

ENVIRONMENT AND LAND USE COMMITTEE
Department of Land Management
MEETING MINUTES
April 8th, 2009 8:30 AM
TREMPLO ROOM

Chairman Halderson called the meeting to order at 8:32 AM.

Committee members present: Paul Halderson, Gerry Van Tassel, Chuck Zauner, Michelle Haines Richard Kiekhoefer, Dave Quarne and Rick Geske.

Staff/Advisors present: Kevin Lien, Virginette Gamroth, Andrea Sveen and Vickie Stalheim. Kimarie Estenson was present for only part of the meeting.

Others present: Deloras Vind. Personnel Director Jami Kabus was present for part of the Open meeting and Closed session.

Halderson stated that the Open Meeting Law had been complied with through notifications and posting.

Approval of Agenda – Kiekhoefer made a motion to approve the agenda as presented, Zauner seconded, Van Tassel stated she felt the agenda could not be approved because the Committee was going into Closed session and there was no agenda item for reconvening into Open session. After confirmation from the Personnel Dept. that this agenda item wasn't needed because adjournment could be made in Closed session, the motion carried unopposed. Reconvening is only required if additional items are on the agenda.

Approval of Minutes – Van Tassel made a motion to approve the March 4th, 2009 regular session meeting minutes, Zauner seconded, motion carried unopposed.

Review of Fencing Rates – Lien reported that fencing rates haven't been changed for several years. Mark Carlson checked with NRCS and for multi-strand barbed wire the fence rate is \$1.35 per foot and electric fence is \$.40 cents a square foot. Lien stated it was staff recommendation to go to a cost share rate of \$1.40 for the multi-strand (total cost would be \$2.00 per foot) which would be close to the NRCS rate. The electric fence rate would be \$.70 cents per foot (Cost share rate would be \$.49 cents a foot). Lien added that staff felt it would be easier to do it on a per foot basis rather than per rod. Verification was made that a rod is 16.5 feet. Kiekhoefer questioned if there was a lot of fencing still being done. Estenson replied there are still some barnyards that have fencing involved. Zauner made a motion to approve the fencing rates as presented. Halderson questioned if any of the other types of fencing such as woven wire or high density are done? Lien responded not too much but the woven wire would be at the same rate as barbed wire and high density would be the same as electric. A landowner could do either one but they would get the least cost share rate. Van Tassel seconded the motion. Discussion followed. Motion carried unopposed.

2008 Budget Final Report – Stalheim informed the Committee that the auditors will be here the second week of May for two weeks. Stalheim referred the Committee to the 2008 Budget Final Report in their folder which has all the final numbers. Stalheim went through the report with the Committee and stated from the preliminary report to final report the dollar amount changed about \$1,800.00. Stalheim reported \$16,294.99 would be returned to the General Fund. Van Tassel questioned where the money had come

from. Stalheim reported most of the money was from leftover wages. Halderson questioned whether we would have to go into the non lapsing accounts for 2009. Lien stated permits are down but right now there would be no way of knowing that. Halderson questioned whether salary expenditures for 2010 would be more? Lien and Stalheim responded it should be less because there are two less positions.

2008 E & LU Checkbook Final Report – Stalheim went over the report with the Committee. Stalheim stated the Tree & Shrub Program, any Information and Education Programs and any Petty Cash disbursements are run through this checkbook.

Planning Update – Sveen stated she contacted Burnside and Arcadia for their 3 year revision and they decided to wait another year. Sveen is waiting to hear back from Town of Lincoln on what they plan to do. Sveen referred the Committee to “Procedures to Complete Smart Growth Plan” in their packet. Sveen informed the Committee that State Statutes state the Committee needs to formally adopt written procedures. Sveen briefly went over the procedures with the Committee. Sveen added she is still waiting for two towns’ to get their information back to her so the County’s Comprehensive Plan public hearing probably won’t be held until September or October. The plan has to be adopted by the end of 2009 and it needs to be in place by January 2010. Zauner questioned which towns’ Sveen was waiting for. Sveen responded Lincoln and Albion. Dodge has their Land Use Plan completed but hasn’t adopted it yet. Van Tassel made a motion to approve the “Procedures to Complete Smart Growth Plan” as presented, Kiekhoefer seconded, motion carried unopposed.

Survey Update – Lien presented the Surveyors report and bills. Lien reported that Nelsen is finishing up Preston. Arcadia and Ettrick are the only two towns left. Lien mentioned that Town of Lincoln was a pilot project back in ‘99 and now we’re nearing completion. Quarne made a motion to approve the reports and bills as presented, Kiekhoefer seconded, motion carried with no opposition.

Director’s Report – Lien welcomed Dave Quarne back to the E & LU Committee as he has been re-appointed by County Board Chair Semb as the Livestock Producer member. Lien informed the Committee, at the last County Board meeting, Chairman Semb had appointed Jerry Hawkenson to be the new Town Representative member on the E & LU Committee. Since that time, questions had arisen as to whether Hawkenson could serve on the E & LU Committee and the Board of Adjustment of which he is currently a member. Upon conferring with Corporation Counsel, Lien was told Hawkenson serving in both positions was a conflict of interest and Hawkenson should only serve on one Committee. Lien talked with County Board Chairman Semb and Semb advised that Lien should let Hawkenson decide which position he wanted to serve in. Lien informed the Committee that Hawkenson has decided to stay on the Board of Adjustment, therefore Chairman Semb will probably appoint one of the three remaining candidates, John Vehrenkamp, Jr, Gary Everson, or Steve Hogden selected by the Towns’ to be the Towns’ representative.

Since Gary Monson, a long time Committee member, is no longer serving on our Committee, Committee members discussed some type of recognition. Zauner made a motion to spend \$30 to get a plaque of recognition made for Monson, Van Tassel seconded, motion carried with no opposition.

Lien informed the Committee that two Board of Adjustment members, Nancy Horton and Obert Lundberg have terms expiring in June. Lien stated both members have informed him they would be willing to serve another 3 year term. Lien suggested if Committee members have anyone they would like to be considered for appointment to Board of Adjustment they should let him know. Lien added Board of Adjustment members are usually from different towns.

Job Descriptions – Lien asked if the Committee had any questions regarding the copies of staff job descriptions which they had requested last month. Van Tassel questioned Lien if the employees were all happy when the job descriptions were handed back to them – did it have everything in it that staff thought – was staff given more responsibility or less? Lien stated the job descriptions were handed out the first time, staff made comments, suggestions, changes, Lien got them back and made the suggested changes, then staff was allowed to review them once again. Lien’s impression was that everyone was fairly happy with the changed descriptions. Halderson questioned how Sveens' job description has changed? Lien stated Sveen is taking on a lot more zoning. Haines stated Sveen’s job description now reads enforcing zoning ordinances, inspect building sites, review and process zoning permits. Haines questioned whether Sveen would need additional training? Lien responded he and Sveen have been doing “on the job” training. Lien has also set up training with two DNR representatives for DLM and Health Dept. staff, for the end of April, for informal training on interpreting and enforcing zoning and flood plain issues. Sveen is also picking up Board of Adjustment issues/hearings. Halderson questioned if Sveen would need any more certifications? Lien stated that he, Stenulson and Estenson would be keeping up the certifications they each have so Sveen probably would not need any more. Stalheim stated with auditors coming in May, she was concerned about an item in her job description. Stalheim stated when the Dept. re-organization took place in 2006, after the embezzlement, David Appleyard had redone Stalheims’ and Gamroths’ job descriptions and Stalheim felt he took most of the reception duties out of her job description because he didn’t want her handling money and depositing it also. Stalheim stated Lien had added “waiting on the counter” back into her job description. Stalheim asked if that item in her job description was going to be an issue with the auditors coming. Lien stated he and the Personnel Director had discussed this issue and the portion that states “receipting money” will probably be removed from Stalheims’ job description. Lien stated his reason for adding it in was only to have someone available at the counter. Van Tassel reiterated that her only concern was that staff had looked at the job descriptions and were happy with them. Lien responded that a lot of the job descriptions have zoning in them, which was at staff request. Zauner questioned if the Personnel Director had looked over or approved them. Lien stated the Personnel Director does not approve them, but she has looked them over. Quarne mentioned that he heard all money to the Land & Water Board had been cut for next year. Lien added it was approximately \$850,000.00, which was 0-6% across the board, and with the preliminary numbers that he had access to Lien felt the Dept. should be alright. Lien informed the Committee that position funding has been an issue recently. In the past, David Appleyard and Greg Leonard’s position had been 100% funded by the State. Now, because Lien has been associated with zoning, Richard Castelnuevo, from DATCP, is stating that Lien’s position cannot be 100% funded. Lien stated, in talking with his counterparts throughout the State, it was their feeling that the DLM Plan and our Land & Water Plan state that we do zoning/planning and it is a part of the plans, therefore Lien’s position shouldn’t be an issue. Lien stated in a recent meeting he had attended, his counterparts had a very animated discussion with Castelnuevo over staffing grants. In the past, according to State Statutes, DATCP had funded 100% of the first position, 70% of the second and 50% of the third position of which has been funded mostly around 30%. Lien’s counterparts throughout the State told Castelnuevo they wanted what State Statute 92 has for staffing grants. Castelnuevo responded State Statutes read “DATCP would fund those positions to the best of their ability and their ability isn’t to meet the requirements.”

Personnel Director, Jamie Kabus arrived and was asked about Stalheim’s question regarding “receipt of fees” in her job description. Kabus stated she had just reviewed the whole issue regarding the embezzlement and after that event took place a lot of effort was put in to making sure that “checks and balances” were in place regarding fees collected. Lien reiterated that his purpose was not to overlook the security measures but to make sure someone was always available at the front counter and Stalheim’s job description can be adjusted to address the receipting issue. Lien added if the Committee was going to approve the job descriptions, Lien did add zoning into Rod Stenulson’s job title also. Halderson noted with Lien’s approval and Kabus’s review, he would entertain a motion to approve the job descriptions as

presented with a modification to Stalheims' job description. Van Tassel made a motion to approve the job descriptions with the modifications being made to Stalheims' job description, Haines seconded, motion passed with no opposition.

Kiekhoefer questioned how the POWTS program was working. Lien stated the administration of the POWTS Program is in the Health Dept. DLM receipts the sanitary and well applications and then they are sent up to the Health Dept. for issuance. Kiekhoefer questioned if the program was going better. Lien responded the staff up there is doing a good job but Carol still has to physically come down to our office for files and things don't flow as easily as they used to but still function and provide the service to the public. Recently the Sanitary Ordinance was revised and the DLM wasn't given the opportunity to review it until after it was approved by the Board of Health. Historically the E & LU Committee set fees for sanitary and wells, we currently receive 15% of the revenue. The fee schedule was redone in October and our Dept. received a notice after the fact, we were not asked for input.

Next Regular Meeting Date was confirmed as Wednesday, May 13th 2009 at 8:45 AM in the County Board Room.

At 9:24 AM, Zauner made a motion to go into **Closed Session per WI Stat.19.85 (1)(c) to consider employment and performance evaluation data.** Quarne seconded, motion carried.

Haines made a motion to adjourn the meeting at 10:05 AM, Zauner seconded, meeting adjourned

Respectfully submitted,
Virginette Gamroth, Recording Secretary

Michelle Haines
Secretary