
DIVISION OF LAND MANAGEMENT PLAN

I. Introduction

Land management departments of Trempealeau County Government currently administer an array of County land management plans, programs and ordinances. These land management plans, programs and ordinances are intended to protect the health, safety, welfare and quality of life of the County's citizens as well as enhance the County's natural resources. In recent years, the members and staffs of the Land Conservation and Zoning Committee's have collaborated on the development of land management plans, programs and ordinances that have had the effect of making the committee and staffs of the two departments reliant upon each other for effective implementation. A successful working relationship between the members and staffs of the two committees has evolved. However, persistent confusion exists as to the roles and responsibilities of the two committees and staff's. This creates deficiencies in the administration of the county's land management activities which general oversight and structured coordination can resolve.

County Division of Land Management Plan

In an attempt to deal with the changing nature of land management, the Land Conservation and Zoning Committee's created the Division of Land Management. The first priority of the Division of Land Management was to work with the Department Director's and the Joint Land Conservation and Zoning Committee to develop a Division of Land Management Plan for the county. On July 16, 2001 the Trempealeau County Board of Supervisors adopted the County Division of Land Management Plan. Administratively, the primary goal of this plan is to increase public accountability of the departments, stabilize/decrease future tax levies and improve the efficiency of public services offered by the Division of Land Management.

The plan is a 10-year plan (updated every 2 years) that provides a framework for accomplishing existing and future land management plans, programs and projects. This plan addresses the financial, automation and staffing needs for accomplishing the tasks. The Division of Land Management Plan identifies the goals and objectives of the Division of Land Management as well as the tasks required to ensure successful implementation of the plan.

Cooperation with County Departments

Land Management in Trempealeau County is not limited to the committees and departments that formally make up the Division of Land Management (Land Conservation, Zoning and Planning Departments). It is important that there is cooperation and coordination between all departments and committees that are involved in land management issues. The Parks Commission, Land Records Department, Highway Department and Public Health Department impact land management in Trempealeau County. Throughout this plan, areas of cooperation and coordination will be detailed. If committees and departments work together, more efficient services will be available to the residents of Trempealeau County.

II. Division of Land Management Goals and Objectives

For the Division of Land Management Plan to be successful, goals must be established and objectives to meet the goals must be formally established. Goals, quite simply, are broad statements that the Division of Land Management desires to achieve. Objectives are the means or methods to achieve the goals. The joint Land Conservation and Zoning Committee and staff developed the following goals and objectives of the Division of Land Management Plan.

Goal 1

Preserve, protect and enhance the land and water resources of Trempealeau County.

The intent of the goal is to ensure that county natural resources are preserved, protected and enhanced for present and future generations. The natural resources of the county are vital to the economy as they provide opportunities for landowners. In addition, the resources of the county make Trempealeau County special to landowners and attractive to visitors. The committees recognize the need to look to the future and develop land management tools that will enhance and preserve the natural resources of Trempealeau County.

Objectives

- Develop, maintain and implement plans, ordinances and programs that will preserve and protect natural resources (Farmland Preservation Program, Erosion Control Ordinances, Animal Waste Management Ordinance, Feedlot Ordinance, Storm Water Management, Watershed Programs, Land and Water Resource Management, Non-metallic and Metallic Mining Ordinances, etc.)
- Develop, maintain and implement plans, ordinances and programs that will enhance the natural resources (Tree and Shrub Program, Recreation Plan, etc.)
- Develop programs that will assist landowners in enhancing their property (wildlife habitat enhancement program, education and information on state and federal programs, etc..)

Goal 2

Protect the health, safety, welfare and quality of life of Trempealeau County residents.

A goal of the committees is to provide a healthy and safe environment in which residents and landowners live. The intent of the goal is to enhance the quality of life and preserve public health in Trempealeau County by developing and maintaining programs and ordinances that strive to continually make Trempealeau County a better place to live.

Objectives

- Develop and implement plans, ordinances and programs that will protect the health, safety, welfare and quality of life (Comprehensive Zoning Ordinance, Unified Dwelling Code Ordinance, Sanitary Code, Town Land Use Plans, Uniform numbering system, Flood Plain Ordinance, Well Abandonment Program, etc..)
- Create and maintain education and information programs that will establish awareness among landowners with regard to health, safety, welfare and quality of life issues.

Goal 3

Provide for efficient, responsible, timely and accountable land management services to county residents and landowners.

The purpose of the Land Conservation, Zoning and Planning offices is to manage the land and water resources of the county as well as to provide services to residents and landowners. Through structured coordination, department services can be provided in a timely and efficient manner. Clearly identifying and defining job responsibilities results in accountable employees and departments.

A key element of efficient land management is to provide easy access to information in a friendly format. Information outreach and educational programs will continue to be developed and maintained to inform landowners of requirements as well as demonstrating practices that will enhance their properties.

Objectives

- Maintain a division personnel policy manual, which identifies policies for office hours (staff availability), employee cross training, etc..
- Computerization of the Division (web page, GIS, data maintenance, tracking, etc..)
- Newsletter (as needed) to landowners, contractors workshops, etc..

Goal 4

Provide for the efficient and orderly development of Trempealeau County.

The intent of the goal is not to stop development but to manage it. The Division of Land Management understands that if future developments are orderly and well managed the result will be a reduced tax burden, fewer land use conflicts, a maintained quality of life and developments that benefit current and future residents of Trempealeau County.

Objectives

- Continued enforcement and updating of the Comprehensive Zoning Ordinance
- Continue to develop the County Comprehensive (Smart Growth) Plan
- Continue to implement the County Subdivision Ordinance.
- Incorporate the requirement to manage storm water into the County Comprehensive Zoning Ordinance.

Goal 5

Trempealeau County Land Conservation Committee and Zoning Committee strive to implement the goals of the Trempealeau County Land and Water Plan and the Comprehensive Zoning Ordinance.

Existing adopted plans and ordinances contain goals that provide the framework for land management in Trempealeau County. It is the goal of the committees to ensure that the elements of these existing adopted plans and ordinances are implemented.

Objectives

- Review, update and implement the Land and Water Resource Management Plan
- Review, update and implement the Comprehensive Zoning Ordinance

Goal 6**Cooperate with other appropriate Committees, Departments and Boards on Land Management Issues.**

Land Management in Trempealeau County is not limited to the Land Conservation, Zoning and Planning Departments. It is important that there is cooperation and coordination between appropriate departments, committees and boards that are involved with managing land and water resources. The Division of Land Management staff shall seek to cooperate with staff of state or federal agencies if the agencies share the resource management goals of the Joint Land Conservation/Zoning Committee and the agencies are willing to adopt the resource management standards of the county. Tasks to achieve goal:

Objectives

- Offer Division of Land Management services to the Trempealeau County Parks Commission to enhance park and recreational opportunities in the County.
- Work with the Land Records Department and Technical Advisory Committee on the automation of land management services.
- Work with Health Department on public health and safety issues.
- Work with Highway Department on land and water resource protection.
- Meet regularly with appropriate committees, departments, and boards to discuss land management issues.
- Annually invite local, state and federal elected representatives to a Joint Land Conservation and Zoning Committee meeting.

Goal 7**Formalize communication with Town Boards on land management issues.**

In order for land management programs to be successful, input from Town Boards is essential. Town Boards represent the foundational element of local government and offer the best resource for communication with landowners. It is therefore essential that the needs expressed by the Town Boards are consistent with program development. Task to achieve the goal:

Objectives

- Conduct an annual meeting with Town Board officials to discuss land management issues (existing and future plans, programs and ordinances, facilitate input on Town Board issues, set priorities for future programs)
- Continue to attend Town's Association meetings when necessary.

III. Division of Land Management Supervisory Structure

The Division of Land Management is comprised of the Land Conservation, Zoning and Planning Departments. The Land Conservation Committee oversees the duties and responsibilities of the Land Conservation Department. The Zoning Committee oversees the duties and responsibilities of the Zoning Department and Planning Department. The Land Conservation Committee and Zoning Committee meet jointly each quarter to coordinate the activities of the Division of Land Management.

Within the Division of Land Management there are three Department Director positions (Director of Land Conservation, Director of Zoning, Director of Planning). The Director of Land Conservation, Director of Zoning and the Director of Planning are supervised by their immediate committee. The Joint Land Conservation and Zoning Committee coordinates the activities of the Division of Land Management. The following chart illustrates the Division of Land Management's structure. Solid lines indicate supervision and dashed lines indicate coordination.

Division of Land Management

See Chart on Page 42

Each Director supervises the employee's within their department. It is the responsibility of each Director (assisted by the coordination of the Land Management Coordinator) to ensure that staff members carry out the initiatives of the Division of Land Management.

Each Department Director is responsible for the following duties (Complete Job Descriptions on File in the Trempealeau County Personnel Office):

1. Provides supervision and direction to employees under their supervision.
2. Develop, recommend and monitor department budget.
3. Develop, evaluate, implements and modifies department policies and procedures.
4. Acts as an advisor to the Division of Land Management Advisory Committee and the Land Records Technical Advisory Committee.
5. Prepares correspondence, notices, reports and other materials regarding department matters.
6. Develop policies, procedures, ordinance and programs as directed by supervisory committee.
7. Serve as an advisor to the supervisory committee on the day-to-day operations of the respective Departments.

The Division of Land Management Coordinator provides planning and administrative assistance to the Joint Land Conservation and Zoning Committee to assist the Committee in achieving the

Committee's responsibilities. The Land Management Coordinator is a separate position appointed by the Joint Land Conservation and Zoning Committee. The Land Management Coordinator position may only be filled by one of the Division of Land Management Department Directors.

The Land Management Coordinator is in part responsible for the following duties (Complete Job Description on File in the Trempealeau County Personnel Office):

1. Assists the Joint Land Conservation and Zoning Committee in identifying land management goals.
2. Maintains the County's Land Management Plan.
3. Assists the Joint Land Conservation and Zoning Committee in meeting the Counties land management goals.
4. Identifies the technical expertise needed to achieve the County's land management goals.
5. Coordinates responsibilities between the Land Conservation, Zoning and Planning Departments.
6. Coordinates Land Conservation, Zoning and Planning Department budgets.
7. Tracks progress in achieving land management goals.

IV. Division of Land Management Plan Elements

The Division of Land Management Plan contains five elements, all of which are intended to achieve the goals of the plan. Within each of the elements, the responsibilities and tasks necessary to accomplish the element is defined and prioritized. Several of the responsibilities and tasks pertain to more than one element.

Element One - Resource Protection/Enhancement/Public Health and Safety

Element One of the Land Management Plan involves the implementation and development of ordinances, plans, policies and programs that preserve, protect and enhance the land and water resources of the county, as well as, the health, safety, welfare and quality of life of county residents. Each committee and department is responsible for fulfilling certain tasks to achieve the goals of the Land Management Plan. Each department and committee must cooperate as the duties and responsibilities required to achieve the goals of the plan overlap. The majority of staff time available within the Division of Land Management is utilized to fulfill the responsibilities of Element One.

Description of Departments and Staff

Each Department and staff member's responsibilities to accomplish Element One of the plan are detailed in this section.

Zoning Department

The Zoning Department is the regulatory branch of the Division of Land Management. The Zoning Department is responsible for the development and enforcement of ordinances and programs that preserve and protect the health, safety, welfare and quality of life of residents. The Zoning Department receives its authority to regulate land use from Wisconsin State Statutes

59.69 and local ordinances adopted by the County Board. The Trempealeau County Comprehensive Zoning Ordinance is the backbone of land use regulations in the County. The primary responsibility of the Zoning Department is the implementation and enforcement of the Trempealeau County Comprehensive Zoning Ordinance and Sanitary and Private Sewerage Ordinance.

The Zoning Department staff consists of three fulltime employees: : the Director of Zoning, the Zoning Specialist, and the Office Administrative Assistant. The Director of Zoning supervises the department. The Office Administrative Assistant provides administrative services to the Zoning Department as well as to the Planning Department.

Director of Zoning

The Director of Zoning is a fulltime non-represented position that is primarily responsible for the administration and enforcement of; the Trempealeau County Comprehensive Zoning Ordinance, the Shoreland and Wetland Ordinance, the Subdivision Ordinance and the One and Two Family Dwelling Code. The Director of Zoning supervises the Zoning Specialist. The Director of Zoning is required to possess a Private Onsite Waste Treatment System (POWTS) inspector certification and be a Certified Soil Tester Morphological Evaluator. The Director of Zoning shall possess Unified Dwelling Code inspection certifications. The Director of Zoning is responsible for drafting and revising ordinances with the assistance of the Director of Planning and the Director of the Land Conservation Department. The position is responsible for providing assistance in the administration of the Trempealeau County Sanitary and Private Sewerage Ordinance and Trempealeau County Uniform Dwelling Code. In addition, the Director of Zoning is responsible for the following (Complete Job Description on File in the Trempealeau County Personnel Office):

Primary Responsibilities

The Director of Zoning is responsible for the issuance of zoning permits.

- permit processing
- site inspection required prior to issuing permits
- permit tracking

The position is responsible for the enforcement of the Comprehensive Zoning Ordinance.

- respond to complaints
- inspections to verify complaints
- prepare reports and issue citations /court appearances
- respond to general questions regarding the ordinance
- compliance inspections (follow up)

The position is responsible for reviewing Certified Survey Maps with assistance from the County Surveyor for compliance with the Trempealeau County Subdivision Ordinance

- review CSM maps
- track land divisions for compliance with the Comprehensive Zoning Ordinance density requirements

The position administers and conducts Board of Adjustment meetings

- schedule meetings, prepare agendas and record meeting minutes
- conduct site inspections
- process variance requests
- tracking and follow up inspections

The position is responsible for the administration of the Flood Plain Ordinance, Wetland and Shoreland Ordinance.

- review permits for compliance with ordinance
- respond to complaints
- inspections to verify complaints
- inspect construction sites and make determinations of flood plain, wetland and shoreland limits
- tracking

The Director of Zoning is responsible for the administration of the Animal Waste Storage Ordinance, Feedlot Ordinance, septage requirements, Non-metallic Mining Ordinance, Metallic Mining Ordinance, erosion control requirements and driveway requirements. Technical assistance is provided by Land Conservation Department staff.

Secondary Responsibilities

Responsible for the administration of the Trempealeau County Sanitary and Private Sewerage Ordinance.

Responsible for the administration of the Trempealeau County Uniform Dwelling Code.

Provide assistance with the preparation of a County Comprehensive (Smart Growth) Plan.

Zoning Specialist

The Zoning Specialist is a fulltime represented position that serves as the County Building Inspector and assists in the enforcement of County Zoning Codes. The Director of Zoning supervises the position. The Zoning Specialist is responsible for the following (complete Job Description on file in the Trempealeau County Personnel Office):

Primary Responsibilities

Conducts Uniform Dwelling Code inspections to ensure code compliance, including construction, HVAC, electrical, plumbing, and soil erosion.

- performs plan reviews and issues building permits.
- drafts Uniform Dwelling Code ordinances and amendments.
- provides assistance and information to complaints, inquiries and concerns from the public and agencies.
- prepares correspondence pertaining to applications, complaints and non-compliance.
- investigates complaints and inspects complaint sites. Issues correction notices and initiates enforcement actions to address code violations. Issues verbal and written warnings and citations.
- prepares reports for prosecution and testifies in court.

Secondary Responsibilities

- assists in administering zoning ordinances.
- assists in reviewing and evaluating land subdivisions and plats for compliance with applicable ordinances and codes.
- conducts environmental inspections of property seized by the county for tax delinquency.

Administrative Assistant

The Administrative Assistant position is a fulltime represented position that is responsible for the administrative duties of the Zoning and Planning Departments. The Director of Zoning and the Director of Planning supervise the position. The Administrative Assistant is responsible for the following (Complete Job Description on File in the Trempealeau County Personnel Office):

Primary Responsibilities

The position processes issued sanitary, uniform number, zoning and building permits. The position is responsible for the recording and scanning and filing of department records (electronic and hard copy).

The position receipts and deposits permit fee monies.

The position tracks holding tank and maintenance reports on septic systems.

The position prepares Wisconsin Fund grant application forms, processes applications and distributes checks to successful applicants.

The position is responsible for preparing forms, agendas, meeting minutes, mailings, etc...

The position provides information to the public by answering phone calls and direct or indirect correspondence.

Land Conservation Department's Technical Assistance to the Zoning Department

The County Board of Supervisors adopted a Comprehensive Zoning Ordinance in 1972 and a comprehensive revision to that ordinance in 2000. The comprehensive revision is in effect in the Towns of Gale, Caledonia, Trempealeau, Albion, Unity and Sumner but in the future the remaining 9 townships will have the opportunity to adopt the revised zoning ordinance. Within the Division of Land Management and particularly the Land Conservation Department, technical staff is available to assist in the implementation of the ordinances. The areas in which the Zoning Department will be responsible for the administration of the zoning ordinance but will receive technical assistance from the Land Conservation Department are; construction site erosion control plan site review, driveway construction site review, non-metallic mining, metallic mining, feedlot and animal waste management requirements and septage requirements.

Erosion Control and Driveway Review

The revised ordinance requires that prior to excavation a staff member of the Land Conservation Department review and approves an erosion control plan for the construction site. The zoning ordinance also sets standards that a property owner's driveway must meet. A Land Conservation Department staff member has been designated to work with property owners and contractors to assure compliance with the requirements. This is an excellent opportunity for staff to meet with landowners to assist them in meeting ordinance requirements as well as inform them of ways to improve their properties.

The construction site erosion control requirement is in effect County wide. Approximately 140-construction site erosion control plans and driveway reviews occur annually. The staff person assigned to erosion control and driveway review reviews erosion control plans, performs site inspections, conducts follow up inspections and is responsible for tracking and maintaining records. If a property owner fails to comply with the provisions of the ordinance, the staff person assigned to this task forwards this information as well as documentation to the Zoning Administrator for appropriate enforcement action.

Non-metallic and Metallic Mining Requirements

The Comprehensive Zoning Ordinance requires that non-metallic and metallic mining operations receive a conditional use permit prior to operating a mine. At this time in Trempealeau County there are no metallic mining operations. There are 24 permitted non-metallic mining sites and 22 non-metallic mining sites which are required to meet the reclamation standards of the County but are less than one acre in size and are, therefore, not required to be permitted.

The staff person assigned to the implementation of the metallic and non-metallic mining ordinance reviews conditional use applications, performs site inspections, conducts follow up inspections and is responsible for tracking and maintaining records. The staff person is also responsible for working with the contracted County Engineer to review reclamation plans and set reclamation bond amounts. If a property owner or operator fails to comply with the provisions of the ordinance, the staff person assigned to this task forwards the information and all documentation to the Zoning Administrator for appropriate enforcement action.

Feedlot and Septage Spreading Requirements

The Comprehensive Zoning Ordinance requires feedlot permits for new or expanding feedlot operations. In addition, the ordinance regulates the spreading of septage in the county. The Feedlot Ordinance was first adopted in 1998 and since that time 71 feedlots have been permitted. Septage spreading, primarily by municipalities (City of La Crosse, City of Eau Claire), is conducted in isolated areas of the County. The staff person assigned to the implementation of the feedlot and septage sections of the ordinance reviews permit applications, performs site inspections, prepares farm plans, prepares or approves nutrient management plans annually, conducts follow up inspections and is responsible for tracking and maintaining records. If a property owner or operator fails to comply with the provisions of the ordinance, the staff person assigned to this task forwards the information and all documentation to the Director of Zoning for appropriate enforcement action.

Manure Storage Construction, Alteration or Abandonment Requirements

Any persons who construct, installs, reconstructs, enlarges, substantially alters or abandons a manure storage facility; or employs another person to do the same, shall be subject to the provisions and standards of the County Animal Waste Management Ordinance. The Zoning Department is responsible for ordinance enforcement with technical assistance provided by the Land Conservation Department.

Zoning Department - Projects and Timeline

Within Element One of the Land Management Plan there are several additional projects that the Division of Land Management has been directed to accomplish over the next 10 years. The Zoning Department is responsible for the following projects. The projects have been prioritized and a timeline for development and implementation is provided.

Revised Comprehensive Zoning Ordinance Implementation

In October of 2000, the Trempealeau County Zoning Department completed a revised zoning ordinance. The revised ordinance is the implementation tool for land use plans that are being developed by the townships with assistance from the Planning Department. The revised ordinance is currently in effect in the Towns of Gale, Caledonia, Trempealeau, Albion, Unity and Sumner. Over the next several years the remaining townships will consider adoption of the revised ordinance.

Follow Up Inspections

In order to effectively implement ordinances and programs, compliance inspections must be completed. In the past, compliance inspections have not been a high priority primarily because of staffing limitations. With the creation of the Division of Land Management, clearer job

responsibilities for employees, and efficiencies associated with structured coordination, follow up inspections are completed. Ordinances and programs are only beneficial if they are implemented properly. Compliance inspections are a priority of the Land Conservation, Zoning and Planning Departments in the Division of Land Management.

Feedlot Ordinance

In 2004, the State Legislature approved legislation pertaining to the siting of livestock facilities. ATCP51 is the Administrative Rule enacting this legislation. Division of Land Management staff shall revise the County Feedlot ordinance to comply with ATCP51.

Manure Storage/Animal Waste Management Ordinance

Beginning in 2005, the Zoning Department shall be responsible for the enforcement of the County Manure Storage/Animal Waste Management Ordinance with technical assistance being provided by the Land Conservation Department.

Non-Metallic Mining Reclamation Ordinance

The State of Wisconsin adopted NR 135 that mandates local governments to develop and adopt a Non-Metallic Mining Reclamation Ordinance. Trempealeau County has adopted and implements a Non-Metallic Mining Ordinance, which includes Reclamation.

Well Program

Trempealeau County issues well permits and requires the abandonment of all unsafe and unused wells. The program requires that the Zoning Department permit all new wells in Trempealeau County. If a well already exists at a site and it is unsafe and unused the Zoning Department requires the previous well to be abandoned. Cooperation between the Zoning Department and the Health Department permits the program to be implemented in the most efficient and effective manner.

Erosion Control Ordinance and Stormwater Management Ordinance

NR151 requires Counties to adopt Erosion Control Ordinances and Stormwater Management Ordinances that meet the State's minimum standards. Trempealeau County is currently implementing erosion control requirements through the revised Comprehensive Zoning Ordinance and the One and Two Family Dwelling code. The County's Comprehensive Zoning Ordinance and the One and Two Family Dwelling Code will be revised in 2005 to incorporate Stormwater Management requirements.

Subdivision Ordinance Revision

The Trempealeau County Subdivision Ordinance will have to be revised. Revisions will be intended to provide for; the appropriate layout and use of land; the prevention of undue concentrations of populations; preventing congestion on highways, roads and streets; securing safety from fire, panic and other dangers; facilitating the adequate provision of water, sewer, transportation and surface drainage systems; and for the pre and post construction control of soil erosion.

Shoreland Ordinance, Wetland Ordinance and Flood Plain Ordinance Revisions

The Zoning Department administers the Shoreland, Wetland and Flood Plain Ordinances of Trempealeau County. Trempealeau County is mandated by the State to administer the

ordinances. The ordinances have been updated over the years but changing State requirements continually outdate the ordinances. It is therefore necessary that the ordinances be revised from time to time.

Building Inspections of One and Two Family Dwelling Units

The Trempealeau County Board of Supervisors adopted the One and Two Family Dwelling Code in 1980. However a Building Inspector position was never approved. The State of Wisconsin has mandated to local units of government that building inspections, to ensure compliance with the State Unified Dwelling Code, are required as of January 1, 2005. The majority of local units of government within Trempealeau County have requested that the County provide this inspection service. Trempealeau County shall provide this inspection service beginning in 2005.

Regulation of Utilities (power, gas, cable, etc.)

Existing Zoning Ordinances place conditions on the location of utility facilities. Stray voltage has become an issue in Trempealeau County and the State of Wisconsin. The Zoning Department will review state and federal laws with regard to the local regulation of utilities. Existing ordinances will be updated to address local concerns within the parameters permitted by state and federal law.

Timeline

- 2005 Revise the county's Erosion Control Ordinance to include the management of storm water. Revise the County Feedlot Ordinance to comply with ATCP51 and to incorporate the intent and requirements of the County Manure Storage Ordinance into the County Feedlot Ordinance. Comprehensive Zoning Ordinance Implementation in the Towns of Chimney Rock, , Dodge, Pigeon, Ettrick, Preston and Hale. Continued enforcement of existing ordinances.
- 2006 Revise Subdivision Ordinance. Comprehensive Zoning Ordinance implementation in the Towns of Burnside, Lincoln and Arcadia. Continued enforcement of existing ordinances.
- 2007 Revise Flood Plain Ordinance. Continued enforcement of existing ordinances.
- 2008 Revise Wetland Ordinance. Continued enforcement of existing ordinances.
- 2009 Revise Shoreland Ordinance. Continued enforcement of existing ordinances.
- 2010 Continued enforcement of existing ordinances.
- 2011 Continued enforcement of existing ordinances.
- 2012 Continued enforcement of existing ordinances.
- 2013 Continued enforcement of existing ordinances.
- 2014 Continued enforcement of existing ordinances.

Process for Ordinance Development

The Zoning Department is responsible for creating and revising ordinances. Historically, the process for creating and revising ordinances has involved significant input from the public. The development of the Feedlot Ordinance, Metallic Mining Ordinance, Non-Metallic Mining Reclamation Ordinance and comprehensive revision to the Zoning Ordinance have involved the creation of an Advisory Committee of concerned parties. The Advisory Committee prepares a draft ordinance then forwards it the appropriate County Committees. This process has resulted in the development of affective reasonable ordinances. It is recommended that this process be utilized (at the discretion of the Joint Land Conservation and Zoning Committees) when future ordinances are created or revised.

Planning Department

The Planning Department is responsible for the development of the Trempealeau County Comprehensive Plan and assisting in the development of ordinances that will provide for the orderly development of Trempealeau County. The Planning Department consists of one fulltime non-represented employee; one full time represented employee and one contracted employee. The office Administrative Assistant provides administrative services to the Planning Department and to the Zoning Department. The Director of Planning supervises the Department.

Director of Planning

The Director of Planning is a fulltime non-represented position that is responsible for the supervision of the Planning Department as detailed in the "Division of Land Management Supervisory Structure" section of this plan. The Trempealeau County Zoning Committee supervises the Director of Planning. The Director of Planning must posses a Private Onsite Waste Treatment System (POWTS) inspector certification and is a Certified Soil Tester Morphological Evaluator. The Director position oversees the administration of; the County Planning Program, the Sanitary and Private Sewerage Ordinance and the Uniform Numbering Ordinance. In addition the Director of Planning is responsible for the following (Complete Job Description on File in the Trempealeau County Personnel Office):

Primary Responsibilities

The position is responsible for the administration of the Trempealeau County Sanitary and Private Sewerage Ordinance. The issuance of all sanitary permits in Trempealeau County

- permit processing
- site inspection at soil tests
- inspects each septic system at installation
- permit tracking

The position is responsible for the administration of the Trempealeau County Uniform Numbering System for Emergency Services. The issuance of all uniform numbering permit requests for new residences. This is commonly referred to the 911 numbering system.

- permit processing
- site inspection at each sign location
- permit tracking

The administration of the Wisconsin Fund Grant Program for the replacement of failing septic systems

- application processing
- pumping reports
- grant tracking

Secondary Responsibilities

The Director of Planning assists in the preparation and revisions of ordinances. Administration of the Trempealeau County Comprehensive Zoning Ordinance.

Planning Specialist

The Planning Specialist is a fulltime represented position that is responsible for the preparation and administration of the Trempealeau County Comprehensive Plan. In the absence of the Planning Specialist the Director of Planning will be responsible for the preparation and administration of the County Comprehensive Plan. In addition the Planning Specialist is responsible for the following (Complete Job Description on File in the Trempealeau County Personnel Office):

Primary Responsibilities

The Planning Specialist is responsible for the preparation of a County Comprehensive Plan to be consistent with the State of Wisconsin "Smart Growth Law". There are nine elements that must be completed in order to adopt a Smart Growth Plan. Tasks necessary for plan development include:

- meetings (agendas/minutes)
- informational mailings
- data gathering and analysis
- plan preparation
- mapping (GIS)

The Planning Specialist is responsible for updating the Trempealeau County Farmland Preservation Plan. This is necessary in order for the revised zoning ordinance to become certified by the Department of Agriculture, Trade and Consumer Protection.

The position is responsible for assisting in the preparation and revisions of ordinances to implement plans.

Secondary Responsibilities

Administration of the Trempealeau County Comprehensive Zoning Ordinance.

Planning Department - Projects and Timeline

Within Element One of the Land Management Plan there are several projects that the Division of Land Management has been directed to accomplish over the next 10 years. The Planning Department will be responsible for several of the projects.

Smart Growth Plan

The Planning Department is responsible for the development of a County Comprehensive Plan. The passage of Wisconsin Statute 66.0295, referred to, as the "Smart Growth Law" requires that all local units of government must develop and adopt a Comprehensive Plan by 2010. The plan must address nine elements as detailed in the State Statutes. Trempealeau County began the planning process prior to the State adopting the "Smart Growth Law". The planning process that has taken place to date in Trempealeau County is consistent with the new law. In the future the Planning Department will explore grant availability and other funding options.

The planning process began in Trempealeau County in 1998. The Planning Department determined that the most important part of a County Comprehensive Plan was a Land Use Plan. Once it is known what the land in an area will be used for, plans can be developed to ensure services can efficiently be provided to the uses. It was determined that the individual townships (15 total) should develop their own Land Use Plans with assistance from the Planning Department. The Zoning Committee determined that it is important that each township develop their own plan based on an intensive effort to gain resident input and participation. The Zoning Committee believes that the Town Boards and residents of the township are best suited for determining future land use in their townships. If an individual township determines that it does not want to participate in the planning process, the Planning Department will continue with the next scheduled township. Townships that do not participate in the planning process will not be included in the County Comprehensive Plan. The result of a township not participating in the planning process will be that the township will no longer be zoned. If a township initially decides not to participate in the planning process but later decides to be incorporated in the plan, the Planning Department will adjust its schedule accordingly. With this understanding, a schedule has been developed for the completion of a "Smart Growth Plan". Additional responsibilities of the Planning Department are included in the timeline. This timeline assumes that the Planning Specialist will be responsible for completing the Comprehensive Plan and all other duties.

Ag Siting Legislation (ATCP51)

In 2004, the Wisconsin Legislature adopted Ag Facility Siting Legislation which pre-empted major portions of the County's Feedlot Ordinance and brought into question the continued value of much of the Township Land Use Planning which had been accomplished during the past several years. The townships that had completed their Land Use Plans (12 of the 15 townships) should revisit their planning process to review all portions of the township which had been designated for agricultural use to determine if this classification remains appropriate. In the initial planning process, concerns over designating large tracts of land for agricultural use were tempered by the fact that the County Feedlot Ordinance had been successful in alleviating public concerns over land use conflicts due to the ability of the Zoning Committee to place conditions on feedlot permits. These conditions were able to address concerns of surrounding farm and non-farm landowners. The Ag Siting Legislation prohibits a county from placing conditions upon feedlot permits and requires county's to approve feedlot permit applications on lands zoned for agricultural use if the applicant meets minimal environmental requirements.

Timeline

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|------|--|
| 2005 | Prepare Land Use Plans for the Towns of Arcadia, Lincoln and Burnside. Review existing Land Use Plans with Towns to determine continued appropriateness of existing Town Zoning Maps following enactment of State Ag Siting Legislation. Prepare the Issues/Opportunities and Housing Elements of the Comprehensive Plan. Update Division of Land Management Plan. |
| 2006 | Update Plans for the Towns of Hale, Preston, Gale, Ettrick and Trempealeau. Prepare the Transportation and Utilities/Communittee Facilities Elements of the Comprehensive Plan. |

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- 2007 Update Plans for the Towns of Dodge, Chimney Rock, and Caledonia. Prepare the Agricultural, Natural Resources, Cultural and Economic Elements of the Comprehensive Plan. Update the Division of Land Management Plan.
 - 2008 Update Plans for the Towns of Arcadia, Lincoln, Burnside, Unity, Pigeon, Sumner and Albion. Prepare the Intergovernmental Cooperation and Implementation Elements of the Comprehensive Plan. Update Plans for the Towns of Hale, Preston, Ettrick, Gale and Trempealeau.
 - 2009 Finalize the County Comprehensive (Smart Growth) Plan for Adoption by the County Board. Update Plans for the Towns of Hale, Preston, Gale, Ettrick and Trempealeau. Update the Division of Land Management Plan.
 - 2010 Update Plans for Dodge, Lincoln, Chimney Rock and Caledonia.
 - 2011 Update Plans for the Towns of Arcadia, Burnside, Pigeon, Sumner, Unity and Albion. Update the Division of Land Management Plan.
 - 2012 Update Plans for the Towns of Hale, Preston, Gale, Ettrick, and Trempealeau.
 - 2013 Update Plans for the Towns of Dodge, Lincoln, Chimney Rock and Caledonia. Update the Division of Land Management Plan.
 - 2014 Update the Plans of the Towns of Arcadia, Burnside, Pigeon, Sumner, Unity and Albion.

The Planning Department will continue to maintain strong relationships with the Zoning Department and Land Conservation Department. Planning Department programs will not be effective without the cooperation of these departments. The Planning Department is responsible for the preparation of plans. The Zoning Department is responsible for the enforcement of regulations that implement the plans. The Land Conservation Department provides staff and technical assistance in the implementation of adopted plans and ordinances. Ordinances are derived from the planning process and ordinance development/implementation is a cooperative effort between the Planning, Zoning and Land Conservation Departments.

County Surveyor

The County Surveyor position is a contracted position. The Director of Planning supervises the position. The County Surveyors' position is primarily responsible for the County Re-monumentation of section corners. The County Surveyor is in the office one day a week to be available to the public. The remainder of the contracted time is spent in field. The County Surveyor is responsible for the following:

Primary Responsibilities

- County re-monumentation of Section Corners
- Certified Survey Ordinance Review
 - review CSM maps
 - track CSM's
- Maintenance of County Surveying Records

County Surveyor - Projects and Timeline

The County Surveyor oversees the completion of the following projects. For planning purposes, three major areas of phase completion are identified:

- 1). Primary GPS traversing, which involves acquiring GPS measurements at or near PLS corners locations.
- 2). Secondary GPS traversing, which involves acquiring GPS measurements at or near other physical features or survey points of record required for PLS corner search and placement.
- 3). PLS corner search and monument placement.

2005 - Complete PLS corner search and monument placement for T23N, R8W.
Complete Primary GPS traversing for T23N, R9W.
Complete Secondary GPS traversing for T23N, R9W.
Complete PLS corner search and monument placement for T23N, R9W.
Complete Primary GPS traversing for T22N, R7W.
Start Secondary GPS traversing for T22N, R7W.

2006 - Complete Secondary GPS traversing for T22N, R7W.
Complete PLS corner search and monument placement for T22N, R7W.
Complete Primary GPS traversing for T22N, R9W.
Complete Secondary GPS traversing for T22N, R9W.
Start PLS corner search and monument placement for T22N, R9W.

2007 - Complete PLS corner search and monument placement for T22N, R9W.
Complete Primary GPS traversing for T21N, R7W.
Complete Secondary GPS traversing for T21N, R7W.
Complete PLS corner search and monument placement for T21N, R7W.
Start Primary GPS traversing for T21N, R8W.

2008 - Complete Primary GPS traversing for T21N, R8W.
Complete Secondary GPS traversing for T21N, R8W.
Complete PLS corner search and monument placement for T21N, R8W.
Start Primary GPS traversing for T21N, R9W.

2009 - Complete Primary GPS traversing for T21N, R9W.
Complete Secondary GPS traversing for T21N, R9W.
Complete PLS corner search and monument placement for T21N, R9W.
Complete Primary GPS traversing for T20N, R7W.
Start Secondary GPS traversing for T20N, R7W.

- 2010 - Complete Secondary GPS traversing for T20N, R7W.
Complete PLS corner search and monument placement for T20N, R7W.
Complete Primary GPS traversing for T20N, R8W.
Complete Secondary GPS traversing for T20N, R8W.
Start PLS corner search and monument placement for T20N, R8W.
- 2011 - Complete PLS corner search and monument placement for T20N, R8W.
Complete Primary GPS traversing for T20N, R9W.
Complete Secondary GPS traversing for T20N, R9W.
Start PLS corner search and monument placement for T20N, R9W.
- 2012 - Complete PLS corner search and monument placement for T20N, R9W.
Complete Primary GPS traversing for T20N, R10W.
Complete Secondary GPS traversing for T20N, R10W.
Complete PLS corner search and monument placement for T20N, R10W.
- 2013 - PLS corner maintenance.
- 2014 - PLS corner maintenance.

Land Conservation Department

The Land Conservation Department is the technical branch of the Division of Land Management. The Land Conservation Department is responsible for preserving, protecting and enhancing the land and water resources of the County. In addition, the Land Conservation Department is responsible for providing technical assistance to the Zoning Department for the implementation of adopted ordinances.

Director of Land Conservation

The Director of Land Conservation is a fulltime non-represented position that is responsible for the administration of the Land Conservation Department as detailed in the "Division of Land Management Supervisory Structure" section of this plan. The Trempealeau County Land Conservation Committee supervises the Director of Land Conservation. The Director position oversees the administration of the Trempealeau County Land and Water Resource Management Plan and the day-to-day supervision of the Land Conservation Department. In addition the Director of Land Conservation is responsible for the following (Complete Job Description on File in the Trempealeau County Personnel Office):

Primary Responsibilities

The Director of Land Conservation is responsible for the preparation, updates and administration of the Trempealeau County Land and Water Resource Management Plan as required by State Law in order for the County to be eligible for State Funding.

The Director of Land Conservation is responsible for local and state program development and legislative activities that further Land Conservation initiatives in the State of Wisconsin and Trempealeau County.

Ensures that the Land Conservation Committee Complies with its statutory responsibilities.

The position is responsible for assisting the Zoning and Planning Departments with the preparation and revisions of ordinances to implement plans and programs.

Secondary Responsibilities

Administration of the Farmland Preservation Program

Soil and Water Conservationist (Position 1)

The Soil and Water Conservationist is a fulltime represented position that is primarily responsible for the installation of Best Management Practices (BMP'S) required to comply with; the County One and Two Family Construction Site Erosion Control Ordinance, the Non-Agricultural Performance Standards mandated by NR151 and the Erosion Control and Storm Water Management Requirements of the County Erosion Control Ordinance. This position is the primary contact between the Town and County Highway Departments and the Division of Land Management. The Director of Land Conservation supervises the Soil and Water Conservationist. The Soil and Water Conservationist is responsible for the following duties:

Primary Responsibilities

One and Two Family Construction Site Erosion Control Ordinance

- provide initial contact with landowners and/or contractor
- provide site investigation
- review/approve construction site erosion control plans
- review/approve storm water management plans
- inspection/certification

Transportation Facilities Construction Site Erosion Control/Storm Water Management

- primary contact person for Town and County Highway Department Staff
- site investigations
- survey and design
- layout and certification
- spot checking/compliance tracking
- permit assistance

Subdivision Ordinance

- review/approve site plans
- spot check
- compliance tracking

Erosion Control Ordinance

- review/approve erosion control and storm water management plans.
- spot check.
- compliance tracking

Secondary Responsibilities

Non-metallic Mining Reclamation Ordinance - Technical Assistance to Zoning Department

Animal Waste Management Ordinance

- site inspection/project review

Feedlot Ordinance

- site inspection/project review

NR151 Agricultural Performance Standards Implementation

- survey and design of conservation practices

- layout of structural practices
- prepare bids
- construction inspection/cost share certification
- spot checking and compliance tracking

Soil and Water Conservationist (Position 2)

The Soil and Water Conservationist is a fulltime represented position that is primarily responsible for the development of; soil erosion control plans, the administration of the County Feedlot and Animal Waste Management Ordinances, and implementation of the County Land and Water Resource Management Plan. The Director of Land Conservation supervises the Soil and Water Conservationist. The Soil and Water Conservationist is responsible for the following duties:

Primary Responsibilities

- Feedlot Ordinance - Technical Assistance to Zoning Department
 - site inspection/project review/compliance tracking
- Animal Waste Storage Ordinance - Technical Assistance to Zoning Department
 - site inspection/project review/compliance tracking
- Soil Erosion Control Plans
 - site inspections
 - plan preparation
 - updates
 - compliance tracking and reporting
- Oversee the Implementation of the Land and Water Resource Management Plan
 - contracting
 - compliance tracking and reporting

Secondary Responsibilities

- Nutrient Management Plans and Updates
 - site inspections
 - soil tests and renewals
 - plan preparation
 - crop histories
 - information and education
 - mapping
 - safe stacking sites
 - spreader calibrations

WPDES Permits

- permit processing
- site inspections
- permit renewal

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- investigate complaints
- prepare bids and contracts
- compliance tracking

Youth education activities to include: Soil Judging Contest, 7th Grade Environmental Educational Field Days and Nutrient Management Training

Soil and Water Conservationist (Position 3)

The Soil and Water Conservationist is a fulltime represented position that is primarily responsible for the provision of engineering practitioner services necessary for the installation of Structural Best Management Practices (BMP'S) within the County. The Director of Land Conservation supervises the Soil and Water Conservationist. The Soil and Water Conservationist is responsible for the following duties:

Primary Responsibilities

NR151 implementation, Feedlot and Animal Waste Management Ordinances, TRM Grant Projects, Notices of Discharge, WPDES Permits

- survey and design of conservation practices
- layout of structural practices
- prepare bids
- inspect construction and cost share certification
- spot checking and compliance tracking

Secondary Responsibilities

Nutrient Management Plans and Updates

- spreader calibrations

Transportation Facility Construction Site Erosion Control

- survey and design
- layout and certification
- spot-checking

One and Two Family Construction Site Erosion Control Ordinance

- survey and design
- design review
- layout and certification
- spot-checking

Non-Metallic Mining Reclamation Ordinance

- survey and design
- design review
- layout and certification
- spot checking and tracking

Soil and Water Conservationist (Position 4)

The Soil and Water Conservationist is a fulltime represented position that is primarily responsible for the administration of the Trempealeau County Non-Metallic Mining Reclamation Ordinance and practice installation follow-up inspections. The Director of Land Conservation supervises the Soil and Water Conservationist. The Soil and Water Conservationist is responsible for the following duties:

Primary Responsibilities

Non-metallic Mining Reclamation Ordinance - Technical Assistance to Zoning Department Watershed Contract's

- operation and maintenance spot checks

- compliance tracking
- Conservation Aids
- survey and design of projects
 - prepare bids and contracts
 - inspect construction and cost share certification
 - operation and maintenance spot checks
 - tracking

Secondary Responsibilities

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- survey and design of projects
- inspect construction and cost share certification
- prepare bids
- operation and maintenance spot checks
- compliance tracking

Agricultural Performance Standards Implementation

- survey and design of conservation practices
- prepare bids
- inspect construction and cost share certification
- compliance tracking and reporting

Trempealeau County Parks

- park layout and improvements

Youth education activities to include: 7th Grade Environmental Educational Field Days

Liaison to Highway Department and Township road maintenance workers

Conservation Planning Assistant (Position 5)

The Conservation Planning Assistant is a fulltime represented position that is primarily responsible for the administration of the Trempealeau County Farmland Preservation Program. The Director of Land Conservation supervises the Conservation Planning Assistant. The Conservation Planning Assistant is responsible for the following duties:

Primary Responsibilities

Administration of the Farmland Preservation Program

- new contract signups
- landowner transfers
- maintain records
- information and education
- schedule and perform compliance spot checks
- compliance tracking and reporting

Perform deed searches for the Division of Land Management.

Wisconsin Fund Maintenance Program - Assist the Zoning Department

The position is responsible for department time reporting and annual time reports.

Secondary Responsibilities

Soil Erosion Control Plans

- site inspections
- plan preparation
- updates

-compliance tracking and reporting
Provide administrative assistance to the Zoning Department Administrative Assistant

Land Conservation Department Secretary II

The Land Conservation Department Secretary II is a halftime represented position that is primarily responsible for the administrative duties of the Land Conservation Department. The Director of Land Conservation supervises the Land Conservation Department Secretary II. The Land Conservation Department Secretary II is responsible for the following duties:

Primary Responsibilities

The position is responsible for preparing forms, agendas, meeting minutes, mailings, etc. The position provides information to the public by answering phone calls and direct or indirect correspondence.

Wildlife Habitat Tree and Shrub Program

- application preparation and distribution
- ordering stock and verifying shipments
- order processing
- delivery of completed shipments
- advertisement

Youth education activities to include Soil Judging Contest, Soil Stewardship Week, Scholarships, 5th Grade Comic Books, Environmental Awareness Speaking Contest and the Conservation Poster Contest, Conservation Camp and development of a County Fair Booth.

Preparation of Land Conservation Department Annual Report.

Preparing Bid Letters and Bid Sheets.

The Land Conservation Secretary II position is responsible for organizing and developing the Division of Land Management informational newsletter.

Secondary Responsibilities

Provide administrative assistance to the Land Conservation Fiscal Manager

Land Conservation Department - Projects and Timeline

The primary goal of the Trempealeau County Land Conservation Department is to ensure compliance with State and County Agricultural and Non-Agricultural Minimum Performance Standards. The Agricultural and Non-Agricultural Minimum Performance Standards are summarized below. The Trempealeau County Land and Water Resource Management Plan provides the detail by which each of the projects will be implemented.

Agricultural Performance Standards

Cropland Farmed to equal or less than "T" value

NR151 requires that all cropland be cropped to meet the Ag Performance Standard of "T" as calculated by the RUSLE 2 soil erosion prediction model. A requirement of the RUSLE 2 prediction model is that all areas of concentrated flow be adequately sodded and that areas of ephemeral erosion be controlled.

All Croplands Farmed In Accordance With A Nutrient Management Plan

NR151 requires that all cropped fields be cropped in accordance with a Nutrient Management Plan. Producers must comply with this Performance Standard by January 1, 2005 for croplands

that drain to “outstanding” or “exceptional” waters of the state and by January 1, 2008 for all other croplands.

Animal Waste Advisory Committee Prohibitions

NR151 requires that livestock producers comply with the four animal waste management prohibitions identified by the State Animal Waste Advisory Committee. The four prohibitions have been identified as the following:

1. No overflow of manure storage structures;
2. No unconfined manure stacking (piling) within Water Quality Management Areas;
3. No direct runoff from feedlots or stored manure to waters of the state; and
4. No unlimited livestock access to waters of the state where high concentrations of animals prevent adequate sod cover maintenance.

Non-Agricultural Performance Standards

Construction Site Erosion Control

NR151 requires that all construction sites of one acre or more comply with State and County erosion control requirements.

Transportation Facility Construction Site Erosion Control and Storm Water Management

NR151 requires that construction or reconstruction of transportation facilities that involve equal to or greater than one acre of land disturbance comply with State and County construction site erosion control requirements as well as State and County storm water management requirements.

Non-Metallic Mining Reclamation Ordinance

The State has mandated that County’s develop and enforce Non-Metallic Mining Reclamation Ordinances.

Storm Water Management

The State has mandated that construction sites of one acre or greater comply with State and County Storm Water Management Standards.

Programs/Ordinances which will assist the Division of Land Management in meeting its goal of ensuring compliance with Agricultural and Non-Agricultural Minimum Performance Standards

Feedlot Ordinance

The County Feedlot Ordinance shall be one of the primary tools used to ensure compliance with State and County Agricultural Performance Standards. Expanding or new livestock facilities shall be required to comply with the Standards. Portions of the Trempealeau County Feedlot Ordinance were pre-empted by the State of Wisconsin as a result of 2004 legislation pertaining to the siting and expansion of livestock facilities. The Division of Land Management staff shall seek legal advice in the revision of the Feedlot Ordinance during the first quarter of 2005 in order to make the revisions necessary to comply with Wisconsin’s Livestock Siting Legislation. It is anticipated that the County Feedlot Ordinance will continue to be a tool available to ensure that agricultural sources of nonpoint pollution are controlled. The Land Conservation

Department will provide technical assistance to the Zoning Department for the implementation of the Feedlot Ordinance.

Manure Storage/Animal Waste Management Ordinance

Livestock producers that install, alter or abandon a manure storage structure must apply for and be granted an Animal Waste Management Ordinance permit. The permit requires that the permit holder meet the engineering criteria of the technical standards adopted by Trempealeau County as well as the county performance standards adopted for the transfer and application of livestock manure. Additionally, livestock producers granted an Animal Waste Management Ordinance permit must apply for, and be granted, a Feedlot Performance Standards Ordinance permit. Following the creation of the Division of Land Management, Land Conservation Department staff continued to issue permits and enforce the County Animal Waste Management Ordinance. This is in conflict with the intent of the Division of Land Management Plan. Beginning in 2005, the permitting, and enforcement activities associated with the County Manure Storage/Animal Waste Management Ordinance shall be the responsibility of the Zoning Department with the technical activities remaining the responsibility of the Land Conservation Department.

Farmland Preservation Program

Landowners owning Farmland Preservation contracted lands are required to follow cropland soil erosion control plans that ensure that soil losses are at "T" or less. The county is required to perform a 100% spot check of Farmland Preservation contracted acres in a six-year cycle. The County is also required to re-plan all contracted acres that have existing USLE based soil erosion control plans. NR151 requires the County to use the RUSLE2 soil erosion prediction model. The RUSLE2 soil erosion prediction model requires that all areas of concentrated flow be adequately sodded and that areas of ephemeral erosion be controlled. Landowners that have re-planning done shall be required to maintain adequate sod in areas of concentrated flow and to control erosion on areas of ephemeral erosion. The County shall issue a Notice of Non-Compliance to landowners that refuse to install and/or maintain the required practices. Landowners receiving Notices of Non-Compliance are not able to claim Farmland Preservation Tax Credits until the County rescinds the Notice of Non-Compliance

County Forestry Program

Forested watersheds are integral in maintaining water quality in the county. Forest soils, with their thick humus layer, serve as natural sponges that absorb, filter and disseminate water into adjacent wetlands and watercourses of the county. Retaining healthy and productive woodlands is paramount in achieving long-term water quality goals in Trempealeau County.

The County shall continue to provide assistance to the local DNR Forestry staff in the implementation of the annual county tree planting program by maintaining the tree planting equipment and providing financial management assistance. Additionally, the Division of Land Management staff shall continue to offer its Wildlife Tree and Shrub sales program to encourage wildlife habitat on private lands as well as to encourage genetic diversity of heirloom fruit tree species.

Wetland Protection and Restoration

Wetlands in the past were often viewed as wastelands, useful only when drained or filled. This view was even encouraged by federal farm agencies through programs to assist landowners to

drain wetlands and make them “productive.” Recently, the common view of the value of wetlands has changed. Although the value of wetlands is now being recognized, the need for continued protection is still evident with wetland losses still occurring each year.

In 2004, the Land Conservation Committee adopted mandatory wetlands protection as one of the County Performance Standards. Land Conservation Department staff will provide educational and training opportunities for field staff on wetland delineation and wetland protection. In addition, information will be distributed to landowners showing them how to identify the importance of protecting wetlands as well as to inform them of the fact that mandatory wetlands protection is a County Performance Standard.

Land and Water Resource Management

The State of Wisconsin provides \$85,000.00 in staffing grants and an equal amount of funding for providing cost share assistance to landowners that install practices or change management in order to comply with one or more of the State and County Agricultural Performance Standards. As a condition of receiving financial and/or technical assistance from the Land Conservation Department, cooperating landowners must agree to an onsite inspection of their property to determine existing compliance with State and County Agricultural Performance Standards. Compliance determinations are then reviewed and approved by the landowners. Once determinations are approved, the compliance determinations are entered into the Division of Land Management Geographic Information System for tracking purposes. Once compliance is determined and verified by the existing landowner, NR151 requires that existing and future landowners maintain compliance with the performance standard(s) in perpetuity. The highest priority for allocation of these cost share assistance funds shall be to assist landowners comply with State and County Agricultural Performance Standards.

NR151 Agricultural Performance Standards Compliance Tracking

NR151 requires compliance with Agricultural Performance Standards. NR151 also requires that Agricultural Performance Standards that are complied with on or after October 1, 2002 remain in compliance in perpetuity. Land Conservation Department staff performs file searches to determine compliance with Agricultural Performance Standards as of October 1, 2002. Additionally, as onsite Compliance Determinations are made or as practices are installed or management changes are made which achieves compliance with one or more of the Agricultural Performance Standards on a specific parcel of land, these compliance determinations are entered into the Division of Land Management Geographic Information System for compliance tracking purposes. This compliance-tracking project allows the Division of Land Management to know where compliance with Agricultural Performance Standards has and has not been achieved within Trempealeau County on a parcel specific basis.

Targeted Resource Management (TRM) Grants

The Department of Natural Resources provides TRM Grants to County's to provide cost share assistance to producers that are required to comply with an Agricultural Performance Standard(s). The Land Conservation Department shall submit TRM Grant requests on an annual basis to secure funds needed to require landowners to satisfy Notices of Discharge (NOD's) and/or requirements of the County Feedlot Ordinance. In addition, the Land Conservation Department shall make an annual TRM Grant request to secure funds to allow landowners in a small geographic area to voluntarily comply with Agricultural Performance Standards.

Fish Habitat Enhancement

Fish structures are built in conjunction with streambank riprap. The riprap protects the eroding bank, while the fish structure, submerged in front of the riprap and protruding into the stream channel, provides habitat for the fish. With proper alignment, sediment underneath the structure is flushed out by stream flow, deepening the channel, forming pools or riffle areas and providing living space for fish. Streambanks remain stable due to the rock rip rapped bank and key (toe and below streambed). The Land Conservation Department will identify fish habitat enhancement opportunities and provide cost-share assistance for installation of fish structures.

Construction Site Erosion Control Ordinance

All Construction sites of 2000 square feet of land disturbance must comply with the performance standards of the County Construction Site Erosion Control Ordinance. Permitting and enforcement of the requirements of the ordinance are the responsibility of the Zoning Department. Land Conservation Department staff shall provide technical assistance.

Storm Water Management

Currently, storm water Management is only required as a condition of receiving a County Feedlot Permit. NR151 requires that Storm Water Management Performance Standards be required for any land disturbance of one acre or greater. Division of Land Management staff shall revise the Erosion Control Ordinance to require the management of storm water, thereby, ensuring compliance with State Law. Permitting and enforcement of Storm Water Management requirements shall be the responsibility of Zoning Department staff. Land Conservation Department staff shall provide technical assistance.

Non-Metallic Mining Reclamation Ordinance

Trempealeau County has developed and enforces the State mandated Non-Metallic Mining Reclamation Ordinance. Permitting and enforcement of Non-Metallic Mining activities are the responsibility of Zoning Department staff. Technical assistance and compliance tracking is the responsibility of Land Conservation Department staff.

Timeline

- 2005 Revise Farmland Preservation Standards and gain State approval of the revised standards. Assist in the development of a County Storm Water Management Ordinance. Revise the County Feedlot and Animal Waste Management Ordinances. Close out the Middle Trempealeau River Priority Watershed Project. NR151 Implementation and Compliance Tracking. Submit a TRM Grant request for an existing NOD and for a small geographical area in the Upper Buffalo River Watershed. Provide technical assistance to achieve the goals of the Division of Land Management Plan. Update the Division of Land Management Plan.
- 2006 Update the County Land and Water Resource Management Plan and gain State approval of the Plan. Close out the Upper Trempealeau River Priority Watershed Project. NR151 Implementation and Compliance Tracking. Submit a TRM Grant for a small geographical area within the Upper Buffalo River Watershed and to provide the required funding to producers to comply with the permit requirements

of the County Feedlot Ordinance. Provide technical assistance to achieve the Goals of the County Division of Land Management Plan.

- 2007 NR151 Implementation and Compliance Tracking. Submit a TRM Grant for a small geographical area of the County and to provide the required funding to producers to comply with the County Feedlot Ordinance. Provide technical assistance to achieve the Goals of the County Division of Land Management Plan.
- 2008 Continue to implement projects as detailed in the 2007 schedule.
- 2009 Continue to implement projects as detailed in the 2007 schedule.
- 2010 Continue to implement projects as detailed in the 2007 schedule.
- 2011 Continue to implement projects as detailed in the 2007 schedule.
- 2012 Continue to implement projects as detailed in the 2007 schedule.
- 2013 Continue to implement projects as detailed in the 2007 schedule.
- 2014 Continue to implement projects as detailed in the 2007 schedule.

Cooperation With County Departments - Element One

County Parks Commission

The Trempealeau County Parks Commission oversees the development and maintenance of Trempealeau County Parks. The Parks Commission consists of seven members appointed to seven-year terms. There are two County Parks, Pietrek and Farm Progress Days Park. Public Parks in Trempealeau County offer a great opportunity for residents and visitors to enjoy the natural resources of the county. It is important that the County Parks are properly managed and maintained.

The Trempealeau County Planning Department has offered to assist the County Parks Commission in creating a County Parks Plan. The plan would include an inventory of the existing parks facilities, a plan for future projects and a timeline in which the projects would be completed. If a Parks Plan is prepared and adopted by the Trempealeau County Board of Supervisors it will be added as an Appendix to this document (Division of Land Management Plan). The Division of Land Management would then incorporate the staffing needs of the Parks Plan into the Division of Land Management Plan to assist in the implementation of the Parks Plan. The completed Parks Plan could be utilized to request grant funding from the Department of Natural Resources for park improvements.

Health Department

The protection of the health, safety and welfare of Trempealeau County residents is a goal shared by the Division of Land Management and the Trempealeau County Health Department. The

departments recognize that several of their programs parallel one another. Therefore, it is important that the departments continue to cooperate and determine the most efficient way to implement programs. Programs that structured coordination between departments has provided benefits are the regulation of Manufactured Home Parks, the County Well Program and water quality monitoring special projects.

Manufactured Home Parks

The Zoning Department licenses and inspects manufactured home parks in the unincorporated areas of the County. The Zoning Department performs yearly inspections and renews licenses annually. A priority of the Health Department is the regulation and inspection of rental housing in Trempealeau County. Manufactured home parks represent a significant portion of the rental housing units in the County. The Zoning Department is responsible for licensing the manufactured home parks. The Health Department is responsible for conducting the compliance inspections. Prior to renewing licenses the Health Department provides the Zoning Committee with an annual update on the manufactured home parks. If a manufactured home park fails to comply with provisions of the zoning ordinance, the Health Department forwards the information to the Zoning Administrator for appropriate enforcement action.

County Well Program

A concern of the Division of Land Management as well as the Health Department is the quality of Trempealeau County's ground water. The State of Wisconsin has a County Well Delegation Program in which counties issue well permits and require the abandonment of all unsafe and unused wells. Cooperation between the Division of Land Management and the Health Department allows the program to be implemented in Trempealeau County in the most efficient manner. The Trempealeau County Health Department and the Division of Land Management cooperate on the implementation of a County Well Program. The responsibilities of each Department are defined within a cooperative agreement. The program provides a database of all new wells in the county. This database with assistance from the Land Records Department is incorporated into the County's Geographical Information System and will be utilized to analyze ground water issues in the future.

Highway Department

The Division of Land Management is responsible for several programs that need to be coordinated with the County Highway Department. The Zoning Department is mandated by the State of Wisconsin to adopt a Non-Metallic Mining Reclamation Ordinance. The ordinance is administered by the Zoning Department with technical assistance provided by the Land Conservation Department. The County Highway Department operates a non-metallic mine and is affected by the ordinance. The ordinance requires that a reclamation plan be developed by the mine owner or operator and approved by the Zoning Department for all active non-metallic mines. Within the Division of Land Management the Land Conservation Department has technical staff available that assists the Highway Department in the preparation of a reclamation plan. Therefore, bringing the Highway Department into compliance with the new ordinance without the need for outside contracted services. The Division of Land Management provides similar services to the townships in the county that operate non-metallic mines.

The Trempealeau County Comprehensive Zoning Ordinance requires construction site erosion control plans to be prepared and approved by the Land Conservation Department prior to

construction. Several years ago the Land Conservation Department and Highway Department jointly purchased a hydro-seeder. One of the intended uses of the seeder was for stabilizing new construction sites. New home builders are required to re-seed excavated areas. The Highway Department and the Division of Land Management have formalized the agreement for the use of the hydro-seeder by landowners (See Appendix 2).

NR151 requires Town and County Highway Departments to develop and implement Transportation Facilities Construction Site Erosion Control Plans on all construction or reconstruction projects of one acre or greater. The Trempealeau County Land Conservation Department provides the administrative and technical assistance necessary for the Towns and County to comply with this statutory requirement.

Staff members from the Division of Land Management are designated to work with the Highway Department on projects that involve the cooperation of each department.

Land Records Department

Element One of the Division of Land Management Plan can not be successfully implemented without cooperation between the Division of Land Management and the Land Records Department. The successful implementation of ordinances, plans and programs revolves around the ability of the Division of Land Management to maintain accurate electronic records and track division progress. Progress in the implementation of the Automation Plan of the division has been achieved with the assistance of the Land Records Department. Element Five of this plan details how The Division Automation Plan is implemented and maintained.

Element Two - Customer Service/Information and Education

How the Division of Land Management provides services to the public is critical to the effectiveness of division programs. Customer service is more than just answering questions. It is the manner in which services are provided. If services are offered in a positive manner the importance of the programs are legitimized.

Providing service to customers is a responsibility that all employees share. Some positions in the Division of Land Management require more inter-action with the public than others. However, it is important to recognize that a certain amount of each employee's workday is providing services to customers. It is a job responsibility that is very difficult to quantify (hours). Examples of customer service type duties that all employees are responsible for are; receiving and answering phone calls, assisting landowners with applications, assisting local, state and federal units of government, and providing general information to landowners.

Customer Service/Information and Education Element - Projects

Educational Programs

The Land Conservation Department sponsors several educational programs that help bring awareness to conservation issues and programs. The programs sponsored by the Land Conservation Department are; 7th Grade Environmental Educational Field Days, Soil Judging Contest, Soil Stewardship Week, Nutrient Management Training, Scholarships, 5th Grade Comic Books, Environmental Awareness Speaking Contest and the Conservation Poster Contest. These programs are all organized by the Land Conservation Secretary II position. The programs not

only bring awareness to environmental issues but also inform landowners of conservation programs.

News Letter

The Division of Land Management prepares an informational newsletter on an as needed basis. The intent of the informational newsletter is to provide information to landowners on programs and services available that will enhance their properties. The newsletter is also utilized to keep residents informed of ordinance changes, permit requirements and other land management related topics. The Land Conservation Secretary II position is responsible for organizing and developing the informational newsletter.

Contractor Workshop

The Division of Land Management conducts a contractor's workshop every March. Land Conservation staff are responsible for organizing the contractor workshop. The workshop provides information to contractors on the regulations and requirements for construction projects conducted in Trempealeau County. The workshop details what the County expects from contractors in order for a project to be approved. A contractor's list is maintained and updated annually to continually inform contractors of county requirements.

Division of Land Management Web Page

The staff member responsible for the automation of the division maintains the Division of Land Management Web Page. The web page provides information on land management programs and projects. The primary purpose of the web page is to make information accessible to the public. The site provides a directory of staff. Program and project applications are made available via the web page.

Cross Training Employees

Within the Division of Land Management, each staff member is assigned primary responsibilities and secondary responsibilities. Secondary responsibilities in most cases are areas in which staff members are crossed trained to provide back up assistance to other staff member's primary responsibilities. Cross training of employees provides a more efficient and valuable public service to the client base. If the employee responsible for the administration of a program is absent a second employee is already familiar with the responsibilities and can answer questions and implement the program. Cross training of employees also allows the Division of Land Management to function efficiently in times of transition.

Office Hours

Within the Division of Land Management, Department office hours as well as employee office hours have been established. Generally, the office hours for the departments are as follows:

Zoning Department	7:00 a.m. to 4:30 p.m.	Monday -Friday
Land Conservation Department	7:00 a.m. to 5:30 p.m.	Monday -Friday
Planning Department	8:00 a.m. to 4:30 p.m.	Monday -Friday

To provide better customer service, individual staff members designate specific hours during the workweek that they will normally be in the office and available to the public. . The office hours established by the staff member are made available to the public. By establishing such office

hours the public can be reasonably assured that during the established hours they will be able to reach the staff member they need to contact. For example, if the Director of Planning establishes 8:00 a.m. to 9:00 a.m. daily as the positions office hours, the public will normally be able to contact the director during those hours. The public can attempt to reach the director at other times but there is no assurance that the Director of Planning will be in the office.

Coordination of Vacation Schedules

Department Directors approve vacation schedules of employees within their department. The Department Directors review vacation schedules with the premise that the goal of the Division of Land Management is to have job responsibility coverage at all times. In an attempt to accomplish this, employees that have shared responsibilities (primary and secondary responsibilities) coordinate their vacation schedules in an attempt to assure job responsibility coverage at all times. If conflicts with vacation schedules arise, the Department Director(s) make the final decision.

Phone Call (return and answer policy)

Within the Division of Land Management, phone calls are returned within 24 hours assuming the staff member is not ill or on vacation. The 24-hour response time does not necessarily mean a landowners question will be answered it just means that an acknowledgement of the initial phone call is made. If the caller does not have an answering machine the staff member will document the time the response phone call was made and this will suffice as a return phone call. Employees will be responsible for updating their voicemail messages indicating times when they will be out of the office for extended periods of time (one day or more).

Annual Meeting with Town Boards

The Division of Land Management recognizes the importance of the Town Boards in the development and implementation of programs. Town Boards represent the foundational element of local government and offer the best resource for communication with landowners. The Joint Land Conservation and Zoning Committee conducts an annual meeting with Town Board officials to discuss land management issues (existing and future plans, programs and ordinances, facilitate input on Town Board issues, set priorities for future programs). This meeting enhances the relationship between County and Town officials and staff. The Land Management Coordinator attends Town's Association meetings annually to keep informed as to township concerns.

Invite State and Federal Elected Officials annually to a Joint Land Conservation and Zoning Committee Meeting

The Joint Land Conservation and Zoning Committee will annually invite State and Federal elected officials to attend a Division of Land Management meeting. This will provide a forum for which land management issues that affect Trempealeau County can be discussed with State and Federal Officials.

Annual Division of Land Management Meeting

The Division of land Management holds an annual meeting in September of each year. The Joint Land Conservation and Zoning Committee and all staff members attend the meeting. The meeting includes a tour of land management projects in the county. It is an opportunity for

committee members and staff to discuss division accomplishments and setbacks as well as to set priorities for future projects.

Timeline

2005.....2014 All projects will be implemented and continued through the duration of the plan.

Element Three - Personnel

An important component of the Division of Land Management is the employees. The success of the Division of Land Management programs is only as good as the personnel that administer the programs. A goal of the Division of Land Management is to provide for efficient, responsible, timely and accountable land management services to county residents and landowners. The way that this goal is accomplished is by hiring and retaining good employees, providing adequate training for employees to meet division needs, providing employees with necessary tools to accomplish tasks and clearly identifying employee responsibilities and tasks. Accomplishing these items provides a positive work environment and a more productive Division of Land Management.

Personnel Element – Projects

Staff Training

Department Directors in conjunction with the Land Management Coordinator evaluate positions and employees annually to determine training needs. Training needs are identified in the form of a report and incorporated into department budgets.

As identified in the Customer Service Element, employees are cross-trained. Cross training employees ensures more skilled employees within the Division of Land Management. Cross training employees reduces the susceptibility of the Division of Land Management to complications associated with an employee being absent or leaving.

Division of Land Management Personnel Policies

The Division of Land Management has compiled existing personnel policies adopted by the County Board and has created a Division of Land Management Personnel Manual.

Hiring and Termination Procedures within the Division of Land Management

Personnel issues (hiring and termination) within the Division of Land Management are administered by staff (Department Directors and Land Management Coordinator). The Department Directors and Land Management Coordinator conduct interviews for positions within the Division of Land Management. Existing County personnel policies are followed for all hiring and terminations.

Monthly Division of Land Management Staff Meetings

In order for the Division of Land Management to function effectively, communication between departments and staff is critical. To facilitate open lines of communication the Division of Land Management holds monthly staff meetings. The Land Management Coordinator conducts the

meeting with staff input on agenda items. The meetings are held the second Wednesday of every month. Meetings are structured to provide as much informative information to employees as possible. Updates on specific programs are given as well as a review of Division of Land Management progress towards meeting plan goals.

Task Book for Each Position Responsibility

Each employee has prepared a task book for each job responsibility assigned to them. These task books detail from beginning to end how a task is accomplished. These task books are important in creating consistency in job duties over time. If an employee is absent or is no longer employed by the county, a record of how tasks are accomplished is a valuable tool in ensuring a smooth transition. The task book also aids in clarifying the job responsibilities of each staff member.

Team Meetings and Task Book for Specific Responsibilities

Within the Division of Land Management cross training of employees requires individuals to work together as a team to accomplish responsibilities. This working environment requires communication among individuals. Staff members that share responsibilities are required to meet regularly to review and discuss the task book that details how the employees (team) accomplish their shared responsibilities. Such task books create consistency when job duties change among staff. The task book also aids in clarifying the job responsibilities of each staff member.

Timeline

2005...2014 All projects will be implemented and continued through the duration of the plan.

Element Four - Financial

Each department within the Division of Land Management is responsible for its purchasing, accounting and financial record keeping.

LCD Fiscal Manager

The LCD Fiscal Manager is a fulltime represented position that is primarily responsible for the administrative duties associated with purchasing, accounting and financial record keeping of the Land Conservation Department. The Director of Land Conservation supervises the LCD Fiscal Manager. The LCD Fiscal Manager is responsible for the following duties:

Primary Responsibilities

The position is responsible for the accounting and financial record keeping of the Land Conservation Department.

- assists in the preparation of grants and budgets
- process accounts payable and receivable
- preparation of financial resolutions
- assists county and state auditors
- prepares and submits Annual Financial Reports and Reimbursement Requests to State agencies
- monitors department budgets
- update and maintain all cost share payment records

- billing and collection of farmland Preservation Users Fee's and Non-Metallic Mining reclamation fees
- process contracts signed between landowners and State Agencies. Submit to State agencies for review.
- process and track cost share payments

In addition, the position is responsible for the purchasing of all Land Conservation Department equipment and office supplies. The position is responsible for the tracking of vehicle pool maintenance records and reserving and billing of rental equipment.

The position also assists with the processing of bids. These duties include taking and opening bids, notification to landowners, tracking bonds and bond checks.

Secondary Responsibilities

- Provide administrative assistance to the Land Conservation Department Secretary II.
- Assist Planning and Zoning Departments with fiscal management issues when requested.

Division of Land Management Budget Preparation

Each department prepares and submits a budget to the County Board. The Department Director prepares an annual budget and presents it to their respective committee. The Land Management Coordinator reviews each department budget to ensure that no funding inconsistencies exist and the goals of the Land Management plan are met.

Prioritization of Services

The Land Conservation and Zoning Committees have undertaken the process of identifying the services that are provided by their Departments and have ranked the services from highest to lowest priority. This prioritization ranking shall be used to determine which services shall be eliminated in the event of budget reductions. This identification and prioritization process shall take place every two years during the Division of Land Management Plan revision process. The Joint Land Conservation/Zoning Committee may convene a steering committee of interested and affected county citizens to assist the Joint Committee in this process.

Vehicle Pool

The Division of Land Management maintains a fleet of 10 vehicles. The chart below identifies each vehicle, summarizes the ownership status and which department currently utilizes the vehicles:

<u>Vehicle</u>	<u>Leased/Owned</u>	<u>Truck/Van</u>	<u>Dept.</u>
1996 Ford Van-Blue	Owned	Van	Shared
2000 Polaris Expedition	Owned	ATV	Land Cons.
2000 Chevy Silverado-Blue	Owned	Truck	Land Cons.
2000 Chevy Silverado-Pewter	Owned	Truck	Land Cons.
2000 Chevy Silverado-Grey	Owned	Truck	Shared
2000 Ford Taurus-Blue	Owned	Car	Shared
2001 Ford F150-Green	Owned	Truck	Shared
2001 Ford Super Crew-Green	Owned	Truck	Land Cons
2002 Ford F150-Blue	Owned	Truck	Land Cons
2002 Ford F150-Red	Owned	Truck	Shared

Within the Division of Land Management, the vehicles are individually assigned to staff. Positions that do not require as much fieldwork share vehicles. Positions that are assigned vehicles are as follows:

Soil and Water Conservationist 1
Soil and Water Conservationist 2
Soil and Water Conservationist 3
Soil and Water Conservationist 4
Soil and Water Conservationist 6
Director of Zoning
Conservation Planning Assistant 5
Director of Planning
Zoning Specialist
Planning Specialist

Passenger Van

The Land Conservation Department shares ownership of a passenger van that seats up to 15 passengers. The van is available to all County Departments to use. There is a van usage policy that details fees and responsibilities associated with using the van (See Van Usage Policy Appendix 3).

Vehicle Maintenance

A staff person has been assigned responsibility for developing relationships with various service providers and dealerships. The position is responsible for making recommendations on all vehicle purchases, leases and repairs. In addition, the position is responsible for the periodic inspection of vehicles to ensure they have been properly (timely) serviced. The staff members assigned to each vehicle is responsible for scheduling periodic maintenance checks (oil changes, etc.). All maintenance records are the responsibility of the Fiscal Manager.

Vehicle Cellular Phones

All division vehicles are equipped with cellular phones. Cellular phones in inspection vehicles allow the division to operate more efficiently. Staff members no longer have to return to the office to receive messages (this decreases the amount of vehicle trips). Cellular phones also allow better communication between the public and staff. This enhances public service provided by the Division of Land Management. In addition, cellular phones provide an element of safety for division employees. If vehicle problems arise or an employee is in a difficult situation with a resident or landowner the employee has a way of communicating with the office.

Equipment Rental

The Land Conservation Department provides rental equipment to landowners to further land conservation practices in Trempealeau County. The equipment can be rented out through the Land Conservation Department. The LCD Fiscal Manager is responsible for reserving and billing of rental equipment. A complete list of rental equipment and prices is included in Appendix 4.

Timeline

2005-2014 All projects will be implemented and continued through the duration of the plan.

Element Five - Automation

Automation is a key element in the efficiency of the Division of Land Management’s provision of services. The coordination of existing databases and electronic files enables staff to more efficiently track and maintain records. An automated Division of Land Management increases the productivity of all division employees allowing the departments to complete more projects at current staffing levels. A staff member is assigned the primary responsibility of implementing and maintaining the Division of Land Management Automation plan.

Soil and Water Conservationist/Agronomist (Position 6)

The Soil and Water Conservationist is a fulltime represented position that is primarily responsible for the automation of the Division of Land Management. The position also serves as the Division’s Staff Agronomist. The Director of Land Conservation supervises the Soil and Water Conservationist. The Soil and Water Conservationist is responsible for the following duties:

Primary Responsibilities

The position is responsible for the maintenance of the Division of Land Management Automation Plan.

The position is responsible for administration of the Division Computer System in conjunction with the Information Systems Department and Land Records Department. In addition, the position is responsible for the coordination and supervision of the maintenance of all division databases, mapping and records.

The position is responsible for the development and maintenance of a division Geographical Information System (GIS) and Internet web page.

Serves on Trempealeau County Technical Advisory Committee.

Ensures that Division of Land Management Data Bases and Electronic Files meet existing and future County Data Entry Standards.

Nutrient Management Plans and Updates

- site inspections
- soil tests and renewals
- plan preparation
- plan review
- crop histories
- compliance tracking and reporting

Secondary Responsibilities

Soil Erosion Control Plans

- site inspections
- plan preparation
- updates
- compliance tracking and reporting

Cooperation With County Land Based Departments - Element Five

Land Records Department and Information Systems Department

Cooperation between the Division of Land Management and the Land Records and Information Systems Department is vital to the success of the automation of the Division of Land Management.

The Information Systems Department is responsible for the hardware, software and administration of the County computer system. An open relationship must be maintained with the Information Systems Department to ensure that Division of Land Management automation programs are compatible with the existing computer systems and network.

The Land Records Department is responsible for the modernization of county land records as well as the development of the County GIS. The Land Records Department assists the Division of Land Management in the implementation and maintenance of the Division of Land Management Automation Plan to ensure it is consistent with the County Land Records Modernization Plan. The Land Records Department also assists the division in the development and maintenance of the Division Of Land Management GIS.

Division of Land Management and University of Wisconsin - La Crosse Geography Department

The Zoning and Planning Departments have been working cooperatively with the University of Wisconsin - La Crosse Geography Department (UW-L) for the last several years. The University has provided the Zoning and Planning Departments with technical support (mapping, GIS services) to assist in the County's land use planning effort. In addition, the University digitized the County Soils Survey at no cost to the County. In return the Zoning and Planning Departments have allowed UW-L students to become involved in the land use planning process to further their educational experiences. The relationship the county has with UW-L will continue to grow with a staff person designated to be a liaison with the University.

Digital Orthophotography and Division of Land Management Automation

The ability of the Division of Land Management to fully implement automation projects and efficiently provide services will rely on the successful completion of Trempealeau County's Digital Orthophotography Project. In March of 2000, Trempealeau County contracted Aero-Metric Inc. to begin an Orthophotography Project. The project consisted of three phases, two of which have been completed. The projects first phase included flying the entire County and producing black and white contact prints of the flight. Phase II of the project involved Aero-Metric Inc. generating black and white digital ortho imagery for the Towns of Dodge, Gale, Hale, Lincoln, Preston, Sumner and Trempealeau. Phase III of the project involved creating digital ortho imagery for the remaining portions of the County. These areas include the Towns of Albion, Unity, Chimney Rock, Burnside, Arcadia, Ettrick, Pigeon and Caledonia. Reliable and accurate answers require regular updates to the land information system including data that experiences changes over time. The orthophotography is not excluded from these necessary updates. Trempealeau County averages about 400 new parcels each year. If this trend continues, approximately 4000 new parcels shall be created during this planning period. Each year the Land Records Department receives about

\$35,000.00 in retained fee's and WLIP Grants for use in Land Records Modernization projects. A portion of this money has been designated for updating the county's digital orthophotography.

Delays in data development occur due to an incomplete coverage of digital ortho imagery. Examples of data types that will directly affect the Land Management Division are well locations, septic locations, feedlot locations, soil tract locations, non-metallic mines, landfills, enhanced parcel mapping, driveway locations, zoning setbacks, surveying and more.

The data provides Land Management staff with the foundation to continue automation and modernization. Modernization efforts lead to more informed decisions, reduction in duplication and has facilitated effective management of information. This in turn, creates an atmosphere more conducive to serving the public, private sector, other County staff, Committees and other Government Agencies. Delaying data development will slow modernization efforts in the Land Management Division, ultimately increasing the cost of operation by working in an inefficient environment.

It is recommended that Trempealeau County pursue an expedited plan (2 years or less) to fund the remainder of the orthophotography project. As illustrated, the completion of the orthophotography project will permit the Division of Land Management and other county departments to function more efficiently and provide better services to the public.

Automation Element - Projects

Division of Land Management Automation Plan

A Division of Land Management Automation Plan has been developed with the assistance of the Information Systems Department and Land Records Department. The plan is consistent with the County Land Records Modernization Plan. The plan details all elements of automation within the Division of Land Management (record automation, database development, record tracking, mapping, etc.). Included in the plan is a complete description of automation projects and a timeline for completion. The Division of Land Management Automation Plan is added as Appendix 5 of this document.

Division of Land Management Geographical Information System (GIS)

The development of a division Geographical Information System (GIS) coordinated with the County GIS has increased the availability of information for staff and the public. It enables staff to efficiently provide better information to the public.

The GIS system attaches data to a location (map). With the GIS in place, the tracking and displaying (mapping) of information has been greatly enhanced. The information developed is of great value to all the departments that make up the Division of Land Management, as well as the County.

Division Web Page Development and Maintenance

The Division of Land Management web page provides information to the public on programs, plans and ordinances that the division is responsible for implementing.

The web page includes staff contacts for various programs, department office hours and general information. Permit application and processing is made available via the web page.

Timeline

2005 2014 Continue to implement and maintain the Division of Land Management Automation Plan. The Automation Plan provides a schedule for the implementation of all future projects.

V. Division of Land Management Contracted Services

Legal

The Division of Land Management will continue to utilize contracted legal services for legal matters that involve a significant background in municipal law. Law firms that specialize in municipal law can provide more informed and timely responses. The County Corporation Counsel provides general legal services for all county departments and therefore is unable to specialize to meet the needs of one department. The Division of Land Management will continue to utilize the County Corporation Counsel for matters that do not require specialty services.

Engineering

Trempealeau County does not employ a professional engineer. The Division of Land Management administers programs and ordinances that from time to time require professional engineering services. The Division of Land Management will continue to contract professional engineering services on an as needed basis.

VI. Division of Land Management Plan Implementation

The Division of Land Management Plan is a ten-year plan. The Land Management Plan is reviewed and updated every two years to account for changes in staff, policy or programs. Within each element of the plan a timeline is prepared which details the timely completion of projects. Staff members assigned to various projects are responsible for the completion of the projects. The Department Directors are responsible for insuring that each project under their Department's jurisdiction is completed. The Land Management Coordinator is responsible to ensure all projects in the plan are completed within the timelines identified.

The Land Management Coordinator will update the Joint Land Conservation and Zoning Committee members regarding the progress of the plan at the committee's quarterly meetings. As identified in the plan, the Division of Land Management will have monthly staff meeting to ensure individual staff members and project teams are meeting plan timelines.

VII. Conclusion

The Division of Land Management is responsible for protecting the health, safety, welfare and quality of life of the County's citizens as well as enhancing the County's natural resources. The Division of Land Management Plan has been developed and periodically revised to provide for the structured coordination of Land Management Departments (Land Conservation, Zoning and Planning Departments) in Trempealeau County. This enables the Division of Land Management to effectively and efficiently provide quality services to Trempealeau County residents and meet plan goals. In addition, the plan establishes formalized cooperation between Division of Land Management Departments and other County Departments and Committees (Land Records Department, Health Department, Information Systems Department, and Highway Department). The structured coordination and cooperation between County Departments ensures more effective and accountable county government.