

ROCK COUNTY, WISCONSIN

**NOTE: This is a Teleconference**



**JOINT LAND CONSERVATION / PLANNING & DEVELOPMENT COMMITTEES  
MONDAY – SEPTEMBER 14, 2020 – 6:30 P.M.  
CALL: 1-312-626-6799  
MEETING ID: 854 1240 1831**

Join Zoom Meeting

<https://us02web.zoom.us/j/85412401831>

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If you are interested in providing public comments on items on this agenda, you must submit your comments by noon on Monday, September 14, 2020. To submit a public comment use the following email: [marilyn@co.rock.wi.us](mailto:marilyn@co.rock.wi.us).

**Join from a telephone:**

- On your phone, dial the phone number provided above
- Enter the meeting ID number when prompted, using your dial-pad.
- Please note that long-distance charges may apply. This is not a toll-free number.
  
- Supervisors: Please identify yourself by name
- **Please mute your phone when you are not speaking to minimize background noises**
- We are new at holding meetings this way, so please be patient

Instructions for the hearing impaired –

<https://support.zoom.us/hc/en-us/articles/207279736-Getting-started-with-closed-captioning>

**JOINT LAND CONSERVATION / PLANNING & DEVELOPMENT COMMITTEES  
MONDAY – SEPTEMBER 14, 2020 – 6:00 P.M.**

**Agenda**

1. Call to Order
2. Adoption of Agenda
3. Public Comment
4. Discussion and Possible Action
  - A. Organizational and Leadership Structure of Land Conservation and Planning & Development Departments
5. Adjournment

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail [countyadmin@co.rock.wi.us](mailto:countyadmin@co.rock.wi.us) at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.

Land Conservation, Planning, and Development Director

**Land Conservation Department**

**Planning and Development Department**

Senior Conservation Specialist (Norm)

Reclass from Range 19 to Range 23  
\*Lead duties in department



Senior Planner (vacant)

Reclass from Range 22 to Range 23  
\*Lead duties in department

Conservation Specialist IV (grant funded) (Chris N.)

Retitle from Sr. Cons. Spec.  
Remains in Range 19

GIS Manager (Jennifer)

Retitle from Senior Planner/GIS Manager  
Remains in Range 22

Conservation Specialist III (Chris M.)

Remains in Range 18



Planner III (Kurt)

Remains in Range 18

Conservation Specialist II (Ann)

Remains in Range 17

Surveyor (Brad)

Range 21 (Reclass request pending to Range 23)

Conservation Specialist II (new position)

see attached list for duties  
Range 17

Deputy Surveyor (Bryce)

Remains in Range 4 (2489 Grid)

Conservation Specialist I (Duane)

Retitle from Conservationist  
Remains in Range 11

Economic Development Manager (James)

Remains in Range 31

Clerk Typist III (Mary)

Remains in Range 11 (2489 Grid)

Office Coordinator (Dana)

Remains in Range 13

\*Lead duties in department could include:

serving as Acting Director in the absence of the Director

performing administrative duties at the direction of the Director, including authority/decision-making as delegated

overseeing projects or providing guidance to staff

taking a more active role in coordinating and presenting information at committee meetings

## Summary of Current Department Head Duties, Tasks and General Day-to-Day Activities

### Common for both Departments

- Manage day to day operations and staff
- Prepare and monitor annual budget
- Represents Department for general correspondence with citizens, supervisors and other units of government
- Leads the maintenance and any necessary updates to departmental record keeping, plans, policies, and ordinances
- Review legislative changes that may impact the Department
- Manages all contracts and agreements
- Manages all grant applications and administration
- Delegate tasks to staff when appropriate
- Oversee education and outreach component of department operations
- Review and respond to concerns/complaints about decisions made by staff
- Represent the department on various peer committees and/or work groups
- Maintain memberships in related professional organizations
- Continuously look for ways to improve the departmental programs to ensure the outcomes are (where appropriate) efficient, effective, responsive and equitable

### Planning

- Coordinates with Economic Development Manager regarding current and proposed projects
- Coordinate land use planning and ordinance revisions with Towns at their request
- Assist with land use permit applications where needed due to volume or complexity
- Oversee the Community Development Program administration and complete tasks assigned to the Department as per contract/agreement with service provider

### Land Conservation

- Complete majority of tasks related to the PACE program including processing applications, working with USDA-NRCS to complete acquisition and long term monitoring
- Staff support for Ground Water Nitrate Work Group
- Manage cost share contracts for conservation practice installation
- Maintain working knowledge of all state and federal conservation program options in order to find the best fit for a particular resource concern

**Potential Tasks to Assign to New Conservation Specialist Position at the Land Conservation Department**

- Lower level Conservation Planning and Design work, as delegated, leading to increased experience and the ability to earn more advanced USDA-NRCS job approval authority.
- Focus on agronomy aspect of conservation with the goal to eventually take the lead on nutrient management planning/review and ground water nitrate concerns in particular
- Assist grant funded staff person with Producer Led Watershed Group facilitation
- Lead the Department's education and outreach for majority of programs
- Assist Department Head with PACE program administration
- Work with Towns to help promote the conservation benefits of the Farmland Preservation Program
- Provide site inspection assistance to staff assigned to Ordinance administration tasks in the Department (e.g. Erosion Control and Storm Water Management and Nonmetallic Mine Reclamation)
- Depending on staffing levels in each Department, there could possibly an assignment as a site inspector on behalf of Planning and Development Agency. This option could lead to greater efficiencies by having one staff person complete site visits on projects where permits are granted by each Department (e.g. a construction project involving grading near a waterbody that requires a Shoreland Zoning Permit from the P&D Agency and Construction Site Erosion Control Permit from the LCD)
- Other duties as assigned