

DRAFT Meeting Notes

Town of Greenville

Land Stewardship/AEA Committee

Tuesday, 17 July 2018 (5:00 pm)

Greenville Town Hall

Present: Larry Bentle, Sally Bowers, Michael Brown (Town representative), Sarah Grotjan, John Julius, Pete Schroeder and Jeff Steinacker.

“To do,” items are indicated in red.

Next Meeting: **28 August 2018, Tuesday (5:00 pm at the Town Hall)**

1. Call to order; 5:02 pm.
2. Additions to agenda. No additions.
3. Approval of 8 May 2018 meeting minutes (Draft #2). Draft 2 was approved as edited prior to the meeting. Michael corrected the date that the update to the comprehensive plan is to be completed from end 3Q18 to May 2019. The motion to accept draft 2 was made by Pete, Jeff 2nd.
4. Goals and Solicitation letter (disposition). An email from Joel (July 14, 2018) was shared. It read, “The Town Board accepted the Strategic Plan and sign program as presented on May 14, 2018. The Town Board is appreciative of the Committee’s efforts. A few comments were made about how nice the signs looked.”
 - a. The solicitation letter can now be used to seek funding when going out to erect additional signs and for other projects in the future as determined by the committee.
5. Committee by-laws (approved copy). The final draft (#5) of our committee’s bylaws was adopted at our 8 May 2018 meeting. Steve finalized the document following the meeting. Our adopted bylaws are included with these notes (see Attachment I).
6. LS/AEA.
 - a. Committee account status. The committee account balance has not changed since our last meeting on 8 May. It is \$868.
 - b. AEA Signage. Actions for additional signage are: **John** to contact representatives of the Rod and Gun Club. **Pete and Larry** to contact other landowners (e.g. around Island Rd). The goal to commit to 10 signs. **Larry** to contact RJ Marx to up date them on the project and the 10 remaining unprinted signs they have in stock.

- c. Greenville Newsletter (Summer 2018) article. Sarah wrote an article on the High School student tours of the Steinacker and Martin farms. It was published in the Greenville Newsletter-Summer 2018 Edition, p. 40-41. The article was very well done. THANK YOU very much Sarah for all your work and also to Steve who put it in final form for the newsletter.
- d. Hwy 15 corridor & Town incorporation, status (Michael). The court hearing to consider Greenville's petition for incorporation as a village is coming up shortly for a "yes" or "no" as to whether it can proceed further in the overall incorporation process.
- e. Subdivision Ordinance outside the sanitary district and the Comprehensive Plan Update. Michael raised a question for discussion regarding the Subdivision Ordinance update. In the Conservation Subdivision Design Chapter pertaining to areas outside the sanitary districts there is a formula used to determine lot size that requires a 40% preservation of open space in any defined development area. Streets are included in the buildable portion (not in the 40% portion). Should this ordinance be revised?
 - i. There was much discussion on this question. The overall opinion was to **leave the ordinance as it is written** to limit residential development outside the sanitary district as it was intended when the ordinance was adopted. Do not change this ordinance without major and thoughtful input, as a change to eliminate or reduce this restriction will negatively impact the significance of the Greenville Greenbelt and our Agricultural Enterprise Area (AEA). Discussion/comments:
 1. Michael: Marketability is a concern. Developers request variances to these requirements, but are being restricted due to being outside the sanitary district. Statutes are coming into play in a comprehensive look at the current ordinance.
 2. John commented that the majority of land being discussed here is used for agricultural production.
 3. John: Entering/altering land use planning is very serious. Direct collaboration between the Planning Commission and Land Stewardship Committee is extremely important.
 4. Ordinances for Tier III (or outside the sanitary districts) that are tighter will support development in Tier II and Tier III as originally intended.
 5. Jeff, Larry & John – Slowing the development down is o.k.
- f. AEA expansion opportunities? Jeff and John thought that the landowners of the Ag land (~70 acres) adjacent to the northeast corner of the Julius Dr. and Hwy 96 intersection might be interested to become part of the AEA. This was the former Braeger farm years ago.

If the current landowners are interested, an amendment to our Town/County plan would need to be made as the next step. **Jeff said he would contact the landowners in this regard.**

- i. Is there interest from the Town of Dale to join our AEA? Our west AEA boundary borders on the town line. Therefore, Dale's Ag land is contiguous with our AEA and eligible to become part of our AEA if the town and landowners so desire.

7. Community Ag education, HASD.

- a. Hortonville HS DECCA (Marketing) – Student Involvement for 18 -19. A meeting is scheduled with Thomas Ellenbecker (HHS Principal), Sarah Grotjan (Dairy Livestock Educator - UW Extension) and Sally Bowers (Associate Principal).
- b. Little Chief competition invites have been sent out to the Bay Area and Fox Valley schools to participate (2nd year). Fox Valley Tech will participate this year. Final competition will take place in September and October.

8. Land trusts. Discussion. See Attachment I (8 May mtg notes) dated May 7, 2018 – Scripted phone conversation with Tom Stolp, Exec. Director, Ozaukee/Washington Land Trust (OWLT) (262-338-1794) (ww.owl.org).

- a. Northeast Wisconsin Land Trust (NEWLT) would like to support this movement to get some Ag land in land trust (i.e. establish an Ag land trust program) and would like to have someone on their committee. Let's keep in touch with them. It is beneficial to have land trusts held by an independent entity.
- b. Consistent presence at land use planning meetings is critical to keeping up to date.
- c. John created a draft wish list (e.g. Mission Statement): Limit population density (PDR program, Land Trust, etc., all are dependent on planning and ordinances).
 - i. ACTION STEP: **John to draft a Mission Statement (list) for our committee to define/adopt** so, as Pete stated, we can distribute to landowners, residents and others as appropriate as to what we (our committee) is all about.
- d. Is there any part of this that could be a Hortonville HH DECCA student project?

9. Other area news. None discussed.

10. Next meeting. **28 August 2018, 5:00 pm** at the Town Hall

11. Adjournment. Motion by Pete, Jeff 2nd.

Parking lot for future meeting(s):

- a) Web site.
- b) PDR & TDR.

Attachment I

(LS notes, 17 July 2018)

ADOPTED
05/08/2018

BYLAWS
of the
Town of Greenville
Land Stewardship
Committee



Table of Contents

A PURPOSE

- A1 Role
- A2 Bylaws
- A3 Responsibilities and Goals

B ORGANIZATION

- B1 Committee Membership
- B2 Qualifications and Recruitment
- B3 Terms of Office
- B4 Officers

C MEETINGS

- C1 Schedule of Meetings
- C2 Agenda Preparation and Dissemination
- C3 Quorum
- C4 Rules of Order
- C5 Minutes

D MAINTENANCE OF RECORDS

- D1 Purpose
- D2 Responsibility

E FINANCIAL TRANSACTIONS

- E1 Funding Sources
- E2 Accounting
- E3 Dissolution

F AMENDMENTS

- F1 Review and Changes

Bylaws of the Town of Greenville Land Stewardship Committee

A PURPOSE

A1 Role

The role of the Land Stewardship Committee is to provide leadership toward wise and productive utilization and conservation of Greenville's natural and agricultural resources. The Land Stewardship Committee reports directly to the Town Board.

The Land Stewardship Committee does its work through the involvement of the residents of Greenville in a variety of volunteer roles. It also utilizes volunteer and paid non-residents with special expertise as needed, with emphasis on working with representatives of UW Extension, East-Central Regional Planning Commission, Outagamie County Planning Department and the Hortonville Area School District.

A2 Bylaws

These concise Bylaws set forth the purpose of the Land Stewardship Committee and the methods by which its members seek to fulfill its role.

A3 Responsibilities and Goals

The responsibility of the Land Stewardship Committee is to develop and maintain a three-year plan to outline a variety of initiatives toward the achievement of the following general goals:

1. Create and maintain a broad experience base among Committee members **to** best increase community understanding of relevant issues and build support for our agricultural and natural land base within Greenville's Greenbelt.
2. Promote and pursue adoption of permanent protection programs for critical agricultural and natural lands within the Greenbelt
3. Promote opportunities and programs for rural economic development within the Greenbelt's Agricultural Enterprise Area (AEA), involving landowners, residents, and businesses.

B ORGANIZATION

B1 Committee Membership

The Land Stewardship Committee consists of six to nine members.

B2 Qualifications and Recruitment

Qualification of candidates is based on expressed and demonstrated interest in serving the Greenville Community. Committee candidates are recruited by the Committee as needed, and may be nominated by anyone.

B3 Terms of Office

Committee members are appointed for terms of three years, approved by the majority of the members of the Committee at a scheduled meeting. Members may be re-appointed to an indefinite number of terms, based on continuing interest. Membership will be rotated as members complete terms so as to provide continuity of knowledge and leadership. The Secretary/Publicist shall maintain a list of Committee members and their terms of office.

B4 Officers

The Land Stewardship Committee is headed by an executive team consisting of Chair, Secretary/Publicist, and Vice-Chair. The Vice-Chair progresses to the office of Chair. Committee members elect the officers for a two-year term at the 1st regular meeting in November (or December, if a meeting is not held in November), and new officers take their positions at the first meeting of the new calendar year.

C MEETINGS

C1 Schedule of Meetings

The Land Stewardship Committee meetings are to be held eight times a year as announced by the Chair, and are normally scheduled from 5-7PM at the Greenville Town Hall. It is recognized that during planting and harvest time scheduling of meetings is difficult for those in Ag businesses, therefore, meetings can be scheduled to accommodate member availability. Also, special meetings may be held as needed to accommodate increased workload necessary for Committee projects.

A draft meeting schedule for the entire year is developed at the November meeting, and published with the November meeting minutes. Time and date for the next meeting is confirmed at the previous meeting, and documented in the minutes. Undocumented changes, if any, are coordinated by the Chair and confirmed by e-mail with members.

C2 Agenda Preparation and Dissemination

The agenda for each meeting is prepared jointly by the Chair and Secretary, and is distributed to members in advance by email and by hard copy at the beginning of the meeting.

C3 Quorum

Three or more members of the Land Stewardship Committee membership, with either the Chair or Vice-Chair included, serves as quorum to conduct official business.

C4 Rules of Order

An informal method of conduct is used at Land Stewardship Committee meetings. However, guidelines presented in Robert's Rules of Order are followed as needed to provide necessary structure.

C5 Minutes

The Secretary/Publicist for each meeting prepares meeting minutes with attachments for each meeting unless other arrangements are made at the beginning of a given meeting. Draft minutes are distributed to Committee members by e-mail before the next scheduled meeting. The draft minutes are approved by vote at the next following meeting and then sent by e-mail to the Town Clerk on or before Thursday of the week before the next meeting of the Town Board, which is normally on the second Monday of each month.

D MAINTENANCE OF RECORDS

D1 Purpose

The Land Stewardship Committee maintains regular records of its activities, through documents, notes, photographs and the like. The purpose of these records is to ensure continuity of knowledge, leadership and accomplishment over the long term. Notes and attachments to notes, after approval, are posted on the Land Stewardship Committee (AEA) website. From time to time the website(s) will be updated to provide more efficient posting of information, better clarity and easier access by the public.

D2 Responsibility

Responsibility for maintenance of the records, and passing them on to new members rests with the Chair and Secretary/Publicist.

E FINANCIAL TRANSACTIONS

E1 Funding Sources

The business of the Committee is financed by grants from the Town of Greenville, from private donations, fundraisers, from the sale of products, etc. Donations to support the Committee's work are tax-exempt.

E2 Accounting

Funds are held in a special account maintained by the Town of Greenville. Distributions are made by requests to the Town Treasurer, after being approved by Committee vote in person or by e-mail. Disbursements up to \$100 may be made without Committee action at the discretion of the Chair. Authority by email for disbursements greater than \$100 requires email response by at least two of the following: Chair, Co-Chair and Secretary/Publicist, plus three other Committee members.

E3 Dissolution

Should the Committee cease to exist, remaining funds will be merged with the General Fund of the Town of Greenville.

F AMENDMENTS

F1 Review and Changes

Bylaws will be routinely reviewed at the first meeting of every new calendar year, and amendments that pass by majority vote will be made and in force until rescinded in a future meeting of the following year or later. That is, a new amendment must be in force for at least one year before being rescinded.