

ADAMS COUNTY  
PLANNING & ZONING COMMITTEE  
MEETING MINUTES: August 1, 2012

Chairman Joe Stuchlak called the Adams County Planning & Zoning Committee meeting to order at 3:00 P.M. on Wednesday August 1, 2012 with the following members present. Glenn Licitar, Terry James, Randy Theisen, Al Sebastiani, Heidi Roekle and Barb Morgan. Others present were: Phil McLaughlin, Zoning Administrator; Cathy Allen, Recording Secretary; Greg Rhinehart, Surveyor; Jodi Helgeson, Register of Deeds; Trena Larson, County Administrator. Was this meeting properly announced? Phil McLaughlin stated that it was. Roll Call. Terry James made a motion to approve the agenda as noticed. Barb Morgan seconded the motion. All in favor. Motion carried. Public Hearings: None.

Al Sebastiani made a motion to deviate to item #11 Discussion and possible action on online Septic Tank Maintenance reporting with a presentation from Steve Moore from Transcendent Technologies. Heidi Roekle seconded the motion. All in favor. Motion carried.

Phil McLaughlin introduced Steve Moore who gave a presentation on sanitary permit tracking and on line reporting by plumbers. Discussion was held regarding efficiency of the program and cost of software along with yearly maintenance fees.

Chairman Stuchlak stated that Public Participation would be taken as needed.

Glenn Licitar made a motion to approve the minutes from the July 5, 2012 meeting as presented. Heidi Roekle seconded the motion. All in favor. Motion carried.

Greg Rhinehart presented the Surveyor's report for the month of July to the Committee for review. Mr. Rhinehart stated that his two year term as County Surveyor expires at the end of 2012. Discussion was held with regard to increasing Mr. Rhinehart's retainer from \$3,600 to \$4,200 and the term of office from 2 year to 4 year. Terry James made a motion to approve the Surveyor's report as presented and to agendize a Resolution to make the County Surveyor's position from a 2 year term to a 4 year term and appointment of such on the September Planning & Zoning Agenda. Heidi Roekle seconded the motion. All in favor. Motion carried.

Register of Deeds: Jodi Helgeson reported that her office in now recording electronically. Discussion was held regarding Register of Deeds Budget. Trena Larson, County Administrator reported that a 12% health increase and 2% wage increase has been budgeted for but not guaranteed. Ms. Larson also stated that all budgets are due in the Administration office by August 24, 2012.

It was the Committee's consensus to meet at 5:00 P.M. on Tuesday August 21, 2012 before County Board for discussion and possible action on the budgets for Register of Deeds, Land Information, County Surveyor and Planning & Zoning. The agenda will also include discussion and possible action on a Resolution for increasing the County Surveyor Term of office from 2 years to 4 years with an increase of wages from \$3,600.00 to \$4,200.00.

Department Updates: Phil McLaughlin informed the Committee that Janene Harper was hired to fill the vacant secretary/bookkeeper position.

Phil McLaughlin presented the Financial Report for the month of June, 2012 to the Committee for review. Barb Morgan made a motion to approve the Financial Report as presented. Heidi Roekle seconded the motion. All in favor. Motion carried.

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Correspondence: None.

Next meeting date: August 21, 2012 at 5:00 P.M. before County Board for discussion and possible action on budgets for Register of Deeds, Land Information, County Surveyor and Planning & Zoning. The regular monthly meeting will be September 5, 2012 at 8:30 A.M. for an on-site with Public Hearings at 9:00 A.M.

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

Adjourned: 5:17 P.M.

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Joe Stuchlak, Chair

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Randy Theisen

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Terry James, Vice Chair

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Barb Morgan

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Glenn Licitar

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Heidi Roekle

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Al Sebastiani

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Cathy Allen, Recording Secretary

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.**