

ADAMS COUNTY
PLANNING & ZONING COMMITTEE
MEETING MINUTES: AUGUST 7, 2013

Chairman Joe Stuchlak called the Adams County Planning & Zoning Committee meeting to order at 1:00 P.M. on Wednesday, August 7, 2013 with the following members present: Glenn Licitar, Randy Theisen, Al Sebastiani, Heidi Roekle and Terry James. Barb Morgan was excused. Others present were: Phil McLaughlin, Zoning Administrator; Janene Harper, Recording Secretary, Cathy Allen, Secretary; and Greg Rhinehart, County Surveyor. Pledge of Allegiance. Was this meeting properly announced? Phil McLaughlin stated that it was. Roll Call. Glen Licitar made a motion to approve the agenda as noticed. Heidi Roekle seconded the motion. All in favor. Motion carried. Al Sebastiani requested to abstain from Public Hearing #1 and was excused.

Public Hearings: Adams Columbia Electric Co-op/Bug Tussel Wireless, LLC – Rezoning request from a PSP-1 Public and Semi-Public District to an I1-Industrial District of the Adams County Comprehensive Zoning Ordinance to allow the existing substation to become conforming and to allow the construction of a telecommunications tower (Public Hearing for Variance to increase in height limitations July 24, 2013) on property located in the SW ¼, SW ¼, Section 16, Township 15 North, Range 6 East, Lot 1 of CSM 509 at 1098 State Road 82, Town of Springville, Adams County, Wisconsin. Glenn Licitar made a motion to grant the rezoning request and forward recommendation to County Board for final approval. Heidi Roekle seconded the motion. Roll Call Vote: 5 – Yes. Motion Carried.

Joan M. & Robert B. Stallman – Rezoning request (2.49 acres) from an A-3 Secondary Agriculture District to an R1-LL Single Family Residential District to allow the property to become conforming and allow residential use on property located in the SW ¼, NE ¼, Section 35, Township 16 North, Range 6 East, Outlot 1, CSM 5200 on Evergreen Drive, Town of Easton, Adams County, Wisconsin. Terry James made a motion to grant the rezoning request and forward recommendation to County Board for final approval. Glenn Licitar seconded the motion. Roll Call Vote: 6 – Yes. All in favor. Motion carried.

Chairman Stuchlak closed the Public hearing portion of the meeting and stated that Public Participation would be taken as needed.

Al Sebastiani made a motion to approve the minutes from the July 3, 2013 meeting as presented. Heidi Roekle seconded the motion. All in favor. Motion carried.

Greg Rhinehart, County Surveyor, presented the surveyors report for the month of July to the Committee for review. Terry James made a motion to approve the Surveyor's report as presented. Heidi Roekle seconded the motion. All in favor. Motion carried. Mr. Rhinehart presented the County Surveyor's 2014 Budget. Terry James made a motion to approve the Surveyor's Budget as presented. Glenn Licitar seconded the motion. All in favor. Motion carried.

Al Sebastiani made a motion to deviate to item #12 of the agenda, specifically the discussion and possible action on the Septic Tank Maintenance Letter. Heidi Roekle seconded the motion. All in favor. Motion carried. Chairman Stuchlak asks if anyone has a comment to make regarding the septic maintenance letter. John Levalle, private citizen, arises and states that he feels the letter is disrespectful and threatening. He feels that most people understand when the deadline is and why it is needed, so there is no need for such a rude letter. Jodi Quinnett of Quinnett Septic stated that she receives much feedback regarding many people taking offense to the letter. She also stated that the letter, along with the possibility of a fine, makes customers paranoid. She also feels that the form on back side of letter is very time consuming and difficult. She brought examples of septic maintenance letters and reporting requirements from other counties for review. Phil McLaughlin stated that all of this should be discussed at a later date and everyone agreed. Samples of other county's maintenance forms/letters from Jodi Quinnett and also Randy Thiesen were passed around.

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Jodi Helgeson presented the Register of Deeds Office report. Heidi Roeckle motioned to approve the Register of Deeds report as presented. Randy Thiesen seconded the motion. All in favor. Motion carried. Jodi Helgeson presented the 2014 Register of Deeds Budget. Terry James questioned the out-of-town meetings and whether they were mandatory or not, who attends and what information is gained. Ms. Helgeson stated that she is typically the one to attend seminars so she can stay informed regarding new policies or actions in other Register of Deeds offices. Heidi Roeckle made a motion to approve the Register of Deeds Budget as presented. Glenn Licitar seconded the motion. All in favor. Motion carried. Jodi presented the Land Information report along with the 2013 WI Land Information Program Grant and 2014 Land Information Budget. Glenn Licitar made a motion to approve the Land Information Budget as presented. Heidi Roeckle seconded the motion. All in favor. Motion carried. Terry James made a motion to approve the WI Land Information Program Grant application. Glenn Licitar seconded the motion. All in favor. Motion carried.

Chairman Stuchlak made a motion for a 5 minute break. Randy Thiesen seconded. All in favor. Motion carried.

Meeting called back to order.

Discussion begins regarding possible action of increasing the wage for the Building Inspector/Code Enforcement Officer position. Al Sebastiani states that the Planning & Zoning Committee cannot raise wages. Phil McLaughlin and Joe Stuchlak both state that they are aware of this fact, and that this is a discussion regarding and possible action toward presenting information to the Executive Committee and Administrative & Finance Committee. Committee members all agree that the wage for a new hire Building Inspector/Code Enforcement officer should be higher than what is offered now. Marcia Kaye, Personnel Director, explained that policy states she can request more money to start for a position from the Executive Committee. Members of the Planning & Zoning Committee agreed that the wage should go up by \$2.00 on the high end of the scale and also on the bottom end of the scale. It was asked if Matthew Bremer's (current Building Inspector/Code Enforcement Officer) job description matches that of the posted position for a Building Inspector/Code Enforcement Officer. Phil McLaughlin stated that it was. Discussion ensues regarding raising Matt's level of pay also. Marcia Kaye states that Matt cannot receive an increase due to the wage freeze. It is stated in the hiring agreement that once the certifications are in place, the wage would increase. Marcia again stated that Matt cannot fit into the increase status with a wage freeze in place. Per job description requirements, Matt has acquired two UDC inspection credentials, but has not received a wage increase. Terry James states that Matt should get the increase because it was a contractual agreement increase, not a percentage increase. All members verbally and informally agreed. Terry James made a motion for a \$2.00 per hour increase on each end of the pay scale for the Building Inspector/Code Enforcement Officer position along with Matthew Bremer's contractual agreement for wage increase after receiving certification requirements to be presented to the Executive Committee and the Administrative & Finance Committee. Heidi Roekle seconded the motion. Roll Call Vote: 5 – Yes, 1 – No (Licitar). Motion carried.

Heidi Roekle excuses herself at 3:27 p.m.

Planning & Zoning Updates: Mr. McLaughlin stated that there have been few applicants as of late for the vacant Building Inspector/Enforcement Officer position. The one person that had all the qualifications needed and more accepted a position in Wisconsin Rapids. Septic Maintenance letter was discussed briefly and then tabled for further discussion at a future date. Mr. McLaughlin stated that when the GCS system gets online, a lot

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of the problems with septic system data entry will be reduced. It was noted to discuss these issues at the next Planning & Zoning Committee meeting on September 4, 2013.

Phil McLaughlin presented the Financial Report for the month of June, 2013 to the Committee for review. Terry James made a motion to approve the Financial Report as presented. Randy Thiesen seconded the motion. All in favor. Motion carried.

Closed Sessions: None

Correspondence: None.

The next meeting was scheduled for September 4, 2013 at 1:00 p.m. Chairman Stuchlak will be checking to see if Barb Morgan will be attending the next meeting or not, and if not, if someone else should be present in her place.

Randy Thiesen made a motion to adjourn. Glenn Licitar seconded the motion. All in favor. Motion carried.

Adjourned: 3:46 p.m..

Joe Stuchlak, Chair

Randy Theisen

Terry James, Vice Chair

Barb Morgan

Glenn Licitar

Heidi Roekle

Al Sebastiani

Janene Harper, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.