NOW THEREFORE BE IT RESOLVED that FRI Direct Support Professional, Program aide position in the Health & Human Services FRI Unit be created and included in the 2027 budget. (See attached job description)

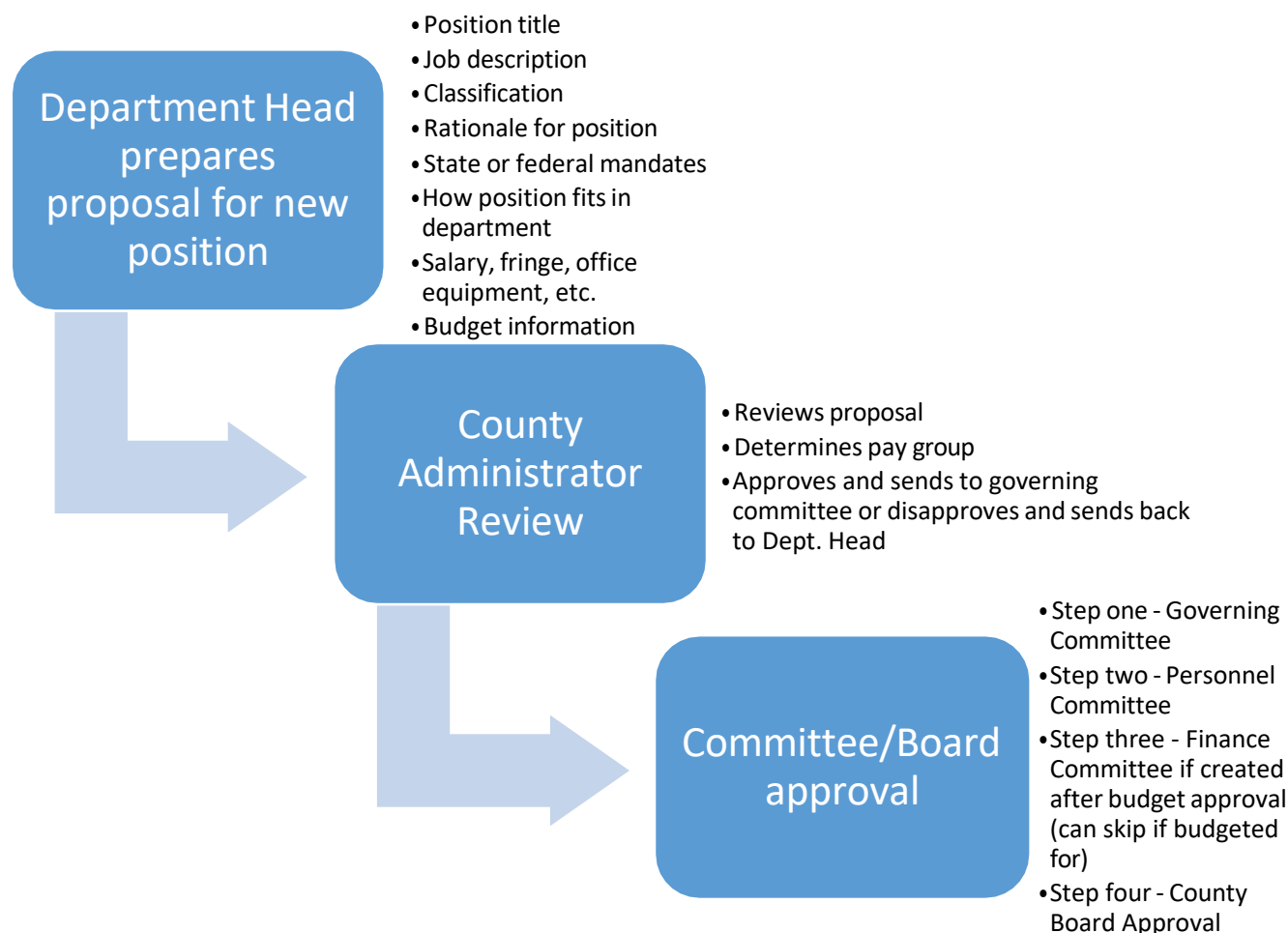
BE IT FURTHER RESOLVED that this position be placed in Pay Group 16 of the Green Lake County wage plan. This position may be eliminated or decreased if the caseload or Aging Senior Meal Program where to no longer fund these programs.

Job Title	Pay Group	Annual Wage	Annual Fringe	Total Impact
Direct Support Professional	16	\$ 33,907	\$ 32,700.00	\$ 66,607.00
Position Revnues Generated				
Long Term Care Reimbursement				\$ 66,607.00
Levy Impact				
Levy Neutral				\$ -

(f) The action of the County Board will be final, although the County Board may refer the resolution back to an appropriate committee if more information is required.

(g) Once the County Board approves the new position, the Department Head may begin the hiring process with the HR Coordinator.

NEW POSITION REVIEW FLOW CHART



Once the County Board approves the new position, the Department Head may begin the hiring process with the HR Coordinator.

NEW POSITION ANALYSIS

- ☐ New position
☐ Increased part-time
☒ Additional existing position (attach job description, do not need to complete C, D, E, G, & H)

Department: Fox River Industries

Date: 07/22/2026

Department Head: Jason Jerome

- B. Please provide justification for the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

We are requesting the addition of a full-time Direct Support Professional (Program Aide) to our team. Securing this additional position will allow us to achieve two objectives:

1. Expand Service Capacity: We will increase staff capacity to serve more adults with developmental or intellectual disabilities. 2. Support New Operations: We will secure the necessary manpower to manage and operate the Aging Unit Berlin Meal Site.

Suggested Title:



Full Time



Part Time

Hours

County Administrator / HR Coordinators Recommended Classification: Pay Group:

C. General Description of the Position:

D. Typical Examples of Work to be Performed (in detail):

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

E. Minimum Qualification of a Candidate:

Education:

Experience:

F: Funding

Annual costs (with full family insurance coverage):

Group	Hourly	Annual	Retirement	Security	Health Ins.	TOTAL
16	18.63	33,907	2,441	2,594	27,665	66,607

- Where will the funding for this position come from:
- What Equipment will need to be purchased (Desk, PC, Laptop, iPad, Calculator, Sit/Stand Desk, Bookcase(s)/Shelving, File Cabinets, Phone/Cell Phone, Etc)?
 - This position will require a Laptop (\$2,000) and a county issued cell phone (\$45 monthly) = \$2,540

Is office space presently available yes

Where? shared space in Communit

Estimated Equipment Cost: \$2,540

Is the Cost in the Department Budget? No

3. Grand total cost, all items, current fiscal year: \$2,540

4. Therefore, annual cost of salary and fringe: \$66,607

G. Supervisory Responsibility (if applicable):

- in brief detail, explain the supervisory authority this position will have (if any):

NONE

2. Number of Employees directly supervised:

Indirectly:

List Title of employees reporting to this position:

H. Who will this person report to? Dawn Brantley, Unit Manager

County Administrator Action:

Position Approved:

Date:

Comments:

Personnel Committee Action:

Position Approved:

Date:

By a vote of Ayes, Nay, Absent/Abstention

Finance Committee Action:

Fiscal Note Approved:

Date:

By a vote of Ayes, Nay, Absent/Abstention

County Board Action:

Approved:

Date:

By a vote of Ayes, Nay, Absent/Abstention

Green Lake County Job Description

Title: **Program Aide (Direct Support Professional)**

Department: Health & Human Services/Fox River Industries

Location: Fox River Industries

Supervisor: Fox River Industries Unit Manager

SUMMARY

Fox River Industries is in search of dynamic individuals who are looking for a meaningful career in human services. The Program Aide is a Direct Support position with a focus on positively impacting the lives of individuals with intellectual and developmental disabilities or mental health diagnoses.

Fox River Industries is a department of Green Lake County Health and Human Services located in Berlin Wisconsin. Our mission is to provide a variety of services that assist individuals we serve become more independent by creating opportunities to learn and grow to their fullest potential, to achieve their dreams, and to live and work in their home community as independently as possible. We work towards this mission by offering supports, with the individual as the focus, that create meaningful experiences, lead to knowledge, and support informed decision making. Service areas offered include Prevocational Programming, Day Programming, Supported Employment, and Supportive Home Care.

DAILY RESPONSIBILITIES

- provide support and education in a one on one or group setting to participants enrolled in programming
- perform or assist with personal care tasks, including but not limited to, toileting, hygiene, feeding, ambulation, medication monitoring, and other tasks as needed or assigned
- create and implement programming options that focus on increased independence and community integration
- assist participants with transportation
- complete all documentation, case noting, and goal monitoring required for your role
- report noteworthy information accurately and timely to the Services Coordinator
- attend staff meetings or training as scheduled
- maintain high levels of confidentiality

SKILLS AND ABILITIES

- basic computer knowledge and cell phone use capabilities
- mastery of basic life and social skills and the ability to train others on these skills
- ability to implement the participant's individual service plan as written
- ability to understand and follow directions, read, write, add, and subtract
- ability to positively communicate with all parts of the interdisciplinary team including the community and other personnel in a respectful way
- willingness to work with a variety of participants including those that may be aggressive, non-verbal and/or have high support needs

DESIRABLE QUALITIES

- A person of integrity; supportive and positive in nature, reliable, creative, who possess a self-directed drive to help each participant move closer to independence.
- A positive attitude with the aptitude to learn
- Ability to promote the concepts of physical and emotional wellbeing, responsibility, respect, self-determination, and advocacy

QUALIFICATIONS

- High school diploma or equivalent
- Valid Wisconsin driver's license
- Experience working in a caregiving role with emphasis on disability populations
- CPR and First Aid certification or willing/able to obtain
- *Certified Nursing Assistant Certification is preferred but not required.

WORKING CONDITIONS:

PHYSICAL DEMANDS

- 75% of the time requires talking, hearing, and far and near vision.
- About 50% of the time is spent standing with a lesser amount (25%) used in walking and low fingering (writing).
- Approximately 10% of the time is spent sitting, grappling (physically subduing a client), bending/twisting (to transfer clients), and reaching. Included in this 10% of time is lifting people weighing 100 lbs. or more, carrying them and involves a high degree of pushing (wheelchair). In unusual situations, stooping, kneeling, crouching, running, swimming, climbing, and pushing/pulling objects weighing 50-80 lbs.

ENVIRONMENTAL DEMANDS

- Over 75% of time is spent inside a building.
- 10% of time, more or less, is spent outside supporting clients where temperatures fluctuate between hot and cold, wet and humid conditions.
- An additional 10% of time is used in providing personal care to clients involving exposure to blood and body fluids; and the possibility of physical attack or injury from a client can occur.
- In unusual situations, the aide is exposed to high noise levels, odors, dust, and poor ventilation due to workshop activities, and community-based job sites.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

This is a public service position, and employee is required to be courteous, cooperative, and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors, and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to, or delete from, any section of this document as it deems, in its' judgment, to be proper.

Green Lake County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Green Lake County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Green Lake County has facilities.

This policy applies to all terms and conditions of employment

NEW POSITION ANALYSIS

This form is to be completed for all new position requests or requests for increasing hours of an already-approved part-time position.

DIRECTIONS:

All steps of the New Position Analysis form must be followed. Establishment of a new position or an increase in hours of a part-time position are subject to final approval by the County Board. The approval must be granted prior to submission of the department budget to the County Administrator for compiling of the county budget for the next year.

(a) The department head is required to consult with the County Administrator and HR Coordinator prior to considering new position requests concerning position responsibilities and compensation plan placement. The requesting department head shall present the completed form along with position title, job description, proposed wage classification, justifying rationale, any State or Federal mandates, how the position fits within the department, budget implications (i.e. salary/fringe, office equipment, software, furniture, etc.) and proposed resolution. The department head may also consult with the Financial Manager concerning position funding and budget issues. The department head completes the New Position Analysis form and submits the request to the County Administrator. If the County Administrator approves, the request moves on to step (b) or if rejected returned to the department head.

(b) The requesting department head shall present the completed form along with justifying rationale, job description and resolution to their oversight Committee. The Committee will review the request and vote to approve or deny the request. If the oversight Committee approves, the request moves on to step (c). The Department head shall keep their committee apprised of the status of the department's new position request through the budget process.

(c) The requesting department head shall present the completed form along with justifying rationale, job description and resolution to the Personnel Committee. The Personnel Committee will review the request and vote as to whether or not they support the request as proposed. The request then moves on to step (d).

(d) The request shall be presented to the Finance Committee for review and approval of the fiscal note as included in the county board resolution if the new position is created after the annual budget has already been adopted. If the new position is to be included in an upcoming budget process, it need not go to Finance Committee at this time. The request then moves on to step (e).

(e) Finally, the request shall be presented to the County Board in resolution form for final approval if a new position is to be established or an increase in hours is recommended. The resolution will include the approval of the County Administrator and the votes of the Committee of Jurisdiction, Personnel Committee and the Finance Committee (if applicable).

RESOLUTION NUMBER 17-2026

RESOLUTION UPGRADING AND RECLASSIFYING ONE HEALTH & HUMAN SERVICES UNIT MANAGER POSITION TO INCLUDE HEALTH & HUMAN SERVICES DEPUTY DIRECTOR JOB RESPONSIBILITIES.

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 15th day of September 2026, does resolve as follows:

- 1 **WHEREAS**, as part of the 2027 budget process Health & Humans Services conducted
- 2 an agency wide position analysis study; and
- 3 Majority vote is needed to pass.

- 4 ☒ Approved by Administrative Committee ☐ Disapproved by Administrative Committee
☒ Approved by Finance Committee ☐ Disapproved by Finance Committee

Roll Call on Ordinance No. 17-2026

Submitted by Health and Human Services Board:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 15th day of September, 2026.

/s/ Mike Skivington

Mike Skivington, Chair

/s/ Joe Gonyo

Joe Gonyo, Vice-chair

/s/ Andy Brendenmihl

Andy Brendemihl

/s/ Christine Schapfel

Christine Schapfel

County Board Chairman

ATTEST: County Clerk
Approve as to Form:

Corporation Counsel

/s/ Nancy Hoffmann

Nancy Hoffmann

/s/ Sarah Allen

Sarah Allen

/s/ Mary Hess

5 **WHEREAS**, this analysis lead us to determine that the creation of a Deputy Director
6 position would lead to better service, create efficiencies and assist with staff recruitment
7 and retention; and

8 **WHEREAS**, this role and title represents an upgrade to one the current Unit Manger
9 positions who will continue their primary role; and

10 **WHEREAS**, as a result, the Deputy Director will support the Director in planning,
11 coordinating, and evaluating department-wide operations to ensure effective service
12 delivery, regulatory compliance, fiscal stewardship, and alignment with County goals
13 and community needs; and may act on behalf of the Director in their absence.

14 **WHEREAS**, as an agency we have talked about the benefits of creating leaders and
15 allowing for professional growth and advancement; and

16 **NOW THEREFORE BE IT RESOLVED** that one Unit Manger Position in the Health &
17 Human Services Department be upgraded and reclassified to a Deputy Director position
18 and be included in the 2027 budget. (See attached job description)

19 **BE IT FURTHER RESOLVED** that this position be placed in Pay Group 6 of the Green
20 Lake County wage plan.

21 **FISCAL NOTE:**

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: DEPUTY DIRECTOR

DEPARTMENT: HEALTH & HUMAN SERVICES

LOCATION: GOVERNMENT CENTER

SUPERVISOR: HHS Director

SUMMARY:

The Deputy Director is responsible for assisting the HHS Director. In addition to their primary Unit Manager responsibilities, he/she will be responsible for providing strategic leadership, operational oversight, and administrative direction for multiple divisions and programs within the Health and Human Services Department. This position supports the Director in planning, coordinating, and evaluating department-wide operations to ensure effective service delivery, regulatory compliance, fiscal stewardship, and alignment with County goals and community needs. The Deputy Director assists in setting departmental priorities; oversees complex programs and budgets; guides policy development and implementation; and provides leadership to managers and senior staff across functional areas. The role serves as a key liaison with County leadership, boards and committees, state and federal agencies, and community partners, and may act on behalf of the Director in their absence. Work requires a high degree of professional judgment, discretion, and accountability in addressing complex operational, fiscal, personnel, and public service challenges in a dynamic human services environment.

DUTIES AND RESPONSIBILITIES:

Under the guidance of the Health & Human Services Director:

- Provide administrative leadership for departmental activities including program and policy development, grant writing and development, program implementation and evaluation.
- Direct and supervise the work of program managers and staff.
- Assist in development and implementation of departmental operating procedures for all activities including personnel, record maintenance and reporting.
- Conduct needs assessment, cost-benefit and other studies or surveys to determine needs, evaluate programs and estimate costs.

- Assist with development and presentation budget proposals for Health and Human Services Board, County Board; monitor budget process throughout the fiscal year.
- Meet with staff, County Board, and appropriate committees as needed to discuss activities or health and human services programs and obtain support.
- Serve as an advocate for county health and human services at local, state and federal level regarding funding, program regulations and program flexibility to meet identified needs.
- Represent the Department in the community and make public appearances to promote county health and human services programs and needs.
- Respond to questions or complaints from citizens.
- Interview, screen and hire department employees in accordance with personnel policies; review staff performance evaluations.
- Conduct data analysis to evaluate staff resources and identify future staffing needs during pre-budget process; assist in interviewing and hiring staff.
- Participate in staff development/training activities to enhance supervision and management skills as well as maintaining current knowledge base of state and federal health and human services programs and requirements.
- Performs other duties as assigned.

SKILLS AND ABILITIES:

Basic everyday living skills, the ability to understand and follow directions; reading and writing (reports) is necessary. Interviewing, counseling and communication skills are needed. Extensive knowledge of the principles, practices, and trends underlying public health and human services delivery, including behavioral health, child and family services, economic support, child support, aging and disability services, and related community-based systems. Demonstrated executive leadership skills, including the capacity to guide senior leaders, manage through influence, set strategic direction, and ensure accountability across multiple divisions and disciplines. Strong judgment and decision-making skills to independently assess complex, high-risk, or high-impact situations involving service delivery, public safety, fiscal stewardship, personnel matters, or regulatory compliance, and to take appropriate action. Skill in the use of general office equipment, including but not limited to: telephone, copy machine, calculator, dictation equipment, computer, camera, measuring devices, fax machine and automobile.

QUALIFICATIONS:

EDUCATION: Minimum Education: Bachelor's degree from an accredited college or university in Social Work, Human Services, Business Administration, Public Administration, or a related field. Master's degree preferred.

EXPERIENCE / JOB KNOWLEDGE: • Experience overseeing multiple programs or functional areas, managing complex budgets, and working within a regulated public-sector environment is required. Demonstrated experience providing executive-level leadership, supporting or supervising managers or senior professionals, developing and implementing policy, and coordinating services across divisions or systems of care is highly desirable. Experience working with elected officials, boards or committees, state and federal agencies, and community partners is preferred. A Valid Wisconsin Driver's license.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of time is spent talking, hearing, visually observing and sitting. 50% of time is spent using low fingering (writing) and reaching. About 10% of time is spent standing, walking, stooping, kneeling, crouching and low lifting. In unusual situations, it is necessary to grapple, crawl, and run.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: Over 75% of work is done inside. Work is done outside about 10% of time. In unusual situations there is a threat of physical attack or injury from clients.

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

RESOLUTION NUMBER 18-2026

**RESOLUTION CREATING ONE ADDITIONAL FTE CHILDREN'S LONG-TERM
SUPPORT (CLTS) SERVICES FACILITATOR IN THE HEALTH AND HUMAN
SERVICES - BEHAVIORAL HEALTH UNIT**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 15th day of September 2026, does resolve as follows:

- 1 **WHEREAS**, In 2017, Green Lake County had 8 children enrolled in Children's Long-
2 Term Services; and
- 3 **WHEREAS**, In 2017, the State of Wisconsin began taking steps to move towards a
4 waitlist elimination program which is now fully enacted; and
- 5 A majority vote is needed to pass.
- 6 ☒ Approved by Administrative Committee ☐ Disapproved by Administrative Committee
☒ Approved by Finance Committee ☐ Disapproved by Finance Committee

Roll Call on Ordinance No. 18-2026

Submitted by Health and Human
Services Committee:

Ayes , Nays , Absent , Abstain

/s/ Mike Skivington
Mike Skivington, Chair

Passed and Enacted/Rejected this 15th
day of September, 2026.

/s/ Joe Gonyo
Joe Gonyo, Vice-chair

County Board Chairman

/s/ Andy Brendemihl
Andy Brendemihl

ATTEST: County Clerk
Approve as to Form:

/c/ Christine Schapfel
Christine Schapfel

Corporation Counsel

/s/ Nancy Hoffmann
Nancy Hoffmann

/s/ Mary Hess
Mary Hess

/s/ Sarah Allen
Sarah Allen

WHEREAS, as of May 2021, the CLTS program in Green Lake County served 38 children and their families with 8 additional children who could enroll in the coming months; and

WHEREAS, as of July 2026, the CLTS program in Green Lake County serves 79 children and their families with 4 additional children who could enroll in the coming months; and

WHEREAS, once a child is eligible and enrolled into CLTS services, they will likely remain in the program until they transition to adulthood; and

WHEREAS, other DHHS staff have taken on CLTS cases to ensure these children and families receive the needed services; and

WHEREAS, the increase in CLTS cases have affected these staff's ability to provide services to children and families eligible for services in other programs; and

WHEREAS, the CLTS program is complex and could benefit from having multiple designated positions; and

WHEREAS, the CLTS Service Facilitator position will be fully funded through billing for services rendered.

NOW THEREFORE BE IT RESOLVED that the CLTS service Facilitator Position in the Health and Human Services BHU Unit be created effective January 1, 2027 as part of the 2027 budget process (See attached job description); and

BE IT FURTHER RESOLVED that this position be placed in Pay Group 1 of the Green Lake County wage plan. This position will be eliminated if the caseload and funding decreases to the point where it is no longer funded.

FISCAL NOTE:

Job Title	Pay Group	Annual Wage	Annual Fringe	Total Impact
CLTS Service Facilitator	11	\$ 57,075	\$ 37,282.00	\$ 94,357.20
Position Revenues Generated				
CLTS Billable Services				\$ 94,357.20
Levy Impact				
Levy Neutral				\$ -

NEW POSITION ANALYSIS

This form is to be completed for all new position requests or requests for increasing hours of an already-approved part-time position.

DIRECTIONS:

All steps of the New Position Analysis form must be followed. Establishment of a new position or an increase in hours of a part-time position are subject to final approval by the County Board. The approval must be granted prior to submission of the department budget to the County Manager for compiling of the county budget for the next year.

(a) The department head is required to consult with the County Manager and HR Coordinator prior to considering new position requests concerning position responsibilities and compensation plan placement. The requesting department head shall present the completed form along with position title, job description, proposed wage classification, justifying rationale, any State or Federal mandates, how the position fits within the department, budget implications (i.e. salary/fringe, office equipment, software, furniture, etc.) and proposed resolution. The department head may also consult with the Financial Manager concerning position funding and budget issues. The department head completes the New Position Analysis form and submits the request to the County Manager. If the County Manager approves, the request moves on to step (b) or if rejected returned to the department head.

(b) The requesting department head shall present the completed form along with justifying rationale, job description and resolution to their oversight Committee. The Committee will review the request and vote to approve or deny the request. If the oversight Committee approves, the request moves on to step (c). The Department head shall keep their committee apprised of the status of the department's new position request through the budget process.

(c) The requesting department head shall present the completed form along with justifying rationale, job description and resolution to the Administrative Committee. The Administrative Committee will review the request and vote as to whether or not they support the request as proposed. The request then moves on to step (d).

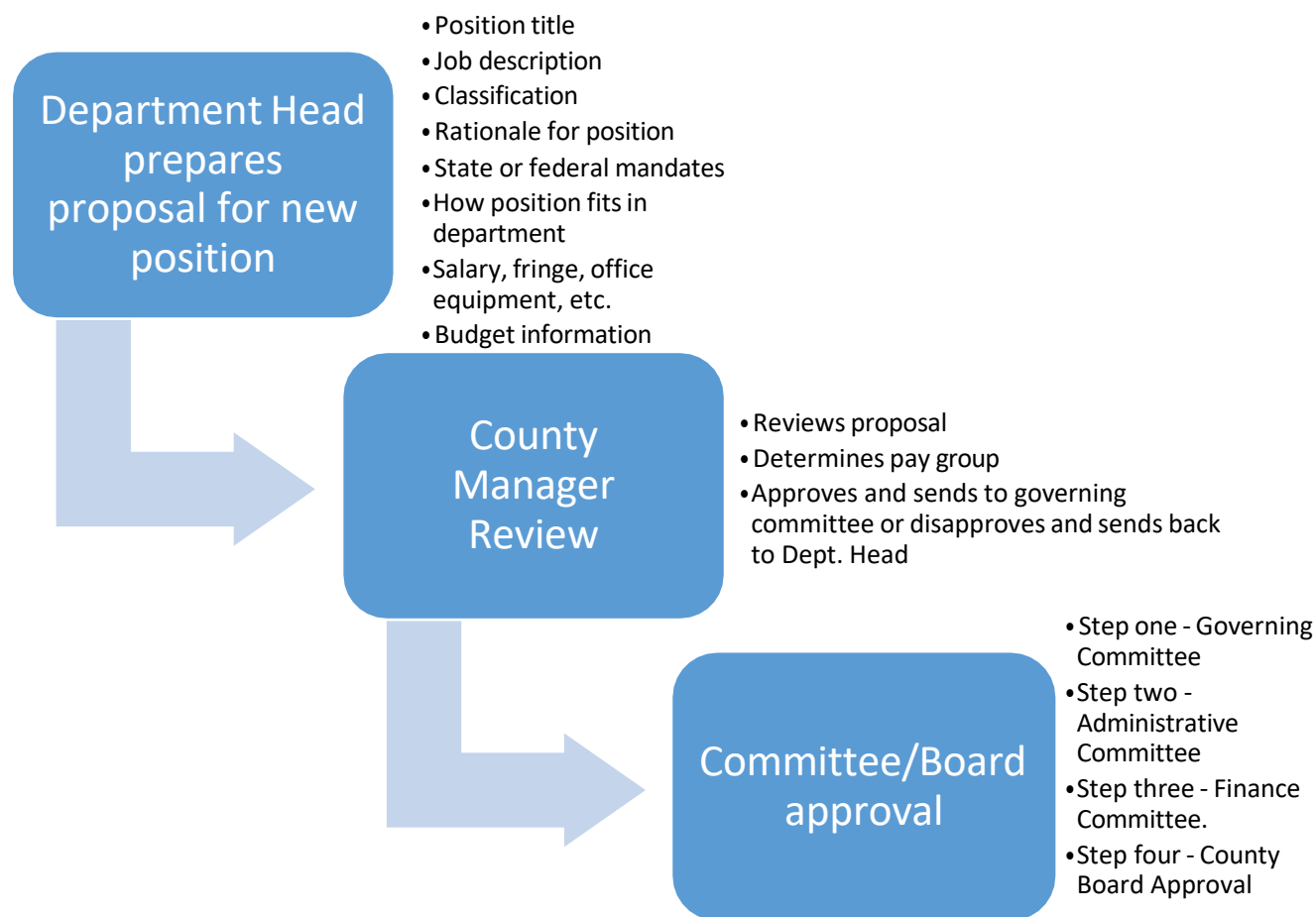
(d) The request shall be presented to the Finance Committee for review and approval of the fiscal note as included in the county board resolution. The request then moves on to step (e).

(e) Finally, the request shall be presented to the County Board in resolution form for final approval if a new position is to be established or an increase in hours is recommended. The resolution will include the approval of the County Manager and the votes of the Committee of Jurisdiction, Administrative Committee and the Finance Committee.

(f) The action of the County Board will be final, although the County Board may refer the resolution back to an appropriate committee if more information is required.

(g) Once the County Board approves the new position, the Department Head may begin the hiring process with the HR Coordinator.

NEW POSITION REVIEW FLOW CHART



Once the County Board approves the new position, the Department Head may begin the hiring process with the HR Coordinator.

NEW POSITION ANALYSIS

- ☐ New position
☐ Increased part-time
☒ Additional existing position (attach job description, do not need to complete C, D, E, G, & H)

Department: HHS- Behavioral Health

Date: 6/26/2026

Department Head: Nichol Wienkes

- B. Please provide justification for the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

The Childrens' Long Term Support Program (CLTS) was governed by a state-wide waiting list until 2018. The state dissolved the waitlist in 2018 and now requires counties to serve all eligible children within 30 days of the eligibility determination. Since this requirement began, the program has grown from being capped at 8 children to serving over 80 children. We continue to have additional eligible children referred on a monthly basis, however, once enrolled, most children remain in the program until they reach adulthood or until they move out of the county. An average caseload for a CLTS case manager is 35 youth. We have 2 full time case workers, meaning that our current case management staff are already at capacity. There continue to be at least 1-2 new referrals that must be opened each month, while we have only 1-2 youth/ year that are anticipated to age out of their services. When working with each case, staff must adhere to specific time frames for completing their regular service contacts as well as the more in-depth semi-annual reviews.

Suggested Title: Childrens' Long Term Support (CLTS) Case Manager



Full Time



Part Time

Hours

County Manager / HR Coordinators Recommended Classification: Pay Group: C. 11

General Description of the Position:

Existing job description is attached.

This position is a direct service position responsible for completing assessment, treatment planning, and outcome monitoring for youth within the program. This position must complete documentation related to services rendered including case notes, assessments, and service authorizations based on the CLTS waiver manual. This position completes functional screens to determine eligibility for the program. This position spends the majority of their time working in community-based settings including home visits and schools. The position will also be included in the Behavioral Health on-call rotation for crisis services, which includes risk assessment, crisis counseling, and safety planning.

D. Typical Examples of Work to be Performed (in detail):

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

E. Minimum Qualification of a Candidate:

Education:

Experience:

F: Funding

Annual costs (**with full family insurance coverage**):

Group	Hourly	Annual	Retirement	Security	Health Ins.	Life Ins.	Work Comp
11	\$27.44	\$57,075	\$4,138	\$4,366	\$28,778	\$50	

1. Where will the funding for this position come from:
2. What Equipment will need to be purchased (Desk, PC, Laptop, iPad, Calculator, Sit/Stand Desk, Bookcase(s)/Shelving, File Cabinets, Phone/Cell Phone, Etc)?

This position will utilize a cubicle space. They will need a laptop and a cell phone, however since the Foster Care Coordinator position is not going to be rehired after this fall, there will be a phone and laptop available to them within the department, so the only added cost will be the monthly cell phone charge.

Is office space presently available **yes**

Where? cubicle, HHS 2nd floor

Estimated Equipment Cost: **492.00**Is the Cost in the Department Budget? **yes**

3. Grand total cost, all items, current fiscal year:

4. Therefore, annual cost of salary and fringe:

G. Supervisory Responsibility (if applicable):

1. in brief detail, explain the supervisory authority this position will have (if any):
n/a

2. Number of Employees directly supervised:

Indirectly:

List Title of employees reporting to this position:

H. Who will this person report to? Behavioral Health Manager

County Manager Action:

Position Approved: Date:

Comments:

Administrative Committee Action:

Position Approved: Date:

By a vote of Ayes, Nay, Absent/Abstention

Finance Committee Action:

Fiscal Note Approved: Date:

By a vote of Ayes, Nay, Absent/Abstention

County Board Action:

Approved: Date:

By a vote of Ayes, Nay, Absent/Abstention

TITLE: CLTS Service Facilitator

DEPARTMENT: HEALTH & HUMAN SERVICES/BEHAVIORAL HEALTH SERVICES

LOCATION: GOVERNMENT CENTER

SUPERVISOR: BEHAVIORAL HEALTH SERVICES UNIT MANAGER

SUMMARY:

This position provides case management and service facilitation to children who have significant disabilities and their families, who are involved in Children's Long Term Support Waivers (CLTS) and the Children's Community Options Program (CCOP). This position may also provide service facilitation for the Comprehensive Community Services (CCS) as well as perform afterhours Crisis case management for children and adults in need of services.

DUTIES AND RESPONSIBILITIES:

1. Approximately 85% of the time is spent performing all duties and tasks essential to provide Children's Long Term Support Waiver services. This includes determining eligibility, intake, assessment, plan development and ongoing monitoring of plan to ensure it is meeting the needs of children and their families. It also includes referrals to community resources as well as creating and fostering new wavier provider relationships.
2. Approximately 10 % of time is spent providing case management and coordination of services for individuals and families in the county's Comprehensive Community Services program.
3. Approximately 5 % of the time is spent performing after hours Crisis Services.
4. Maintain agency records and record case data on computer system. Submit reports as required within established time frames.
5. Provide community education and outreach regarding children and families as well as prevention-oriented services.
6. Participate in unit meetings, staff meetings, supervisory conferences, and case conferences concerning case planning and provision of services within as well as outside the department.
7. Work using a team approach, with informal or formal teams, with other members of the department and representatives of other agencies, schools, and institutions to provide integrated services.
8. Participate in staff development, training programs, or other in-service programs as directed.
9. Provide crisis assessment and intervention of adults, youth, and families experiencing mental health and substance use-related emergencies. Complete

clinical documentation related to crisis situations. Work as part of crisis team to provide follow up related to safety plans and community referrals.

10. Perform other duties and responsibilities as assigned.

SKILLS AND ABILITIES:

- Basic everyday living skills
- The ability to understand, follow and provide directions
- Reading, writing (reports, case notes) is necessary
- Comprehensive knowledge and skills of person centered approaches
- The ability to work in and with individual/family teams
- Understand the needs of individuals with mental illness, developmental and physical disabilities.
- Comprehensive knowledge of the principals and practices of person centered care
- Ability to work and make decisions independently and via clinical consultation.
- Ability to relate to and communicate effectively with staff, community professionals, agencies and the public.
- Must have a valid Wisconsin Driver's License and access to an insured vehicle

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

EDUCATION: A Bachelor's degree in social work, sociology, psychology or another human services related field and some experience demonstrating aptitude for work with children with disabilities and their families

EXPERIENCE / JOB KNOWLEDGE: Considerable experience working with mental health and developmental disability populations.

- Requires successful completion of the Wisconsin Functional Screen tests.
- Requires a valid Wisconsin driver's license and access to insured transportation.
- Applicants must pass background checks.
- Requires completion of suicide risk assessment and crisis intervention trainings within first 6 months of hire.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of the time is spent hearing (listening), talking and sitting. 25% of the time is spent participating in activities using low handling skills and medium fingering skills.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: Over 75% of work done is inside. In unusual situations, there may be exposure to noxious odors and a threat of physical attack or injury from clientele

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; establishes and maintains a courteous, cooperative, and respectful working relationship with other employees, supervisors and public officials.

Children's Long Term Support Waiver—Statewide Waiting List

The Children's Long Term Support Waiver (CLTS) is a Medicaid Waiver program designed to serve families who have children with disabilities and experience frequent (and often high-cost) needs that are not covered by insurance. Children who are eligible for the waiver may belong to one of three target groups:

1. Physical disability
2. Developmental delay
3. Severe Emotional Disturbance (SED)

Children's Waiver in Green Lake County

Prior to 2017, each county had a set number of "slots" based on available funding. When a child screened eligible they were placed on a local waiting list for services. When a slot in county became available, waitlist families would be contacted to begin services. At that time, Green Lake County had 8 "slots" for children receiving waiver services.

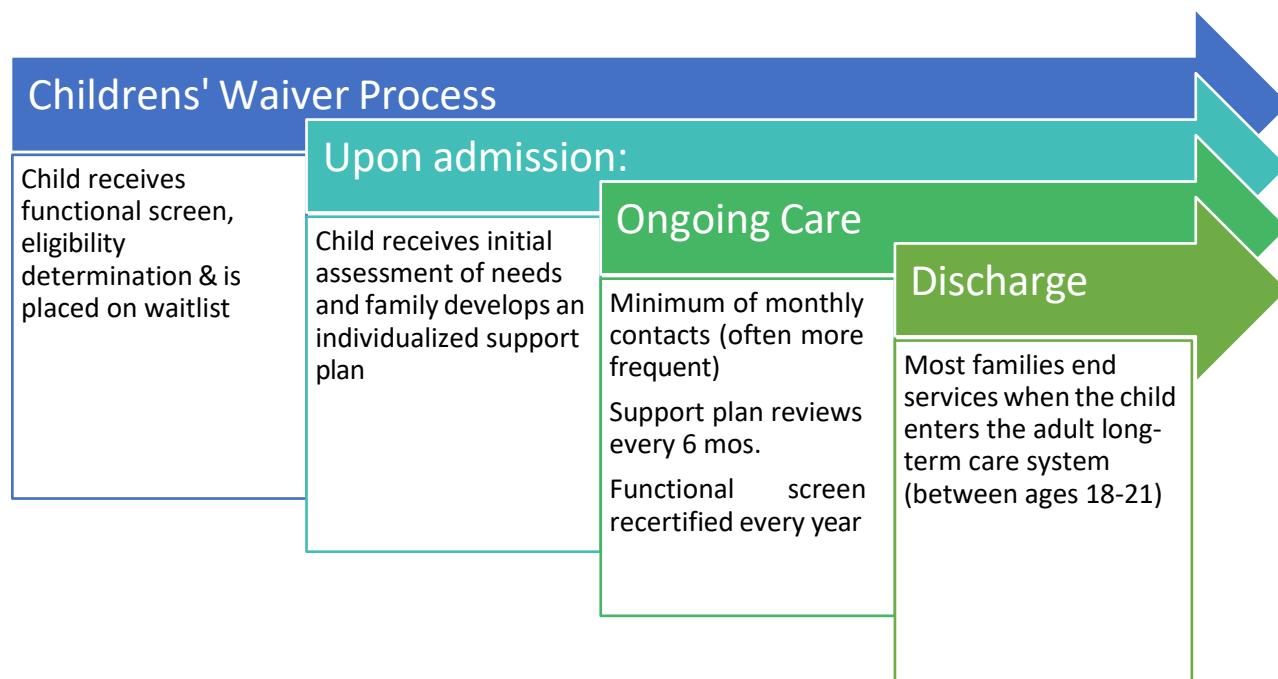
Between 2017-2021, the State of Wisconsin worked to dissolve the waiting list for CLTS services requiring counties to develop strategies to serve families presently on their local waiting list, and begin to serve all eligible new referrals within 30 days from when they screen eligible. Additionally, when a child receiving waiver services moves into the county, we must now take over responsibility for their waiver services within 30 days of their move into the county. This is a change from in the past where the county of origin was required to provide services until the receiving county had an open "slot". At that time, Green Lake County added one full-time CLTS case manager position to accommodate the increase in cases, and made adjustments in the caseload responsibilities of number of other existing staff, having them take part-time CLTS caseloads in addition to their other job responsibilities. In 2021, when that position was added, our caseload was approaching 40 youth. Our current program census is 80 youth and consistently growing.

Additionally, there has been a state-wide push to dually enroll many children. What this means is that when a child receives a functional screen, if they screen eligible for Comprehensive Community Services (a Medicaid wrap-around program focused on psychosocial supports and mental health) and the CLTS waiver, counties are encouraged to open them in both programs to maximize the available supports. In some cases, it may be evident that a child or family has needs only in one program or the other, however we are seeing an increase in the number of children that we do open in both of these programs. When a child is opened in both of these programs, they often have a need for more intensive support, require multiple specialized services that need to be able to coordinate care with one another, and/or there is a significant impact to the family system such that services are needed for the whole family, not just the identified child.

EXAMPLES OF SERVICES PROVIDED BY CLTS

- Home or vehicle modifications for children with significant physical disabilities or limited mobility
- Safety enhancements such as door alarms, etc.
- Sensory supplies/therapeutic aids, often recommended by child's providers
- Respite care where traditional childcare options may not be feasible
- Youth participation in individual or group daily living skills training
- Parent registration to attend conferences or trainings after a child receives a rare/ little known diagnosis
- Parent education via Love & Logic/behavioral support planning
- Support & service coordination

How Do Waiver Services Work?



What Does This Mean In Green Lake County?

At Green Lake County, the Childrens' Long Term Support waiver program is housed in Behavioral Health, however case managers from Behavioral Health and Children & Families Unit collaborate to provide services.

All staff are currently at or consistently near capacity within this program so this new requirement places increased burden on the existing resources. Among counties with a similar population and similar community resources to Green Lake, 35 cases is the average caseload size that is considered manageable. As noted on the chart above, most children will remain in the service once opened until they enter adult Long Term Care services (between ages 18-21). Because children are most frequently identified for services between the ages of 3-10, the number of children in the program grows much more quickly than children are transitioning out. Additionally, new functional screens must be performed in a timely fashion when a new referral is received. These can take up to 7 hours of a staff person's time. Finally, if a youth is dually enrolled in CLTS and another mental health program (such as Comprehensive Community Services), these cases can be more time intensive and may further limit the capacity of a given CLTS worker.

At this time, we have one full time staff person who is dedicated specifically to CLTS and one full-time staff person whose caseload is comprised of some CLTS cases and some dually enrolled CCS/ CLTS cases. We have several additional staff who work primarily in other programs but have partial CLTS caseloads to help out with overflow within the program.

Financial Impact of Childrens' Long Term Support Services

Since CLTS is a Medicaid waiver program, most of the direct service activities performed by a CLTS case manager are able to be billed through Medicaid. The target for staff is to have at least 50% of their time be accounted for by billable direct service activities. The remainder of their time is spent on non-billable activities which include attending required staff meetings, attending trainings to meet continuing education requirements, and completing functional screens to determine eligibility for new referrals.

Of note, CLTS services assist some of the most vulnerable youth in continuing to receive services in their homes and in the community. These services help prevent youth from needing higher level treatments, including costly out of home treatment options such as hospitalizations.

RESOLUTION NUMBER 19-2026

RESOLUTION TO RESTRUCTURE THE LAND USE PLANNING & ZONING DEPT:

- UPGRADE AND RECLASSIFY THE GIS SPECIALIST / LAND INFORMATION OFFICER / 911 SPECIALIST TO LAND INFORMATION MANAGER.
- RELOCATE THE DEPUTY TREASURER / REAL PROPERTY LISTER TO THE LAND USE PLANNING & ZONING DEPARTMENT AND UPGRADE AND RECLASSIFY TO LAND INFORMATION SPECIALIST.
- TO CREATE A NEW POSITION OF DEPUTY TREASURER TO BE LOCATED WITHIN THE TREASURER'S DEPARTMENT.

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 15th day of September 2026, does resolve as follows:

- 1 **WHEREAS**, the County Land Information Office and Committee was established in
- 2 1990 by Resolution 30-90 to develop a modern land records system; and
- 3 **WHEREAS**, the County Board of Supervisors established the County Land Use
- 4 Planning & Zoning Department as the Land Information Office, in compliance with the
- 5 requirements of Chapter 59.72 Wis. Stats in 2005 by Resolution 17-2005; and
- 6 Majority vote is needed to pass.

☒ Approved - Administrative Committee ☐ Disapproved - Administrative Committee
☒ Approved - Finance Committee ☐ Disapproved - Finance Committee

Roll Call on Ordinance No. 19-2026

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 15th
day of September, 2026.

County Board Chairman

ATTEST: County Clerk
Approve as to Form:

Corporation Counsel

/s/Chuck Buss

Chuck Buss, Chair

/s/Bill Boutwell

Bill Boutwell, Vice-chair

/s/ Gene Thom

Gene Thom

/s/ Brian Floeter

Brian Floeter

/s/LuAnn Mirr-Frank

Luann Mirr-Frank

7 **WHEREAS**, the Land Information Office maintains the data for fair and equitable
8 property taxation, ensuring consistency, accuracy and integrity across the property tax
9 system; and

10 **WHEREAS**, the Land information Office maintains data including topography, soils and
11 soil erosion, geology, minerals, vegetation, land cover, wildlife, associated natural
12 resources, land ownership, land use, land use controls and restrictions, jurisdictional
13 boundaries, tax assessment, land value, land survey records and references, geodetic
14 control networks, aerial photographs, maps, planimetric and remote sensing data,
15 historic and prehistoric sites and economic projections; and

16 **WHEREAS**, the Land Information Office maintains the Emergency 911 address data
17 used by public safety, and many other county departments depend on an accurate and
18 up to date land records system;

19 **WHEREAS**, the work of the Deputy Treasurer / Real Property Lister's is mostly
20 inconsistent with accomplishing the daily tasks necessary to the Treasurer's
21 Department and are much better aligned with the duties and responsibilities of the Land
22 Information Office; and

23 **WHEREAS**, the citizens of Green Lake County would benefit, from a customer service
24 perspective, with the addition of a full-time Deputy Treasurer, and they would benefit
25 from a land records perspective, by placing the real property listing duties and
26 responsibilities within the County's Land Information Office.

27 **WHEREAS**, any expenses of the Land Information Office, that can be claimed as part of
28 the County's land records modernization program, may be removed from the levy and
29 paid for through State and Federal grants.

30 **WHEREAS**, the County Treasurer and the Land Use Planning & Zoning Director have
31 discussed the potential benefits to their respective Departments and to the citizens of
32 Green Lake County with the County Manager and Finance Director; and

33 **WHEREAS**, these new positions, including job titles, job descriptions, proposed wage
34 classifications, justifying rationale, State or Federal mandates, budget implications and
35 how these positions would fit within the department(s), have been reviewed and
36 approved by the County Manager and HR Coordinator; and

37 **WHEREAS**, through those discussions and as part of the 2027 budget process the
38 County Treasurer and the Land Use Planning & Zoning Department propose a
39 restructuring as way forward to improve the capacities and capabilities of both
40 departments without increasing the tax levy; and

WHEREAS, the Land Use Planning & Zoning Department approved the restructuring plan on August 6th, 2026 (pending).

NOW THEREFORE BE IT RESOLVED that the GIS Specialist / Land Information Officer / 911 Specialist position in the Land Use Planning & Zoning Department be upgraded and reclassified to Land Information Manager and be included in the 2027 budget. (See attached job description)

BE IT FURTHER RESOLVED that the Deputy Treasurer / Real Property Lister position be relocated to the Land Information Office within the Land Use Planning & Zoning Department and upgraded and reclassified to Land Information Specialist and to be included in the 2027 budget. (see attached job description)

BE IT FURTHER RESOLVED that any/all positions are subject to re-evaluation in the event that funding for any/all positions is retracted (either in whole or in part).

BE IT EVEN FURTHER RESOLVED that a new position of Deputy Treasurer be created and located within the Treasurer's Department and be included in the 2027 budget. (see attached job description)

FISCAL NOTE:

Job Title	Pay Group	Annual Wage	Annual Fringe
Current:			
GIS Specialist	9	\$ 79,997	\$ 39,740
Deputy Treas/RPL	12	\$ 62,275	\$ 37,063
Proposed:			
Land Info Manager	8	\$ 82,410	\$ 40,098
Land Info Specialist	10	\$ 71,282	\$ 38,401
Deputy Treasurer	13	\$ 48,152	\$ 34,967
Levy Impact			
Land info Manager	\$ 2,771	Land information Grant	\$ 64,754
Land info Specalist	\$ 10,345	Interdept transfer	\$ 31,481
Deputy Treasurer	\$ 83,119		
Total Levy Additions	\$ 96,235	Total Levy Subtractions	\$ (96,235)

** This amount (derived from grants) is subject to increase (or decrease) as needed.*

Green Lake County Job Description

Title	Land Information Manager
Department	Land Use Planning & Zoning
Location	Government Center
Supervisor	Land Use Planning & Zoning Director
Pay Grade	8

Summary

Leads the Land Information Office within the Land Use Planning & Zoning Department. Provides administration and technical expertise to develop, implement and maintain the County's Land Information Program and the County's Geographic Information System (GIS). In addition, this position maintains 911 address and road spatial data. This position coordinates with multiple departments to develop valuable geospatial datasets that can be implemented in the countywide GIS and that meet goals of the Wisconsin Land Information Program (WLIP). These efforts will move forward the task of land information as part of the overall County effort to modernize and maintain land information records whenever possible.

Duties And Responsibilities

Administers the County Land Information Program

- Serves as Green Lake County Land Information Officer (LIO) and attends Land Information Officer Network meetings.
- Supervises and manages the Land Information Specialist and the Land Information Intern in the Land Information Office.
- Manages annual Wisconsin Land Information Grants and certifies that all grant funds are used exclusively for countywide land records modernization, as required by Statute.
- Submits fee submission reports, annual grant progress reports and annual program surveys in a timely manner.
- Serves on and reports to the County's Land Information Council.
- Prepares the Land Information project list with approval from the Land Information Council and submits budget to the Land Use Planning & Zoning Committee.
- Facilitates coordination with and the distribution of WLIP materials with other WLIP related County staff, departments, committees, the County Board and the general public.
- Coordinates the updates required of the County Land Information Plan every three years or as needed.
- Administers and coordinates the Land Information Office's Drone program.
- Converts, produces and maintains, to a current level, all County land information records and databases, in accordance with the County's Land Information Plan.
- Ensures the County is meeting goals of the County Land Information Plan.
- Attends conferences, training sessions and other similar types of continuing education programs to maintain a high level of understanding about the assigned functions related to this position.

Administers the County Geographic Information System (GIS)

- Develops Geographic Information System standards and policies for the County.
- Create & maintains County-wide geospatial datasets as needed. Acts as Project Manager for contracted data.
- Reviews products; make decisions; analyze data; design; maintain utilities; debug subroutines; trouble-shoot; form alternatives; and along with the County Information Technology department consult with users to develop and implement the County GIS.
- Manages County ArcGIS Online web portal and applications.
- Works with and provides support to all County departments to meet GIS needs including:
 - Land Use Planning & Zoning: POWTS Maintenance, Zoning, Farmland Preservation updates.
 - Emergency Management: Rural Addressing, E911 Dispatch layers
 - Highway: Assistance with sign inventory, mapping road easements
 - County Clerk: US Census Updates, Supervisory districts, Legislative Reference Bureau biannual updates; School district requests.
 - Economic Development: Tourism, trails, and economic development mapping & applications.
- Administers data exchanges between State and Federal agencies.
- Handles data and mapping requests as needed from other Departments and the general public.
- Maintains software licensing and hardware updates, and vendor contracts.
- Provides access to GIS data and trains County personnel on the use of GIS technology.
- Updates and maintains Metadata on all GIS data for the County.

Real Property Listing

- Affirms the process by which land information is generated by the Real Property Lister.
- Coordinates with the Real Property Lister in the administration of the County's Road Names and Building Numbers ordinance.

Database Administration

Parcel records

- Provides "back-end" access to Land Records database, Land Use Planning & Zoning permit database, and Land Conservation practice database.

911 Addressing

- Develops, maintains, and reviews the county 911 database MSAG (Master Street Address Guide) and associated ALI (customer) records.
- Incorporates US Postal data into emergency response system.
- Develops, maps and maintains emergency service boundaries.
- Manage DMA (Dept. of Military Affairs) grant applications and awards.

County Surveyor Records

- Assists County Surveyor with index database of surveying records.

Skills And Abilities

- Computer literate individual with an understanding of "Windows" and an

understanding of GIS software including ESRI ArcGIS Pro, ArcGIS Online, Spatial Analyst, 3D Analyst and COGO. Programming experience with Visual Basic, C#, ModelBuilder, Python, Arcade, HTML, & SQL preferred. Proficient with databases.

- Must have the ability to analyze data and information and to compare, differentiate, measure, transcribe and migrate spatial data formats. Ability to communicate orally and in writing with those that this position serves and is responsible to.

Qualifications

- **Education:** Bachelor's Degree in Geography, Cartography, Computer Science, or Geographic Information System (GIS) related field. Desired Qualifications: Master's Degree in GIS, engineering, or a closely related field.
- **Experience:** Minimum of three years of experience with GIS mapping projects. Desired Qualifications: Minimum of five years of GIS related experience. Minimum of two years of supervisory experience. Ability to use and configure GNSS(GPS) equipment. FAA Part 107 Drone Certification. Any equivalent combination of education and experience which provides the necessary knowledge, skills, and abilities.
- Must possess a valid Wisconsin driver's license.

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

Green Lake County Job Description

Title	Land Information Specialist
Department	Land Use Planning & Zoning
Location	Government Center
Supervisor	Land Information Manager
Pay Grade	10

Summary

Under the supervision of the Land Information Manager, this position provides an accurate and updated assessment and taxation database of all land descriptions, boundaries, and ownership through land records interpretation per WI Statute 70.09 and DOR guidelines. This position will compile, analyze, and process the land information documents necessary for an accurate property tax assessment roll. Responsible for locating, mapping, identifying, verifying, and keeping current the owner and real estate legal description of every parcel of land in Green Lake County, along with respective land class and values. Administers the county rural addressing system. Maintains efficient operation of the office and performs related work as required.

Duties And Responsibilities

Assists the County Land Information Program

- Serves as Green Lake County Land Information Officer Alternate (LIO) with associated statutory functions and duties per Wisconsin §59.72(3).
- Provide information and interpretation assistance with land records to the public, abstractors, realtors, surveyors, landowners, taxpayers, local officials, banks, state departments, and more.
- Assist in land information analysis by performing title examinations for department staff for use in ordinance enforcement.
- Works closely with other County departments to maintain integrity of land information as it affects the various codes and ordinances.
- Actively participate in the Wisconsin Land Information Association.

Real Property Lister (RPL)

- Works with the State Department of Revenue and other government offices as needed in the administration of the various state statutes and administrative codes related to real property listing.
- Keep current and assure compliance with legislative changes pertinent to property assessment.
- Responsible for the listing of all real estate parcels in Green Lake County for assessment and taxation purposes. Listing is described as maintaining accurate ownership and description information per recorded documents in the Register of Deeds office including parcel number, name, mailing address, property address, legal description, acres, school district, and special district codes and assessment valuation of the parcels of land in Green Lake County.
- Provide related information, records, and assistance to a diverse set of local officials, property professionals, and the public; plans, procures and distributes all forms required for property assessment and taxation by County and local officials.

- County representative to the Wisconsin Real Property Listers Association.
- Submit assessment data, parcel and land information to the State Department of Revenue as required in a timely manner.
- Review, research, read, interpret, and analyze land information documents to determine if they are complete in content and substance to have a valid effect on the existing tax parcels.
- Perform title research to ascertain or verify correct and accurate ownership for listing lands if discrepancy appears.
- Send written communications to involved parties (attorneys, title companies, landowners, taxpayers) should errors in real estate legal description or ownership of lands be ascertained from recorded documents.
- Process and analyze recorded documents to determine if they are a full transfer of interest or if it is a division of the original parcel.
- Assign parcel numbers, calculate acreage, and create tax descriptions for new land division/combination transactions.
- Process, distribute, and receive assessment rolls, assessment notices, assessor changes, related documents, and files to and from municipal assessors, clerks, and treasurers.
- Act as the primary point of contact for the county with municipal assessors and local government officials for the property assessment process.
- Provide real estate tax information to property owners who have had a land division or combination which includes calculating acreage and assessment values to provide an accurately divided tax bill for all interested parties.
- Work closely with local and state offices of the DNR in identifying lands entered in the various forestry programs.
- Work closely with the Land Use Planning & Zoning department to identify possible land division violations.
- Active member of the Green Lake County Land Information Council per Wisconsin §59.72(3m).

Geographic Information System (GIS)

- Assist with the maintenance of the county wide Geographic Information System as pertaining to the tax parcel and addressing data.
- Create maps upon request or as needed for data sharing.
- Perform complex mathematical land surveying computations using coordinate geometry software and analyze results to verify accuracy in land division/combination documents.

911 Addressing

- Administer and maintain the rural address numbering system.
- Assign rural addresses and keep record of assigned data within the Assessment and Taxation, and GIS databases.
- Provide the address data in coordination for safety and welfare to the landowners, town officials, and emergency communications as needed.
- Administer site addressing module in assessment and taxation software.

Skills And Abilities

- Knowledge of and ability to understand rules that govern the Land Information Office.

- Knowledge of coordinate geometry related to land surveying.
- Knowledge of surveying principles and practices as it relates to tax parcel maintenance and real estate legal descriptions
- Knowledge with state assessment and taxation system such as codes, classifications, activities, timelines, and process.
- Knowledge in reading, writing, and interpreting real estate legal descriptions, land surveying and knowledge of real estate law regarding conveyance of property.
- Ability to establish and maintain effective and professional working relationships with vendors, administration staff, other department heads and government officials.
- Ability to maintain accurate and legible notes.
- Ability to analyze and prepare organizational and functional reports from research data.
- Ability to read and understand basic County and State policies and procedures.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Ability to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Knowledge of County policies, procedures, and practices.
- General knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- Ability to calculate mathematical calculations.
- Ability to work under limited supervision.
- Ability to work the allocated hours of the position.

Qualifications

- **Education:** High School diploma or GED. Desired Qualifications: Associate Degree.
- **Experience:** Minimum of three years of experience. Desired Qualifications: Minimum of five years of experience in land records or similar field; containing document interpretation, mapping property descriptions, reading real estate legal descriptions, as well as land division concepts and how they relate to tax parcels. Any equivalent combination of education and experience which provides the necessary knowledge, skills, and abilities.
- Must possess a valid Wisconsin driver's license.

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: DEPUTY COUNTY TREASURER

DEPARTMENT: COUNTY TREASURER'S OFFICE

LOCATION: GOVERNMENT CENTER

SUPERVISOR: COUNTY TREASURER

PAY GROUP: 13

SUMMARY:

Under the general supervision of the County Treasurer, the Deputy County Treasurer performs a variety of responsible clerical and accounting duties in the department, while serving as an assistant to the Treasurer; maintains efficient operation of the office and performs related work as required.

DUTIES AND RESPONSIBILITIES:

- Collaborate with staff and local officials in preparation for tax bill generation and distribution.
- Handles data entry, updates tax information, and tracks lottery credits for parcels.
- Processes second installment tax payments.
- Assists with tax foreclosure (In Rem) proceedings.
- Accepts and receipts tax payments and general revenue from taxpayers and county departments.
- Balance daily cash receipts and prepare daily deposit.
- Performs daily, mid-month, and monthly bank reconciliations and maintains accurate ledgers of all revenue and expenditures.
- Compiles and prints monthly financial summaries, tax payment balances, and financial statements.
- Completes routine filing and general office paperwork.
- Keeps an updated and accurate record of all under/over payments.
- Assist in the distribution of AP checks and payroll related duties.
- Serves as the primary backup to the Treasurer.
- Completes all other duties as assigned.

SKILLS AND ABILITIES:

- Knowledge of and ability to understand rules that govern the office of the County Treasurer, taxes, and assessment. The qualified person must be able to explain tax bill preparation, mill rates, and assessments to taxpayers and interested parties.
- Skill and ability to accurately perform mathematical calculations with a 10-key calculator; skill and ability to type accurately and with attention to detail.
- Thorough and extensive knowledge of standard accounting principles; skill to apply these principles to specific work products.
- Knowledge of and ability to learn basic land descriptions.
- Excellent math skills required.
- Ability to make decisions in accordance with laws, regulations, and established procedures.
- Ability and skill to perform property maintenance on tax parcels
- Ability to maintain office equipment, including the replacement of paper, printer cartridges, and similar functions.
- Ability and skill in the use of various software, with emphasis on Word and Excel; computer literacy and proficiency in computer applications is essential.
- Proficiency with developing and using excel spreadsheets required.
- Knowledge of business correspondence format, grammar, English, and spelling.
- Ability to understand and effectively carry out written and oral instructions.
- Ability to work under limited supervision once the job training is completed.
- Ability and skill to perform proofreading; must be accurate and be a detail-oriented person.
- Employees are expected to be presentable in proper work attire.

QUALIFICATIONS:

EDUCATION: High school diploma or GED equivalency; one to two years post-high school education in accounting or business courses preferred.

EXPERIENCE / JOB KNOWLEDGE: Computer, printers, telephone, copy machine, calculator, folding machine, and fax machine. Any equivalent combination of education and experience which provides the necessary knowledge, skills, and abilities.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Up to 75% of the time is spent talking, hearing, handling objects, or fingering, which includes typing or writing. Walking, standing, or sitting, and using far and near vision is used 100% of time. Activities done 5% of the time include: stooping, kneeling, climbing, reaching, and low to medium lifting (10 lbs. to 20 lbs.), carrying (10 lb. objects). Crouching, balancing, bending, or twisting would be required.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: 95% of the time is spent indoors; 5% of the time is spent on duties out of the office.

This is a public service position. Employees are required to be courteous, cooperative, and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative, and respectful working relationships with other employees, supervisors, and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The County retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this document as it deems, in its' judgment, to be proper.

Green Lake County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Green Lake County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Green Lake County has facilities. This policy applies to all terms and conditions of employment

Updated: August 2026

RESOLUTION NUMBER 20-2026

**RESOLUTION ELIMINATING THREE LTE (LIMITED TERM EMPLOYEE) AND
CREATING ONE ADDITIONAL FTE (FULL TIME EMPLOYEE) MAINTENANCE
REPAIRPERSON IN THE MAINTENANCE & PARKS DEPARTMENT.**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 15th day of September 2026, does resolve as follows:

- 1 **WHEREAS**, over the last year and as part of the 2027 budget process the Maintenance
- 2 & Parks Supervisor conducted a position analysis study; and
- 3 Majority vote is needed to pass.
- 4 ☒ Approved by Administrative Committee ☐ Disapproved by Administrative Committee
☒ Approved by Finance Committee ☐ Disapproved by Finance Committee

Roll Call on Ordinance No. 20-2026

Submitted by Land, Water, Parks &
Community Committee:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 15th
day of September, 2026.

/s/ Bob Schweder

Bob Schweder, Chair

/s/ Bill Boutwell

Bill Boutwell, Vice-chair

/s/ Nancy Hiestand

Nancy Hiestand

County Board Chairman

ATTEST: County Clerk
Approve as to Form:

Lisa Schuster

Corporation Counsel

/s/ Mike Skivington

Mike Skivington

WHEREAS, the Land, Water, Parks & Community Committee has prioritized maintaining and improving our buildings, grounds and parks and had asked the Maintenance & Parks Supervisor to analyze the Department tasks and staffing needs; and

WHEREAS, this analysis lead us to determine that the elimination of three LTE (Limited Term Employee) positions and the creation of one additional FTE (Full Time Position) Maintenance Repairperson would lead to better service, create efficiencies and assist with staff recruitment and retention; and

WHEREAS, the Maintenance & Parks Supervisor has identified year-round tasks including grounds maintenance, tree removal, building maintenance details, painting and repairs; and

WHEREAS, this position allows the Maintenance & Parks Department to adequately train a technician to do all needed tasks and eliminate the need to recruit seasonally; and

NOW THEREFORE BE IT RESOLVED that Three LTE (Limited Term Employee) positions in the Maintenance & Parks Department be eliminated and one additional FTE (Full Time Employee) Maintenance Repairperson position in the Maintenance & Parks Department be created and included in the 2027 budget. (See attached job description)

BE IT FURTHER RESOLVED that this position be placed in Pay Group 14 of the Green Lake County wage plan.

FISCAL NOTE:

Fiscal Note	Current Year 2026	Year 2027
Personnel (FTE's)	1.04	1
Employee Type	LTE's	Full Time
Total Cost	\$ 39,015.00	\$ 81,919.64

GREEN LAKE COUNTY MAINTENANCE DEPARTMENT

POSITION: Maintenance Repairperson

DEPARTMENT: Maintenance

LOCATION: Government Central

REPORTS TO: Maintenance Supervisor

PURPOSE OF THE POSITION: To perform various maintenance tasks at all County-owned buildings and grounds; maintains facilities at the various County-owned parks.

FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES:

- 60% Assists in the maintenance and care of buildings and grounds.
- 20% Performs minor construction and painting.
- 15% Performs cleaning; snow and ice removal; lawn and shrubbery care.
- 5% in rotation with the Maintenance Supervisor responds to night and weekend calls, as required.

PHYSICAL DEMANDS OF ESSENTIAL FUNCTIONS:

- 65% of the time is spent standing, walking, lifting and verbally communicating
- 25% of the time is spent grappling and climbing
- 10% of the time is spent bending, reaching, carrying, pushing and handling. The person must be able to lift and carry up to 80 pounds on an irregular basis. Other actions may be required in unusual or non-regular situations.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:

Up to 25% of the work is performed outdoors under extreme hot, cold or humid conditions. Approximately 75% of the work is performed indoors, in varying temperature conditions. Any of the work performed can be hazardous and can include dangers from mechanical equipment, fast moving vehicles, heights, burns, fumes, mists or gases, noxious odors, dust and some chemicals.

EQUIPMENT USED WHILE PERFORMING ESSENTIAL FUNCTIONS: Items include: welder, plasma cutter, torch, testing equipment, telephone, copy machine, hammers, wrenches, screw drivers, power tools, chainsaws, shovels, brooms, paintbrushes, rollers and other similar maintenance and/or hand tools. The use of moving vehicles, material handling equipment, mower, and snowplow is required. Hearing and eye protection is required.

POSITION: Maintenance Repairperson (continued)

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to perform repeated standardized tasks with initiative and sound judgment.
- Ability to operate and maintain machined lawn care and snow removal equipment.
- Ability to work harmoniously within the County system and make judgments in the best interests of the county.
- Ability to work flexible, 40 hour/week schedule to accommodate snow removal on weekends and emergency call-ins, as necessary.
- Knowledge of maintenance equipment; ability and skill in the use of such equipment.
- Knowledge of and skill to perform necessary maintenance tasks and minor construction.

QUALIFICATIONS REQUIRED

High school diploma, supplemented with trade or vocational school training preferred. At least one (1) year's prior experience in a similar position or any combination of training and experience that provides the necessary knowledge, skills and abilities. Must possess a valid driver's license and have daily access to a reliable, insured vehicle.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

NEW POSITION ANALYSIS

This form is to be completed for all new position requests or requests for increasing hours of an already-approved part-time position.

DIRECTIONS:

All steps of the New Position Analysis form must be followed. Establishment of a new position or an increase in hours of a part-time position are subject to final approval by the County Board. The approval must be granted prior to submission of the department budget to the County Manager for compiling of the county budget for the next year.

(a) The department head is required to consult with the County Manager and HR Coordinator prior to considering new position requests concerning position responsibilities and compensation plan placement. The requesting department head shall present the completed form along with position title, job description, proposed wage classification, justifying rationale, any State or Federal mandates, how the position fits within the department, budget implications (i.e. salary/fringe, office equipment, software, furniture, etc.) and proposed resolution. The department head may also consult with the Financial Manager concerning position funding and budget issues. The department head completes the New Position Analysis form and submits the request to the County Manager. If the County Manager approves, the request moves on to step (b) or if rejected returned to the department head.

(b) The requesting department head shall present the completed form along with justifying rationale, job description and resolution to their oversight Committee. The Committee will review the request and vote to approve or deny the request. If the oversight Committee approves, the request moves on to step (c). The Department head shall keep their committee apprised of the status of the department's new position request through the budget process.

(c) The requesting department head shall present the completed form along with justifying rationale, job description and resolution to the Administrative Committee. The Administrative Committee will review the request and vote as to whether or not they support the request as proposed. The request then moves on to step (d).

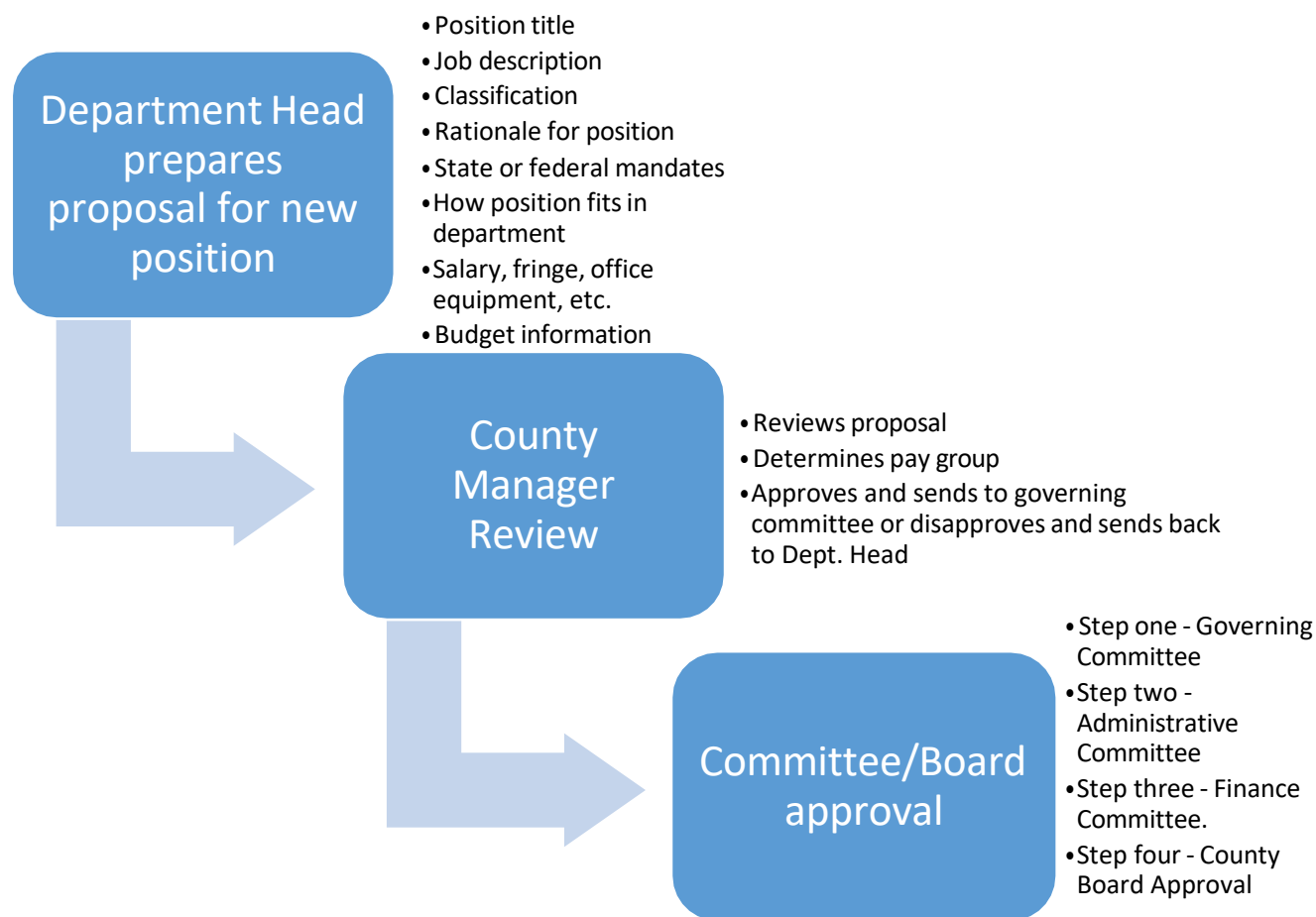
(d) The request shall be presented to the Finance Committee for review and approval of the fiscal note as included in the county board resolution. The request then moves on to step (e).

(e) Finally, the request shall be presented to the County Board in resolution form for final approval if a new position is to be established or an increase in hours is recommended. The resolution will include the approval of the County Manager and the votes of the Committee of Jurisdiction, Administrative Committee and the Finance Committee.

(f) The action of the County Board will be final, although the County Board may refer the resolution back to an appropriate committee if more information is required.

(g) Once the County Board approves the new position, the Department Head may begin the hiring process with the HR Coordinator.

NEW POSITION REVIEW FLOW CHART



Once the County Board approves the new position, the Department Head may begin the hiring process with the HR Coordinator.

NEW POSITION ANALYSIS

- ☐ New position
☐ Increased part-time
☒ Additional existing position (attach job description, do not need to complete C, D, E, G, & H)

Department: Maintenance & Parks

Date: 07/17/2026

Department Head: Mike Van Meel

- B. Please provide justification for the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

The creation of an additional FTE Maintenance Repairperson will replace the current 2 Parks and 1 Maintenance Summer LTE positions. In so doing we can adequately train a technician to do all needed tasks and no longer recruit each season. The Maintenance & Parks Supervisor has identified year-round tasks including grounds and building maintenance.

Suggested Title:

☒ Full Time ☐ Part Time Hours

County Manager / HR Coordinators Recommended Classification: Pay Group: C. 14

General Description of the Position:

This position will assist with grounds maintenance tasks in the summer months at all Green Lake County properties and parks, including removal and cleanup of dead trees and overgrowth in the parks. Will assist in roof cleaning and sealing projects, HVAC cleaning and maintenance details, window and door sealing, painting and repairs in offices and common spaces.

D. Typical Examples of Work to be Performed (in detail):

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

E. Minimum Qualification of a Candidate:

Education:

Experience:

F: Funding

Annual costs (**with full family insurance coverage**):

Group	Hourly	Annual	Retirement	Security	Health Ins.	Life Ins.	Work Comp

1. Where will the funding for this position come from: **Levy**
2. What Equipment will need to be purchased (Desk, PC, Laptop, iPad, Calculator, Sit/Stand Desk, Bookcase(s)/Shelving, File Cabinets, Phone/Cell Phone, Etc)?

Is office space presently available **Yes** Where? **Lower Level**Estimated Equipment Cost: **None**

Is the Cost in the Department Budget?

3. Grand total cost, all items, current fiscal year:

4. Therefore, annual cost of salary and fringe:

G. Supervisory Responsibility (if applicable):

1. in brief detail, explain the supervisory authority this position will have (if any):

2. Number of Employees directly supervised:

Indirectly:

List Title of employees reporting to this position:

H. Who will this person report to?

County Manager Action:

Position Approved: Date:

Comments:

Administrative Committee Action:

Position Approved: Date:

By a vote of Ayes, Nay, Absent/Abstention

Finance Committee Action:

Fiscal Note Approved: Date:

By a vote of Ayes, Nay, Absent/Abstention

County Board Action:

Approved: Date:

By a vote of Ayes, Nay, Absent/Abstention

RESOLUTION NUMBER 21-2026

**RESOLUTION ALTERING THE POSITION OF FLEET & WAREHOUSE
SUPERINTENDENT (FURTHER KNOWN AS SHOP FOREMAN) AND CREATING A
PARTS AND FACILITIES MANAGER.**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 15th day of September 2026, does resolve as follows:

- 1 **WHEREAS**, the Green Lake County Highway Department has experienced significant
- 2 growth in the size and complexity of its fleet, equipment, facilities, and operational
- 3 responsibilities; and
- 4 Majority vote is needed to pass.

5 ☒ Approved by Administrative Committee ☐ Disapproved by Administrative Committee

☒ Approved by Finance Committee ☐ Disapproved by Finance Committee

Roll Call on Ordinance No. 21-2026

Submitted by Highway Committee:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 15th
day of September, 2026.

/s/ Dennis Mulder

Dennis Mulder, Chair

/s/Chuck Buss

Chuck Buss, Vice-chair

/s/ Robert Schweder

Robert Schweder

County Board Chairman

ATTEST: County Clerk
Approve as to Form:

/s/Charlie Wielgosh

Charlie Wielgosh

/s/ Harley Reabe

Harley Reabe

Corporation Counsel

6 **WHEREAS**, the county has invested in a new Highway Department facility that is
7 substantially larger and incorporates advanced building systems, security systems,
8 HVAC controls, electrical infrastructure, specialized maintenance equipment, and other
9 technologies requiring ongoing oversight and preventative maintenance; and

10 **WHEREAS**, the Highway Department maintains over 200 equipment assets and
11 supporting vehicles along with the 229 miles of county and 70 miles of state highway;
12 and

13 **WHEREAS**, effective fleet maintenance requires increased day-to-day supervision of
14 mechanics, shop operations, scheduling, quality control, equipment repairs, and
15 preventative maintenance; and

16 **WHEREAS**, the current Fleet and Warehouse Superintendent position currently
17 combines the responsibilities for fleet supervision, warehouse operations, parts
18 procurement, inventory management, and facility maintenance; and

19 **WHEREAS**, the continued growth of the department, more complex equipment and
20 facilities, as well as challenges getting parts and materials in a timely manner make it
21 increasingly difficult for a single position to effectively perform both supervisory
22 responsibilities and the expanding administrative and logistical duties associated with
23 inventory management and facilities operations; and

24 **WHEREAS**, creating a dedicated Shop Foreman position will provide direct supervision
25 of shop staff, improved workflow efficiencies, enhanced preventative maintenance
26 programs, increased equipment availability, and strengthen accountability within fleet
27 operations; and

28 **WHEREAS**, creating a dedicated Parts and Facilities Manager position will improve
29 purchasing efficiency, maintain accurate inventory control, oversee warranty tracking,
30 manage vendor relationships, coordinate parts procurement, and ensure the proper
31 maintenance, repair, and operation of the County's new Highway Department facility
32 and its associated building systems; and

33 **WHEREAS**, these organizational changes are intended to improve operational
34 efficiency, reduce equipment downtime, protect the County's investments in its fleet and
35 facilities, and better position the Highway Department to meet the growing demands of
36 Green Lake County.

37 **NOW THEREFORE BE IT RESOLVED** that the "exempt" Fleet and Warehouse
38 Superintendent position be hereby reclassified as "non-exempt" **Shop Foreman** and
39 moved down into pay group 8.

40 **BE IT FURTHER RESOLVED** that a new, “non-exempt” **Parts and Facilities Manager**
41 position be created within the Green Lake County Highway Department and placed in
42 pay group 9.

43 **FISCAL NOTE:** The organizational restructuring is intended to improve operational
44 efficiency, enhance fleet availability, improve inventory accountability, protect the
45 County’s new investments, and provide dedicated oversight of critical shop and facility
46 operations. The Shop Foreman position will be moved from pay group 7 to pay group 8.
47 The new Parts and Facilities Manager position wage will come out of the Highway
48 Department’s operations fund totalling \$101,996.

NEW POSITION ANALYSIS

This form is to be completed for all new position requests or requests for increasing hours of an already-approved part-time position.

DIRECTIONS:

All steps of the New Position Analysis form must be followed. Establishment of a new position or an increase in hours of a part-time position are subject to final approval by the County Board. The approval must be granted prior to submission of the department budget to the County Manager for compiling of the county budget for the next year.

(a) The department head is required to consult with the County Manager and HR Coordinator prior to considering new position requests concerning position responsibilities and compensation plan placement. The requesting department head shall present the completed form along with position title, job description, proposed wage classification, justifying rationale, any State or Federal mandates, how the position fits within the department, budget implications (i.e. salary/fringe, office equipment, software, furniture, etc.) and proposed resolution. The department head may also consult with the Financial Manager concerning position funding and budget issues. The department head completes the New Position Analysis form and submits the request to the County Manager. If the County Manager approves, the request moves on to step (b) or if rejected returned to the department head.

(b) The requesting department head shall present the completed form along with justifying rationale, job description and resolution to their oversight Committee. The Committee will review the request and vote to approve or deny the request. If the oversight Committee approves, the request moves on to step (c). The Department head shall keep their committee apprised of the status of the department's new position request through the budget process.

(c) The requesting department head shall present the completed form along with justifying rationale, job description and resolution to the Administrative Committee. The Administrative Committee will review the request and vote as to whether or not they support the request as proposed. The request then moves on to step (d).

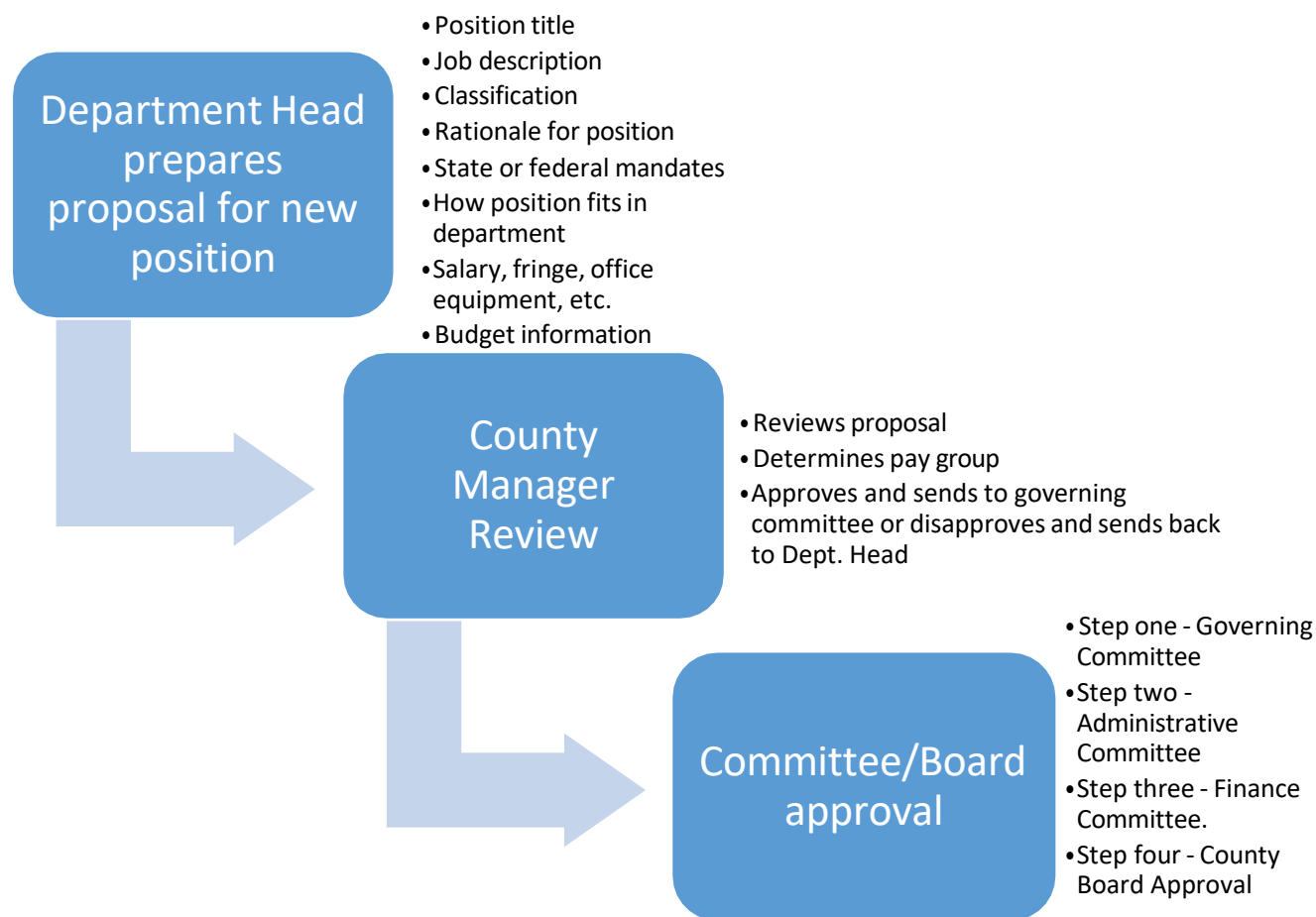
(d) The request shall be presented to the Finance Committee for review and approval of the fiscal note as included in the county board resolution. The request then moves on to step (e).

(e) Finally, the request shall be presented to the County Board in resolution form for final approval if a new position is to be established or an increase in hours is recommended. The resolution will include the approval of the County Manager and the votes of the Committee of Jurisdiction, Administrative Committee and the Finance Committee.

(f) The action of the County Board will be final, although the County Board may refer the resolution back to an appropriate committee if more information is required.

(g) Once the County Board approves the new position, the Department Head may begin the hiring process with the HR Coordinator.

NEW POSITION REVIEW FLOW CHART



Once the County Board approves the new position, the Department Head may begin the hiring process with the HR Coordinator.

NEW POSITION ANALYSIS

- ☒ New position
☐ Increased part-time
☐ Additional existing position (attach job description, do not need to complete C, D, E, G, & H)

Department: Highway

Date: 7/15/26

Department Head: Derek Mashuda

- B. Please provide justification for the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

Due to the amount of time require to order parts, lead times, lack of availability, variety in pricing, Increased work load of mechanics, increased complexity in equipment and vehicles used in operation, increased size, complexity and need for preventive maintenance of the new facility, this position is necessary. As it is now, the shop supervisor can not keep up with all of these tasks and efficiently repair equipment and manage his daily tasks. The amount of time required to scrape by and keep the county running does not allow for efficiencies in either area. A position is needed to effectively manage parts ordering, inventory, operations, as well as properly oversee maintenance of the new highway facility.

Suggested Title: **Parts and Facilities Manager**

☒ Full Time ☐ Part Time Hours

County Manager / HR Coordinators Recommended Classification: Pay Group: C. 9

General Description of the Position:

This position will be responsible for managing the highway department's parts and materials inventory, purchasing, and vendor relationships, while maintaining accurate equipment, vehicle, and maintenance records. Oversee warranty documentation, fleet registration, inventory tracking, and facility records, including SDS documentation. Assist with equipment purchasing, bid specs, asset disposal, and fleet management. Also support maintenance of the highway facility, including building systems and janitorial duties, while preforming other duties assigned by the Highway Commissioner.

D. Typical Examples of Work to be Performed (in detail):

1. _____
Ordering of parts, materials, lubes, equipment, etc for the shop and facilities

2. _____
Pricing out parts and wear items to save the county as much as possible

3. _____
Maintian an up to date and relevant parts inventory

4. _____
Update and organize equipment and maintenance records

5. _____
Maintain all registrations and certificates needed for the equipment and facility

6. _____
Maintain all facility operations including all MEP's in the facility

7. _____
Assist in asset purchases and disposals

8. _____
Work with mechanics to streamline and increase efficiency in repairs

E. Minimum Qualification of a Candidate:

Education: GED or higher

Experience: 3-5 years in parts, mechanical, or related field

F: Funding

Annual costs (with full family insurance coverage):

Group	Hourly	Annual	Retirement	Security	Health Ins.	Life Ins.	Work Comp
9	30.95	64,376	4,635	4,925	27,665	351	

1. Where will the funding for this position come from: Highway Operations Fund
2. What Equipment will need to be purchased (Desk, PC, Laptop, iPad, Calculator, Sit/Stand Desk, Bookcase(s)/Shelving, File Cabinets, Phone/Cell Phone, Etc)?

Is office space presently available Yes Where? Highway Facility

Estimated Equipment Cost: 0

Is the Cost in the Department Budget? Yes

3. Grand total cost, all items, current fiscal year: 0

4. Therefore, annual cost of salary and fringe: \$101,996

G. Supervisory Responsibility (if applicable):

1. in brief detail, explain the supervisory authority this position will have (if any):

None

2. Number of Employees directly supervised: 0

Indirectly: 0

List Title of employees reporting to this position:

None

H. Who will this person report to? The Highway Commissioner

County Manager Action:

Position Approved:

Date:

Comments:

Administrative Committee Action:

Position Approved:

Date:

By a vote of Ayes, Nay, Absent/Abstention

Finance Committee Action:

Fiscal Note Approved:

Date:

By a vote of Ayes, Nay, Absent/Abstention

County Board Action:

Approved:

Date:

By a vote of Ayes, Nay, Absent/Abstention

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: **Parts and Facilities Manager**

DEPARTMENT: HIGHWAY

LOCATION: GREEN LAKE HIGHWAY DEPARTMENT

SUPERVISOR: HIGHWAY COMMISSIONER

PAY GROUP: 9

SUMMARY:

In coordination with the Shop Foreman, Highway Department Superintendents, and Highway Commissioner, coordinates the ordering of parts and supplies for the highway department. Responsible for ordering and maintaining inventory of vehicle and equipment parts, materials, and supplies as required. Responsible for daily maintenance and custodial duties required at the Highway Department Facility. Works in coordination with the Parks and Maintenance Supervisor to schedule and perform facility maintenance, as well as ordering facility maintenance items and toiletries.

DUTIES AND RESPONSIBILITIES:

- Works directly with shop mechanics and foreman to correctly manage ordering of parts, materials, lubes, etc. for the shop.
- Works with multiple vendors to price out and order quality parts at the lowest possible rates.
- Maintains an up-to-date inventory on parts, materials, lubes, etc. stored in the shop facility and parts room.
- Maintains up to date records of services on vehicles and equipment in CHEMS.
- Keeps organized records of equipment and vehicles.
- Maintains all warranty and like documents for each vehicle.
- Make sure all DOT equipment is registered and licensed as needed.
- Imports and creates records for all new equipment into the fleet.
- Assists the Shop Foreman in maintaining all facility documents including SDS Sheets and keeping them up to date.
- Assists in developing bid specifications and documents for purchase and/or replacement equipment.
- With the shop Foreman, assist in advising the Commissioner on disposal of department assets, surplus materials, and equipment.
- Manages all MEP systems in the highway facility.
- Performs standard maintenance operations throughout the facility.
- Performs standard janitorial duties throughout the facility.

- Performs other related duties as assigned by the Commissioner.

SKILLS AND ABILITIES:

- Thorough knowledge of all equipment and vehicles used in the Highway operations; mechanical aptitude; ability to correctly identify parts and related items.
- Ability to organize data to ensure routine maintenance and specialized mechanical repair is done in a timely manner.
- Thorough knowledge of mechanical parts, supplies, materials, methods, and practices, needed for mechanical repair of the various equipment and vehicles.
- Ability to organize an extensive parts and material inventory, and generate pertinent records and reports.
- Knowledge of purchasing techniques that ensure items are purchased in an efficient, cost effective and timely manner.
- Knowledge of safety hazards and hazardous materials; skill to ensure safety measures are conducted.
- Ability to receive, understand and follow written and oral instructions.
- Ability and skill to perform required paper and computer assignments.
- Ability and skill to communicate effectively.
- Ability to establish and maintain effective working relationships with co-workers, supervisors and vendors.
- Ability to work flexible, 40 hour/week schedule to accommodate snow removal on weekends and emergency call-ins, as necessary.
- Skill in the use of general office equipment to include, but not limited to, computer and related equipment, calculator, copy machine, telephone, cell phone and fax machine.

QUALIFICATIONS:

EDUCATION: High school diploma or GED equivalence.

EXPERIENCE / JOB KNOWLEDGE: 3-5 years' experience working in a parts/repair environment, facility maintenance, OR any equivalent combination of education and experience that provides the necessary knowledge, skills and abilities. Must possess and maintain a valid driver's license. Must possess and maintain a valid commercial driver's license (CDL) with A, B, C, D and N endorsements or be willing to obtain within an agreed upon timeframe.

WORKING CONDITIONS:

PHYSICAL DEMANDS: About 50% of the time may be spent sitting at a desk or computer, using near and far vision, hearing, talking and low to medium fingering for typing and data entry. About 40% of the time may be spent standing, walking, kneeling, stooping and crouching, sometimes in tight spaces and in an uncomfortable position.

Lifting up to 80 pounds may occur up to 10% of the time in this job. Ability to work with exposure to extreme temperatures and inclement weather. Ability to perform strenuous or heavy manual labor, when required. Interacts with other employees and the public via telephone and personal contact, via verbal and written communications.

ENVIRONMENTAL DEMANDS: 65% or more of the repair and maintenance work may be performed inside and 25% or more of a shift may be spent in high noise or vibrating conditions. 35% or more of the time may be spent outside in unpredictable weather subject to the elements. Hazards on this job can vary, but include electrical, chemical exposure, danger of burns, and exposure to dusts, odors, fumes, and gasses.

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

June 29, 2026

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: SHOP FOREMAN

DEPARTMENT: HIGHWAY

LOCATION: GREEN LAKE HIGHWAY DEPARTMENT

SUPERVISOR: HIGHWAY COMMISSIONER

PAY GROUP: 8

SUMMARY:

In coordination with the Highway Department Superintendents assist the Highway Commissioner with planning, coordinating and monitoring of work performed by the Highway Shop on a daily, weekly and seasonal basis. Coordinates, directs, and performs mechanical operations with staff in the shop. Directly oversees Highway Shop non-exempt employees.

DUTIES AND RESPONSIBILITIES:

- Oversee the operation of equipment and employees regarding equipment repair, and service, including small engines. Instructs personnel on operation of equipment and provides technical instruction on maintenance of equipment.
- Performs mechanical repairs and maintenance on equipment and vehicles. Repair activity includes gasoline and diesel engine overhauls, complete transmission work, brakes, hydraulic systems, and electrical systems, 90% of the time.
- Coordinates with management on what equipment is needed at what times and the status of equipment in the fleet.
- Complete records and reports as required. Maintains fleet records of repairs and service performed on computer software.
- Reports any orders needed for parts, supplies, small tools, small items of equipment, and safety items needed for the repair and maintenance of all shop operations to the Parts and Facilities Manager.
- Coordinates with the Parts and Facilities Manager to prepare work schedules for the mechanics and assigns work as necessary to coordinate with parts availability and equipment priorities as directed by the superintendents and commissioner. Approves daily work schedules of mechanics.
- Assists with developing bid specifications and documents for purchase and/or replacement equipment.
- With the parts and facilities manager, assist in advising the Commissioner on disposal of department assets, surplus materials, and equipment.
- May be required to act as snow plow operator in the event of a snow emergency.

- May be required to assist in the field with road construction and/or maintenance projects in the event of emergency or unforeseen staffing shortage.
- Performs other related duties as assigned by the Commissioner.

SKILLS AND ABILITIES:

- Thorough knowledge of all equipment and vehicles used in the Highway operations; mechanical aptitude; ability to repair engines; ability to diagnose and troubleshoot repair needs, and ability in welding/fabrication.
- Knowledge of electrical systems, hydraulics systems, brakes and engines of all types.
- Thorough knowledge of mechanical parts, supplies, materials, methods, and practices, needed for mechanical repair of the various equipment and vehicles.
- Knowledge of safety hazards and hazardous materials; skill to ensure safety measures are conducted.
- Ability and skill to run shop activities in a safe manner; ability and skill to manage employees; ability to assign jobs and plan work assignments, evaluate performances and recommend discipline.
- Ability to receive, understand and follow written and oral instructions.
- Ability and skill to perform required paperwork assignments.
- Ability and skill to communicate effectively.
- Ability to establish and maintain effective working relationships with co-workers, supervisors and vendors.
- Ability to work flexible, 40 hour/week schedule to accommodate snow removal on weekends and emergency call-ins, as necessary.
- Skill in the use of general office equipment to include, but not limited to, computer and related equipment, calculator, copy machine, telephone, cell phone and fax machine. Small hand and power tools and equipment commonly used in the repair and maintenance of heavy-duty equipment. Utilization of equipment and testing devices used to determine the source of equipment and engine malfunctioning. Motorized vehicles and assorted personal protective equipment as required.

QUALIFICATIONS:

EDUCATION: High school diploma or GED equivalence, plus 1-2 years Technical or Trade School. Additional courses in business management and supervision coursework preferred.

EXPERIENCE / JOB KNOWLEDGE: 3-5 years' experience working with heavy equipment OR any equivalent combination of education and experience that provides the necessary knowledge, skills and abilities. Must possess and maintain a valid commercial driver's license (CDL) with A, B, C, D and N endorsements or be willing to obtain within an agreed upon timeframe.

WORKING CONDITIONS:

PHYSICAL DEMANDS: About 5% of the time may be spent sitting at a desk or computer, using near and far vision, hearing, talking and low to medium fingering for typing and data entry. About 95% of the time may be spent standing, walking, kneeling, stooping and crouching, sometimes in tight spaces and in an uncomfortable position. Lifting up to 80 pounds may occur up to 75% of the time in this job. Ability to work with exposure to extreme temperatures and inclement weather. Ability to perform strenuous or heavy manual labor, when required. Interacts with other employees and the public via telephone and personal contact, via verbal and written communications.

ENVIRONMENTAL DEMANDS: 65% or more of the repair and maintenance work may be performed inside and 50% or more of a shift may be spent in high noise or vibrating conditions. 35% or more of the time may be spent outside in unpredictable weather subject to the elements. Hazards on this job can vary, but include electrical, chemical exposure, danger of burns, and exposure to dusts, odors, fumes, and gasses.

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

June 29, 2026

RESOLUTION NUMBER 22-2026

ROADWAY FUNCTIONAL CLASSIFICATIONS

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 15th day of September, 2026, does resolve as follows:

- 1 **WHEREAS**, functional classification is the method by which roads and streets are
- 2 categorized based on the levels of mobility and access they provide; and
- 3 **WHEREAS**, geographic areas not within a designated Urban Area (UA) as designated
- 4 as Rural; and
- 5 **WHEREAS**, rural areas, for the purposes of functional classification, are defined by
- 6 county; and
- 7 **WHEREAS**, functional classification of a road or street has a bearing on federal
- 8 transportation funding eligibility, and
- 9 **WHEREAS**, the Federal Highway Administration (FHWA) and Wisconsin Department
- 10 of Transportation (WisDOT) have developed guidance for functional classification of
- 11 roads and streets; and
- 12 Majority vote is needed to pass.

Roll Call on Resolution No. 22-2026

Submitted by Highway Committee:

Ayes , Nays , Absent , Abstain 0

Passed and Adopted/Rejected this 15th
day of September, 2026.

/d/ Dennis Mulder

Dennis Mulder, Chair

/s/ Chuck Buss

Chuck Buss, Vice Chair

County Board Chairman

Charlie Wielgosh

ATTEST: County Clerk
Approve as to Form:

Don Lenz

Corporation Counsel

Harley Reabe

14 **WHEREAS**, the recommended functional classification system for Green Lake County
15 was developed through joint review by County officials and WisDOT planning staff; and

16 **WHEREAS**, WisDOT periodically reviews and updates the functional classification of
17 roads and streets throughout the state; and

18 **WHEREAS**, a new Berlin Urban Area and Functional Classification System was
19 created in 2025; and

20 **WHEREAS**, any classified streets within this new urban area are no longer part of the
21 Green Lake County Functional Classification System; and

22 **WHEREAS**, upon review, except for the changes made in the new Berlin Urban Area,
23 no changes to the existing functional classification system for Green Lake County were
24 warranted; and

25 **WHEREAS**, documents showing the recommended functional classification system
26 are attached; and

27 **WHEREAS**, the Wisconsin Department of Transportation will, after local approval of
28 the recommended functional classification system, approve and submit it to FHWA for
29 final approval; and

30 **WHEREAS**, the approved final FC map will be made available to Green Lake County
31 after FHWA final approval; and

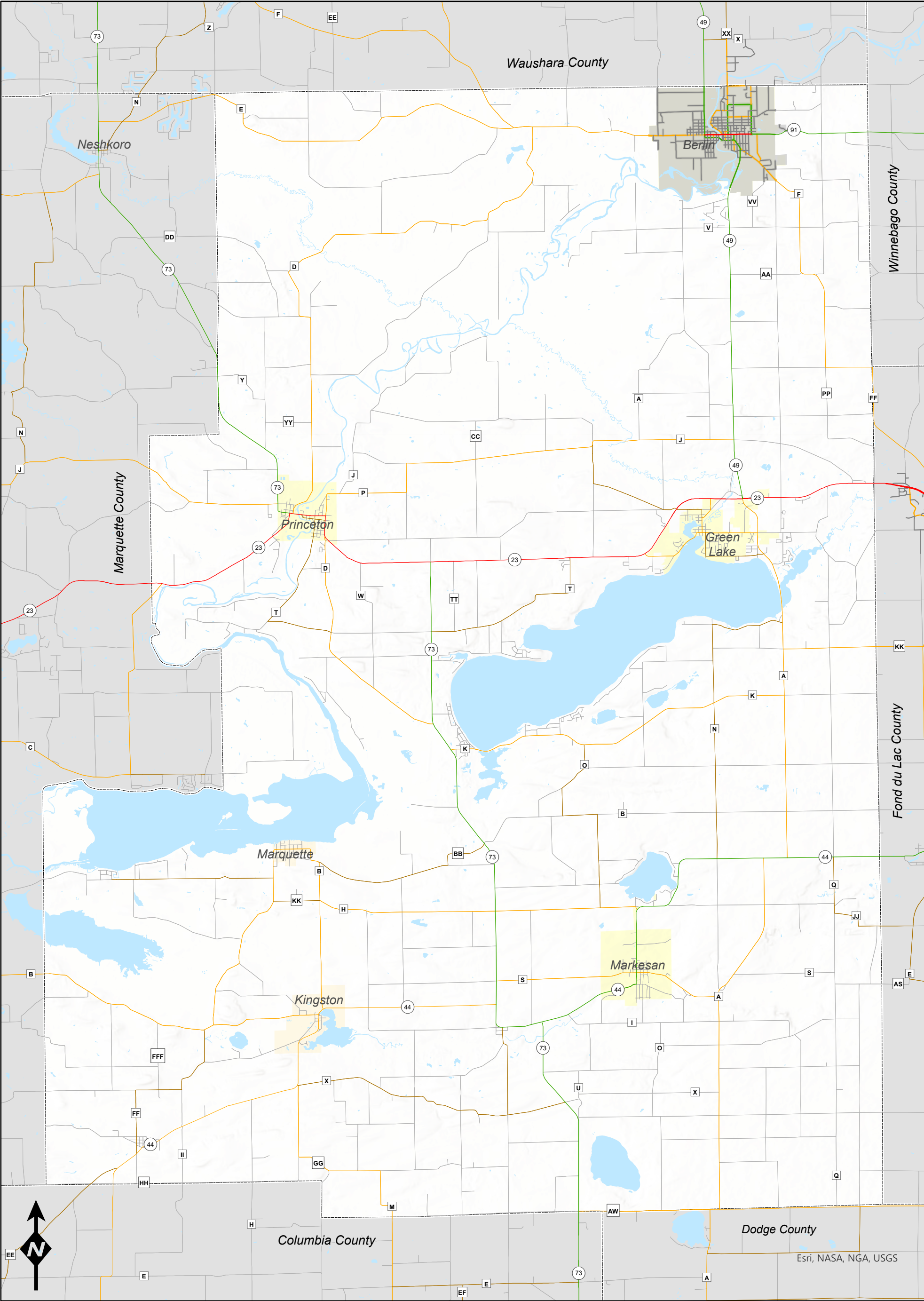
32 **WHEREAS**, the newly approved functional classification system will supersede the
33 existing functional classification system in Green Lake County

34 No fiscal impact.

35 Majority vote is needed to pass.

Green Lake County

Functional Classification - Recommended Changes



- Principal Arterial
- Minor Arterial
- Major Collector
- Minor Collector
- Local
- Urban Area Boundary
- City Boundary
- Village Boundary
- Rural Area

0 0.5 1 2 3 4 5 Miles

WisDOT Bureau of Planning and Economic Development
FHWA Approval Date: xx/xx/xx

The information on these maps was created for the official use of the Wisconsin Department of Transportation (WisDOT). Any other use, while not prohibited, is the sole responsibility of the user. WisDOT expressly disclaims all liability regarding fitness of use of the information for other than official WisDOT business.

ORDINANCE NO. 15-2026

ORDINANCE AMENDING CHAPTER 338, SHORELAND ZONING

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 15th day of September, 2026, does ordain as follows:

NOW, THEREFORE, BE IT ORDAINED, that the Green Lake County Code, Chapter 338, Shoreland Zoning, shall be amended as follows:

ARTICLE I
Introduction

§ 338-1. Statutory authorization.

This chapter is adopted pursuant to the authorization in § 59.692, Wis. Stats., to implement §§ 59.692 and 281.31, Wis. Stats.

§ 338-2. Finding of fact.

Uncontrolled use of the shorelands and pollution of the navigable waters of Green Lake County will adversely affect the public health, safety, convenience and general welfare, and impair the tax base. The legislature of Wisconsin has delegated responsibility to the counties to further the maintenance of safe and healthful conditions; prevent and control water pollution; protect spawning grounds, fish and aquatic life; control building sites, placement of structures and land uses; and to preserve shore cover and natural beauty. This responsibility is hereby recognized by Green Lake County, Wisconsin.

Roll Call on Resolution No. 15-2026

Submitted by Land Use Planning &
Zoning Committee:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 15th
day of September, 2026.

County Board Chairman

ATTEST: County Clerk
Approve as to Form:

Corporation Counsel

/s/Charles Buss

Charles Buss, Chair

/s/William Boutwell

William Boutwell, Vice Chair

ABSENT

Brian Floeter

/s/ Gene Thom

Gene Thom

/s/LuAnn Mirr-Frank

LuAnn Mirr-Frank

18 **§ 338-3. Purpose and intent.** (§ 281.31(1), Wis. Stats., § 59.692(1c), Wis. Stats., NR 115.01)

19
20 To promote and protect the public trust in navigable waters and to effect the purposes of § 281.31, Wis.
21 Stats., by aiding in the fulfillment of the state's role as trustee of its navigable waters; limiting the direct
22 and cumulative impacts of shoreland development; and promoting the public health, safety, convenience
23 and general welfare, this chapter has been established to: ~~For the purpose of promoting the public~~
24 ~~health, safety, convenience and welfare, and promote and protect the public trust in navigable~~
25 ~~waters, this chapter has been established to:~~

26 A. Further the maintenance of safe and healthful conditions and prevent and control water pollution
27 through:

- 28 (1) Limiting structures to those areas where soil and geological conditions will provide a safe
29 foundation.
- 30 (2) Establishing minimum lot sizes to provide adequate area for private on-site waste treatment
31 systems.
- 32 (3) Controlling filling and grading to prevent soil erosion problems.
- 33 (4) Limiting impervious surfaces to control runoff which carries pollutants.

34 B. Protect spawning grounds, fish, and aquatic life through:

- 35 (1) Preserving wetlands and other fish and aquatic habitat.
- 36 (2) Regulating pollution sources.
- 37 (3) Controlling shoreline alterations, dredging, and lagooning.

38 C. Control building sites, placement of structures and land uses through:

- 39 (1) Prohibiting certain uses detrimental to the shoreland-wetlands.
- 40 (2) Setting minimum lot sizes and widths.
- 41 (3) Setting minimum building setbacks from property boundary lines and waterways.
- 42 (4) Setting the maximum height of near shore structures.

43 D. Preserve ~~and restore~~ shoreland vegetation and natural scenic beauty through:

- 44 (1) Restricting the removal of natural shoreland cover.
- 45 (2) Preventing shoreline encroachment by structures.
- 46 (3) Controlling shoreland excavation and other earth-moving activities.
- 47 (4) Regulating the use and placement of boathouses and other structures.

48
49
50 **§ 338-4. Title.**

51 This chapter shall be known, cited, and referred to as the "Shoreland Zoning Ordinance for Green Lake
52 County, Wisconsin."

53
54 **§ 338-5. When effective; repealer.**

55 A. This chapter shall be effective upon final adoption by the Green Lake County Board and publication

as provided for in the Wisconsin Statutes. ~~The Department issues a certificate of compliance after the ordinance has been adopted and all final documents are received. Prior to final adoption of this chapter, the County must receive a certificate of compliance from the Department.~~

- B. Any previously adopted versions of Chapter 338 shall be replaced with this chapter in its entirety upon the effective date of this chapter. ~~The Green Lake County Board shall repeal any previous versions of this chapter and replace with the current chapter simultaneously.~~

ARTICLE II General Provisions

§ 338-6. Areas to be regulated. (NR 115.02)

Areas regulated by this chapter shall include all the lands, referred to herein as "shorelands," in the unincorporated areas of Green Lake County which are:

- A. Within 1,000 feet of the ordinary high-water mark of navigable lakes, ponds, or flowages (NR 115.03(8)) or within 1,000 feet of the high-water mark of navigable glacial pothole lakes (59.692(1)(b)1). Navigability of lakes, ponds, or flowages in Green Lake County shall be determined based on criteria established in Appendix A of this chapter and revisions thereto.
- (1) Glacial till lakes are glacial depressions filled with water – typically isolated from one another with respect to surface drainage. They accumulate water from precipitation, overland runoff, groundwater and lose water through evaporation and seepage to groundwater. Glacial till lakes are also known commonly as kettle lakes.
- (2) Kettles are distinct, steep sided depressions left in an outwash plain or ground moraine resulting from the later melting of ice blocks buried by the outwash or till during deposition. Kettles can range in size from small bowls less than 100 feet across to large pits encompassing several acres. This definition is from the Wisconsin DOT Geotechnical Manual March 1, 2017.
- B. Within 300 feet of the ordinary high-water mark of navigable rivers or streams, or to the landward side of the floodplain, whichever distance is greater (NR 115.03(8)). Navigability of rivers and streams in Green Lake County shall be determined based on criteria established in Appendix A of this chapter and revisions thereto.
- C. The provisions of this chapter apply to regulation of the use and development of unincorporated shoreland areas unless specifically exempted by law. ~~All cities, villages, towns, counties, and, when § 13.48(13), Wis. Stats., applies, state agencies,~~ all cities, villages, towns, and counties are required to comply with, and obtain all necessary permits under, this chapter. The construction, reconstruction, maintenance or repair of state highways and bridges carried out under the direction and supervision of the Wisconsin Department of Transportation are not subject to this chapter if § 30.2022(1m), Wis. Stats., applies. Shoreland zoning requirements in annexed or incorporated areas are provided in §§ 61.353 and 62.233, Wis. Stats.
- D. Determinations of navigability and ordinary high-water mark location shall initially be made by the Land Use Planning and Zoning Department. When questions arise, the Land Use Planning and Zoning Department shall contact the appropriate office of the Department for a final determination of navigability or ordinary high-water mark. The County may work with surveyors in regard to § 59.692(1h), Wis. Stats.
- E. Under § 281.31(2m), Wis. Stats., notwithstanding, any other provision of law or administrative rule promulgated thereunder, this chapter does not apply to:

- (1) Lands adjacent to farm drainage ditches if:
- (a) Such lands are not adjacent to a natural navigable stream or river;
 - (b) Those parts of such drainage ditches adjacent to such lands were not navigable streams before ditching; and
- (2) Lands adjacent to artificially constructed drainage ditches, ponds or stormwater retention basins that are not hydrologically connected to a natural navigable water body.

§ 338-7. Shoreland-Wetland maps.

The most recent version of the Wisconsin Wetland Inventory, as depicted on the Department of Natural Resources Surface Water Data Viewer, is made part of this chapter. These maps may be viewed at: <https://dnr.wi.gov/>, keyword search "Surface water data." These maps may also be viewed from the GIS Viewer at the County's website: <http://gis.co.green-lake.wi.us/>. <https://dnrmaps.wi.gov/H5/?Viewer=SWDV>

§ 338-8. Compliance.

The use of any land; the size, shape, and placement of lots and parcels; the use, size, type, and location of structures on lots and parcels; the installation and maintenance of water supply and ~~waste disposal facilities~~ private onsite wastewater treatment systems and public sanitary district waste facilities; the filling, grading, lagooning, dredging of any lands; the cutting of shoreland vegetation; and the subdivision of lots and parcels, shall be in full compliance with the terms of this chapter and other applicable local, state, or federal regulations. Buildings, and other structures, and land disturbances (including filling and grading, etc.) shall require a permit unless otherwise expressly excluded by a provision of this chapter. The property owner(s), or the contractor(s), under the direction of the property owner(s), are responsible for compliance with the terms of this chapter.

§ 338-9. Municipalities and state agencies regulated.

Unless specifically exempted by law, all cities, villages, towns, and counties are required to comply with this chapter and obtain all necessary permits. ~~State agencies are required to comply when § 13.48(13), Wis. Stats., applies.~~ The construction, reconstruction, maintenance and repair of state highways and bridges by the Wisconsin Department of Transportation are exempt when § 30.2022(1m), Wis. Stats., applies.

§ 338-10. Abrogation and greater restrictions. (§ 59.692(5), Wis. Stats.)

When more restrictive, the provisions of this chapter supersede any provisions in a County zoning ordinance that solely relate to shorelands. Therefore, if a zoning standard of another ordinance only applies to lands that lie within the shoreland and applies because the lands are in shoreland, then this chapter supersedes those provisions. However, where another ordinance adopted under a statute other than § 59.692, Wis. Stats., does not solely relate to shorelands and is more restrictive than this chapter, that ordinance shall continue in full force and effect to the extent of the greater restrictions.

- A. (§ 59.692(2)(a), Wis. Stats.) This chapter shall not require approval or be subject to disapproval by any town or town board.
- B. (§ 59.692(2)(b), Wis. Stats.) If an existing town ordinance relating to shorelands is more restrictive than this chapter or any amendments thereto, the town ordinance continues in all respects to the extent of the greater restrictions but not otherwise.
- C. This chapter is not intended to repeal, abrogate, or impair any existing deed restrictions, covenants, or easements. However, where this chapter imposes greater restrictions, the provisions of this chapter shall prevail.

- D. (§ 59.692(2)(c), Wis. Stats.) This chapter shall accord and be consistent with any comprehensive zoning plan or general zoning ordinance applicable, so far as practicable.
- E. (§ 59.692(1d)(b), Wis. Stats.) This chapter may establish standards to regulate matters that are not regulated by a shoreland zoning standard in Ch. NR 115, Wis. Adm. Code, but that further the purposes of shoreland zoning as described in § 338-3 of this chapter.
- F. (§ 59.692(1k)(a)3, Wis. Stats.) Counties may not establish shoreland zoning standards in a shoreland zoning ordinance that requires any of the following:
- (1) Approval to install or maintain outdoor lighting in shorelands, impose any fee or mitigation requirement to install or maintain outdoor lighting in shorelands, or otherwise prohibit or regulate outdoor lighting in shorelands, if the lighting is designed or intended for residential use.
 - (2) Requires any inspection or upgrade of a structure before the sale or other transfer of the structure may be made.
- G. The construction and maintenance of a facility is considered to satisfy the requirements of a shoreland zoning ordinance if:
- (1) The Department issued all required permits or approvals authorizing the construction or maintenance under Ch. 30, 31, 281 or 283, Wis. Stats.
 - (a) Note: A "facility" means any property or equipment of a public utility, as defined in § 196.01(5), Wis. Stats., or a cooperative association organized under Ch. 185, Wis. Stats., for the purpose of producing or furnishing heat, light, or power to its members only, that is used for the transmission, delivery, or furnishing of natural gas, heat, light, or power.

§ 338-11. Interpretation.

~~In their interpretation and application, the provisions of this chapter shall be liberally construed in favor of the County and shall not be deemed a limitation or repeal of any other powers granted by Wisconsin Statutes. Where a provision of this chapter is required by statute and a standard in Ch. NR 115, Wis. Adm. Code, and where the chapter provision is unclear, the provision shall be interpreted in light of the statute and Chapter NR 115 standards in effect on the date of the adoption of this chapter or in effect on the date of the most recent text amendment to this chapter.~~

§ 338-1211. Severability.

If any portion of this chapter is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this chapter shall not be affected.

§ 338-13338-12. through § 338-15. (Reserved)

ARTICLE III Shoreland-Wetland District

§ 338-16. Purpose.

This district is created to maintain safe and healthful conditions, to prevent water pollution, to protect fish spawning grounds and wildlife habitat, to preserve shore cover and natural beauty, and to control building and development in wetlands within the shoreland zone. When development is permitted in a wetland, the development should occur in a manner that minimizes adverse impacts upon the wetland.

192
193 **§ 338-17. Designation.**

194 This district shall include all wetlands on the most recent version of the Wisconsin Wetland Inventory as
195 referenced in § 338-7.

- 196 A. Locating Shoreland-Wetland boundaries. (NR 115.04(2)(b)2.note) Where an apparent discrepancy
197 exists between the Shoreland-Wetland District boundary shown on the Wisconsin Wetland Inventory
198 and actual field conditions, the County shall contact the Department to determine if the map is in error.
199 If the Department determines that a particular area was incorrectly mapped as wetland or meets the
200 wetland definition but was not shown as wetland on the map, the County shall have the authority to
201 immediately grant or deny a shoreland land use permit in accordance with the applicable regulations
202 based on the Department determination as to whether the area is wetland. In order to correct wetland
203 mapping errors on the official zoning map, an official zoning map amendment must be initiated within
204 a reasonable period of time.

205
206 **§ 338-16. Designation.**

207 This district shall include all shorelands within the jurisdiction of this chapter which are designated as
208 wetlands on the most recent version of the Wisconsin Wetland Inventory as referenced in § 338-7.

- 209 ~~B. Locating Shoreland Wetland boundaries. Where an apparent discrepancy exists between the~~
210 ~~Shoreland Wetland District boundary shown on the Wisconsin Wetland Inventory and actual field~~
211 ~~conditions, the County shall contact the Department to determine if the map is in error. If the~~
212 ~~Department determines that a particular area was incorrectly mapped as wetland or meets the wetland~~
213 ~~definition but was not shown as wetland on the map, the County shall have the authority to~~
214 ~~immediately grant or deny a shoreland land use permit in accordance with the applicable regulations~~
215 ~~based on the Department determination as to whether the area is wetland. In order to correct wetland~~
216 ~~mapping errors on the official zoning map, an official zoning map amendment must be initiated within~~
217 ~~a reasonable period of time.~~

218
219 **§ 338-17. Purpose.**

220 This district is created to maintain safe and healthful conditions, to prevent water pollution, to protect fish
221 spawning grounds and wildlife habitat, to preserve shore cover and natural beauty, and to control building
222 and development in wetlands whenever possible. When development is permitted in a wetland, the
223 development should occur in a manner that minimizes adverse impacts upon the wetland.
224

225 **§ 338-18. Permitted Uses. (NR 115.04(3))**

226 NR 115 currently contains absolute standards for permitted uses in shoreland wetlands which cannot be
227 made more or less restrictive. NR 115 does not prohibit counties to protect wetlands outside of the shoreland
228 jurisdictional area.

229 The following uses shall be allowed subject to general shoreland protection regulations contained in this
230 chapter, the provisions of Chs. 30 and 31, and § 281.36, Wis. Stats., and the provisions of other applicable
231 local, state, and federal laws:

- 232 A. Activities and uses which do not require the issuance of a land use permit, but which must be carried
233 out without any filling, flooding, draining, dredging, ditching, tiling, or excavating ~~except as allowed~~
234 ~~under Subsections A or B:~~

235 (1) Hiking, fishing, trapping, hunting, swimming, and boating;

236 (2) The harvesting of wild crops, such as marsh hay, ferns, moss, wild rice, berries, tree fruits, and

- 237 tree seeds, in a manner that is not injurious to the natural reproduction of such crops;
- 238 (3) The pasturing of livestock ~~and the construction and maintenance of livestock fences~~;
- 239 (4) The cultivation of agricultural crops;
- 240 (5) The practice of silviculture, including the planting, thinning, and harvesting of timber; and
- 241 (6) The construction or maintenance of ~~hunting~~ duck blinds.
- 242 B. Uses which do not require the issuance of a land use permit and which may include limited filling,
243 flooding, draining, dredging, ditching, tiling, or excavating but only to the extent specifically provided
244 below:
- 245 ~~(1) Temporary water level stabilization measures necessary to alleviate abnormally wet or dry~~
246 ~~conditions that would have an adverse impact on silvicultural activities if not corrected;~~
- 247 (1) The cultivation of cranberries including flooding, dike, and dam construction or ditching
248 necessary for the growing and harvesting of cranberries;
- 249 (2) The maintenance and repair of existing agricultural drainage systems, including ditching, tiling,
250 dredging, excavating, and filling necessary to maintain the level of drainage required to continue
251 the existing agricultural use. This includes the minimum filling necessary for disposal of dredged
252 spoil adjacent to the drainage system provided that dredged spoil is placed on existing spoil
253 banks where possible;
- 254 ~~(4) The construction or maintenance of fences for the pasturing of livestock, including limited~~
255 ~~excavating and filling necessary for such construction or maintenance;~~
- 256 ~~(5) The construction or maintenance of piers, docks, or walkways built on pilings, including limited~~
257 ~~excavating and filling necessary for such construction and maintenance; and~~
- 258 (3) The maintenance, repair, replacement, or reconstruction of existing town and County highways
259 and bridges, including limited excavating and filling necessary for such maintenance, repair,
260 replacement or reconstruction.
- 261 C. Uses which require the issuance of a land use permit and which ~~may include limited~~ **must be carried**
262 **out without any** filling, flooding, draining, dredging, ditching, tiling, or excavating, ~~but only to the~~
263 ~~extent specifically provided below:~~
- 264 (1) **The construction or maintenance of piers, docks, or walkways built on pilings.**
- 265 ~~(2) The construction and maintenance of roads which are necessary to conduct silvicultural activities~~
266 ~~or agricultural cultivation, provided that:~~
- 267 ~~(a) The road cannot as a practical matter be located outside the wetland;~~
- 268 ~~(b) The road is designed and constructed to minimize adverse impact upon the natural~~
269 ~~functions of the wetland enumerated in § 338-20B;~~
- 270 ~~(c) The road is designed and constructed with the minimum cross-sectional area practical to~~
271 ~~serve the intended use;~~
- 272 ~~(d) Road construction activities are carried out in the immediate area of the roadbed only.~~
- 273 (2) The construction or maintenance of nonresidential buildings, provided that:
- 274 (a) The building is essential for and used solely in conjunction with the raising of waterfowl,
275 minnows, or other wetland or aquatic animals; or ~~some other use permitted in the~~

~~Shoreland Wetland District;~~ used solely for a purpose which is compatible for wetland preservation

- (b) The building cannot, as a practical matter, be located outside the wetland;
- (c) Such building is not designed for human habitation and does not exceed 500 square feet in floor area; and
- ~~(d) Only limited filling or excavating necessary to provide structural support for the building is authorized.~~

(3) The establishment of public and private parks and recreation areas, boat access sites, natural and outdoor education areas, historic and scientific areas, wildlife refuges, game bird and animal farms, fur animal farms, fish hatcheries, and public boat launching ramps and attendant access roads, provided that:

- ~~(a) Any private development is used exclusively for the permitted use and the applicant has received a permit or license under Ch. 29, Wis. Stats., where applicable;~~
- ~~(b) Filling or excavating necessary for the construction or maintenance of public boat launching ramps or attendant access roads is allowed only where such construction or maintenance meets the criteria in § 338-18C(1)(a) through (d) and;~~
- ~~(c) Ditching, excavating, dredging, or dike and dam construction in public and private parks and recreation areas, natural and outdoor education areas, historic and scientific areas, wildlife refuges, game bird and animal farms, fur animal farms, and fish hatcheries is allowed only for the purpose of improving wildlife habitat and to otherwise enhance wetland values.~~

(a) No filling is done

(b) Any private wildlife habitat area is used exclusively for that purpose.

(c) Any ditching, excavating, dredging, dike and dam construction shall be allowed in wildlife refuges, game preserves, and private wildlife habitat areas for the purpose of improving wildlife habitat or to otherwise enhance wetland values. Any of these activities shall comply with the floodplain ordinance and secure all other required permits related to dike and dam construction.

D. Uses which require the issuance of a land use permit and which may include limited filling, flooding, draining, dredging, ditching, tiling, or excavating, but only to the extent specifically provided below

(1) The construction and maintenance of roads which are necessary to conduct silvicultural activities or agricultural cultivation, provided that:

- (a) The road cannot as a practical matter be located outside the wetland;
- (b) The road is designed and constructed to minimize adverse impact upon the natural functions of the wetland enumerated in § 338-20B;
- (c) The road is designed and constructed with the minimum cross-sectional area practical to serve the intended use;
- (d) Road construction activities are carried out in the immediate area of the roadbed only.
- (e) The construction of a road for silvicultural activities for temporary water level stabilization measures necessary to alleviate abnormally wet or dry conditions that would have an adverse impact on silvicultural activities if not corrected.

(2) The construction or maintenance of electric, gas, telephone, water and sewer transmission, and distribution facilities, by public utilities and cooperative associations organized for the purpose of producing or furnishing heat, light, power, or water to their members **provided that** ~~and the construction or maintenance of railroad lines provided that:~~

~~(a) The transmission and distribution facilities and railroad lines cannot, as a practical matter, be located outside the wetland;~~

(a) Such construction or maintenance is done in a manner designed to minimize adverse impact upon the natural functions of the wetland enumerated in § 338-20B.

(3) **The construction or maintenance of railroad line provided that:**

(a) **The railroad lines cannot, as a practical matter, be located outside the wetland;**

(b) **Such construction or maintenance is done in a manner designed to minimize flooding and adverse impact upon the natural functions of the wetland enumerated in § 338-20B.**

§ 338-19. Prohibited uses. (NR 115.04(4))

Any **activity** or use not listed in § 338-18A, ~~B or C~~ is prohibited, unless the wetland or portion of the wetland has been rezoned by amendment of this chapter in accordance with § 338-20 of this chapter and § 59.69(5)(e), Wis. Stats.

§ 338-20. Rezoning of lands in the Shoreland-Wetland District. (NR 115.04(2))

A. ~~For all proposed text and map amendments to the shoreland wetland provisions~~ **shoreland wetland rezoning requests** of this chapter, the appropriate office with the Department shall be provided with the following:

(1) A copy of every petition for a ~~text or map amendment to the shoreland wetland provisions~~ **shoreland wetland rezoning request** of this chapter, within five days of the filing of such petition with the County Clerk. Such petition shall include a copy of the Wisconsin Wetland Inventory map adopted as part of this chapter describing any proposed rezoning of a shoreland-wetland;

(2) Written notice of the public hearing to be held on a proposed ~~amendment~~ **shoreland wetland rezoning request** at least 10 days prior to such hearing;

(3) A copy of the Land Use Planning and Zoning Committee's findings and recommendations on each proposed ~~amendment~~ **shoreland wetland rezoning request** within 10 days after the submission of those findings and recommendations to the County Board; and

(4) Written notice of the County Board's decision on the proposed ~~amendment~~ **shoreland wetland rezoning request** within 10 days after it is issued.

B. **(NR 115.04(2)(c)4)** A wetland, or a portion thereof in the Shoreland-Wetland District, shall not be rezoned if the proposed rezoning may result in a significant adverse impact upon any of the following:

(1) Storm and flood water storage capacity;

(2) Maintenance of dry season stream flow, the discharge of groundwater to a wetland, the recharge of groundwater from a wetland to another area, or the flow of groundwater through a wetland;

(3) Filtering or storage of sediments, nutrients, heavy metals, or organic compounds that would otherwise drain into navigable waters;

(4) Shoreline protection against soil erosion;

(5) Fish spawning, breeding, nursery, or feeding grounds;

(6) Wildlife habitat; or

(7) ~~Wetlands both within the boundary of designated areas of special natural resource interest and those wetlands which are in proximity to or have a direct hydrologic connection to such designated areas as defined in § NR 103.04, Wis. Adm. Code, which can be accessed at the following website: <http://www.legis.state.wi.us/rsb/code/nr/nr103.pdf>.~~ **Areas of special recreational, scenic, or scientific interest, including scarce wetland types.**

- C. **(NR 115.04(2)(c)9)** If the Department notifies the Land Use Planning and Zoning Committee that a proposed ~~text or map amendment to the shoreland wetland provisions~~ **shoreland wetland rezoning request** of this chapter may have a significant adverse impact upon any of the criteria listed in § 338-20B of this chapter, that ~~shoreland wetland rezoning request amendment~~, if approved by the County Board, shall contain the following provision: "This ~~shoreland wetland rezoning amendment~~ shall not take effect until more than 30 days have elapsed after written notice of the County Board's approval of this ~~shoreland wetland request amendment~~ is mailed to the Department of Natural Resources. During that thirty-day period the Department of Natural Resources may notify the County Board that it will adopt a superseding shoreland ordinance for the County under § 59.692(6), Wis. Stats. If the Department does so notify the County Board, the effect of this amendment shall be stayed until the § 59.692(6) adoption procedure is completed or otherwise terminated."

§ 338-21. (Reserved)

ARTICLE IV

Land Division, ~~Planned Unit Development~~ and Sanitary Regulations

§ 338-22. Land division review. (NR 115.05(2))

The County shall review, pursuant to § 236.45, Wis. Stats., all land divisions in shoreland areas which create three or more lots or parcels or building sites of five acres each or less within a five-year period. In such review all of the following factors shall be considered:

- A. Hazards to the health, safety, or welfare of future residents.
- B. Proper relationship to adjoining areas.
- C. Public access to navigable waters, as required by law.
- D. Adequate stormwater drainage facilities.
- E. Conformity to state law and administrative code provisions.

§ 338-23. Planned unit development (PUD). (NR 115.05(1)(a)4)

- A. Purpose. The planned unit development is intended to permit smaller nonriparian lots and parcels where the physical layout of the lots and parcels is so arranged as to better assure the control of pollution and preservation of ground cover than would be expected if the lots and parcels were developed with the normal lot sizes and setbacks and without special conditions placed upon the planned unit development at the time of its approval. A condition of all Planned Residential Unit Development is the preservation of certain open space, preferably on the shoreland, in perpetuity.
- B. Requirements for planned unit development. The County Board may at its discretion, upon its own motion or upon petition, approve a planned unit development overlay district upon finding, after a public hearing, that all of the following facts exist:
 - (1) Area. The area proposed for the planned unit development shall be at least two acres in size or have a minimum of 200 feet of frontage on a navigable water.

- (2) Lots and parcels. **Riparian lots need to meet the minimum size standards of § 338-27 and 338-28.** Any proposed lot or parcel in the planned unit development that does not meet the minimum size standards of § 338-27 and 338-28 shall be a nonriparian lot or parcel. **The Land Use Planning & Zoning Committee shall consider whether the proposed lot sizes and widths provide adequate building area after considerations of all setbacks and required impervious surface percentages are met as well as reviewing potential impacts to prevent pollution, erosion and impacts to natural scenic beauty.**
- (3) Lot sizes, widths, setbacks, and vegetation removal. When considering approval of a planned unit development the governing body shall consider whether proposed lot or parcel sizes, widths, and setbacks are of adequate size and distance to prevent pollution or erosion along streets or other public ways and waterways. **In exchange for the allowance of reduced non-riparian lots, the shoreland setback shall be greater than 75 feet from the ordinary high-water mark. Recommended setbacks of 100 – 150 feet from the ordinary highwater mark shall help offset the impacts of the reduced lots on habitat, water quality and natural scenic beauty.** Increased shoreland setbacks shall be a condition of approval as a way of minimizing adverse impacts of development. ~~Vegetative shore cover provisions in § 338-37 shall apply except that maximum width of a lake frontage opening shall be 100 feet and minimum vegetative buffer depth shall be increased to offset the impact of the proposed development.~~ **The vegetative buffer on a lot within a proposed planned unit development shall be greater than 35 feet landward of the ordinary high-water mark. Recommended buffers of 50 -70 feet shall help offset the impacts of the reduced loss on habitat, water quality and natural scenic beauty. An increased vegetative buffer shall be a condition of approval. A condition of all planned residential unit development is the preservation of certain open space, preferably on the shoreland, in perpetuity. All impervious surface requirements shall be met. There is no relaxation for required impervious surface ratio maximums.**
- (4) Note: Counties should be aware that the planned unit development standards, as written, grant back lot access (key holing) without applying frontage requirement standards to determine overall density. This comports to NR115.05(1)(a)4. Counties may optionally include requirements to limit overall density based upon minimum frontage standards as well. These types of developments may also be known as conservation subdivisions or planned residential development. The provisions of NR 115.05(1)(a)4 apply to these types of developments where there may be a combination of a density bonus, smaller lot size, and preservation of open space.

C. The procedure for establishing a Planned Residential Unit Development district shall be as follows:

- (1) Petition. A petition setting forth all of the facts required in § 338-23B shall be submitted to the County Clerk with sufficient copies to provide for distribution by the County Clerk as required by § 338-62H.
- (2) Review and Hearing: The petition shall be submitted to the County Land Use Planning and Zoning Committee established as required by § 59.69(3)(d), Wis. Stats., which shall hold a public hearing and report to the County Board as required by law. Copies of the petition and notice of the hearing shall also be sent to the appropriate office of the Department as described in § 338-65A, of this chapter. The Land Use Planning and Zoning Committee's report to the County Board shall reflect the recommendations of any federal, state, or local agency with which the Land Use Planning and Zoning Committee consults.
- (3) Findings and Conditions of Approval. The County Board shall make written findings as to the compliance or noncompliance of the proposed overlay district with each of the applicable requirements set forth in § 338-23B. If the petition is granted in whole or part, the County Board shall attach such written conditions to the approval as are required by and consistent with § 338-23B. The conditions of approval shall in all cases establish the specific restrictions applicable with regard to minimum lot sizes, width, setbacks, dimensions of vegetative buffer zone, and open space requirements.

- (4) Planning studies. A landowner or petitioner may, at his own expense, develop the facts required to establish compliance with the provisions of § 338-23B or may be required to contribute funds to the County to defray all or part of the cost of such studies being undertaken by the County or any agency or person with whom the County contracts for such work.

D. Application and Permit Requirements

- (1) An application for a conditional use permit shall be required.
- (2) Information on the total area of the lot, to-scale map showing location and size of all proposed lots, any preserved open space, number and type of dwelling units, other buildings and other requested information to describe the project.
- (3) Proposed greater shoreland setback and greater vegetative buffer that offsets the development impacts for Committee consideration.
- (4) Location of shoreland-wetlands.
- (5) A recorded plat or certified survey map is required prior to any construction activities.
- (6) No construction activities shall commence without the issuance of a regular zoning permit for each structure.

§ 338-24. Sanitary regulations. (NR 115.05(3))

Each County shall adopt sanitary regulations for the protection of health and the preservation and enhancement of water quality.

- A. Where public water supply systems are not available, private well construction shall be required to conform to Ch. NR 812, Wis. Adm. Code.
- B. Where a public sewage collection and treatment system is not available, design and construction of a private on-site waste treatment system shall, prior to July 1, 1980, be required to comply with Ch. SPS 383, Wis. Adm. Code and after June 30, 1980, be governed by a private sewage system ordinance adopted by the County under § 59.70(5), Wis. Stats.

§ 338-25. (Reserved)

**ARTICLE V
Lot and Parcel Size**

§ 338-26. Purpose. (NR 115.05(1)(a))

Minimum lot and parcel sizes in the shoreland area are established to afford protection against danger to health, safety and welfare, and protection against pollution of the adjacent body of water.

- A. In calculating the minimum area or width of a lot or parcel, the beds of navigable waters shall not be included.

§ 338-27. Sewered lots and parcels. (NR 115.05(1)(a)1)

Minimum area and width for each lot or parcel.

- A. The minimum area shall be 10,000 square feet and the minimum average width shall be 65 feet with at least 65 feet of frontage width at the ordinary high-water mark.

- (1) The width shall be calculated by averaging the shortest horizontal measurements at the

following locations:

- (a) The landward distance at the ordinary high-water mark between the side boundary lines.
- (b) Distances at any angle point along the side boundary line.
- (c) The street/access boundary line.
- (d) The rear boundary line, where applicable.

§ 338-28. Unsewered lots and parcels. (NR 115.05(1)(a)2)

Minimum area and width for each lot or parcel.

- A. The minimum area shall be 20,000 square feet and the minimum average width shall be 100 feet **with at least 100 feet of frontage width at the ordinary high-water mark.**

- (1) The width shall be calculated by averaging the shortest horizontal measurements at the following locations:

- (a) The landward distance at the ordinary high-water mark between the side boundary lines.
- (b) Distances at any angle point along the side boundary line.
- (c) The street/access boundary line.
- (d) The rear boundary line, where applicable.

§ 338-29. Substandard lots and parcels. (NR 115.05(1)(a)3)

- A. A legally created lot or parcel that met minimum area and minimum average width requirements when created, but does not meet current size requirements, may be used as a building site if all of the following apply:

- (1) The substandard lot or parcel was never reconfigured or combined with another lot or parcel by plat, survey, or consolidation by the owner into one property tax parcel.
- (2) The substandard lot or parcel has never been developed with one or more of its structures placed partly upon an adjacent lot or parcel.
- (3) The substandard lot or parcel is developed to comply with all other requirements of this chapter.

Notes: The intent of this provision is to allow lots and parcels that were legally created that currently do not meet the minimum width and area requirements to be considered a building site provided all ordinance requirements can be met. Substandard lots and parcels that have been reconfigured by a certified survey map or consolidated into one legal description with the Register of Deeds, which result in a larger (closer to conforming) lot or parcel, should be allowed to be utilized as a building site. Additionally, lots that have a legal description for each substandard lot on record with the Register of Deeds but have one tax parcel number assigned by the Real Property Lister or Assessor for taxing/assessing purposes, should be considered separate building sites and should not be considered consolidated. Lots or parcels that have had development over the lot lines should be combined with a legal description and recorded with a new deed prior to new development occurring.

§ 338-30. Other substandard lots and parcels.

Except for lots which meet the requirements of § 338-29, a land use permit for the improvement of a lot or parcel having lesser dimensions than those stated in §§ 338-27 and 338-28 shall be issued only if a variance is granted by the Board of Adjustment.

§ 338-31. (Reserved) Illegally created lots.

An illegally created lot is one that was created in violation of the required minimum area and minimum average width requirements of the County's shoreland zoning ordinance at the time of creation. Illegally created lots shall not be used for construction purposes without the granting of a variance.

ARTICLE VI
**Building and Other
Structure Setbacks**

§ 338-32. Building and other structure setbacks. (NR 115.05(1)(b))

Permitted building setbacks ~~within the shoreland area have been~~ shall be established to conform to health, safety and welfare requirements, preserve natural beauty, reduce flood hazards, ~~and avoid~~ protect against water pollution, ~~and otherwise limit the direct and cumulative impacts of shoreland development of the adjacent water body.~~

A. Shoreland setbacks. (~~§ 59.692(1n)(am), Wis. Stats. and NR 115.05(1)(b)1) Unless exempt under § 338-32A(1), or reduced under § 338-32B,~~ a setback of 75 feet from the ordinary high-water mark of any navigable waters to the nearest part of a building or structure shall be required for all buildings and structures.

(1) Exempt structures. Per § 59.692(1n)(d), Wis. Stats., **§ 59.692(1k)(a)(6), Wis. Stats., NR 115.05(1)(b)(1m)** all of the following structures are exempt from the shoreland setback standards in § 338-32A:

(a) Boathouses located entirely above the ordinary high-water mark and entirely within the access and viewing corridor that do not contain plumbing and are not used for human habitation. All boathouses shall adhere to the following conditions:

~~[1] The construction or placement of boathouses below the ordinary high water mark of any navigable waters shall be prohibited.~~

[1] Boathouses shall be designed and constructed solely for the storage of watercraft and related equipment.

[2] One boathouse is permitted on a lot or parcel as an accessory structure.

[3] Boathouses shall be designed and constructed to not destabilize the existing slope. Final grades must be at a slope that is naturally stable, depending on soil type. All boathouse construction projects that require land disturbing activities shall be authorized in accordance with § 338-41 of this chapter.

[4] Boathouses shall be constructed in conformity with local floodplain zoning standards. Fill, elevation surveys, or other documentation may be required within 180 days of permit issuance, per § 300-38B(4).

[5] Boathouses shall be one story with sidewalls not exceeding 10 feet in height and a footprint entirely within the access and viewing corridor of the vegetative buffer. The footprint is not to exceed 16 feet in width by 24 feet in depth, with the width running

parallel to the shore.

[6] Boathouse roofs shall be designed with a pitched roof having a minimum slope of 2/12, a maximum slope of 6/12, and in no case shall be designed for use as a deck, observation platform, or for other similar uses. Dormers are allowed so long as the dormer's height does not exceed the height of the main ridge line of the boathouse. One cupola, no greater than 30 inches in length and width, is allowed on the main ridge line. Parapet walls are not allowed.

[7] Earth-toned color shall be required for all exterior surfaces of a boathouse. For the purpose of this chapter, the color white is an earth-toned color.

[8] The boathouse's main door shall face the water and shall be at least 50% of the width (measured running parallel to the shore) of the boathouse.

[9] Any features the Department considers inconsistent with the use of the structure exclusively as a boathouse are not permitted. Examples may include but not be limited to patio doors, fireplaces, decks, and living quarters.

[10] Per § 59.692(1o), Wis. Stats., the roof of an existing boathouse may be used as a deck, provided that the boathouse has a flat roof, has no side walls or screened walls, and has a railing that meets Department of Safety and Professional Services standards.

[11] No boathouse wall, door, or access opening shall be more than 1/3 transparent or translucent.

[12] Boathouse roof overhangs shall not project more than 24 inches out from the boathouse side wall.

(b) **No side,** Open-sided and screened structures, such as gazebos, decks, patios, and screen houses in the shoreland setback area that satisfy the following requirements in § 59.692(1v), Wis. Stats.

[1] The part of the structure that is nearest to the water is located at least 35 feet landward from the ordinary high-water mark.

[2] The floor area of all the structures in the shoreland setback area will not exceed 200 square feet. In calculating this square footage, boathouses shall be excluded.

[3] The structure that is the subject of the request for special zoning permission has no sides or has open or screened sides.

[4] The County must approve a plan that will be implemented by the owner of the property to preserve or establish a vegetative buffer zone that covers at least 70% of the half of the shoreland setback area that is nearest to the water. Note: The statutory requirements under § 59.692(1v), Wis. Stats., which require the establishment of a vegetative buffer for the construction of open-sided structures are not superseded by § 59.692(1f)(a).

[a] Note: Where reference is made to a shoreland vegetative buffer zone, the buffer shall be designed in accordance with NRCS Interim Standard No. 643A and NRCS Wisconsin Biology Technical Note 1: Shoreland Habitat. In cases where these standards provide options, the Land Use Planning and Zoning Department shall make the determination which option is most appropriate in the design and execution of the project.

[5] An enforceable obligation shall be evidenced by an instrument recorded with the Register of Deeds prior to the issuance of a land use permit. This instrument shall include an implementation schedule and enforceable obligation on the property owner to establish and maintain the shoreland vegetative buffer zone.

(c) Broadcast signal receivers, including satellite dishes or antennas that are one meter or less in diameter and satellite earth station antennas that are two meters or less in diameter.

(d) Utility transmission and distribution lines, poles, towers, water towers, pumping stations, well pump house covers, private on-site wastewater treatment systems that comply with ~~Ch.~~ SPS 383, Wis. Admin. Code, and other utility structures that have no feasible alternative location outside of the minimum setback and that employ best management practices to infiltrate or otherwise control stormwater runoff from the structure.

(e) One walkway, stairway or rail system is allowed per lot or parcel to provide pedestrian access to the shoreline. Walkways, stairways or rail systems are exempt from § 338-41F through H of this chapter. A walkway, stairway or rail system shall be permitted, provided:

[1] The structure shall be located within the access and viewing corridor and within the same width extending 75 feet through the shoreland setback and designed so as to minimize earth disturbing activities and shoreline vegetation removal.

[2] The structure shall not exceed a maximum of 60 inches in width, including railings, and shall not branch out within the shoreland setback. Landings, as part of the shoreline access system, shall be limited to a maximum of 40 square feet and no more than 60 inches wide. Landings are only allowed when necessary, as part of the shoreline access system.

[3] Railings are permitted only where required by safety concerns, state statutes, or state regulations.

[4] Canopies and/or roofs on such structures are prohibited.

[5] A stairway shall be supported on piles or footings rather than being excavated from erodible soils, steep slopes, or similar conditions of concern.

[6] A walkway and associated stairs, excavated from underlying soils, is allowed on slopes no greater than 25% to provide pedestrian access to the shoreline.

[7] Standards for removal of shoreline vegetation shall be complied with, per Article VII.

[8] In cases of steep slopes, a rail system (i.e., tram or lift) in addition to a stairway, shall be permitted as long as the rail system is mounted to or immediately adjacent to the existing stairway and can be located entirely within the access and viewing corridor per § 338-37B.

(f) Devices or systems used to treat runoff from impervious surfaces, provided the requirements of § 59.692(1k)(a)6, Wis. Stats. and § 59.692(1k)(am)1, Wis. Stats., are met.

(g) A fence along a roadway that meets all of the following requirements:

[1] Is not taller than 15 feet.

[2] Is located not less than 2 feet landward of the ordinary high-water mark.

[3] Is located entirely outside of a highway right-of-way.

[4] Is located not less than 10 feet from the edge of a roadway and not more than 40 feet from

the edge of a roadway or highway right-of-way, whichever is greater.

[5] Is generally perpendicular to the shoreline.

(h) A bridge for which the department has issued a permit under § 30.123, Wis. Stats.

- (2) **Maintenance, repair, or replacement of an existing exempt structure in the shoreland setback area.** ~~Existing Exempt Structures.~~ (§ 59.692(1k)(a)2m, § 59.692(1k)(a)6, § 59.692(1k)(b), and § 59.692(1k)(bm), Wis. Stats.) ~~Per § 59.692(1k)(a)2m, Wis. Stats., existing~~ Exempt structures may be maintained, repaired, replaced, restored, rebuilt, and remodeled provided the activity does not expand the footprint and does not go beyond the three-dimensional building envelope of the existing structure. The expansion of a structure beyond the existing footprint may be permitted if the expansion is necessary to comply with applicable state and federal requirements. Note: Section 59.692(1k)(a)2m, Wis. Stats., prohibits counties from requiring any approval or imposing any fee or mitigation requirement for the activities specified in § 338-32A(2). However, it is important to note that property owners may be required to obtain permits or approvals and counties may impose fees under ordinances adopted pursuant to other statutory requirements, such as floodplain zoning, general zoning, sanitary codes, building codes, or even stormwater erosion control.

B. Reduced principal structure setback **for a new principal structure** (§ 59.692(1n)(b), Wis. Stats.). A setback less than the seventy-five-foot required setback from the ordinary high-water mark shall be permitted for a **new** proposed principal structure and shall be determined as follows:

- (1) Where there are existing principal structures in both directions **of the new proposed structure**, the setback shall equal the average of the distances the two existing principal structures are set back from the ordinary high-water mark, provided that all of the following are met:
- (a) Both of the existing principal structures are located on an **immediately** adjacent lot to the **new** proposed principal structure.
 - (b) Both of the existing principal structures are located within 250 feet of the **new** proposed principal structure and are the closest **principal** structure **on their respective lots to the new proposed principal structure**.
 - (c) Both of the existing principal structures are located less than 75 feet from the ordinary high-water mark.
 - (d) The ~~average~~ **reduced principal** setback shall not be reduced to less than 35 feet from the ordinary high-water mark of any navigable water.
 - (e) Note: § 59.692(1d)(a), Wis. Stats., requires counties to adopt the standards consistent with § 338-32B(1) for reducing the shoreland setback.

- (2) Functional appurtenances that are accessory structures, such as open porches or decks, that are attached to the proposed principal structure and proposed at time of permit application, must comply with the reduced principal structure setback but shall not be used in the calculation of the reduced principal structure setback.

C. In addition to the shoreland setback ~~standards in Subsections A and B above~~, buildings and structures shall comply with the following setback standards.

- (1) Side yard: twelve-foot minimum for lots at least 85 feet wide.

- (2) Side yard: ten-foot minimum for lots less than 85 feet wide.
- (3) Street yard: twenty-five-foot minimum.
- (4) Rear yard: None. In the case of corner lots, the rear yard shall be the opposite the shorter of the two street frontages.
- (5) Walkways no more than 36 inches wide **in total width** and driveways shall be exempt from § 338-32C(1) through (3). This does not exempt these structures from § 338-32A, or other standards of this chapter.
- D. In addition to the shoreland setback ~~standard in Subsections A and B above~~, fences shall comply with the following **unless exempted in § 338-32A**:
- (1) All fences, no greater than eight feet in height, may be allowed along any lot line excluding the street right-of-way line and the side lot lines within the street-yard setback.
- (2) Open style fences (greater than 50% open space), no greater than four feet in height, may be allowed along the street right-of-way line and alongside lot lines within the street-yard setback.
- (3) Open style agricultural fences, no greater than eight feet in height, are allowed without a land use permit.
- E. In addition to the shoreland setback ~~standard in Subsections A and B above~~, retaining walls shall comply with the following:
- (1) Retaining and decorative/landscape walls may be allowed in the street-yard, side-yard and rear-yard with a minimum zero setback.
- (2) Retaining walls, greater than six feet in height, shall be designed by a professional engineer. Stamped engineered plans shall be submitted to the Land Use Planning and Zoning Department as part of the land use permit application.
- F. In addition to the shoreland setback ~~standard in Subsection A and B above~~, roof overhangs may project no more than 12 inches into a required side and/or street setback. No projections are allowed into the setback as required in Subsection A.
- G. Boat lifts, piers, docks, and other water dependent structures may be stored on undeveloped lots during months when weather conditions make the use and keeping of water dependent structures within water uncondusive and detrimental to aforementioned structures.**

§ 338-33. Floodplain structures. (NR 115.05(1)(b)2)

Buildings and structures to be constructed or placed in a floodplain shall be required to comply with any applicable floodplain zoning ordinance. Fill, elevation surveys, or other documentation may be required within 180 days of land use permit issuance, per § 300-38B(4).

§ 338-34. through § 338-35. (Reserved)

ARTICLE VII Vegetation

§ 338-36. Purpose. (NR 115.05(1)(c)1)

To protect natural scenic beauty, fish and wildlife habitat, and water quality, this article shall regulate removal of vegetation in shoreland areas, consistent with the following: The standards of this chapter shall consider sound forestry and soil conservation practices and the effect of vegetation removal on water

quality, including soil erosion, and the flow of effluents, sediments, and nutrients.

§ 338-37. Vegetative buffer zone. (§ 59.692(1f)(b), Wis. Stats., NR 115.05(1)(c)2)

To protect water quality, fish and wildlife habitat, and natural scenic beauty, and to promote preservation and restoration of native vegetation, there shall be designated land that extends from the ordinary high-water mark to a minimum of 35 feet inland as a vegetative buffer zone and prohibit removal of vegetation in the vegetative buffer zone except as follows.

- A. Routine maintenance of vegetation **which means normally accepted horticultural practices that do not result in the loss of any layer of existing vegetation and do not require earth disturbance.**
- B. Removal of trees and shrubs in the vegetative buffer zone to create access and viewing corridors. **Provided that the access and viewing corridor remains a strip of vegetated land for the purpose of providing safe pedestrian access to the shore through the vegetative buffer zone. The access and viewing corridor may be no more than 35% of the shoreline frontage but in no case, may it be less than 10 feet or greater than 200 feet of the shoreline frontage in its entirety. ~~Per § 59.692(1f)(b), Wis. Stats., the viewing corridor may be at least 35 feet wide for every 100 feet of shoreline frontage.~~** The viewing corridor may run contiguously for the entire maximum width of shoreline frontage owned.
 - (1) **Note: Regarding section 338-37B there is no prohibition for the establishment of an access and viewing corridor of less than 10 feet in width. The county may require a property owner to maintain a vegetative buffer zone that existed on July 14, 2015, in concert with the provisions of 338-37B.**
- C. Removal of trees and shrubs in the vegetative buffer zone on a parcel with 10 or more acres of forested land consistent with "generally accepted forestry management practices" as defined in § NR 1.25(2)(b), Wis. Adm. Code, and described in Department publication "Wisconsin Forest Management Guidelines" (publication FR-226), provided that vegetation removal be consistent with these practices.
- D. Removal of vegetation within the vegetative buffer zone to manage exotic or invasive species, damaged vegetation, vegetation that must be removed to control disease, or vegetation creating an imminent safety hazard, provided that any vegetation removed be replaced by replanting in the same area **with native species** as soon as practicable, not to exceed nine months from date of vegetation removal.
 - (1) A site visit by the Department or photos of the site provided by an owner or agent must be received by the Department prior to vegetation removal. A site visit or photos from an owner or agent must be provided after the vegetation has been replanted, within the timeframe specified above. Submitted photos must be digitally date stamped.
- E. Additional vegetation management activities in the vegetative buffer zone may be allowed by permit. The permit issued under this subsection shall require that all management activities comply with detailed plans approved by the County and designed to control erosion by limiting sedimentation into the waterbody, to improve the plant community by replanting in the same area, and to maintain and monitor the newly restored area. The permit also shall require an enforceable restriction to preserve the newly restored area, as evidenced by an instrument recorded in the Office of the Register of Deeds prior to land use permit issuance.

Note: § 59.692(1f)(a), Wis. Stats., prohibits counties from requiring a property owner to establish a vegetative buffer zone on previously developed land or expand an existing vegetative buffer zone. However, as part of a counties shoreland mitigation standards, the establishment or expansion of the vegetative buffer may remain an option.

§ 338-38. through § 338-39. (Reserved)

ARTICLE VIII
Land Disturbing Activity

§ 338-40. Land disturbing activity. (NR 115.05(1)(d))

To protect natural scenic beauty, fish and wildlife habitat, and water quality, filling, grading, lagooning, dredging, ditching, and excavating may be permitted only in accordance with the provisions of § NR 115.04, Wis. Adm. Code, the requirements of Ch. 30, Wis. Stats., and other state and federal laws where applicable, and only if done in a manner designed to improve natural scenic beauty and minimize erosion, sedimentation, and impairment of fish and wildlife habitat. Filling, grading, lagooning, dredging, ditching, and excavating may be authorized by permit according to § 338-41 and 338-42, and only if done in a manner that meets the purpose of this section.

§ 338-41. General standards.

The filling, grading, lagooning, dredging, ditching, or excavating of any lands in the shoreland area within 300 feet of the ordinary high-water mark requires a land use permit, unless otherwise exempt in this chapter. A project may be permitted in the shoreland area provided that:

- A. It is not done within the shoreland vegetative buffer zone unless necessary for allowed vegetative activities, establishing or expanding the vegetative buffer, the construction of an exempt structure, to remove retaining walls to re-establish natural grade, or to repair natural shoreline damage. Natural shoreline damage must be repaired within one year of the damaging event.
- B. It is done in a manner designed to minimize erosion, sedimentation, and impairment of fish and wildlife habitat.
- C. Filling, grading, lagooning, dredging, ditching, or excavating in a Shoreland-Wetland District meets the requirements of § 338-18B and C of this chapter.
- D. All applicable federal, state, and local authority is obtained in addition to a permit under this chapter.
- E. Any fill placed in the shoreland area is protected against erosion by the use of riprap, vegetative cover, ~~or a~~ bulkhead, or stabilized in another acceptable and approved manner.
- F. The slopes for the project site are less than 50% (1:2). Land disturbing activities in the shoreland area where the slope is equal to or greater than 50% (1:2) are prohibited.
- G. For land disturbing activities that are on slopes less than 50% but greater than 12%, the land use permit shall not be issued until a construction site erosion control permit, designed in accordance with §§ 284-8B and 284-9B through D of the County's Construction Site Erosion Control and Stormwater Management Ordinance, is obtained by the property owner from the Land Conservation Department.]
- H. For land disturbing activities that are on slopes less than 12%, the land use permit shall not be issued until a construction site erosion control permit, designed in accordance with §§ 284-8B(1) through (5) and 284-9A of the County's Construction Site Erosion Control and Stormwater Management Ordinance, is obtained by the property owner from the Land Conservation Department.

§ 338-42. Permit required.

- A. For any land disturbing activity of any area which is within 300 feet landward of the ordinary high-water mark of navigable water, a land use permit is required. Land disturbing activity includes but is not limited to filling, grading, lagooning, dredging, ditching, and excavating.

- (1) A land use permit may be approved based upon:

(a) A stormwater management, erosion control, grading, and revegetation plan.

(b) Findings that the land disturbing activity will not result in:

[1] Impairment of natural wetland functions.

[2] Erosion or sedimentation to navigable water.

[3] Impairment of aquatic life.

[4] Unnecessary loss of native appearance or natural beauty of the shoreland.

[5] Restricting flood flows.

[6] Reducing the storage capacity of the floodplain.

~~B. For any construction or dredging commenced on any artificial waterway, canal, ditch, lagoon, pond, lake, or similar waterway which is within 300 feet landward of the ordinary high-water mark of a navigable body of water or where the purpose is the ultimate connection with a navigable body of water.~~

~~(1) Where a DNR permit has been issued which meets the substantial concerns of this article, no land use permit will be required, unless this article is more restrictive.~~

B. Driveways greater than 300 feet from the ordinary high-water mark are exempt from a land use permit. If a driveway starts in a location greater than 300 feet from the ordinary high-water mark and ends in a location closer to the ordinary high-water mark than 300 feet a land use permit is still required.

§ 338-43. Permit conditions.

In granting a permit under § 338-42, the County shall attach the following conditions, where appropriate, in addition to those provisions specified in § 338-63 or 338-64.

A. The smallest amount of bare ground shall be exposed for as short a time as feasible.

B. Temporary ground cover (such as mulch or jute netting) shall be used continually until permanent vegetative cover shall be established.

C. Diversion berms or bales, silting basins, terraces, filter fabric fencing, and other methods shall be used to contain soil and sediment and prevent it from leaving the project site **and prevent erosion.**

D. Lagoons shall be constructed to avoid fish trap conditions.

E. Fill and excavations shall be stabilized according to soil type and accepted nonengineered and engineering standards as required by the Land Use Planning and Zoning Department.

F. Filling shall comply with any local floodplain zoning ordinance and shall not restrict a floodway or destroy the flood storage capacity of a floodplain.

G. Channels or artificial watercourses shall be constructed with side slopes of two units horizontal distance to one unit vertical or flatter. The side slopes shall be promptly vegetated, unless bulkheads or riprap are provided.

H. On-site inspections may be required prior to excavation, during construction, and upon project completion. A completed application for land use permit authorizes the Department to visit and inspect the project site prior to permit issuance, during permit validity, and up to six months after permit expiration for compliance with the conditions of the permit and terms of this chapter.

I. Any other conditions intended to protect shorelines and minimize erosion, sedimentation, and the impairment of fish and wildlife habitat.

881
882 **§ 338-44. ~~Permit not required.~~ Reserved**

- 883 A. ~~Shoreline protection projects, which include land disturbing activities, authorized by a state permit~~
884 B. ~~Nonstructural projects, which include land disturbing activities, approved by County Land~~
885 ~~Conservation Department to remedy significant existing erosion problems may be allowed without a~~
886 ~~land use permit.~~

887
888 ARTICLE IX
889 Impervious Surfaces
890

891 **§ 338-45. Purpose. (NR 115.05(1)(e))**

892 Establish impervious surface standards to protect water quality and fish and wildlife habitat and to protect
893 against pollution of navigable waters. Impervious surface standards of this chapter shall apply to the
894 construction, reconstruction, expansion, replacement, or relocation of any impervious surface **that is or will**
895 **be located within 300 feet of the ordinary high water-mark of any navigable waterway** on a riparian lot or parcel
896 and any non-riparian lot or parcel that is located entirely within 300 feet of the ordinary high- water mark
897 of any navigable waterway.

898
899 **§ 338-46. Impervious surface calculation. (NR 115.05(1)(e)1m and § 59.692(1k)(am)1, Wis. Stats.)**

- 900 A. Percentage of impervious surface shall be calculated by dividing the surface area of the existing and
901 proposed impervious surfaces on the portion of a lot or parcel that is within 300 feet of the ordinary
902 high-water mark by the total surface area of that lot or parcel, and multiplied by 100. Impervious
903 surfaces described in § 338-49 shall be excluded from the calculation of impervious surface on the lot
904 or parcel. If an outlot lies between the ordinary high-water mark and the developable lot or parcel and
905 both are in common ownership, the lot or parcel and the outlot shall be considered one lot or parcel
906 for the purposes of calculating the percentage of impervious surface.
- 907 B. Note: § NR 115.05(1)(e)1m, Wis. Adm. Code, clarifies that, if an outlot lies between the OHWM and
908 the developed lot or parcel and both are in common ownership, then the lot or parcel should be
909 considered one property for the purposes of calculating the percentage of impervious surfaces. If there
910 is an outlot, parcel or road that is owned by some other entity, for example a hydroelectric facility,
911 town, or County, then the County should determine what level of control the property owner has over
912 that portion of the lot. Can the property owner place structures, such as shoreline protection, piers,
913 stairs, boathouses etc. on that portion of the lot, or does some other entity have control over
914 development? If a property owner has no or little say over construction on that portion of the lot, then
915 impervious surfaces on that portion of the lot should be calculated separately. For properties that have
916 condominium ownership, the impervious surface calculations apply to the entire property. The
917 property is still under one legal description and the proposed expansion to a unit is not the only
918 impervious surface calculated since the regulation states lot or parcel and not a unit. It will be
919 important to remember also that mitigation applies to the property as a whole and not just to the portion
920 of the frontage that might be in front of the unit impacted.
- 921 C. **Roadways defined in § 34.01(54), Wis. Stats, and sidewalks defined in § 340.01(58), Wis. Stats, shall**
922 **be excluded from the impervious surface calculation under this section. The roadways and sidewalks**
923 **of this section are only those as defined. The exclusion from the impervious surface calculation does**
924 **not apply to all driveways and sidewalks.**

925
926 **§ 338-47. Impervious surface standard. (NR 115.05(1)(e)2)**

927 Except as allowed in §§ 338-48 and 338-49, allow up to 15% impervious surface on the portion of a lot or

parcel that is within 300 feet of the ordinary high-water mark.

§ 338-48. Maximum impervious surface. (NR 115.05(1)(e)3)

A property may exceed the impervious surface standard under § 338-47, provided the following standards are met:

- A. For properties where the general impervious surface standard applies under § 338-47, a property owner may have more than 15% impervious surface but not more than 30% impervious surface on the portion of a lot or parcel that is within 300 feet of the ordinary high-water mark.
- B. For properties that exceed the standard under § 338-47 but do not exceed the maximum standard under § 338-48A, a permit can be issued for development with a mitigation plan that meets the standards found in Article XII.

§ 338-49. Treated impervious surfaces. (NR 115.05(1)(e)3m and § 59.692(1k)(am)1, Wis. Stats.)

- A. Impervious surfaces that can be documented to show they meet either of the following standards shall be excluded from the impervious surface calculations under § 338-46.

- (1) The impervious surface is treated by devices such as stormwater ponds, constructed wetlands, infiltration basins, rain gardens, bioswales, or other engineered systems.
- (2) The runoff from the impervious surface discharges to an internally drained pervious area that retains the runoff on or off the parcel and allows infiltration into the soil.

- B. Note: The provisions in § 338-49 are an exemption from the impervious surface standards and, as such, should be construed narrowly. As such, a property owner is entitled to this exemption only when the runoff from the impervious surface is being treated by a sufficient (appropriately sized) treatment system, treatment device, or internally drained. Property owners that can demonstrate that the runoff from an impervious surface is being treated consistent with § 338-49 will be considered pervious for the purposes of implementing the impervious surface standards in this ordinance. If a property owner or subsequent property owner fails to maintain the treatment system, treatment device, or internally drained area, the impervious surface is no longer exempt under § 338-49.

- C. To qualify for the statutory exemption, property owners shall submit a complete land use permit application that is reviewed and approved by the Land Use Planning and Zoning Department. The application shall include the following:

- (1) Calculations showing how much runoff is coming from the impervious surface area.
- (2) Documentation that the runoff from the impervious surface is being treated by a proposed treatment system, treatment device, or internally drained area.
- (3) An implementation schedule and enforceable obligation on the property owner to establish and maintain the treatment system, treatment devices, or internally drained area.
 - (a) The enforceable obligations shall be evidenced by an instrument recorded in the office of the Register of Deeds prior to the issuance of the land use permit.

- D. Where reference is made to a rain garden, the rain garden shall be designed, installed, and maintained in accordance with Wisconsin DNR Publication, PUB-WT-776-2018, "Rain Gardens: A Guide for Homeowners and Landscapers."

§ 338-50. Existing impervious surfaces. (NR 115.05(1)(e)4)

For existing impervious surfaces that were lawfully placed when constructed but do not comply with the

impervious surface standard in § 338-47 or the maximum impervious surface standard in § 338-48, the property owner may do any of the following:

- A. Maintain and repair the existing impervious surfaces;
- B. Replace existing impervious surfaces with similar surfaces within the ~~three-dimensional space~~ existing building envelope of the structure;
- C. Relocate or modify an existing impervious surface with similar or different impervious surface, provided that the relocation or modification does not result in an increase in the percentage of impervious surface that existed on the effective date of the County Shoreland Zoning Ordinance, and the impervious surface meets the applicable setback requirements in this chapter.
- D. Note: The impervious surface standards in this section (changed to reflect Ch. NR 115, Wis. Adm. Code) shall not be construed to supersede other provisions in the County Shoreland Zoning Ordinance.
 - (1) All of the provisions of the County Shoreland Zoning Ordinance still apply to new or existing development.

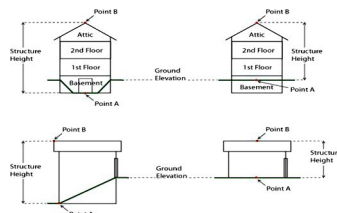
§ 338-51. (Reserved)

ARTICLE X Height

§ 338-52. Height. (NR 115.05(1)(f))

To protect and preserve wildlife habitat and natural scenic beauty, on or after February 1, 2010, a land use permit may not be granted for any construction that results in a structure taller than 35 feet within 75 feet of the ordinary high-water mark of any navigable waters.

- A. The structure height for structures at or greater than 75 feet from the ordinary high-water mark shall comply with the provisions of other applicable ordinance standards, if any.
- B. Structure height within 75 feet of the ordinary high-water mark of any navigable water is the measurement of the vertical line segment starting at the lowest point of any exposed wall and its intersect with the ground (Point A in the diagram below) to a line horizontal to the highest point of a structure excluding items attached to a structure such as, but not limited to, chimneys, ornamental towers, vents, television towers, and mechanical appurtenances (Point B in the diagram below), unless specified under other sections of this chapter.



§ 338-53. (Reserved)

ARTICLE XI Nonconforming Uses and Structures

§ 338-54. ~~Discontinued nonconforming use.~~ **Nonconforming Uses.** (NR 115.05(1)(g)1-3 and § 59.69(10), Wis. Stats.)

A. This section applies to a use of a dwelling, building, or parcel of land that existed lawfully before the existing zoning ordinance was enacted or amended, but that does not conform to the allowed uses in the current ordinance. (§ 59.69(10)(ab), Wis. Stats.)

(4) The continuance of the lawful use of any building, premises, structure, or fixture for any trade of industry for which such building, premises, structure, or fixture is used at the time that the ordinance takes effect may not be prohibited. (§ 59.69(10)(am), Wis. Stats. and NR 115.05(1)(g)1)

(5) The alteration of, or addition to, or repair in excess of 50 percent of its assessed value of any existing building, premises, structure, or fixture for the purpose of carrying on any prohibited trade or new industry within the district where such buildings premises, structures, or fixtures are located may be prohibited. (§ 59.69(10)(am), Wis. Stats.)

(6) The county may prohibit the continuance of the nonconforming use of a temporary structure. (NR 115.05(1)(g)2)

(7) If a nonconforming use is discontinued for a period of 12 months, any future use of the building, structure, or property shall conform to this chapter. (NR 115.05(1)(g)3)

(8) A manufactured home community licensed under § 101.935, Wis. Stats., that is a nonconforming use continues to be a nonconforming use notwithstanding the occurrence of any of the following activities within the community: (§59.69(10)(at), Wis. Stats.)

(a) Repair or replacement of homes.

(b) Repair or replacement of infrastructure.

§ 338-55. ~~Maintenance, repair, replacement, or vertical expansion of nonconforming structures.~~ **Nonconforming Structures.** (§ 59.692(1k)(a)2, 4, and (b), Wis. Stats.)

This section applies to an existing principal or accessory structure that was lawfully placed when constructed but that does not comply with the current required ordinary high water mark setback of a navigable waterway, street yard setback, or side yard setback.

A. An existing structure that was lawfully placed when constructed but does not comply with the required shoreland setbacks, per §§ 338-32 and 338-33, may be maintained, repaired, replaced, restored, rebuilt, or remodeled if the activity does not expand the footprint of the nonconforming structure. Further, an existing structure that was lawfully placed when constructed but does not comply with the required shoreland setback, may be vertically expanded unless the vertical expansion would extend more than 35 feet above grade level, as provided in § 338-52B. Expansion of a structure may be allowed beyond the existing footprint if the expansion is necessary to comply with applicable state or federal requirements.

B. Note:

(1) Section 59.692(1k)(a)1-b. and d.2,4 and (b)., Wis. Stats., prohibits counties from requiring any approval or imposing any fee or mitigation requirement for the activities specified in § 338-55. However, it is important to note that property owners may be required to obtain permits or approvals and counties may impose fees under ordinances adopted pursuant to other statutory requirements, such as floodplain zoning, general zoning, sanitary codes, building codes, or even stormwater erosion control.

(2) Section NR 115.05(1)(b)1m, Wis. Adm. Code, lists structures that are exempt from the shoreland

setback. These structures are considered conforming structures and are not considered nonconforming structures. Structures that were granted variances or illegally constructed structures are not considered nonconforming structures.

§ 338-56. Lateral expansion of nonconforming principal structure within the setback. (NR 115.05(1)(g)5)

An existing principal structure that was lawfully placed when constructed but does not comply with the required building setback per §§ 338-32A and 338-33 may expand laterally, provided that all of the following requirements are met:

- A. The use of the structure has not been discontinued for a period of 12 months or more if a nonconforming use.
- B. The existing principal structure is at least 35 feet from the ordinary high-water mark.
- C. Lateral expansions are limited to a maximum of 200 square feet over the life of the structure. No portion of the expansion may be any closer to the ordinary high-water mark than the closest point of the existing principal structure.
- D. The Land Use Planning and Zoning Department shall issue a permit that requires a mitigation plan that shall be approved by the Land Use Planning and Zoning Department and implemented by the property owner by the date specified in the land use permit. The mitigation plan shall meet the standards found in Article XII.
- E. All other provisions of this chapter shall be met.

§ 338-57. Expansion of a nonconforming principal structure beyond setback. (NR 115.05(1)(g)5m)

An existing principal structure that was lawfully placed when constructed but does not comply with the required building setback under §§ 338-32 and 338-33, may be expanded landward of the shoreland setback area horizontally or vertically, provided that the expanded area meets the building setback requirements per § 338-32 or 338-33 and that all other provisions of this chapter are met. A mitigation plan is not required solely for expansion under this section, but may be required per Article IX.

§ 338-58. Relocation of nonconforming principal structure. (NR 115.05(1)(g)6)

An existing principal structure that was lawfully placed when constructed but does not comply with the required ~~building~~ shoreland setback per §§ 338-32A and 338-33, may be relocated on the property provided all of the following requirements are met:

- A. The use of the structure has not been discontinued for a period of 12 months or more if a nonconforming use.
- B. The existing principal structure is at least 35 feet from the ordinary high-water mark.
- C. No portion of the relocated structure is located any closer to the ordinary high-water mark than the closest point of the existing principal structure.
- D. The Land Use Planning and Zoning Department determines that no other location is available on the property to build a principal structure of a comparable size to the structure proposed for relocation that will result in compliance with the shoreland setback requirement per § 338-32A.
- E. The Land Use Planning and Zoning Department shall issue a permit that requires a mitigation plan that shall be approved by the Land Use Planning and Zoning Department and implemented by the

property owner by the date specified in the permit. The mitigation plan shall meet the standards found in Article XII and include enforceable obligations of the property owner to establish or maintain measures that the Land Use Planning and Zoning Department determines are adequate to offset the impacts of the permitted expansion on water quality, near-shore aquatic habitat, upland wildlife habitat, and natural scenic beauty. The mitigation measures shall be proportional to the amount and impacts of the replaced or relocated structure being permitted. The obligations of the property owner under the mitigation plan shall be evidenced by an instrument recorded in the office of the County Register of Deeds.

F. All other provisions of this chapter shall be met.

§ 338-59. Maintenance, repair, replacement or vertical expansion of structures authorized by variance. (§ 59.692(1k)(a)2, 4, and (b), Wis. Stats.)

A. A structure of which any part has been authorized to be located within the shoreland setback area by a variance granted before July 13, 2015, may be maintained, repaired, replaced, restored, rebuilt, or remodeled if the activity does not expand the footprint of the authorized structure. Additionally, the structure may be vertically expanded unless the vertical expansion would extend more than 35 feet above grade level. Counties may allow expansion of a structure beyond the existing footprint if the expansion is necessary to comply with applicable state or federal requirements.

B. Note: § 59.692(1k)(a)2, Wis. Stats., prohibits counties from requiring any approval or imposing any fee or mitigation requirement for the activities specified in § 338-59. However, it is important to note that property owners may be required to obtain permits or approvals and counties may impose fees under ordinances adopted pursuant to other statutory requirements, such as floodplain zoning, general zoning, sanitary codes, building codes, or even stormwater erosion control. **Any conditions placed on a previously granted variance remain binding and thus may override allowances in § 338-59 in part or in whole depending on the specific details of the condition(s).**

§ 338-60. Maintenance, repair, replacement of a building or structure in violation of a county shoreland zoning ordinance that may not be enforced. ((§ 59.692(1t), Wis. Stats. and § 59.692(1k)(a)2.c, Wis. Stats.)

A. An enforcement action may not commence against a person who owns a building or structure that is in violation of a shoreland zoning standard or this shoreland zoning ordinance if it has been in place for more than ten years.

B. A building or structure that is in violation of a shoreland zoning standard or this shoreland zoning ordinance but has been in place for more than ten years may be maintained, repaired, replaced, restored, rebuilt, or remodeled if the activity does not expand the footprint of the structure that is in violation. However, the structure may not be vertically or laterally expanded.

**ARTICLE XII
Mitigation**

§ 338-601. Mitigation. (NR 115.05 (1)(e)3c, (g)5d, (g)6e)

The purpose of mitigation is to establish and maintain measures adequate to offset the impacts of development on water quality, near-shore aquatic habitat, upland wildlife habitat, and natural scenic beauty. When a land use permit, issued under this chapter, requires mitigation according to § 338-32A(2) and §§ 338-48 and 338-58, the property owner must submit a complete permit application that includes a mitigation plan.

1148 A. The application shall be reviewed and approved by the County Land Use Planning and Zoning
1149 Department. The application shall include the following:

1150 (1) A scaled site plan that describes with images and notations the proposed mitigation measures:

1151 (a) The mitigation site plan shall be designed and implemented to restore natural functions lost
1152 through development and human activities.

1153 (b) The mitigation measures of the plan shall be proportional in scope to the impacts of
1154 development on water quality, near-shore aquatic habitat, upland wildlife habitat, and
1155 natural scenic beauty.

1156 (2) An implementation schedule stating the completion date of the mitigation measures. Also, there
1157 shall be an enforceable obligation on the property owner to establish and maintain the mitigation
1158 measures.

1159 (a) The enforceable obligations shall be evidenced by an instrument, shoreland mitigation
1160 agreement, recorded in the office of the Register of Deeds, prior to issuance of a land use
1161 permit.

1162 B. The various types of development projects that require mitigation measures based on this chapter shall
1163 have options to mitigate the impacts of those development projects as provided herein. In cases where
1164 a development project impacts more than one type of development requiring mitigation, mitigation
1165 measures shall provide the total points for all affected types of development. The mitigation measures
1166 with corresponding mitigation points applicable to development projects requiring mitigation are as
1167 follows:

1168 (1) Three points: Creation or restoration of the primary shoreland vegetative buffer zone, which is
1169 the area from the ordinary high-water mark to 35 feet landward. The mitigation points and buffer
1170 depth may be modified if a lesser buffer depth is approved by the Land Use Planning and Zoning
1171 Department, based on the scope of the development project.

1172 (2) One point: Each additional 500 square feet of native secondary vegetative shoreland buffer; after
1173 the shoreland vegetative buffer zone has been created or restored.

1174 (3) Removal of building structures: Removal area(s) landward of the shoreland vegetative buffer
1175 zone shall be restored and vegetated. Removal area(s) within the shoreland vegetative buffer
1176 zone shall be in accordance with Subsection D below.

1177 (a) Two points: Removal of each building structure having 200 square feet or more of
1178 impervious surface within the seventy-five-foot shoreland setback area.

1179 (b) One point: Removal of each building structure having less than 200 square feet of
1180 impervious surface within the seventy-five-foot shoreland setback area.

1182 (4) One point: Removal of each 200 square feet of impervious surface within 300 feet of the ordinary
1183 high-water mark of navigable waters. Removal area(s) landward of the shoreland vegetative
1184 buffer zone shall be restored and vegetated. Removal area(s) within the shoreland vegetative
1185 buffer zone shall be in accordance with Subsection D below.

1186 (5) One point: Removal of seawalls/bulkheads.

1187 (6) One point: Relocate access and viewing corridor to include boathouse. Vacated area(s) landward
1188 of the shoreland vegetative buffer zone shall be restored and vegetated. Vacated area(s) within
1189 the shoreland vegetative buffer zone shall be vegetated in accordance with Subsection D below.

1190 (7) Stormwater management that will infiltrate the peak flow discharge of stormwater runoff on a

lot or parcel, for a two-year rainfall event, into a rain garden(s) for conditions stated below. Other infiltration methods may be used as approved by the Land Use Planning and Zoning Department.

(a) Two points: Stormwater management practice that will infiltrate all the stormwater runoff from the impervious surface of principal building structure(s).

(b) Three points: Stormwater management practice that will infiltrate all the stormwater runoff from the impervious surface of principal building structure(s) and any accessory building structure(s).

(c) Four points: Stormwater management practice that will infiltrate the stormwater runoff from all the impervious surface(s).

C. Types of development requiring mitigation measures are as follows:

(1) Impervious surface development. Any of the following levels of impervious surface area, based on the standards of Article IX, shall provide mitigation measures having the following number of mitigation points.

(a) Three mitigation measure points shall be included in a mitigation plan on a lot or parcel where the percentage of impervious surface is greater than 15% and up to and including 20%.

(b) Four mitigation measure points shall be included in a mitigation plan on a lot or parcel where the percentage of impervious surface is greater than 20% and up to and including 25%.

(c) Five mitigation measure points shall be included in a mitigation plan on a lot or parcel where the percentage of impervious surface is greater than 25% and up to and including 30%.

(2) Lateral expansion of a nonconforming principal structure per § 338-56 shall require a mitigation plan that includes any mitigation measures listed in § 338-60B having a minimum of one point.

(3) Replacement or relocation of a nonconforming principal structure per § 338-58 shall require a mitigation plan that includes any mitigation measures listed in § 338-60B having a minimum of two points.

- 1218
- 1219 D. Where reference is made to a shoreland vegetative buffer zone, the buffer shall be designed in
- 1220 accordance with NRCS Interim Standard No. 643A and NRCS Wisconsin Biology Technical Note 1:
- 1221 Shoreland Habitat. In cases where these standards provide options, the Land Use Planning and Zoning
- 1222 Department shall make the determination which option is most appropriate in the design and execution
- 1223 of the project.
- 1224
- 1225 E. Where reference is made to a rain garden, the rain garden shall be designed, installed, and maintained
- 1226 in accordance with Wisconsin DNR Publication, PUB-WT-776-2018, "Rain Gardens: A Guide for
- Homeowners and Landscapers."
- 1227
- 1228 F. Where the Land Use Planning and Zoning Department determines a lot or parcel has excessive
- 1229 navigable water frontage for the purpose of a shoreland vegetative buffer installation, the Land Use
- 1230 Planning and Zoning Department may reduce the width of the shoreland vegetative buffer to no less
- than 100 feet.
- 1231
- 1232 G. All development projects requiring mitigation measures on a lot or parcel having a POWTS (private
- 1233 onsite wastewater treatment system) shall be required to have the POWTS evaluated by a licensed
- 1234 plumber to determine condition and sizing compliance; and, if needed, the POWTS shall be upgraded
- 1235 to comply with current applicable standards.

1236 **~~§ 338-61. (Reserved)~~**

1237

1238 **ARTICLE XIII**

1239 **Administration**

1240

1241 **§ 338-62. Administrative provisions. (NR 115.05(4))**

1242 **In order to establish, maintain, implement, and enforce this shoreland zoning ordinance each of the**

1243 **following shall be required: The appointment of an administrator and such additional staff as the workload**

1244 **may require. The creation of a zoning agency as authorized by s. 59.69(2), Stats, a board of adjustment as**

1245 **authorized by s. 59.694, Stat., and a county planning agency as defined in s. 236.02(3), Stats, and required**

1246 **by s. 59.692(3), Stats.**

1247 Given the County has created a Land Use Planning and Zoning Department, and Land Use Planning and

1248 Zoning Committee, and Board of Adjustment to administer and enforce land use ordinances, these same

1249 officials shall also administer and enforce this chapter. These officials, for the purpose of this shoreland

1250 zoning ordinance, shall be responsible for all of the following:

- 1251 A. A system of permits for ~~all~~ **establishing uses, land disturbances**, new construction, development,
- 1252 reconstruction, structural alteration, or moving of buildings and structures. A copy of applications
- 1253 shall be required to be filed in the Land Use Planning and Zoning Department, unless prohibited by §
- 1254 59.692(1k), Wis. Stats.
- 1255
- 1256 B. Perform regular inspection of permitted work in progress to ~~insure~~ **ensure** conformity of the finished
- structures **or completed land disturbing activities** with the terms of this chapter.
- 1257
- 1258 C. Establish a variance procedure which authorizes the Board of Adjustment to grant such variance from
- 1259 the terms of this chapter as will not be contrary to the public interest where, owing to special conditions
- 1260 and the adoption of the shoreland zoning ordinance, a literal enforcement of the provisions of this
- 1261 chapter will result in unnecessary hardship as long as the granting of a variance does not have the
- 1262 effect of granting or increasing any use of property which is prohibited in that zoning district by the
- shoreland zoning ordinance.
- 1263
- D. ~~Establish a special exception (conditional use permit) procedure for uses presenting special problems.~~

A conditional use permit (special exception permit) procedure in which a permit states that a use permitted as a conditional use (special exception) may be established, expanded, or enlarged subject to any conditions placed on the authorization and the provisions of this ordinance. The conditions (exceptions) should not be contradictory to the purposes of this ordinance as identified in section

- E. The County shall keep a complete record of all proceedings before the Board of Adjustment, and Land Use Planning and Zoning Committee.
- F. Written notice to the appropriate office of the Department at least 10 days prior to any hearing on a proposed variance, special exception, or conditional use permit, appeal for a map or text interpretation, map or text amendment, and copies of all proposed land divisions submitted to the County for review under Article IV.
- G. Submission to the appropriate office of the Department, within 10 days after grant or denial, copies of any decision on a variance, special exception, or conditional use permit, or appeal for a map or text interpretation, and any decision to amend a map or text of this chapter.
- H. ~~Mapped zoning districts and the recording, on an official copy of such map, of all district boundary amendments.~~ Development and maintenance of an official map of all mapped zoning district boundaries, amendments, and recordings. The official map for the shoreland-wetland zoning district is the Wisconsin Wetland Inventory found on the Department's Surface Water Data Viewer.
- I. The establishment of appropriate penalties for violations of various provisions of this chapter, including forfeitures. Compliance with this chapter shall be enforceable by the use of injunctions to prevent or abate a violation, as provided in § 59.69 (11), Wis. Stats.
- J. Investigate and report violations of this chapter for enforcement and/or prosecution.

§ 338-63. Permits.

- A. When required. Except where another section of this chapter specifically exempts certain types of development from this requirement, a land use permit shall be obtained from the Land Use Planning and Zoning Department, or Board of Adjustment, or Land Use Planning and Zoning Committee before any new development.
- B. Application. An application for a land use permit shall be made to the Land Use Planning and Zoning Department upon forms furnished by the Land Use Planning and Zoning Department and shall include for the purpose of proper enforcement of these regulations, the following information:
 - (1) Name and address of applicant and property owner.
 - (2) Legal description of the property and type of proposed use.
 - (3) A "to scale" drawing of the dimensions of the lot and location of all existing and proposed structures and impervious surfaces relative to the lot lines, center line of abutting highways, and the ordinary high-water mark of any abutting waterways.
 - (4) Location and description of any existing private water supply or sewage system or notification of plans for any such installation.
 - (5) Plans for appropriate mitigation when required.
 - (6) Payment of the appropriate fee.
 - (7) Additional information required by the Land Use Planning and Zoning Department.
- C. Expiration of permit. A land use permit shall expire 12 months from date issued.

1306
1307 **§ 338-64. Special exception permits (conditional use permits).**

- 1308 A. Application for a special exception permit. Any use listed as a special exception in this chapter shall
1309 be permitted only after an application has been submitted to the Land Use Planning and Zoning
1310 Department and a special exception permit has been granted by the Board of Adjustment. To secure
1311 information upon which to base its determination, the Board of Adjustment may require the applicant
1312 to furnish, in addition to the information required for a land use permit, the following information:
- 1313 (1) A plan of the area showing surface contours, soil types, ordinary high-water marks, ground
1314 water conditions, subsurface geology, and vegetative cover.
- 1315 (2) Location of buildings, parking areas, traffic access, driveways, walkways, piers, open space, and
1316 landscaping.
- 1317 (3) Plans of buildings, sewage disposal facilities, water supply systems, and arrangement of
1318 operations.
- 1319 (4) Specifications for areas of proposed filling, grading, lagooning or dredging.
- 1320 (5) Other pertinent information necessary to determine if the proposed use meets the requirements
1321 of this chapter.
- 1322 (6) Rationale for why the proposed special exception meets all of the special exception criteria
1323 listed in this chapter.
- 1324 B. Notice, public hearing and decision. Before deciding whether to grant or deny an application for a
1325 special exception permit, the Board of Adjustment shall hold a public hearing. Notice of such public
1326 hearing, specifying the time, place and matters to come before the Board of Adjustment, shall be given
1327 as a Class 2 notice under Ch. 985, Wis. Stats. Such notice shall be provided to the appropriate office
1328 of the Department at least 10 days prior to the hearing. The Board of Adjustment shall state in writing
1329 the grounds for granting or denying a special exception permit.
- 1330 C. Standards applicable to all special exceptions. In deciding a special exception application, the Board
1331 of Adjustment shall evaluate the effect of the proposed use upon:
- 1332 (1) The maintenance of safe and healthful conditions.
- 1333 (2) The prevention and control of water pollution including sedimentation.
- 1334 (3) Compliance with local floodplain zoning ordinances and opportunity for damage to adjacent
1335 properties due to altered surface water drainage.
- 1336 (4) The erosion potential of the site based upon degree and direction of slope, soil type, and
1337 vegetative cover.
- 1338 (5) The location of the site with respect to existing or future access roads.
- 1339 (6) The need of the proposed use for a shoreland location.
- 1340 (7) Its compatibility with uses on adjacent land.
- 1341 (8) The amount of liquid and solid wastes to be generated and the adequacy of the proposed disposal
1342 systems.
- 1343 (9) Location factors under which:
- 1344 (a) Domestic uses shall be generally preferred;
- 1345

(b) Uses not inherently a source of pollution within an area shall be preferred over uses that are or may be a pollution source;

(c) Use locations within an area tending to minimize the possibility of pollution shall be preferred over use locations tending to increase that possibility. Additional standards, such as parking, noise, etc., may be referred to the applicable part of their ordinance.

D. Conditions attached to special exception. Such conditions may include specifications for, without limitation because of specific enumeration: type of shore cover; specific sewage disposal and water supply facilities; landscaping and planting screens; period of operation; operational control; sureties; deed restrictions; location of piers, docks, parking, and signs; and type of construction.

(1) Upon consideration of the factors listed above, the Board of Adjustment shall attach such conditions, in addition to those required elsewhere in this chapter, as are necessary to further the purposes of this chapter. Violations of any of these conditions shall be deemed a violation of this chapter.

(2) In granting a special exception permit, the Board of Adjustment may not impose conditions which are more restrictive than any of the specific standards in this chapter. Where this chapter is silent as to the extent of restriction, the Board of Adjustment may impose any reasonable permit conditions to affect the purpose of this chapter.

E. Recording. When a special exception permit is approved, an appropriate record shall be made of the land use and structures permitted. Such permit shall be applicable solely to the structures, use, and property so described. A copy of any decision on a special exception permit shall be provided to the appropriate office of the Department within 10 days after it is granted or denied.

F. Revocation. Where the conditions of a special exception permit are violated, the special exception permit may be revoked.

§ 338-65. Variances.

A. The Board of Adjustment may grant upon appeal a variance from the standards of this chapter where an applicant convincingly demonstrates that:

(1) Literal enforcement of the provisions of this chapter will result in unnecessary hardship on the applicant; and

(2) The hardship is due to special conditions unique to the property; and

(3) Is not contrary to the public interest.

B. Notice, hearing, and decision. Before deciding on an application for a variance, the Board of Adjustment shall hold a public hearing. Notice of such hearing specifying the time, place, and matters of concern, shall be given a Class 2 notice under Ch. 985, Wis. Stats. Such notice shall be provided to the appropriate office of the Department at least 10 days prior to the hearing. The Board of Adjustment shall state in writing the reasons for granting or refusing a variance and shall provide a copy of such decision to the appropriate Department office within 10 days of the decision.

§ 338-66. Board of Adjustment.

The chair of the County Board shall appoint a Board of Adjustment consisting of three members and two alternate members under § 59.694, Wis. Stats. The County Board shall adopt such rules for the conduct of the business of the Board of Adjustment as required by § 59.694(3), Wis. Stats.

A. Powers and duties (§ 59.694 Wis. Stats.).

- (1) The Board of Adjustment shall adopt such additional rules as it deems necessary and may exercise all of the powers conferred on such boards by § 59.694, Wis. Stats.
- (2) It shall hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by an administrative official in the enforcement or administration of this chapter.
- (3) It shall hear and decide applications for special exception permits pursuant to Section 338-64.
- (4) It may grant a variance from the standards of this chapter pursuant to Section 338-65.
- (5) In granting a variance, the board may not impose conditions which are more restrictive than any of the specific standards in this chapter. Where this chapter is silent as to the extent of restriction, the board may impose any reasonable permit conditions to affect the purpose of this chapter.
- B. Appeals to the Board. Appeals to the Board of Adjustment may be made by any person aggrieved of by an officer, department, board, or bureau of the County affected by any decision of the Land Use Planning and Zoning Department or other administrative officer. Such appeal shall be made within 30 days, as provided by the rules of the County Board, by filing with the officer whose decision is in question, and with the Board of Adjustment, a notice of appeal specifying the reasons for the appeal. The Land Use Planning and Zoning Department, or other officer whose decision is in question, shall promptly transmit to the Board of Adjustment all the papers constituting the record concerning the matter appealed.
- C. Hearing Appeals and Applications for Variances and Special Exception Permits. (§ 59.694(6), Wis. Stats.)
- (1) The Board of Adjustment shall fix a reasonable time for a hearing on the appeal or application. The Board of Adjustment shall give public notice thereof by publishing a Class 2 notice under Chapter 985, Wis. Stats, specifying the date, time, and place of the hearing and the matters to come before the Board of Adjustment. Notice shall be mailed to the parties in interest. Written notice shall be given to the appropriate office of the Department at least 10 days prior to hearings on proposed shoreland variances, special exceptions (conditional uses), and appeals for map or text interpretations.
- (2) A decision regarding the appeal or application shall be made as soon as practical. Copies of all decisions on shoreland variances, special exceptions (conditional uses), and appeals for map or text interpretations shall be submitted to the appropriate office of the Department within 10 days after they are granted or denied.
- (3) The final disposition of an appeal or application to the Board of Adjustment shall be in the form of a written resolution or order signed by the chairman and secretary of the Board of Adjustment. Such resolution shall state the specific facts which are the basis of the Board of Adjustment determination and shall either affirm, reverse, vary, or modify the order, requirement, decision, or determination appealed, in whole or in part, dismiss the appeal for lack of jurisdiction or prosecution or grant the application.
- (4) At the public hearing, any party may appear in person or by agent or by attorney.

§ 338-67. (Reserved)

ARTICLE XIV
Amendments

1435
1436 **§ 338-68. Changes and amendments.**

1437 The County Board may, from time to time, alter, supplement, or change the regulations contained in this
1438 chapter in accordance with the requirements of § 59.69(5)(e), Wis. Stats, Ch. NR 115, Wis. Adm. Code and
1439 this chapter where applicable.

1440 A. Amendments. Amendments to this chapter may be made on petition of any interested party as provided
1441 in § 59.69(5), Wis. Stats.

1442 B. Shoreland-Wetland map amendments. Every petition for a Shoreland-Wetland map amendment filed
1443 with the County Clerk shall be referred to the Land Use Planning and Zoning Committee. A copy of
1444 each petition shall be provided to the appropriate office of the Department within five days of the
1445 filing of the petition with the County Clerk. Written notice of the public hearing to be held on a
1446 proposed amendment shall be provided to the appropriate office of the Department at least 10 days
1447 prior to the hearing.

1448 (1) A copy of the County Board's decision on each proposed amendment shall be forwarded to the
1449 appropriate office of the Department within 10 days after the decision is issued.

1450
1451 **§ 338-69. (Reserved)**

1452
1453 **ARTICLE XV**
1454 **Enforcement**
1455

1456 **§ 338-70. Investigation of alleged violations.**

1457 Any violation of the provisions of this chapter shall be deemed unlawful. When necessary, to determine
1458 compliance with this chapter, the Land Use Planning and Zoning Department shall investigate alleged
1459 violations. After confirmation that a violation exists, the Land Use Planning and Zoning Department shall
1460 pursue compliance of the violation and enforce the provisions of this chapter.

1461
1462 **§ 338-71. Violations and penalties; citations.**

1463 A. Any violation of the provisions of this chapter by or under the direction of the landowner shall be
1464 brought into compliance upon notification by the Land Use Planning and Zoning Department or the
1465 Land Use Planning and Zoning Committee or the County Corporation Counsel.

1466 B. The County Corporation Counsel shall have the authority to use all legal remedies necessary to enforce
1467 the provisions of this chapter. After consultation with the Land Use Planning and Zoning Department
1468 and/or the Land Use Planning and Zoning Committee, the Corporation Counsel shall determine which
1469 legal remedy or legal remedies are in order to enforce the provisions of this chapter.

1470 C. Each day that the violation exists, after receiving notice of the violation from the Land Use Planning
1471 and Zoning Department by certified or registered mail, or personal service per § 801.11, Wis. Stats.,
1472 shall constitute a separate offense.

1473 (1) Any landowner who violates or refuses to comply with any of the provisions of this chapter shall
1474 be subject to a forfeiture of not less than \$50 nor more than \$500 per offense, together with the
1475 taxable costs of action.

1476 (2) A landowner may request an extension to a deadline for compliance as set by the Department.
1477 The request for extension must be made in writing and include the following information: parcel
1478 number, address, current owner information, reference within the ordinance(s) of existing
1479 violations, number of days the extension is being requested for, enforceable compliance

schedule/time frame, if any, other existing violations on the property have been resolved, and other pertinent information.

- D. In addition to the Corporation Counsel having the authority to enforce the provisions of this chapter per Subsection B above, the designated staff of the Land Use Planning and Zoning Department shall have the authority to and may prepare, sign, and issue citations in order to commence action to achieve compliance with the provisions of this chapter.

§ 338-72. Stop-work orders.

- A. No land use permit obtained. When the Land Use Planning and Zoning Department is notified or becomes aware of any activity in violation of the provisions of this chapter by or under the direction of the landowner that requires issuance of a land use permit pursuant to this chapter, and such a permit has not been obtained, the Land Use Planning and Zoning Department may issue a stop-work order requiring any such activity to be immediately stopped and enjoined.
- B. Land use permit obtained. When the Land Use Planning and Zoning Department is notified or becomes aware of any activity in violation of the provisions of this chapter by or under the direction of the landowner for which a land use permit was issued and the actual activity deviates from that land use permit, the Land Use Planning and Zoning Department may issue a stop-work order requiring the activity to be immediately stopped and enjoined.
- C. The stop-work order shall be mailed to the subject landowner's property tax bill mailing address or the mailing address as stated on the land use permit application and/or to any person signing the land use permit application.
- D. The stop-work order card issued and posted by the Land Use Planning and Zoning Department shall be posted at the subject site in plain view from a nontrespass location off the subject property. A stop-work order card shall remain posted until compliance of the violation occurs. In the event that a stop-work order has been removed from its posted location by persons other than Department staff, the property owner(s) and/or other agents, upon conviction, shall be subject to a \$300 fine plus court costs. The fine shall increase by \$300 after each offense and be cumulative. For example: \$300 first offense, \$600 for second offense, \$900 for third offense, and so on. If a property owner removes a stop work order sign three times they shall be subject to \$1,800 (\$300 + \$600 + \$900) in fines plus court costs.
- E. An action filed pursuant to the Board of Adjustment or to any court shall stop work during and until the final outcome of the action has been reached or until so ordered by a Court of appropriate jurisdiction.

§ 338-73. Injunctions.

Every violation of this chapter is a public nuisance, and the creation thereof may be enjoined and the maintenance thereof abated pursuant to § 59.69(11), Wis. Stats.

§ 338-74. Emergency conditions.

Whenever the Land Use Planning and Zoning Department finds that an emergency exists such as sudden, unexpected occurrences, or combinations thereof, unforeseen conditions or circumstances at the time beyond a landowner's control, adverse weather conditions, meeting a timetable which requires immediate action to protect the public health, safety, and welfare, the Land Use Planning and Zoning Department may, without notice or hearing, issue an order citing the existence of such emergency and may require that such action be taken as may be deemed necessary to meet the emergency. The Land Use Planning and Zoning Department shall notify the Chairperson of the Land Use Planning and Zoning Committee within 24 hours of such situations. Notwithstanding any other provisions of this chapter, such order shall become effective immediately. Any person to whom such order is directed shall comply therewith immediately. Appeals or

challenges to emergency orders may be brought to the Board of Adjustment after emergency conditions have ceased.

§ 338-75. (Reserved)

**ARTICLE XVI
Fees**

§ 338-76. Fees.

A. The following fees shall be paid to Green Lake County at the Land Use Planning and Zoning Department at the time of application for each service requested as listed below to defray the cost of administration, investigation, advertising, and processing. Land use permit fee is based on construction value of project:

(1) Fee.

Value of Project	Fee
\$0 to \$999	\$50
\$1,000 to \$99,999	\$150
\$100,000 to \$199,999	\$300
\$200,000 to \$299,999	\$400
\$300,000 to \$399,999	\$500
\$400,000 to \$499,999	\$600
\$500,000 to \$599,999	\$700
\$600,000 to \$699,999	\$800
\$700,000 to \$799,999	\$900
\$800,000 to \$899,999	\$1,000
\$900,000 or more	\$1,250

(2) Permit renewals are the same as the original fee.

(3) After-the-fact permit is double the above-stated fee.

(4) Permit fees may be waived in cases where the Land Use Planning and Zoning Department determines the project(s) to be funded or conducted by federal, state, or local governmental bodies.

B. All public hearing items such as a variance, rezone, appeal, conditional use permit, ordinance amendment, planned unit development, or special exception permit: \$375.

C. All public hearing items listed above, postponed at the request of the applicant prior to public hearing: \$250.

§ 338-77. (Reserved)

ARTICLE XVII
Definitions

§ 338-78. Definitions.

A. For the purpose of administering and enforcing this chapter, the terms or words used herein shall be interpreted as follows: Words used in the present tense include the future; words in the singular number include the plural number; and words in the plural number include the singular number. The word "shall" is mandatory, not permissive. All distances, unless otherwise specified, shall be measured horizontally.

B. The following terms or words used in this chapter mean:

ACCESS AND VIEWING CORRIDOR (NR 115.03(1d)) — A strip of vegetated land that allows safe pedestrian access to the shore ~~extending waterward from the seventy-five foot shoreland building setback~~ through the vegetative buffer zone.

AFTER-THE-FACT PERMIT — A land use permit that was issued for a development on a date after the development had already commenced, was under construction, or was completed. The fee for an after-the-fact permit is double the standard land use permit fee [see § 338-76A(1)].

BOATHOUSE (NR 115.03(1h)) — A permanent structure used for the storage of watercraft and associated materials and includes all structures which are totally enclosed, have roofs or walls, or any combination of these structural parts.

BUILDING ENVELOPE (NR 115.03(1p)) — The three-dimensional space within which a structure is built.

COUNTY ZONING AGENCY (NR 115.03(2)) — That committee or commission created or designated by the County Board under § 59.69(2)(a), Wis. Stats, to act in all matters pertaining to County planning and zoning. In Green Lake County, this body shall be known as the Land Use Planning and Zoning Committee.

DEER STAND — Open or enclosed platforms used by hunters. The platforms are secured to trees (or free standing) in order to elevate the hunter and give him (or her) a better vantage point.

DEPARTMENT (NR 115.03(3)) — The Department of Natural Resources.

DEVELOPMENT — Any man-made change to improved or unimproved real estate, including but not limited to, the construction of buildings, structures, or accessory structures; the construction of additions or substantial alterations to buildings, structures, or accessory structures; the placement of buildings or structures; mining, dredging, filling, grading, paving, excavation, or drilling operations; and the storage, deposition, or extraction of materials.

DRAINAGE SYSTEM — One or more artificial ditches, tile drains, or similar devices which collect surface runoff or groundwater and convey it to a point of discharge.

EXISTING DEVELOPMENT PATTERN (NR 115.03(3m)) — That principal structures exist within 250 feet of a proposed principal structure in both directions along the shoreline.

FLOODPLAIN (NR 115.03(4)) — The land which has been or may be hereafter covered by flood water during the regional flood. The floodplain includes the floodway and the flood fringe as those terms are defined in Ch. NR 116, Wis. Adm. Code.

FOOTPRINT — The land covered by a structure at ground level measured on a horizontal plane. The footprint of a structure includes the horizontal plane bounded by the furthest exterior wall ~~and eave if present, projected to natural grade.~~ For

structures without walls (decks, stairways, patios, carports) having a single-horizontal plane, the footprint is bounded by the furthest portion of the structure projected to natural grade.

Note: For the purposes of replacing or reconstructing a nonconforming building with walls, the footprint shall not be expanded by enclosing the area that is located within the horizontal plane from the exterior wall to the eaves projected to natural grade. This constitutes a lateral expansion under Ch. NR 115, Wis. Adm. Code, and would need to follow Ch. NR 115.05(1)(g)5, Wis. Adm. Code.

GENERALLY ACCEPTED FORESTRY MANAGEMENT PRACTICES (NR 1.25(2)(b), Wis. Adm. Code) — Forestry management practices that promote sound management of a forest. Generally accepted forestry management practices include those practices contained in the most recent version of the Department publication known as Wisconsin Forest Management Guidelines and identified as PUB FR-226.

HUNTING BLIND — A hunting blind (or hide) is an easily portable, cover device for hunters, designed to reduce the chance of detection. Not including deer stands.

IMPERVIOUS SURFACE (NR 115.03(4g)) — An area that releases as runoff all or a majority of the precipitation that falls on it. "Impervious surface" excludes frozen soil but includes rooftops, sidewalks, driveways, parking lots, and streets unless specifically designed, constructed, and maintained to be pervious. Roadways as defined in § 340.01(54), Wis. Stats., or sidewalks as defined in § 340.01(58), Wis. Stats., are not considered impervious surfaces.

Note: "Roadway" means that portion of a highway between the regularly established curb lines or that portion which is improved, designed or ordinarily used for vehicular travel, excluding the berm or shoulder. In a divided highway the term "roadway" refers to each roadway separately but not to all such roadways collectively. "Sidewalk" means that portion of a highway between the curb lines, or the lateral lines of a roadway, and the adjacent property lines, constructed for use of pedestrians.

LAND DISTURBING ACTIVITY — Any man-made change of the land surface, the effect of which may alter the currently existing topography, or may expose soil and result in soil erosion from water or wind and the movement of sediments, including but not limited to filling, grading, lagooning, dredging, ditching, and excavating. Agricultural land uses, such as planting, growing, cultivating and harvesting of crops, growing and tending of gardens, and harvesting of trees are not considered land disturbing activity if conducted outside the vegetative buffer zone. This definition applies to those lands outside of the designated Shoreland-Wetland District; see Article III for permitted uses of those designated lands.

LOT — An area of land that is ~~part of a recorded subdivision plat, certified survey map, or other document using the platting process, that is identified by an assigned number or letter~~ a continuous parcel of land, not divided by a public right-of-way, and sufficient in size to meet the lot width and lot area provisions of this ordinance.

LOT OR PARCEL AREA — The total square footage lying within the peripheral boundaries of a recorded lot or parcel boundary description, including the land over which easements have been granted. The area of a lot or parcel is measured on a horizontal plane and is bounded by the front, side, and real lot lines but does not include the area of any land below the ordinary high- water mark of navigable waters.

LOT OR PARCEL OF RECORD — An area of land, the description of which is properly recorded with the County Register of Deeds, which at the time of its recordation complied with all applicable laws, ordinances, and regulations. The act of recording is the time at which a lot or parcel is created.

LOT OR PARCEL, SUBSTANDARD — A legally created lot or parcel that met minimum area and minimum average width requirements when created, but does not meet current lot size requirements

for a new lot or parcel.

MITIGATION (NR 115.03(4r)) — Balancing measures that are designed, implemented, and function to restore natural functions and values that are otherwise lost through development and human activities.

NAVIGABLE WATERS (NR 115.03(5)) — Lake Superior, Lake Michigan, all natural inland lakes within Wisconsin and all streams, ponds, sloughs, flowages and other waters within the territorial limits of this state, including the Wisconsin portion of boundary waters, which are navigable under the laws of this state. Under § 281.31(2)(4m), Wis. Stats., notwithstanding any other provision of law or administrative rule promulgated thereunder, shoreland ordinances required under § 59.692, Wis. Stats., and Ch. NR 115, Wis. Adm. Code, do not apply to lands adjacent to:

- (1) Farm drainage ditches where such lands are not adjacent to a natural navigable stream or river and such lands were not navigable streams before ditching; and
- (2) Artificially constructed drainage ditches, ponds, or stormwater retention basins that are not hydrologically connected to a natural navigable water body.

ORDINARY HIGH-WATER MARK (NR 115.03(6)) — The point on the bank or shore up to which the presence and action of surface water is so continuous as to leave a distinctive mark such as by erosion, destruction, or prevention of terrestrial vegetation, predominance of aquatic vegetation, or other easily recognized characteristics.

PARCEL — An area of contiguous land having a boundary description duly recorded in the Register of Deeds office that identifies the boundaries of that specific parcel.

PATIO — A residential accessory structure, used as an outdoor space for leisure, dining, cooking, or similar use, that consists of a surface layer, including but not limited to concrete, pavers, bricks, tiles, asphalt or stone (e.g. flagstone, limestone, bluestone, slate, granite, gravel, stone screenings) and the supporting base layers extending subgrade to the underlying soil.

PLUMBING — A system of pipes, drains, fittings, valves, valve assemblies, and devices installed in a building for the distribution of water for drinking, heating and washing, and the removal of waterborne wastes and the skilled trade of working with pipes, tubing and plumbing fixtures in such systems. For the purpose of this chapter, plumbing includes piping, and associated fixtures that convey gases as well as liquids.

PREVIOUSLY DEVELOPED — A lot or parcel that was developed with a structure legally placed upon it.

REGIONAL FLOOD (NR 115.03(7)) — A flood determined to be representative of large floods known to have generally occurred in Wisconsin and which may be expected to occur on a particular stream because of like physical characteristics, once in every 100 years.

REMODEL — The process where an existing structure undergoes structural reorganization, alteration or renewal without increasing the existing structure's footprint.

ROUTINE MAINTENANCE OF VEGETATION (NR 115.03(7m)) — Normally accepted horticultural practices that do not result in the loss of any layer of existing vegetation and do not require earth disturbance.

SETBACK — The horizontal distance between a structure and an established lot line.

- (1) SETBACK, SHORELAND — See "shoreland area."
- (2) SETBACK, SIDE — The open land area between the adjacent side lot line and the nearest point of the structure and extending from the street yard to the rear or shore yard.
- (3) SETBACK, STREET — The open land area across the full width of the property between

1689 the street lot line and the nearest point of the structure.

1690 SHORELAND (NR 115.03(8)) — Lands within the following distances from the ordinary high-water
1691 mark of navigable waters: 1,000 feet from a lake, pond, or flowage; and 300 feet from a river or stream
1692 or to the landward side of the floodplain, whichever distance is greater.

1693 SHORELAND AREA/SHORELAND SETBACK — Also known as the "shoreland setback area" in
1694 § 59.692(1)(bn), Wis. Stats., means an area in a shoreland that is within a certain distance of the
1695 ordinary high-water mark in which the construction or placement of structures has been limited or
1696 prohibited under an ordinance enacted under § 59.692, Wis. Stats.

1697 SHORELAND-WETLAND DISTRICT — A zoning district, created as a part of a County zoning
1698 ordinance, comprised of shorelands that are designated as wetlands on the Wisconsin wetland
1699 inventory maps prepared by the Department as depicted on the Department of Natural Resources
1700 Surface Water Data Viewer.

1701 SPECIAL EXCEPTION (CONDITIONAL USE) (NR 115.03(10)) — A use which is permitted by
1702 this chapter provided that certain conditions specified in this chapter are met and that a permit is
1703 granted by the Board of Adjustment or, where appropriate, the Land Use Planning and Zoning
1704 Committee or County Board.

1705 STRUCTURE (§59.692(1)(e) Wis. Stats.) — A principal structure or any accessory structure
1706 including a garage, shed, boathouse, sidewalk, walkway, patio, deck, retaining wall, porch, or fire pit.

1707 STRUCTURE, ACCESSORY (§59.692(1)(e) Wis. Stats.) — A subordinate structure on the same
1708 property as the principal structure which is devoted to a use incidental to the principal use of the
1709 property. Accessory structures include, but are not limited to, detached garages, sheds, barns, gazebos,
1710 patios, decks, swimming pools, hot tubs, fences, retaining walls, driveways, parking lots, sidewalks,
1711 detached stairways, and lifts.

1712 SUBSTANDARD LOTS — A legally created lot or parcel that met minimum area and minimum
1713 average width requirements when created but does not meet current requirements for a new lot or
1714 parcel.

1715 UNNECESSARY HARDSHIP (NR 115.03(11)) — That circumstance where special conditions,
1716 which were not self- created, affect a particular property and make strict conformity with restrictions
1717 governing area, setbacks, frontage, height or density unnecessarily burdensome or unreasonable in
1718 light of the purposes of this chapter.

1719 VARIANCE — An authorization granted by the Board of Adjustment to construct, alter, or use a
1720 building, structure, or land in a manner that deviates from the dimensional standards of this chapter.

1721 VEGETATED BUFFER ZONE, SHORELAND — That nearshore area that extends 35 feet landward
1722 from the OHWM of navigable waters. This area contains a diverse mixture of native species that may
1723 include grasses, grass-like species, forbs, shrubs, and trees. It is either natural or is constructed in
1724 accordance with § 338-60D, and functions to attenuate, absorb and filter stormwater runoff prior to
1725 being introduced into navigable waters.

1726 WETLANDS (NR 115.03(13)) — Those areas where water is at, near, or above the land
1727 surface long enough to be capable of supporting aquatic or hydrophytic vegetation and which have
1728 soils indicative of wet conditions.

1729

1730 **BE IT FURTHER ORDAINED**, that this ordinance shall become effective upon passage and
1731 publication.

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Date: 3/3/2026 and 9/1/2026
Department: Sheriff/Maintenance/Radio Towers
Amount: 12,545.00 and
Budget Year Amended: 2026

Recording information

Batch no: _____
Date: _____

Source of Increase / Decrease and affect on Program:
(If needed attached separate brief explanation.)

Northeast Asphalt Quote approved in Admin on Feb 12, 2026 for counties responsibility for half the cost of paving the driveway easment at the Green Lake Campground/Tower Project. Amended Quote dated 5/19/2026 attached for \$40,165 (Green Lake's Portion \$20,082.50) \$12,545 was previously approved, \$7,537.50 was the additional portion of the quote Green Lake County is responsible for.

Are Green Lake County contingency funded needed to fund this budget adjustment? **YES** NO
If Yes, complete sections 1, 2, and 3. If No, complete sections 1 and 2 and inform oversight committee.

Section #1

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
26-101-00-58000-000-000	Contingency Expense	\$ 110,000.00	\$ (12,545.00)	\$ 97,455.00
26-100-00-57000-000-000	Radio Tower Capital Outlay		\$ 12,545.00	\$ 12,545.00
26-101-00-58000-000-000	Contingency Expense	\$ 97,455.00	\$ (7,537.50)	\$ 89,917.50
26-100-00-57000-000-000	Radio Tower Capital Outlay	\$ 12,545.00	\$ 7,537.50	\$ 20,082.50
				\$ -
				\$ -
Total Adjustment			\$ -	

Section #2

Department Head Approval: M. A. Padell
Finance Director Approval: Kayla Jonke
County Administrator Approval: Jason Jerome
Inform your Governing Committee

Date: 09-01-26
Date: 9/1/2026
Date: 09/01/2026
Date: _____

Section #3

Governing Committee Approval: _____

Date: _____

Following this approval please forward to the County Clerk's Office.

Finance Committee Approval: _____

Date: _____

County Board Approval: _____

Date: _____

REVISED PROPOSAL

SUBMITTED TO:

Michael Van Meel
mvanmeel@greenlakecountywi.gov

DATE: May 19, 2026
PHONE: 920-229-5119 **FAX:**
JOB NAME: Tower Entrance Paving 2026
JOB LOCATION: Green Lake, WI
PLAN DATE:

For furnishing the necessary labor, material, and equipment to complete the following:

3" HMA Option

- ☐ Remove the existing asphalt of approximately 730 sy.
- ☐ Excavate for new 12" base course.
- ☐ Fine grade base course of approximately 730 sy.
- ☐ Construct a 3" compacted standard duty asphalt pavement of approximately 730 sy.
- ☐ Supply and place topsoil on edges of new pavement (no restoration included)

TOTAL PRICE: \$37,200.00

4" HMA Option

- ☐ Remove the existing asphalt of approximately 730 sy.
- ☐ Excavate for new 12" base course.
- ☐ Fine grade base course of approximately 730 sy.
- ☐ Construct a 4" compacted standard duty asphalt pavement of approximately 730 sy.
- ☐ Supply and place topsoil on edges of new pavement (no restoration included)

TOTAL PRICE: 40,165.00

NOTES:

1. 1 Mobilization included.
2. Permits are not included.
3. Price does not include any undercutting of unsuitable soil or private utility locates.
4. The above price is based upon the site allowing for a minimum of 1% drainage. If 1% drainage is not obtainable, water ponding may occur.

If you have any questions on this proposal, please call me at the contact information listed above.

Thank you!

IF THIS PROPOSAL IS NOT ACCEPTED AND RETURNED WITHIN **10 DAYS** FROM THE DATE OF THIS PROPOSAL OR IF THE WORK IS NOT COMPLETED BY **July 1, 2026**, NORTHEAST ASPHALT, INC. RESERVES THE RIGHT TO WITHDRAW THE PROPOSAL OR MODIFY THE TERMS OF THE PROPOSAL/CONTRACT.

PRIOR TO NORTHEAST ASPHALT, INC. BEGINNING WORK UNDER THIS CONTRACT, OWNER/CONTRACTOR SHALL PROVIDE EVIDENCE THAT THE FOLLOWING PAYMENT TERM IS MET OR PAID AND IS ACCEPTABLE TO NORTHEAST ASPHALT, INC. TO FULFILL THEIR OBLIGATIONS UNDER THIS CONTRACT: CONTRACT PAYMENT SCHEDULE

PLEASE CALL ANGIE AT 920-939-7782 TO GET APPROVAL ON YOUR PROPOSED SCHEDULE OR TO MAKE PAYMENT ARRANGEMENTS.

PROPOSAL TERMS AND CONDITIONS

Work of Others: Prior to the commencement of the Work, the work of others shall be completed to such an extent that it will not in any way conflict or interfere with the Work. If Northeast Asphalt, Inc. is directed to commence Work prior to the time such other work is completed, Owner/Contractor agrees to pay the costs of any extra mobilizations or reduced productivity attributable to Northeast Asphalt, Inc. commencing any of the Work before any others have completed their work.

Duration: In order to meet any agreed upon completion date, Northeast Asphalt, Inc. must receive a 10-day advance notice to proceed plus the total allowable number of working days required to complete the Work under normal conditions. Performance of the Work is contingent upon strikes, accidents or delays beyond Northeast Asphalt, Inc.'s control.

Changed Conditions: Any changed condition of the job specifications involving extra costs will be performed only upon submission of a written change order, and Owner/Contractor will be required to pay to Northeast Asphalt, Inc. an extra charge over and above the original contract price for performance of the requested change order.

Utilities: Northeast Asphalt, Inc. will not be responsible for damage to any underground utilities or other hidden conditions if the Owner/Contractor fails to give Northeast Asphalt, Inc. advance notice of their existence and location. Owner/Contractor agrees to indemnify and hold Northeast Asphalt, Inc. harmless for any loss, expense or damage resulting from, arising out of, or in any way related to such condition.

Access: Physical access by heavy equipment and material delivery vehicles to the site that is the subject of this contract may result in physical damage to property including but not limited to existing pavement, landscape, or structures. Northeast Asphalt, Inc. will cooperate with the Owner/Contractor in finding alternative access solutions, but the Owner/Contractor does hereby release and hold harmless Northeast Asphalt, Inc. from any claims for physical damage caused from access to the site. Owner/Contractor agrees that any physical damage to property caused by Northeast Asphalt, Inc.'s heavy equipment and material delivery vehicles in the process of gaining access to the site, where no other access options have been made available, shall be the responsibility of the Owner/Contractor.

Restoration: Northeast Asphalt, Inc. will not be responsible for any restoration of adjacent areas disturbed as a result of construction, including, but not limited to, stone shoulder, adjustment of drainage structures or landscaping that may need to be performed to allow for proper drainage of water from the surface of the new pavement unless otherwise agreed to in the scope of work.

Damage Waiver: Any claim for property damage is conclusively waived unless presented to Northeast Asphalt, Inc. in writing within seven (7) calendar days of the occurrence.

Acceptance of Material/Labor: All materials and labor are conclusively accepted as satisfactory unless objected to in writing within seven (7) calendar days of performance.

Lien Law: "AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, BUILDER (NORTHEAST ASPHALT, INC.) HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED BUILDER, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO HIS MORTGAGE LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID."

Compliance with Laws: Owner/Contractor, at its sole expense, shall comply with and obtain all necessary licenses and permits under present and future laws, statutes, ordinances, rules, orders or regulations of any governmental body having jurisdiction over the site, the Work, or the Owner/Contractor shall bear the sole cost of any fines or penalties for failure to comply with or obtain the same and shall indemnify and hold Northeast Asphalt, Inc. harmless for any fine, penalty or expense resulting from, arising out of, or in any way related to Owner/Contractor's violations under this paragraph.

Payment: Northeast Asphalt, Inc. proposes to furnish material and labor - complete in accordance with above specifications and prices. Northeast Asphalt, Inc. is entitled to final payment upon substantial completion of the "Work" required herein. Terms of payment shall be net on receipt of invoice. A 1.5% per month service charge shall be charged on all outstanding balances. Upon receipt of payment in full, Northeast Asphalt, Inc. will provide a lien waiver required by Owner/Contractor.

Collection Costs: If any amount due under this contract is not paid when due, is referred to any attorney for collection (whether or not litigation is commenced), or if any legal advice, services, or action shall be necessary, Owner/Contractor agrees to pay all attorney's fees, costs and expenses incurred by Northeast Asphalt, Inc. in connection with collecting that amount.

Insurance/Indemnification: This Proposal is contingent upon the express agreement that indemnification, defense, additional insured status and waivers of subrogation, if required by the Owner/Contractor, shall be provided by Northeast Asphalt, Inc., but only to the extent of Northeast Asphalt, Inc.'s negligent acts or omissions in the performance of its work. Owner/Contractor to carry any necessary property insurance on the Work. Northeast Asphalt, Inc.'s workers are fully covered by Workers' Compensation Insurance. Northeast Asphalt, Inc. will meet insurance limits of liability by using a combination of primary insurance policies and umbrella/excess policies.

Warranty: All material is guaranteed to be as specified. All Work to be completed in a workmanlike manner according to standard practices. Northeast Asphalt, Inc.'s warranty excludes remedy for damage or defect caused by abuse, modifications not executed by Northeast Asphalt, Inc., its subcontractors or suppliers, improper or insufficient maintenance, improper operation, normal wear and tear under normal usage or excessive manipulation over the original design criteria. Northeast Asphalt, Inc.'s warranty for material and

workmanship is for the term of one year from Northeast Asphalt, Inc.'s last substantial labor date and is in lieu of any other warranty or remedy required by law.

Site Drainage: Northeast Asphalt, Inc. reserves the right to refuse to construct a pavement unless minimum grades of 1% are attainable for surface drainage. If the Owner directs construction with less than a minimum grade of 1% or if the plans do not provide 1% drainage in all directions, it is understood and agreed that waterponding may occur and that no warranty will attach to the Work. Northeast Asphalt, Inc. is not responsible for the redesigning of plan grades in order to establish a minimum of 1% drainage.

Subgrade/Aggregate Base: The Owner/Contractor is responsible to furnish Northeast Asphalt, Inc. a suitable subgrade/aggregate base having the ability to support the maximum axle loads transmitted from the heaviest construction and/or vehicle traffic anticipated as not to cause any deformation to the subgrade/aggregate base. All subgrade must be rough graded by Owner/Contractor to within $\pm 0.1'$ of the proposed plan subgrade elevations.

Heaving and Cracking: Heaving of asphalt pavements caused by, but not limited to, wet conditions, expansive soils, and freeze-thaw cycles, is not the responsibility of Northeast Asphalt, Inc. Cracking of asphalt pavements caused by, but not limited to, freeze-thaw cycles, excessive drying of expansive soils, clay soils and reflective cracking, is not the responsibility of Northeast Asphalt, Inc.

Fine Grading of Aggregate Base by Northeast Asphalt, Inc.: If Northeast Asphalt, Inc. fine grades the surface to be paved, the Owner/Contractor shall furnish a surface rough graded to within $\pm 0.1'$ of the proposed plan aggregate base course elevations.

Fine Grading of Aggregate Base by Others: If Owner/Contractor fine grades the surface to be paved, Northeast Asphalt, Inc. may choose to request additional work to correct the surface to be paved for (but not limited to) stability, surface drainage, slope, and elevation. Additional corrective work will be done at no cost to Northeast Asphalt, Inc.

Resurfacing: When resurfacing concrete, brick or asphalt pavements, Northeast Asphalt, Inc. is not responsible for the reproduction of cracks or expansion joints which may occur.

Exclusion of WDOT Specifications: If Wisconsin DOT Standard Specifications are being used, this proposal excludes the following: 450.3.2.1.1 and 450.3.2.1.2 Preparation and Paving Operations and Cold Weather Paving: Northeast Asphalt, Inc. will provide the best quality pavement achievable based on all other required standard specifications.

450.3.2.9 Testing (Ride Quality): Northeast Asphalt, Inc. will provide the best quality ride achievable based on all other required standard specifications.

455.2.2 and 455.2.3 Sampling and Testing (Asphaltic Materials): Northeast Asphalt, Inc. will provide Owner/Contractor a Wisconsin approved mix design and all other material requirements per section 460. Northeast Asphalt, Inc. will perform daily quality control mixture testing at Owner/Contractor's request.

460.2.8.2 Contractor Testing: Northeast Asphalt, Inc. will provide Owner/Contractor a Wisconsin approved mix design and all other material requirements per section 460. Northeast Asphalt, Inc. will perform daily quality control mixture testing at Owner/Contractor's request.

Vegetation: Northeast Asphalt, Inc. will make every effort to remove grass, weeds, and other vegetation (hereinafter "vegetation") before paving, however some vegetation lays dormant and/or has deep roots which can push through the pavement. Northeast Asphalt, Inc. recommends the Owner/Contractor to take preventive measures for the area to be paved and spray all vegetation with a high-quality vegetation killer spray prior to the scheduled start date of the project. Northeast Asphalt, Inc. will not be responsible for and does not warrant against penetration of vegetation through the pavement.

Incorporation: If any other agreement is entered into between the parties, the terms of this agreement shall be incorporated into any such agreement and shall supersede any conflicting terms contained therein.

Captions: The captions and headings at the beginning of each section of this Proposal are for convenience only and are to be given no weight in construing the provisions of this Agreement.

Authorized Signature: _____
Ashley Johnson, Project Manager

Acceptance of Proposal - The above prices, specifications and terms and conditions are satisfactory and are hereby accepted. Northeast Asphalt, Inc. is authorized by Owner to do the Work as specified. Payment will be made to Northeast Asphalt, Inc. by Owner as outlined above. If separate bids or alternate bids are indicated, acknowledge acceptance by initialing those prices which you hereby accept.

Owner: _____ Date: _____

Signature: _____

Job Name: Tower Entrance Paving 2026 Date of Proposal: May 19, 2026

APPOINTMENTS TO BE MADE AT THE AUGUST 18, 2026 COUNTY BOARD

Appoint/Reappoint	Name	Committee Name	Term Ending
Reappoint	Rick Dornfeld	Board of Adjustment	6/30/2029