



Farmland Conservation Easement Commission Agenda

***Jefferson County Courthouse
311 S Center Ave, Rm 203
Jefferson, WI 53549***

Monday, April 20, 2015 @ 12:30 pm

Members: Margaret Burlingham (Chair), Walt Christensen (Vice Chair), Steve Nass (Secretary), Mariah Hadler, and Blane Poulson.

1. Call to Order
2. Roll Call
3. Certification of Compliance with the Open Meetings Law
4. Review of the April Agenda
5. Public Comment (members of the public who wish to address the Committee on specific agenda items must register their request at this time)
6. Communications
7. Review & Approval of the March 16, 2015 Meeting Minutes
8. Discussion and possible action on PACE applications
 - Greg Wilke, Town of Waterloo
 - Cliff Haberman, Town of Milford
 - Gary & Mary Ann Kunz Trust, Town of Sumner
 - Duane Koch, Town of Farmington
 - Timothy Hunn, Town of Aztalan
9. Discussion on the landownership changes, specifically the sale of Dale Neupert Parcel #030-0813-1733-002 to Kurt Skalitzky
10. Discussion and possible action on conservation planning in regard to farmland easements
11. Jefferson County Land & Water Conservation Report on Baseline Documentation for Easements
12. Review new easement application
13. Discussion on future events that the Farmland Conservation Easement Commission would like to participate in and Community Outreach
14. Future Meeting:
 - May 11, 2015 @ 12:30 in Room 203
 - June 8, 2015 @ 12:30 in Room 203
 - July 13, 2015 @ 12:30 in Room 203
15. Suggestions for the Next Agenda
16. Adjournment

**The Commission may discuss and/or take action on any item specifically listed on the agenda. Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator at (920) 674-7101 24 hours prior to the meeting so appropriate arrangements can be made.*



Farmland Conservation Easement Commission Minutes

***Jefferson County Courthouse
311 S Center Ave, Rm 203
Jefferson, WI 53549***

Monday, March 16, 2015 @ 12:30 pm

Members: Margaret Burlingham (Chair), Walt Christensen (Vice Chair), Steve Nass (Secretary), Mariah Hadler, and Blane Poulson.

1. Call to order:

The monthly meeting was called to order by Margaret Burlingham at 12:30 pm. Committee members Margaret Burlingham (Chair), Walt Christensen (Vice Chair), Steve Nass (Secretary), and Blane Poulson were present. Also in attendance were Gerry Kokkonen, Land & Water Conservation Department (LWCD), Kim Liakopoulos, LWCD, and Michelle Staff, Planning & Zoning Department. Mariah Hadler was excused.

2. Roll call (Establish a Quorum):

A quorum was established.

3. Certification of Compliance with the Open Meetings Law:

It was determined that the committee was in compliance with the Open Meetings Law.

4. Review of the March Agenda:

The March agenda was reviewed by the committee members. Margaret Burlingham requested moving item # 11 in front of item # 9. Steve Nass made a motion to approve the move, Walt Christensen seconded. Motion carried 4/0.

5. Public comment:

There were no comments at this time.

6. Communications:

There were no communications at this time.

7. Review & approval of the February 16, 2015 Meeting Minutes:

Walt Christensen made a motion to approve the February 16, 2015 meeting minutes as written, Blane Poulson seconded. Motion carried 4/0.

8. Discussion and possible action on PACE applications:

a. Greg Wilke, Town of Waterloo

Margaret Burlingham indicated that we're still waiting on a clear title of Greg Wilke's farm but informed the commission that he has finished the application to clear the title.

b. Cliff Haberman, Town of Milford

Margaret Burlingham told the commission that the reappraisal is complete and that we're waiting on word from NRCS to proceed.

- c. **Gary & Mary Ann Kunz Trust, Town of Sumner**
Nothing new at this time. Margaret Burlingham is still waiting for information from NRCS.
- d. **Duane Koch, Town of Farmington**
Nothing new at this time.
- e. **Timothy Hunn, Town of Aztalan**
Nothing new at this time.

9. Discussion on the landownership changes, specifically the sale of Dale Neupert Parcel #030-0813-1733-002 (map included). Also discuss how this type of situation should be handled in the future:

Mark Watkins spoke to Skalisky, the man that bought the easement land from Dale Neupert, and Dale Neupert. Skalisky is aware of the easement. Neupert didn't know about the 90 day notice to the commission in regard to any changes to the land within the easement. Discussion included questions for the LWCD to present to Corporation Counsel. Margaret Burlingham will also contact NHLT for additional input and guidance.

10. Revised Application:

Margaret Burlingham has moved this agenda item to the April meeting.

11. Easement Process Flow Chart and Anticipated Workload Distribution:

See attached. The commission thought the flow chart was going to work very well and that we should start using it on our current applications. Steve Nass made a motion to add a legend and acronym sheet, Walt Christensen seconded. Motion carried 4/0. Revision will be available for review at the next scheduled meeting.

12. Jefferson County Land & Water Conservation Report on Baseline Documentation for Easements:

Gerry Kokkonen has established where Haberman's exclusion is located within the easement and will provide for the exception in the baseline.

13. Discussion on future events that the Farmland Conservation Easement Commission would like to participate in and Community Outreach:

Blane Poulson made a motion to approve a donation to add our logo to the volunteer shirts for the Jefferson County Dairy Breakfast, Steve Nass seconded. Motion carried 4/0.

4th Grade Farm Tour, Steve Nass will bring up impact fees for land annexing at the next Task Force meeting, Steve Nass will ask Phil Ristow to send a letter to the Jefferson County Bar Association to make them aware of our program, contact FFA teachers about the program, get the word out to city people, ask to add an agenda item to the next city of Fort Atkinson planning meeting

14. Future Meeting:

April 20, 2015 at 12:30 pm in Room 203.

15. Suggestions for the next Agenda:

Revised application, letter to landowners with violation information, 90 day disclaimer, post inspection.

16. Adjournment:

Blane Poulson made a motion to adjourn at 1:55 pm, Steve Nass seconded. Motion carried 4/0.

**DRAFT Jefferson County
Purchase of Agricultural Conservation Easements (PACE) Program
Application**

Return to:
Jefferson County Land and Water Conservation Department
311 South Center Avenue Room 113
Jefferson, WI 53549



The Jefferson County Purchase of Agricultural Conservation Easements (PACE) Program seeks to permanently protect working farms from non-agricultural development through paid and donated easements. The property a landowner submits under this application should include the farmstead and surrounding work land.

A landowner does not have to offer to restrict all of his/her unused development rights on the property. The landowner will be asked to identify the location of any remaining unused development rights on the property. A survey, legal description, and rezoning of future building sites not covered by the easement may be required to prior to closing at the owners expense.

A landowner wishing to donate a conservation easement may do so for any portion of the property he/she owns.

Please consult with your attorney, tax preparer and/or estate planning consultant to determine if this program is right for you.

To be eligible for the PACE and donated easement programs:

- The property must be entirely located in a farmland preservation area designated in the County's certified farmland preservation plan (Jefferson County Agricultural Preservation and Land Use Plan).
- The farmland must be covered by an approved conservation plan and the landowner must be in compliance with the Wisconsin and Jefferson County soil and water conservation standards. The property must be on file at the Jefferson County FSA office.
- The property must have at least one unused development right associated with it and it must be physically possible to use the development right on the property (e.g. potential lots would have to be able to pass a soil test supporting development and must have legal access from a public road)
- 50 percent or more of the acreage must be tillable.

In addition, if applicants are accepted into the PACE program, they will be required to:

- show evidence of clear title to the property
- Satisfy or subordinate mortgages to the easement.
- sign a non-binding statement indicating their willingness to place an agricultural conservation easement on their property
- pay a \$750 administration fee which will be used to defray county administrative costs (such as appraisals and title work).

Please initial that you have read and understand the above statements: _____

Applying for the PACE (paid) Program check here _____

Applying for the donated easement program check here _____

Please provide the following information, answering each question to the best of your ability.

Ownership and Location

1. Landowner contact phone number(s): (_____) _____

2. Landowner email address(s): _____

3. Please list all landowner names and addresses:

4. Location of property (please include a plat map or other map with your application)

Property address or nearest road and cross road: _____

Town: _____

Section(s): _____

5. Do you have clear title to the property? Yes _____ No _____
If no, please be advised that clear title will be required and any liens will need to be satisfied or subordinated to the easement.

6. Do you participate in the Jefferson County Farmland Preservation tax credit program?
Yes _____ No _____

7. Do you have an approved conservation plan in effect for your property? Yes _____ No _____

8. Do you have an approved nutrient management plan in effect for your property? Yes _____ No _____

9. Please describe the intended future use and ownership of the property:

10. Do you have more than one house on the property? Yes, how many? _____ No _____
Please indicate the address of each home:

11. Acreage of property: _____

12. Acres of workland and pasture: _____

13. Acres of wetland: _____

14. Acres of woodland: _____

15. Do you have large areas of impervious surface on the property such as large freestall barns, sheds, feedlots, feed or manure storage, driveways or landing strips? Yes _____ No _____
If yes please list the improvements:

16. Are there underground fuel tanks on the property? Yes _____ No _____
If yes, does the tank presently contain fuel? Yes _____ No _____
If yes, are you willing to remove the tank? Yes _____ No _____
If the tank does not contain fuel, has it been properly abandoned (filled with an inert material)?
Yes _____ No _____

17. Is your farm within the Scuppernon Agricultural Enterprise Area (Palmyra area)? Yes _____ No _____

Zoning and Development Rights

18. Are you currently in the process of applying to the town or county for a change in zoning or a land division to this property? Yes _____ No _____
If yes, please describe:

15. Number of unused development rights you believe are associated with your property*: _____
*Please check with Jefferson County Zoning and your Town, several Towns are more restrictive than Jefferson County.

19. Number of unused development rights you would agree to restrict if your property is accepted into the Jefferson County PACE program: _____

20. Are there any utility or pipeline easements on the property? Yes _____ No _____
If yes, please describe:

21. Are there any existing easements for access or preservation purposes? Yes _____ No _____
If yes, please describe:

22. Are you aware of any Jefferson County Zoning, shoreline, wetland, or other violations on your property?

Yes _____ No _____

If yes, please describe:

23. Do you plan any large construction projects in the future? Yes _____ No _____

If yes, please describe:

Additional Conservation Benefits

24. Has your property been designated as a Century Farm, a state or local landmark, or an historic or archeological site? Yes _____ No _____

If yes, please describe:

25. Does your property contain a wetland (natural or restored) greater than 3 acres in size? Yes _____ No _____

If yes, please describe:

26. Does your property contain or is it adjacent to permanent surface water? Yes _____ No _____

If yes, please describe:

27. Does your property provide habitat for threatened or endangered wildlife or other special wildlife?

Yes _____ No _____

If yes, please describe:

28. Are you currently in the process of applying or planning to enroll some or all of your property into the Wetland Reserve Program, Conservation Reserve Program, or other long-term conservation program?

Yes _____ No _____

If yes, please describe:

Additional Considerations

29. Applicants to the PACE (paid) program that are willing to sell their development rights to the county at less than their appraised fair market value may receive priority. If you would be willing to make such a donation? Jefferson County currently pays 75% of the easements value. Yes _____ No _____
30. Applications for which there is matching funding available (such as from your town, conservation organizations, or private sources) may receive priority. Are you aware of any matching funds that may have been pledged to help protect your property? Yes _____ No _____
If yes, what is the amount of that pledge and what is its source?

Landowner Signature:

By signing below I give my permission for the release of any and all information relating to my conservation plan administered by the Jefferson County Land & Water Conservation Department to the Jefferson County PACE commission.

Name

Date

Name

Date