

**GREEN LAKE COUNTY  
LAND USE PLANNING AND ZONING COMMITTEE  
MEETING MINUTES  
Thursday, November 3, 2016**

**CALL TO ORDER**

Committee Chair Starshak called the meeting of the Land Use Planning and Zoning Committee to order at 4:30 p.m. in the Green Lake County Government Center, County Board Room #0902, Green Lake, WI. The requirements of the open meeting law were certified as being met.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL:**

Present:     **Robert Lyon, Harley Reabe, Michael Starshak, Peter Wallace (5:11 p.m.)**

Absent:

Also Present:   **Matt Kirkman, Land Use Planning and Zoning Director**  
                          **Krista Kamke, Code Enforcement Officer**  
                          **Missy Sorenson, Code Enforcement Officer**  
                          **Carole DeCramer, Committee Secretary**  
                          **Dawn Klockow, Corporation Counsel**

**APPROVAL OF AGENDA**

**Motion by Reabe/Slate, unanimously carried, to approve the amended agenda.**

**APPROVAL OF MINUTES**

**Motion by Slate/Reabe, unanimously carried, to approve the minutes of 10/06/16.**

**PUBLIC COMMENT - None**

**PUBLIC APPEARANCES - None**

**CORRESPONDENCE - None**

**PURCHASES - None**

**CLAIMS**

Claims totaling \$1,111.00 were submitted.

**Motion by Reabe/Slate, unanimously carried, to approve for payment the claims in the amount of \$1,111.00.**

## **DEPARTMENT ACTIVITY REPORTS**

### **a. Permits**

Kirkman discussed the monthly financials and issued permits.

### **b. Violations**

Kirkman discussed the land use violations; Sorenson discussed the sanitary violations.

## **DEPARTMENT/COMMITTEE ACTIVITY**

### **a. Exclusive Agriculture Zoning District Update**

Kirkman – Shared a timeline for the Farmland Preservation Plan zoning update. At present, staff is working on editing the zoning ordinance text and maps. This will be brought to the committee for discussion at the December 1<sup>st</sup> committee meeting. Meetings will occur with the zoned townships to inform them of the process sometime in February, 2017. Starshak asked that the committee be informed as to when the town meetings take place; committee members may want to attend those meetings. Corporation Counsel advised the committee to be careful when attending outside meetings because of the open meeting laws and the potential for walking quorums. The estimated completion date for this project is August, 2017.

### **b. Martenson & Eisele Contract Extension Update**

Kirkman – Explained to the committee that the contract with Martenson & Eisele for doing the ag zoning districts has been extended to 11/01/17. A copy of the amendment to the contract was given to each committee member.

### **c. Update on Permit Tracking Software**

Kirkman – There is no update at this time. The county is still on track for an April, 2017 completion date.

### **d. 2017 Committee Funds Accounts**

Kirkman – Reported that this is the time of year when the committee approves the creation of the committed funds accounts. The accounts that were approved a year ago are: Non-metallic Mining, Code Enforcement Vehicle Replacement, and Professional Services. In order to better track the professional services moneys, the proposed accounts are as follows: Non-metallic Mining, Code Enforcement Vehicle Replacement, Professional Services – Land Development, and Professional Services – Surveyor.

**On a motion by Lyon/Reabe, unanimously carried, to approve the following accounts: Non-metallic Mining, Code Enforcement Vehicle Replacement, Professional Services – Land Development, and Professional Services – Surveyor.**

### **e. Land Use Planning and Zoning Committee Meeting Time**

The committee discussed the need to change the business meeting time and the public hearing time because it is difficult for some committee members who have work schedules that include a 5:00 p.m. quitting time.

**On a motion by Reabe/Slate, unanimously carried, to change the business meeting to 5:15 p.m. and the public hearing time to 6:30 p.m.**

**f. Partition Opening Between Land Use Planning & Zoning and Land Conservation Departments**

Starshak explained that, at the last Property and Insurance (P&I) Committee meeting, it was brought to the committee's attention that the Land Use Planning and Zoning and Land Conservation Departments would like the opening between the two departments closed. The partition that is in the opening now does nothing to alleviate noise and is distracting for each of the departments. Starshak added that this was the first time that he was hearing about this issue. The Land Conservation Department Committee had discussed this and had taken action to recommend closing off the area. Starshak stated that, if both departments were having issues with this, it should have come before the Land Use Planning and Zoning Committee as well. He further explained that P&I approved the request contingent upon the Land Use Planning & Zoning Committee's discussion/approval. The recommended fix for the problem is plugging the area with a sound barrier that would cost approximately \$40. It would be installed by the Maintenance Department.

**On a motion by Lyon/Slate, unanimously carried, to recommend fixing the opening with the sound barrier.**

**COUNTY SURVEYOR POSITION**

**a. Adopt Resolution Relating to Eliminating the Position of Full-Time County Surveyor**

Starshak explained that this proposed resolution will serve to eliminate the position of the full-time county surveyor. The county is presently using the contracted services of two registered land surveyors (Don Lenz as the Interim County Surveyor, and Dennis Green as the Deputy) to fulfill the required duties of the county surveyor. The decision was made at a previous meeting to eliminate the full-time county surveyor position. The resolution will make the decision official.

**On a motion by Slate/Reabe, unanimously carried, to approve the resolution eliminating the position of full-time county surveyor. The resolution will now move to the Personnel Committee for approval/disapproval, and then the County Board for final adoption.**

**b. Discuss the Contract and Duties for the Contracted County Surveyor Position**

Corporation Counsel Klockow informed the committee that she has made revisions to the existing surveyor contract. The committee asked to postpone this item until the December 1<sup>st</sup> committee meeting. In order to better see the changes, they asked that the proposed contract have the changes in red.

**5:00 p.m. On a motion by Lyon, Reabe, unanimously carried, to seat Committee Member Wallace.**

**FUTURE COMMITTEE ACTIVITIES**

**a. Future agenda items**

- Storm water and Erosion Control Ordinance
- Yukon Storage status
- Contract and duties for the county surveyor position
- Exclusive Agriculture Zoning District update

**b. Meeting Dates**

December 1, 2017

Business meeting – 5:15 p.m.

Public hearing – none

**ADJOURN**

**5:13 p.m. On a motion by Reabe/Slate, unanimously carried, the meeting adjourned.**

**RECORDED BY**

Carole DeCramer  
Committee Secretary

**APPROVED ON:**

December 1, 2016