

**GREEN LAKE COUNTY LAND
USE PLANNING AND ZONING
COMMITTEE SPECIAL MEETING MINUTES
Thursday, March 29, 2016**

CALL TO ORDER

Committee Chair Starshak called the meeting of the Land Use Planning and Zoning Committee to order at 5:02 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.

Present: **Ben Moderow, Harley Reabe, Rich Slate, Michael Starshak**

Absent: **Nick Toney**

Also Present: **Al Shute, Land Use Planning & Zoning Director**

Carole DeCramer, Committee Secretary

Missy Sorenson, Code Enforcement Officer

Matt Kirkman, Code Enforcement Officer

Mike Lehner, Assistant Corporation Counsel

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Motion by Slate/Reabe to approve the amended agenda. 3-eyes, 1-nay (Starshak)

Motion carried.

PUBLIC COMMENT

Don Lenz, Green Lake Surveying, LLC – Stated that he would be interested in acting as Interim County Surveyor.

Dennis Green, Ripon Land Surveying – Stated that he would be interested in acting as Interim County Surveyor.

Matt Kirkman, Green Lake County Code Enforcement Officer – Explained why he would ask the committee to consider him for the Interim Department Head and, ultimately, Department Head of the department.

REVIEW JOB DESCRIPTION OF LAND USE PLANNING AND ZONING DEPARTMENT HEAD/SURVEYOR POSITION AND COMPLETE A POSITION REVIEW

The committee asked Al Shute to explain how his position evolved from 2004 to the present. Shute described the process of past committees and how the current job description was written to reflect what developed in 2004. The description has not changed since that time.

After further discussion, the committee directed Shute to work with Administrative Coordinator Marge Bostelmann on a job description for the Interim Department Head position.

The committee also discussed the job description for the interim county surveyor position. The job description was revised and will be presented at the next meeting for further discussion.

DISCUSSION & POSSIBLE ACTION TO APPOINT AN INTERIM DEPARTMENT HEAD

Each committee member expressed his opinion on the appointment of an interim department head. The general consensus is that there is a need for an interim department head to deal with meetings,

time sheets, and other administrative duties. Reabe disagreed and said that the issue needs to be studied more thoroughly.

**Motion by Moderow/Slate to appoint an interim department head. 3-ayes, 1-nay (Reabe)
Motion carried.**

Further discussion about the word “appoint” in the above motion caused the committee to make the following motion:

**Motion by Moderow/Slate to amend the previous motion to *create* an interim department head position. 3-ayes, 1-nay (Reabe)
Motion carried.**

DISCUSSION AND POSSIBLE ACTION TO APPOINT AN INTERIM DEPARTMENT HEAD

The committee agreed that they need more time to read through the job description before making a decision.

On a motion by Reabe/Slate, unanimously carried, to postpone action on the appointment of an interim department head until a closed session of the next available meeting.

DISCUSSION AND POSSIBLE ACTION ON RECOMMENDATIONS TO COUNTY BOARD FOR APPOINTMENT OF AN INTERIM COUNTY SURVEYOR TO FILL UPCOMING VACANCY AS OF APRIL 1, 2016.

There was discussion regarding how the interim county surveyor would be paid.

On a motion by Reabe/Moderow, unanimously carried, the committee voted to suspend the rules to allow the two surveyors to participate in the discussion.

The discussion included the suggestion of the surveyors submitted closed bids for the interim position. It was finally decided and agreed upon by the two attending surveyors to pay the interim at a rate of \$50 per hour not to exceed \$200 for an ordinary certified survey map review. All other jobs would be paid at an hourly rate of \$50 per hour; i.e., plat review, more difficult certified survey maps. Action will be taken at the next meeting.

DISCUSS WHETHER THE LAND USE PLANNING & ZONING DEPARTMENT COULD BE MERGED WITH THE LAND CONSERVATION DEPARTMENT

Those in attendance were given an opportunity to express their opinion on a possible merger of the two departments. Those that spoke included staff members Matt Kirkman, Missy Sorenson, and Carole DeCramer. Paul Gunderson, Land Conservationist, also voiced his opinion. Derek Kavanaugh, Land Conservation, stated that he, too, has concerns about the merger.

Reabe said that the committee is obligated to study the possibility and to find out why other counties have done so. He said the committee owes it to the citizens of Green Lake County. Starshak asked that the two department heads and staff make a list of pros and cons for merging the two departments and get that to the committee by the next meeting.

FUTURE COMMITTEE ACTIVITIES

- a. Future agenda items
- b. Meeting dates
April 7, 2016
Business Meeting 4:30 p.m.

Public Hearing 5:30 p.m. - cancelled

ADJOURN

7:12 p.m. On a motion by Moderow/Reabe, unanimously carried, the meeting was adjourned.

APROVED ON:

May 5, 2016