

**COUNTY OF DUNN
MENOMONIE, WISCONSIN
NOTICE OF PUBLIC MEETING**

In accordance with the provisions of Section 19.84, Wisconsin Statutes, notice is hereby given that a public meeting of the **Dunn County Planning, Resource, and Development Committee** and the **Land Conservation Committee** will be held on **Wednesday, September 18, 2024 at 8:30am in Room 54 at the Dunn County Government Center, 3001 US HWY 12 East, Menomonie, Wisconsin.** **The building entrance for meetings is on the lower level of the Government Center and will be open 30 minutes ahead of the meeting start time.** Items of business to be discussed or acted upon at this meeting are listed below. A video recording of the meeting will be available for subsequent viewing on the Dunn County YouTube channel at the following link:

<https://www.youtube.com/@dunncounty1854>

Members of the public who require assistance in accessing the meeting, please call (715) 231-6505. Upon reasonable notice, the County will make efforts to accommodate the needs of disabled individuals through sign language, interpreters, or other auxiliary aids. For additional information, or to request the service, contact the County Human Resources Manager at 715-232-2429 (Office), 715-232-1324 (FAX) or 715-231-6406 (TDD) or by writing to the Human Resources Manager, Human Resources Department, 3001 US HWY 12 E, Suite 225, Menomonie, Wisconsin 54751.

AGENDA

1. **Call to Order**
2. **Call of the Roll**
3. **Approval of the Minutes – August 21, 2024**
4. **Public Comments**
5. **Public Hearing: None**
6. **Staff Reports:**
 - A. Register of Deeds monthly report
 - B. Environmental Services monthly department reports
7. **Items placed at the request of the Chairperson: None**
8. **Consideration of Actions to be taken by the Planning, Resource, and Development Committee:**
 - A. Establish value for Tax Foreclosed Property to be made available for sale by sealed bid
 - B. Resolution selecting the 2025 Conservation Aids (Fish and Game) Program project
9. **Consideration of Actions to be taken by the Land Conservation Committee:**
 - A. Approval of Nutrient Management Planning Cost-share Transfer Agreement
10. **Consideration of reports, resolutions, and ordinances to the County Board from the Planning, Resource, and Development Committee: None**
11. **Announcements:**
12. **Future meeting date and any agenda items: October 2, 2024**
13. **Adjournment**

Tom Quinn, Chairperson

Signed: Thomas P. Carlson
Thomas P. Carlson
Dunn County Surveyor

**COUNTY OF DUNN
MENOMONIE, WISCONSIN
MINUTES**

**Minutes of the Meeting of the Dunn County Planning, Resource, and Development Committee.
Held on August 21, 2024, in the Government Center, Room 54.**

DRAFT

1. **Call to Order.** There being a quorum of the Dunn County Planning, Resource, and Development Committee, Chairperson Quinn called the meeting to order at 8:33 a.m.
2. **Call of the Roll.** Present were Tom Quinn (Chair), Gary Bjork, Mike Kneer, Monica Berrier, and Diane Morehouse.
3. **Approval of Minutes.** Supervisor Morehouse made a motion to approve the minutes from the August 7, 2024 meeting. Seconded by Supervisor Bjork. All in favor. Motion approved by voice vote.

4. **Public Comments.** None.

5. **Public Hearing.**

A. Proposal to change zoning designation of property located at E3900 State Road 29 in the Town of Menomonie. Anne Wodarczyk, Planner/ Zoning Administrator presented a recap of the staff report for a change to zoning designation. Scott Nabbefeld, Facilities and Parks Director and Wodarczyk answered questions of the committee. Public hearing closed at 8:49 am.

Without objection, Chairperson Quinn moved to agenda item 9A. **Consideration of reports, resolutions, and ordinances to the County Board from the Planning, Resource, and Development Committee.**

A. Proposal to change zoning designation of property located at E3900 State Road 29 in the Town of Menomonie. Supervisor Morehouse made a motion to postpone action at this time until a second hearing is conducted. Seconded by Supervisor Berrier. All in favor. Motion approved by voice vote.

6. **Staff Reports:**

A. Register of Deeds monthly report. Report was on the screen for review.

B. Environmental Services monthly department reports.

Survey Division- Report was on the screen for review. Discussion by committee and Tom Carlson, County Surveyor.

Planning and Zoning Division- Report was on the screen for review. Discussion by committee and Wodarczyk.

Land and Water Conservation Division- Report was on the screen for review. Tina Barone,

Conservation Planner answered questions of the committee. Barone presented a report on the two Producer-Led Watershed Groups of Dunn County; Hay River Farmer-Led Watershed Council and Red Cedar Conservation Farmers. Discussion by committee and Barone.

C. Natural Resources Internship Report- Caden Erickson. Caden Erickson presented a report of his summer internship with Dunn County Land and Water Conservation, Landmark Conservancy, United States Department of Agriculture Natural Resources Conservation Service (USDA NRCS), and Wisconsin Department of Natural Resources. John Sippl, District Conservationist with USDA NRCS spoke of his time with Erickson and the internship program.

- 7. Items placed at the request of the Chairperson:** None.
- 8. Consideration of Actions to be taken by the Planning, Resource, and Development Committee.** None.
- 9. Consideration of reports, resolutions, and ordinances to the County Board from the Planning, Resource, and Development Committee.**
 - A. Proposal to change zoning designation of property located at E3900 State Road 29 in the Town of Menomonie.** Acted upon earlier in the meeting.
- 10. Announcements.** None.
- 11. Future Meeting Date and any agenda items.** Next meeting date will be Wednesday, September 4, 2024.
- 12. Adjournment.** There being no further business, Chairperson Quinn declared the meeting adjourned at 9:25 a.m.

Respectfully Submitted,
Tracie Albrightson
Recording Secretary



Heather M. Kuhn, Register of Deeds

3001 US Hwy 12 E, Suite 112

Menomonie, WI 54751

Phone: (715) 232-1228

www.dunncountywi.gov/rod

TO: Planning, Resource & Development Committee

FROM: Heather M. Kuhn, Register of Deeds

DATE: September 6, 2024

RE: August 2024 monthly update

OUTPUT MEASURES	May-24	Jun-24	Jul-24	Aug-24
Total # of copies of vital records issued	307	328	552	478
# of Deaths filed	18	15	22	26
# of Marriages filed	14	33	12	30
Total # of ownership transfers	126	151	129	144
Total value of real estate sales	\$29.3 million	\$15.1 million	\$27 million	\$28 million
Total # of Documents recorded	478	434	495	493
Total # of in-person customers	207	227	282	259
Total \$ Received	\$112,493.36	\$68,872.26	\$107,148.63	\$110,163.45
General fund revenue	\$34,363.69	\$23,962.47	\$32,757.18	\$33,156.99
Retained for county land information fund	\$3,824	\$3,472	\$3,928	\$3,944

OTHER BUSINESS:

- Employee picnic – What a great success!
- Met with Accounting Pit Crew
- Coordinated and conducted Wisconsin Register of Deeds Association (WRDA) board meeting
- Met with Judicial Officer Security workgroup
- Met with software vendor on continued database clean up
- Attended Property Records Industry Association (PRIA) conference virtually – topics included Artificial Intelligence, Property Fraud/Identity Fraud, Cyberattacks/Disaster recovery
- Attended WRDA District 5 meeting
- Attended Department head meeting
- Assisted with research on trust related documents; deed prep; copy requests; ownership interest for a utility company; township owned property; property boundary questions; and vital records

SEE ATTACHED FINANCIAL REPORT

Register of Deeds: Financials Jan - Jul 2024

Acct Type	Total 2022 Actuals	Total 2023 Actuals	Total 2024 Budget*	YTD 2024 Actuals	Total 2024 Projected*
Revenue: Levy	(49,432)	(49,435)	(61,435)	(61,435)	(61,435)
Revenue: Public Charges	(374,853)	(309,002)	(264,500)	(173,648)	(309,761)
Revenue: Misc	(16,513)	(5,361)	(5,000)	(2,027)	(3,474)
Revenue: Fund Balance	-	(12,000)	(5,439)	-	(5,439)
Revenue: Other	-	-	(51,726)	-	(51,726)
Expense: S&F	261,617	264,621	279,739	158,473	274,212
Expense: Operating	76,077	91,466	108,361	79,889	107,209
Grand Total	(103,104)	(19,711)	-	1,252	(50,414)
Revenue	440,798	375,798	388,100	237,110	431,835
Expense	337,693	356,086	388,100	238,362	381,421
Net	103,104	19,711	-	(1,252)	50,414

* Surplus/(Deficit)

Projection Methodology:

1. Wages are projected based on 26 pay periods & health benefits based on 12 months.
2. Expenses and revenues are projected based on year-to-date less than 1 month. It may not be applicable for fixed funding sources (i.e., grants & levy).



Thomas P. Carlson, County Surveyor
3001 US Hwy 12 E, Suite 240A
Menomonie, WI 54751
Phone: (715) 231-6526
Email: tcarlson@dunncountywi.gov

Environmental Services - Survey Division

TO: Planning, Resource, and Development Committee

FROM: Tom Carlson

SUBJECT: August 2024 Staff Report

DATE: September 10, 2024

During the month of September, 8 Certified Survey Maps were submitted to the county for review. The following table shows where these land divisions have occurred, how many new parcels were created, and how much acreage was included.

<u>Town</u>	<u>New Parcels Created</u>	<u>Acreage</u>
Otter Creek	4	60.83
Menomonie	4	19.91
Red Cedar	2	27.61
Colfax	2	10.01
Sherman	1	10.16
Spring Brook	1	0.37
Totals	14	128.89

In addition, 16 Maps of Survey were submitted for review and filing. Remonumentation work was performed on 14 Public Land Survey System corners in the Towns of Red Cedar, Sheridan, Tiffany, Elk Mound and Grant. In addition, visits were made to 2 centers of section and 12 sixteenth (forty) corners.

During the month of August, I attended two Steering Committee meetings related to the County's Enterprise, Resource, and Planning (ERP) System.

Following this report contains a table that summarizes the expenditures and revenue for the Survey Division through July of 2024.

Sincerely,

A handwritten signature in black ink that reads "Thomas P. Carlson".

Thomas P. Carlson, PLS
Dunn County Surveyor

Environmental Services - Surveyor: Financials Jan - Jul 2024

Acct Type	Total 2022 Actuals	Total 2023 Actuals	Total 2024 Budget	YTD 2024 Actuals	Total 2024 Projected*
Revenue: Levy	(285,399)	(285,399)	(295,799)	(295,799)	(295,799)
Revenue: Public Charges	(0)	-	(40)	(3)	(10)
Revenue: Misc	(175)	-	-	-	-
Revenue: License & Permits	(28,370)	(22,110)	(21,050)	(16,060)	(21,050)
Revenue: Interdepartmental	(12,789)	(5,701)	(2,500)	-	(2,500)
Revenue: Fund Balance	-	(10,400)	-	-	-
Revenue: Other	-	-	(11,447)	-	(11,447)
Expense: S&F	291,612	304,669	316,943	185,712	319,823
Expense: Operating	9,111	10,896	13,893	6,492	12,058
Grand Total	(26,009)	(8,046)	-	(119,657)	1,075
Revenue	326,733	323,610	330,836	311,862	330,806
Expense	300,723	315,564	330,836	192,204	331,881
Net	26,009	8,046	-	119,657	(1,075)

* Surplus/(Deficit)

Projection Methodology:

1. Wages are projected based on 26 pay periods & health benefits based on 12 months.
2. Expenses and revenues are projected based on year-to-date less than 1 month. It may not be applicable for fixed funding sources (i.e., grants & levy).

Environmental Services - Divisions of Planning & Land Use Control

This report summarizes the activities and developments within the divisions of Planning and Land Use through August 2024.

PERMITS

To date, 207 zoning permits have been approved, with 16 permits issued in August alone. While this is slightly lower than the volume reported in prior months, we remain on track to meet or exceed last year's total of 254 issued permits. Our ongoing efforts to improve the permitting process have contributed to faster approvals and more accurate application submissions.

BOARD OF ADJUSTMENT

During the August Board of Adjustment meeting, the Board evaluated a request by Peter Gruetzmacher to reduce the shoreland setback from 75 feet to 52 feet for the replacement of wooden decks with a larger above-grade concrete patio.

After careful consideration and deliberation, the Board determined that the request met the required hardship criteria as outlined in the zoning ordinance. The request was unanimously approved, subject to specific conditions regarding stormwater management and landscaping to mitigate potential environmental impacts.

The Board will not be meeting in September due to a lack of agenda items. They are expected to reconvene in October.

AMENDMENT TO THE ZONING ORDINANCE

On July 31, the Board of Adjustment unanimously approved an amendment to the comprehensive zoning ordinance, incorporating accessory dwelling units (ADUs) as a permitted use in the R2, R3, and GA zoning districts. This amendment will take effect no later than August 28, 2024.

In anticipation of this change, our department has implemented new permit processing guidelines and updated the zoning permit application form. The revised form provides clearer, more detailed instructions and collects essential information earlier in the application process to streamline approvals.

OTHER UPDATES

- The development of an updated shoreland zoning ordinance and application submittal guidelines with completion expected by the end of the year.
- Staff have been attending training on updates to land use regulations, particularly regarding renewable energy projects and floodplain regulations.

Thank you for your continued support and collaboration!

Sincerely,

Anne Wodarczyk
County Planner/Zoning Administrator

Environmental Services - Planning & Zoning: Financials Jan - Jul 2024

Acct Type	Total 2022 Actuals	Total 2023 Actuals	Total 2024 Budget*	YTD 2024 Actuals	Total 2024 Projected*
Revenue: Levy	(376,504)	(319,320)	(407,178)	(407,178)	(407,178)
Revenue: State Grant	-	(7,000)	-	-	-
Revenue: License & Permits	(155,969)	(135,380)	(142,529)	(71,659)	(143,317)
Revenue: Asset Sale	-	(3,200)	-	-	-
Revenue: Fund Balance	-	(87,858)	(73,186)	-	(73,186)
Revenue: Other	-	-	(12,980)	-	(12,980)
Expense: S&F	431,679	428,938	475,614	267,706	454,872
Expense: Operating	60,948	40,370	160,259	24,741	166,115
Grand Total	(39,846)	(83,450)	-	(186,390)	(15,674)
Revenue	532,473	552,758	635,873	478,837	636,661
Expense	492,627	469,308	635,873	292,447	620,987
Net	39,846	83,450	-	186,390	15,674

* Surplus/(Deficit)

Projection Methodology:

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2. Expenses and revenues are projected based on year-to-date less than 1 month. It may not be applicable for fixed funding sources (i.e., grants & levy).



Dunn County Environmental Services Department
Dunn County Land and Water Conservation Division
3001 US Highway 12 East, Suite 240A, Menomonie, WI 54751
Phone (715)232-1496

August 2024 Land and Water Conservation Division Report to the PR&D/LCC Committee

For the month of August, the LWCD worked on, but not limited to, the following items:

1. Environmental Education – In partnership with the Natural Resources Conservation Service (NRCS) we will be hosting the Tri-County Land Judging Contest for highschool students in October. Dietsche Family Farm will be our host farm. Schools from Buffalo, Dunn, Pepin and Trempealeau County's will be participating.
2. Nutrient Management Planning Program – Farmer education and plan writing class kick off meeting with CVTC is September 11. We need additional cost-share funds to complete nutrient management planning contracts this year, so we have reached out to other counties and will receive additional funds from Rusk County.
3. Chippewa River Trail – news release regarding the grant application and plans to acquire a section of the Chippewa Trail. A resolution was approved at a previous County Board meeting to pursue this unique opportunity. We are still awaiting a property appraisal to be completed as part of the grant application. Conituning to work with Landmark Conservancy, Pepin County, and Xcel Energy.
4. Producer Led Watershed Groups – A grazing field day hosted, in part, by the Hay River Farmerled Watershed Council was held August 19, 2024. We are completing the 2025 Producer Led Watershed Grant applications for both the Hay River Farmerled Watershed Council and the Red Cedar Conservation Farmers groups. Two additional The Nature Conservancy (TNC) grants are being applied for each group. One related to grazing and the other related to nitrogen use efficiency.
5. Snowmobile Trail Program – Due to a lack of funding, our latest snowmobile trail bridge grant application appears to not have been funded by the State Snowmobile Council, in their current round of funding. With the support of our local snomobile clubs, we will continue to pursue these projects should additional funding opportunities arise.
6. Technical projects – Construction season continues with several projects underway. Funding for these projects is from a number of funding sources, including, State Soil and Water Resource Management Grant funds and Multi-Discharger Variance funds.
7. Water Monitoring Program – Private well sampling has been completed for the year. We are now working to get results out to participants. We intend to have a summary report for the PR&D Committee in the future.

The following budget report will provide a summary of expenditures and revenue for the LWCD programs through August, 2024. If you have questions at any time, please do not hesitate to contact me.

Chase Cummings
County Conservationist
715-231-6535

Environmental Services - Land & Water: Financials Jan - Jul 2024

Acct Type	Total 2022 Actuals	Total 2023 Actuals	Total Budget 2024*	YTD 2024 Actual	Total 2024 Projected*
Revenue: Levy	(755,074)	(726,596)	(770,564)	(770,564)	(770,564)
Revenue: State Grant	(641,011)	(477,238)	(1,496,912)	(817,135)	(1,496,912)
Revenue: Local Grant	-	-	(10,000)	(10,000)	(10,000)
Revenue: Public Charges	(32,864)	(37,460)	(34,513)	(32,699)	(33,770)
Revenue: Interdepartmental	(1,500)	(3,000)	(500)	(1,000)	(1,000)
Revenue: GF Fund Balance	-	(2,325)	-	-	-
Revenue: Fund Balance	-	(49,282)	(63,584)	-	(63,584)
Revenue: Donations	(41,518)	-	-	(35,000)	(35,000)
Revenue: Debt	(28,000)	(28,000)	(20,886)	-	(20,886)
Revenue: Asset Sale	-	(2,775)	-	(5,701)	(5,701)
Revenue: ARPA Federal	-	(261,642)	(43,023)	-	(43,023)
Revenue: Other	-	-	(17,002)	-	(17,002)
Expense: S&F	869,126	902,411	937,181	539,623	929,774
Expense: Operating	552,050	698,560	1,468,917	1,067,802	1,465,939
Expense: CIP	-	7,114	50,886	5,243	50,886
Grand Total	(78,791)	19,767	-	(59,432)	(50,842)
Revenue	1,499,967	1,588,317	2,456,984	1,672,099	2,497,442
Expense	1,421,176	1,608,085	2,456,984	1,612,668	2,446,599
Net	78,791	(19,767)	-	59,432	50,842

* 2023 Budget includes budget adjustments and carry forwards.

* Surplus/(Deficit)

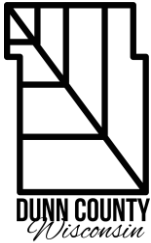
General Office: Financials Jan - Jul 2024

Acct Type	Total 2022 Actuals	Total 2023 Actuals	Total Budget 2024*	YTD 2024 Actual	Total 2024 Projected*
Revenue: Levy	(8,065)	(5,865)	(5,865)	(5,865)	(5,865)
Expense: Operating	2,518	3,990	5,865	3,741	4,482
Grand Total	(5,547)	(1,875)	-	(2,124)	(1,383)
Revenue	8,065	5,865	5,865	5,865	5,865
Expense	2,518	3,990	5,865	3,741	4,482
Net	5,547	1,875	-	2,124	1,383

* Surplus/(Deficit)

Projection Methodology:

1. Wages are projected based on 26 pay periods & health benefits based on 12 months.
2. Expenses and revenues are projected based on year-to-date less than 1 month. It may not be applicable for fixed funding sources (i.e., grants & levy).



OFFICE OF CORPORATION COUNSEL

Attorneys for the Municipal Corporation of Dunn County

Corporation Counsel
Nicholas P. Lange

Assistant Corporation Counsel
Barbara Anne Fagan

VALUATION OF TAX FORECLOSED PROPERTY

TO: Planning, Resources and Development Committee

FROM: Barbara Anne Fagan, Assistant Corporation Counsel

DATE: August 21, 2024

Introduction

There is one property taken through the *In Rem* tax foreclosure proceedings which the Office of Corporation Counsel is seeking to sell through the bid process and/or engage a realtor. K-Jet Appraisal, LLC conducted a restricted appraisal of the property to assist the Committee in setting the valuation.

Property Address: N12376 County Rd W, Colfax, WI 54730

Parcel Number: 17028-2-311134-230-0001

Description of Property:

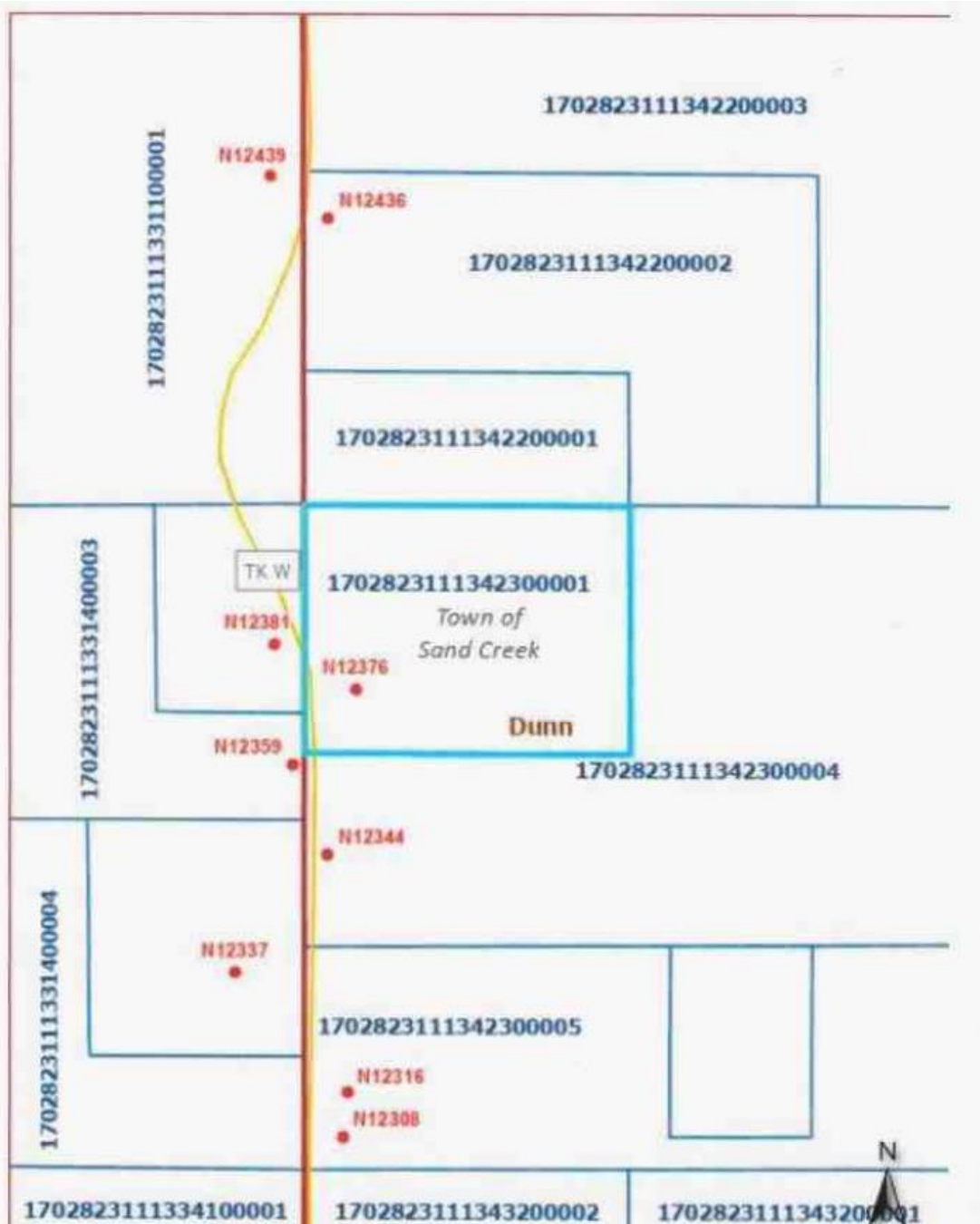
This is a 7.74 acre rural residential property in the Town of Sand Creek with considerable clutter. The property is zoned G1. The dwelling is a manufactured home with a walk-in basement. There is also a detached garage/shop area. The appraisal noted numerous repairs that may be needed and the valuation was based on the assumption that the well and septic are in satisfactory working condition.

Tax Assessed Valuation: \$124,700

Appraiser Valuation: \$135,000

Recommended Committee Valuation: \$135,000 by bid

The tax assessed and appraised valuations are similar. The appraised value considers market factors in making the recommendation and thus is adopted as the recommended minimum bid price. The property needs substantial work to remove the clutter and make improvements, which the appraiser took into account.





FRONT OF HOUSE



DETACHED GARAGE



LIVING ROOM/DINING ROOM AREA



KITCHEN



BASEMENT FAMILY ROOM



RESOLUTION NO. PR&D _____

Approving Participation in the Dunn County Fish & Game Program

NOW, THEREFORE, BE IT RESOLVED, that the Dunn County Planning, Resource, and Development Committee, under authority granted by the Dunn County Board of Supervisors in Resolution No. 69 approved on November 15, 2011, authorizes participation in the 2024 County Fish and Game Projects Program.

BE IT FURTHER RESOLVED, that the Dunn County Planning, Resource, and Development Committee select “Dunnville Wildlife Area Habitat Improvement” as the 2025 County Fish and Game Project.

ADOPTED BY THE PLANNING, RESOURCES
AND DEVELOPMENT COMMITTEE:

Adopted on: _____

Thomas Quinn, Chair

ATTEST:

Approved as to Form and Execution:

Tracie Albrightson, Recording Secretary

Nicholas P. Lange, Corporation Counsel

BUDGET IMPACT: County funds totaling \$2,325 and anticipated matching revenue of \$2,325 from the Department of Natural Resources are included in the proposed 2025 Land and Water Conservation Division Budget. Funds will not be expended before the 2025 budget is approved by the Dunn County Board of Supervisors.

Background Information

Dunn County has participated in the County Fish and Game Program since the 1960’s. The State provides 50% matching funds that have been used to make improvements to the shooting ranges, boat landings, and other public recreation areas throughout the County. In 1998, the County Board of Supervisors assigned the responsibility for this program to the Planning, Resource, and Development (PR&D) Committee and reaffirmed that decision on November 15, 2011, by Resolution No, 69. The Alliance of Dunn County Conservation and Sports Clubs annually recommends, and the PR&D Committee officially approves, a project each year. The Dunnville Wildlife Area is a highly diverse 4,300 acre property that includes remnant prairie, oak savanna, wetlands, pine/oak barrens, and floodplain forests. It also includes the confluence of the Red Cedar and Chippewa Rivers, so clean water and watershed protection is a priority for this property. Recently, a planted red pine plantation was harvested, which has allowed for the improvement of the barrens areas of the property, which contains remnant prairie. Removing brush and undesirable overstory trees will make the area more usable for wildlife. Improving habitat and removing barriers and abrupt transitions between habitat types will allow the diverse habitat of this property to be utilized by wildlife more easily. The property is also open to public hunting and recreational access. There are multiple access points and parking lots that allow for people to park and walk into the property. It is managed to promote habitat for healthy wildlife populations. Additionally, it is a hotspot for birders and hosts the Red Cedar Trail through a portion of the property. The good work done on this property will be enjoyed by hunters and other outdoor enthusiasts alike.



Wisconsin Dept. of Agriculture, Trade and Consumer Protection
 Agricultural Resource Management Division
 2811 Agriculture Drive, PO Box 8911
 Madison, WI 53708-8911
 Phone: (608) 224-4648 or (608) 224-4610

*Soil and Water Resource
 Management Program*

DATCP Received:

Cost-Share Funds Transfer Agreement

Submit transfer requests no later than
December 1 of the grant year

Grant Year: 2024 Fund Type: SEG **TOTAL AMOUNT OF TRANSFER: \$1,744** (whole dollars only)

County Transferring Cost-Share Funds: Rusk County Receiving Cost-Share Funds: Dunn

It is understood and agreed that:

- GPR and SEG revenue funds for conservation practices allocated to counties for the grant year indicated above may be transferred from, or to, any county consistent with the terms in the annual grant contracts and ss. ATCP 50.28 (as modified by department waiver), 50.34, and 50.36. A county may not transfer redirected cost-share funds originally awarded as an annual staffing grant.
- The county transferring the cost-share funds (“Transferring County”) certifies that it has an uncommitted portion of its cost-share allocation equal to or greater than the transfer amount listed above, has not previously extended the grant funds which are the subject of the transfer, and has approval of its Land Conservation Committee to make these funds available for transfer.
- The county receiving the cost-share funds (“Receiving County”) certifies that it has made a commitment to use the transferred funds on one or more specific projects and has the approval of its Land Conservation Committee to accept the transferred funds for cost-sharing on the specific projects.
- The Transferring County agrees to the transfer of funds in the amount listed above to the Receiving County to be used to cost-share projects involving appropriate practices.
- The transfer must be approved by DATCP, consistent with the recommendation of the Land and Water Conservation Board. DATCP will not approve a transfer that exceeds the Transferring County’s current available cost-share grant allocation as shown in DATCP’s records for the grant year indicated above.
- DATCP is authorized to modify the allocation plan and amend the grant contracts for the Transferring and Receiving Counties to carry out the terms of this AGREEMENT.
- The counties signing this AGREEMENT are responsible for tracking their cost-share balances and accurately calculating transfer amounts. Reimbursement requests submitted to DATCP will be processed in accordance with the revised cost-share amounts authorized by this AGREEMENT. Reimbursement request(s) submitted by either the Transferring County or Receiving County that would create an overage of the revised cost-share grant allocation will not be paid.
- Funds transferred by this Agreement to the Receiving County may be extended into the subsequent grant year for the same project, subject to s. ATCP 50.34(6).

 LCC Chair, County Board Chair, Executive, or Administrator from Transferring County Date

 LCC Chair, or County Board Chair, Executive, or Administrator from Receiving County Date

After both the transferring county and receiving county have signed this agreement, the receiving county should e-mail it to: datcpswrn@wisconsin.gov.

For DATCP use

The LWCB recommended approval of this transfer of funds through its delegated representative.

Approval of cost-share funds transfer of \$ _____ from _____ County to _____ County to be reflected in the Final Allocation Plan for the grant year indicated above. This Agreement hereby serves as a fully executed amendment to the grant contracts of the two counties signing this Agreement for the grant year indicated above.

Dated this _____ day of _____, 20____.

STATE OF WISCONSIN DEPARTMENT OF AGRICULTURE, TRADE AND CONSUMER PROTECTION

 Dept. of Agriculture, Trade and Consumer Protection, Secretary Designee