

Annual Meeting Minutes

Stoney Creek Inn
110 Imperial Avenue
Rothschild, WI 54455
Phone: 715.355.6858

Thursday, January 22, 2015

1) Call to Order

The meeting was called to order by President Terri Dopp-Paukstat at 10:03

2) Introductions

Members present were President Terri Dopp-Paukstat (Waushara Co.), 1st Vice President Terry Ochs (Dodge Co.), 2nd Vice President Rod Eslinger (Eau Claire Co.), Secretary/Treasurer Michelle Staff (Jefferson Co.), Southeast District Rep Amy Barrows (Waukesha Co.), Southwest District Rep Brentt Michalek (Sauk Co.), Central District Rep Matt Bremer (Adams Co.), East Central District Rep, Brian Giebel (Calumet Co.), West Central District Rep Kevin Grabau (St. Croix Co.), Northwest District Rep Jay Kozlowski (Sawyer Co.) and Northeast District Rep Karl Jennrich (Oneida Co.). Others present were Scott Godfrey (Program Coordinator), Kay Lutze (WIDNR), Anna Haines (CLUE – UW Extension), Lynn Markham (CLUE – UW Extension) and Dan Bahr (WCA). Member absent was Past President Steve Rannenbergh. All members introduced themselves to the Executive Board.

3) Changes or additions to the agenda

Dopp-Paukstat stated that items may be taken out of order depending on whether guests show up. She stated that we want them to be able to report and leave as soon as possible. No additions were proposed to the agenda. Motion by Bremer, seconded by Ochs, to approve the agenda. Motion passed on a voice vote with no objections.

4) Review and approval of the October 22, 2014 Executive Board meeting minutes

Motion made by Bremer, seconded by Grabau, to approve the October 22, 2014 Executive Board meeting minutes. Motion passed on a voice vote with no objections.

5) Old Business

None

6) Discussion of district representative duties and responsibilities (Please bring your WCCA Handbook issued to the district representatives.)

Staff briefly explained the duties and responsibilities of the district representatives such as attendance at meetings, distribution of e-mails, etc. There was a lengthy discussion about Google groups and what was appropriate to post regarding legislative items. It was stated that the 2nd Vice President should only contact Dan Bahr and all legislative items should go through Dan Bahr before the Board acts on issues. There was a discussion on district by-laws.

7) Treasurer's Report – Michelle Staff, Secretary-Treasurer

Staff reported that she filed all taxes for 2014 and renewed the raffle license last year. She e-mailed out the Treasurer's report and explained the report to the executive board. Staff asked that the new 2nd Vice President and 1st Vice President go to the bank with her to add their signatures on the checking account. Motion by Jennrich, seconded Bremer, to have Eslinger and

Ochs sign the signature cards at Associated Bank. Motion passed on a voice vote with no objections.

Staff explained the money in the CD. She explained all the options for CDs and asked that the money be moved into one account with additional monies from the checkbook. It was also suggested that it all be moved to Associated Bank. Godfrey suggested that this discussion should be moved to the budget. Staff asked the Board if they would like to raise the dues for 2016. This discussion will be moved to the budget also.

Motion by Eslinger, seconded by Jennrich, to approve the Treasurer's report. Motion passed on a voice vote with no objections.

8) Audit of 2014 Financials – Audit Committee

Dopp-Paukstat stated that she was present before the meeting and Staff e-mailed out the yearly report to the audit committee. Motion by Dopp-Paukstat, seconded by Barrows, to approve the Audit Committee Report, Motion passed on a voice vote with no objections.

9) Review and approve WCCA 2015 Operating Budget

Staff e-mailed proposed budget. Staff explained line by line the amounts shown.

Motion by Barrows, seconded by Bremer, to have a raffle each year instead of the silent auction. There was a brief discussion on the pros and cons of raffle vs silent auction. It was noted we can still have an auction if there are donated prizes. Motion passed on a voice vote with no objections.

There was a discussion on how to get vendors to the conference. There was a general consensus that one person should be in charge of the vendors. Staff stated that the revenue from vendors go into the scholarship fund.

There was discussion on the interest the CD is receiving. Staff mentioned that she could into a longer term CD and asked the Board to add additional monies to the CD. Jennrich stated that the Treasurer's name should be on the CD account. Motion by Ochs, seconded by Bremer, to move the existing CD to Associated Bank, add an additional \$10,000 to the CD or Money Market and to have the Treasurer's name on the account. There was a discussion if an additional person should also be on the account. Motion passed on a voice vote with no objection.

There was a discussion about the amount of the scholarship for 2015. Motion by Barrows, seconded by Jennrich, to award two scholarships at \$500 each. Motion passed on a voice vote with no objection.

Motion by Barrows, seconded by Bremer, to put aside \$200 each year for equipment purchases for the future. There was a discussion on the benefit of setting aside funds for a future laptop in the next 4 years the replacement plan. Staff will keep track of the equipment fund. Motion passed on a voice vote with no objection.

Staff informed the Board that insurance rose by 25%. The Board asked Staff to check other insurance companies to see prices.

There was a discussion on each position and the amount of hours each position takes within the year. There was a discussion with Staff and Godfrey on amount of time their positions take. There was a lengthy discussion amongst the Board on the positions and how to compensate them. Eslinger suggested that Staff track her hours. There was a discussion that all positions should track

their hours. Jennrich stated that the Secretary/Treasurer has 6 pages of responsibilities. There was a discussion that the pay should be paid on the job description. Motion by Ochs, seconded by Jennrich, to increase the Secretary/Treasurer to \$3,000, to increase the Conference Coordinator to \$2,500, the Web Page Coordinator to remain and each position track the hours spend per month on their position. Each person is to report back to the President. Motion passed on a voice vote with no objections.

Motion by Jennrich, seconded by Bremer, to raise the spring conference revenues to \$10,000. Motion passed on a voice vote with no objection.

Motion by Ochs, seconded by Jennrich to approve the 2015 WCCA budget as amended. Motion passed on a voice vote with no objection.

10) Committee Assignments and Appointments for 2015

- a) Executive Board representation on committees (see subsection c for a and b)
- b) Standing Committees
- c) Ad Hoc Committees

Dopp-Paukstat e-mailed out the draft committees. There were discussions on each proposed committee and suggestions on members to serve on them. There were changes proposed for these committee. Staff and Dopp-Paukstat will work on the corrections for the committees and will send out an updated version when it is completed. Staff will give it to Grant to post on the web site also.

- d) Program Coordinator and Web Page Coordinator

It was mentioned that Program Coordinator should view the facility before we sign a contract. There was discussion on advertising the positions yearly in case other members are interested in either the Program Coordinator's position or the Web Page Coordinator. Each are hired from January 1 through December 31. There was a discussion on the duties of each position. This was recommended so the job descriptions are accurate. The Board suggested that the updated job descriptions be presented to the Executive Board in spring. The President will announce at spring conference the positions available and at fall conference the Executive Board will review all persons interested. Motion by Jennrich, seconded by Bremer, to revise the job descriptions if necessary, have them available at the Executive Board at the spring meeting for approval, have them available for the spring conference for the membership and proposals be submitted by the fall conference for 2016 positions. Motion passed on voice vote with no objection.

Motion by Bremer, seconded by Jennrich, to hire Scott Godfrey for Program Coordinator and Dustin Grant for Web Page Coordinator for 2015. Motion passed on a voice vote with no objection.

- e) State Agency Liaisons and Others – Proposed affiliations

Dopp-Paukstat stated that if she is missing someone, please let her know. Dopp-Paukstat will contact Jim VandenBrook from WLWCA organization to see if they can come to our meetings.

11) Committee and Project Reports

- a) Program Coordinator/Conference Committee –
 - a. Draft Agenda 2015 Spring Conference—To include discussion of POWTS track and attendance options for all sessions

Ochs went over the agenda for the spring conference. The Board gave Ochs several potential conference topics. He asked the Board for any suggestions on the POWTS track. Motion by Eslinger, seconded by Jennrichs, to try on-line registration with no on-line paying. Motion passed on a voice vote with no objections.

- b. WCCA Spring Conference, March 26 & 27, 2015, Stoney Creek Inn, Rothschild, WI Leadership Training Part 2
Anna Haines and Lynn Markham were present to answer questions. There was a discussion on the details for the next leadership conference. It was agreed upon that the leadership training would be before the conference on Wednesday afternoon. Dopp-Paukstat stated that the leadership group would be invited to attend the Executive Board meeting. There was a discussion on the goals of the leadership training. It was agreed that there would be a panel of experts to ask questions on shoreland, general zoning, land divisions, variances, conditional use, floodplain and special exceptions. It was suggested that there be a session on how to do a map amendment, rezoning, conditional use, etc. and what are the administrative steps. There was a discussion on other duties such as writing a staff report, writing a violation, open forum, dealing with difficult people, etc. Haines suggested that the session be more interactive and open forum, for example, the person would bring a situation to the group and discuss the situation with the group. There was discussion on the time of the session and dinner. It was agreed upon that dinner would be 5-7:30 pm at the Green Mill with the Executive Board meeting at 7:00 pm.
- c. 2015 Fall Conference - select location and dates – program guidelines
It was agreed upon that the Fall Conference would be October 21-23, 2015. It was suggested that the conference be south such as Green County or Dane County. Godfrey will look into it but it will be the president's decision on the fall location.

- b) Raffle/Scholarship Report
- c) Leadership Group Report and Planning for Spring Conference with UWSP CLUE
See WCCA Spring Conference, March 26 & 27, 2015, Stoney Creek Inn, Rothschild, WI Leadership Training Part 2
- d) Annual Scholarship Fundraiser at Spring Conference—Raffle vs. Silent Auction/others?
See Budget
- e) Legislative Committee/Report—In conjunction with WCA legislative report—Dan Bahr
 - a. Topics to include Town Zoning, High Capacity Wells, Reporting Requirements, Non-metallic Mining, Local Control, and other possible legislative subjects.

Eslinger started to give a background of possible upcoming legislative issues. It is fairly early in the session. Eslinger noted that past bills that have made an impact on some counties included Act 74 allowing 10 working days to review permits. He gave an example of a silica sand mine that was 500 pages with only 10 days to review. His county is trying to get it changed from 10 working days to 30 days with some exemptions for mining and agricultural uses. This act was for “vested rights” situation for permits.

Another upcoming issue was possible public noticing on web pages. Godfrey was involved in an issue with subdivision ordinances, Chapter 236 and public improvements where the Town's ordinance applied for public improvements but

they want to amend it so that if the Town does not have any standards, the county's ordinance can apply for public improvements. The last proposed bill for this fix was in 2008 but it was late in the session so it was not looked at. Godfrey stated that the bill is written, it just needs to be introduced. Godfrey stated that the Wisconsin Planning Directors would be interested in this bill.

Eslinger stated that another possible legislative issue would be in regards to State Statutes 59.69(5) dealing with what constitutes a comprehensive revision for the chance that Towns can withdraw from County zoning. There were a couple of early bills that were introduced dealing with annexation involving Brown County. Eslinger stated that the Town's Association will introduce further legislation on "balloon" annexation. There was a brief discussion on annexation in general.

Bahr gave a legislative update and a brief explanation on the current political outlook. Bahr asked about non-fiscal items because the Governor's Office asked WCA for any non-fiscal items that they would like. Bahr stated that he suggested the Governor's Office extend the 10 days to 30 business days. In regards to the subdivision ordinance, he stated that there may be legislators that might possibly introduce the bill.

Bahr stated he did send WCCA suggestions about public notices being on-line instead of newspapers but stated the newspaper lobbyist already called him on it. There was a discussion on how much it would save taxpayers if the counties could just put the public notices on the county web site.

Bahr stated that high capacity wells will be a hot topic for this session. The Board stated that this is a DNR issue. Bahr stated that there may come changes that may affect counties. One of the issues is the Lake Buehl decision and the cumulative impacts of other wells in the area. Senator Tiffany may introduce a bill to reverse this decision so as to not take into account cumulative impacts. There was a discussion amongst the Board members on the impacts this bill may have on the State.

Bahr moved to frac sand bills. He recapped the last session bills on frac sand and explained what happened with both bills that were introduced last year.

Bahr moved into zoning issues for Towns to get out of County Zoning. Bahr gave a brief synopsis of the issue last session. It became a Dane County issue and since the last public hearing, Dane County has changed some of their committee members. Bahr noted that there was a discussion on what is a comprehensive revision. There will be discussion between the Town's Association and the Wisconsin Counties Association.

Bahr stated that there is a proposed bill for the Hegwood case which involved shoreland zoning vs town zoning. Bahr briefly explained the case and the effect on counties. In this bill, the county would be able to follow NR115 standards and the Towns would get to regulate their zoning. There was a discussion on this proposed bill. Bahr stated that the bill hasn't been introduced yet and he will have to see the bill language to see how it would affect counties in general. Bahr will send out the proposed bill when he gets it.

Bahr stated that the state budget would be introduced February 3, 2015. There was discussion on the budget in general.

- f) Administrative Code Committee
The Executive Board will review this committee over the year. It was suggested that the guidebook list each committee and a short paragraph about each committee.
- g) Nominating Committee
No report at this time.
- h) Audit Committee
Staff gives committee report monthly.
- i) NR 113 Committee
No report at this time.
- j) NR 115 Shoreland/Wetland Committee
Lutze was present to give a report to the Executive Board. She stated that the new shoreland model ordinance is out. She explained a change to the model NR115 in regards to annexation of shorelands by cities and villages (Act 80). Cities and villages no longer have to administrate County shoreland ordinances. They still need to do shoreland wetland and NR117. Lutze would like to meet with the WCCA NR115/Wetland Committee and talk about updating the guidebook. Lutze stated that WWA is working on a wetland model ordinance and she is sitting on their advisory committee.

Lutze stated that she is working with other DNR sections and state agencies internally to educate them on NR115 and for their projects to comply with Counties' ordinances. She updated the Board on the possible new positions and other positions that aren't being filled. Barrows stated that it is helpful that the counties get letters to the BOA but asked Lutze not to write a letter if there isn't any comment. Lutze stated that she is working on the letters with the other two employees and stated there may not be a letter on every case. There was a lengthy discussion on variances in general.
- k) NR 116 Committee
No report at this time.
- l) Mining Committee
No report at this time.
- m) Working Lands Initiative Committee
No report at this time.
- n) Awards/Scholarship Committee
Staff asked the Executive Board for any retirements. It was discussed that we will be presenting a lifetime achievement award to a member. Motion by Dopp-Paukstat, seconded by Grabau, to present Gary Heinrichs, DNR, the lifetime achievement award. Motion passed on a voice vote with no objection.
- o) Web Page Committee
No report at this time.

- p) POWTS Code Council
DSPS picked the people that would be on the Code Council and it is all industry heavy. Dale Dimond was chosen by DSPS to be on the council; WCCA didn't get to pick who they wanted on the Council.
- q) POWTS Technical Advisory Committee
Not active at this point in time.
- r) Other Committees or Reports

Friday, January 23, 2015 9:00 AM

12) District Reports

Bremer stated their district meeting was in December 2014. Lutze was present and talked about NR115. Bremer stated he will have another meeting in February or March to talk about non-metallic mining.

Michalek stated that Godfrey put their report in the Decoder. His district plans to meet in March again.

Barrows stated that she didn't know she was going to be district rep until the meeting. Heidi Bounk from DNR came and talked to the district about shoreland grants.

Giebel stated that the EC district met in December 2014. Lutze was present and talked about the NR115 ordinance update. They had another meeting in January where they will tour the Waupaca Foundry. He explained the toured and how they reuse sand throughout the country. The next meeting in February will be in Winnebago County and then March will be at Kelly Lake.

Kozlowski said the NW district met in December and they talked about the fact that they don't have a DNR shoreland specialist right now. Ed Tyler from DSPS was present at their meeting with a new computer system for mound design. There was discussion on a loophole with NR115 and the definition of replacement vs reconstruction. There was a lengthy discussion on NR115 amongst the Executive Board.

Grabau stated the WC district met in December and they get together quarterly. They had DATCP come to their meeting to give a talk to their district about Farmland Presentation. They talked about junk ordinances. For their next meeting in March they have invited Lutze and Heinrichs. Grabau stated that there are a lot of new zoning people in their district and they would like Ed Taylor to come to do a POWTS session.

Jennrich from the NE district stated that at their December meeting they had Ed Taylor from DSPS. Their next meeting in Feb 2015 will be at Kelly Lake.

13) State Agency and Affiliated Organization Reports (No other agencies reported on Friday)

- a) WI Department of Safety and Professional Services
- b) WI Department of Natural Resources
- c) WI Department of Ag, Trade and Consumer Protection
- d) UW Stevens Point - Center for Land Use Education
- e) UW Extension Local Government Center
- f) Wisconsin Wetlands Association
- g) Wisconsin Counties Association
- h) Wisconsin Land & Water Conservation Association

14) Plans and Goals for 2015

a) Executive Board Goals for 2015 --

b) President's Goals for 2015

Dopp-Paukstat went over her president's goals. Motion by Jennrich, seconded by Ochs, to accept the President's Goals.

15) Adjourn by Noon on January 23, 2015

Motion by Bremer, seconded by Kozlowski, to adjourn the meeting. Motion passed on voice vote with no objection.

Contact Information Regarding Agenda
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