

**Sauk County Planning, Zoning and Land Records Committee Meeting  
January 13, 2011**

**Committee Members Present:** Lehman, Ashford, Halfen, Nobs

**Committee Members Absent:** Gaalswyk

**Others Present:** Mark Steward, Gina Templin, Brian Simmert, Kathy Schauf, Tim McCumber and Tim Stone.

In the absence of Chairman Lehman, Vice Chair Ashford called the meeting to order and compliance with the open meeting law was certified.

Motion by Halfen, seconded by Nobs to adopt the amended agenda as provided. Motion carried 3-0.

Motion by Halfen, seconded by Ashford to approve the minutes of the December 28, 2010 meeting. Motion carried 3-0.

**Public Comment:** None

**Communications:**

Steward provided and reviewed the Agricultural Land Assessment information for the County. He explained the chart and how it applies to the rezoning fee that needs to be paid to the State for rezoned land.

He then provided the information from the Complete Count Committee regarding the census and the information that was provided and what the next steps are.

Due to committee members absent at this time, the committee decided to review Item C – Town of Merrimac ordinance amendments. Tim McCumber appeared and explained the background of the ordinance amendments, mobile home parks, and conditional use permit requirements. He stated the town held 2 public hearings on the changes and had no public comments or citizen comments on the changes.

Lehman now present.

Halfen asked the different between a manufactured home and a mobile home. McCumber stated they are the same, but the state laws apply differently and explained some of the differences.

Motion by Halfen, seconded by Nobs, to approve the ordinance amendment for the Town of Merrimac. Motion carried 4-0.

Lehman took over as Chair of the meeting.

Committee then reviewed the Departmental Fee Schedule. Lehman asked what the next steps for the fee schedule is. Steward explained the current fee schedule and again the basis behind the fees. He confirmed that the fees are not changing, but the schedule is merely being cleaned up and the process in place. Halfen stated that the fee schedule be brought up again next year and that Steward attend that meeting to explain what is taking place, due to the misinformation that was given by other supervisors at the county board meeting.

The Committee then discussed the resolution to create the Conservation, Planning and Zoning Department; and abolish the County Conservationist position and the Planning and Zoning Director position and create the Conservation, Planning and Zoning Director. Kathy Schauf appeared and provided a draft resolution and draft job description and described what the resolution means and what actions it determines. She discussed an aggressive timeline, which was also distributed to the committee. She referring to January 6 memorandum with a proposed timeline and stated it is a very aggressive timeline and is not sure that a confirmation of an appointment will be made by March 15<sup>th</sup>, but it gets the process going and the key focus is to run a good process and a very objective process of hiring for this position. She stated that the resolution states that the complete restructuring be in place by 2012.

Lehman believes the timeline proposed by Schauf is pushing things too fast. Schauf stated they put together the best case scenario if everything moves along as she has planned, she can everything in place by the timeline submitted. She also stated they want to keep the process moving due to the budget process and the finance committee making changes to the budget process and making that shorter in length, as well as changing the tools, and timeline. She feels that the decision on making this transition needs to take place prior to starting that budget process.

Halfen asked how the Department Head situation works. Schauf stated both department heads are eliminated and the creation of the position is done. Halfen asked if it is done simultaneously. Schauf stated that the recruitment process will take place immediately and the department heads will not be changed until a new person has been hired.

Lehman asked about Land Conservation. Schauf stated that the Joe VanBerkel retires on Feb 1<sup>st</sup> and he has someone in his department to take over his responsibilities until the position has been filled.

Halfen asked about the fiscal note and the thought process or basis behind the bump in salary. Schauf stated they looked at comparables and an analysis on the expanded expertise that will be required for the new position and there is a layer of expertise that is added to the mix that needs to be accounted for. She stated they looked at how to affectively recruit and the need to be attractive to outside applicants. She also stated that it is an effort to determine the potential costs. The hiring may not be what is stated, as that number is the very top salary for the hiring of this position and will not be the salary that is offered, but could be what they end up paying for the right individual to come in.

Halfen asked about the current wages of the two Department Heads are top. Schauf stated the wages shown are the existing steps they are at, not the top of their wage. Halfen asked for the

numbers on the existing wage assignments for the two existing department heads. Steward stated he is a grade 20, step 6. Schauf stated the new position would be a grade 21. Schauf then stated Grade 19 is for the Conservationist is at \$76,634, and Grade 20 is at \$79,456. The new position would be Grade 21, Step 9. Halfen explained that the difference between the wages of existing and the proposed position is about \$3,000. Schauf confirmed it is minor.

Nobs asked about the hiring process and asked if both department heads jobs will be eliminated and if it will be posted for the new position. Schauf stated that is correct. Nobs stated it is not fair to Mark, who is currently doing the job successfully now. Schauf stated Mark can apply and be given consideration as any other candidate would. Schauf stated herself and the Personnel Committee want to determine that they have the best candidate for the position, whether that be Mark or not.

Steward asked if he is not the person selected for the new position, what Schauf sees his role as beyond the selection of the new Director. Schauf stated she cannot answer that, and it is a question that will be addressed through the process, but still needs to be worked through, as they don't have a final organizational chart or roles developed as of yet.

Halfen asked if Personnel addresses that change/modification or if the oversight committee determines it. Schauf stated Personnel will address the staff changes, but it will also be addressed by program and priorities and then that question can be fully answered. Halfen asked again if the committee will be allowed the opportunity to have a say in the decision making for that process. Schauf stated they will.

Motion by Halfen, seconded by Ashford, to consolidate the Land Conservation Department Planning and Zoning Departments and Associated Personnel. **Motion carried 4-0.**

Lehman asked if the position description is written in stone with the adoption of the resolution. Schauf stated it is not finalized and is done by Personnel and if anyone has any comments, they can provide them. The committee asked to see the description before it is finalized.

Steward asked if Personnel is acting on the position description tomorrow. Schauf stated they will act on it tomorrow. Steward asked when the position will be posted. Schauf stated after the county board meeting she expect posting to take place.

Nobs asked about the vacant position in Planning & Zoning. Steward stated he has sent the paperwork to Personnel for to fill the position, but no process has begun yet.

The Committee then considered a proposed Agricultural Enterprise Area (AEA) in the Town of Fairfield. Simmert then appeared and gave the background and history on the request. He also explained the AEA program and benefits.

Tim Stone, Chair for the Town of Fairfield, appearing stated that Planning and Zoning and Land Conservation have worked well to help with the petition and needs the committee's support for the resolution to move forward.

The Committee discussed the Farmland Preservation Plan grant application. Simmert spoke of the requirements to have an updated farmland preservation plan by 2012. He spoke of the plan updates, the grant monies available and the requirements to claim tax credits by those in an Exclusive Ag zoning township. He then reviewed the grant application with the committee, which will be submitted this afternoon to the State.

Halfen asked about the anticipated costs of \$13,000. Simmert explained that there is money described in each section and the total costs is \$60,000, and the County will be requesting \$30,000.

Halfen asked if the match was addressed in the budget. Steward explained that it was.

Department Report:

Steward then reviewed the Department report that provided to the committee.

Agenda items: The committee discussed the public hearing notice and an Ag Seminar at Kalahari.

Next meeting is scheduled for January 25, 2011 and the meeting with the Exclusive Ag towns will be held on January 31, 2011 at the Kramer Library.

Motion by Ashford, seconded by Halfen to adjourn.

Respectfully submitted,

Joel Gaalswyk, Secretary