



**Wisconsin
County Code
Administrators**

311 S Center Ave. Room 201
Jefferson, WI 53549
(920) 674-8638

Annual Meeting Minutes

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

Thursday, January 16, 2014

Members present were Scott Godfrey (Iowa Co. – Southwest District), Terry Ochs (Dodge Co. -- 2nd Vice President), Kay Miller (Door Co. – President), Matt Bremer (Adams Co. - Central District), Karl Jennrich for Dawn Schmidt (Oneida Co. – Northeast District), Bill Bosiacki (Brown Co. - East Central District), Tom Bergman (Iron Co. – Northwest District), Kevin Grabau (St. Croix Co. -- West Central for morning only), Terri Dopp-Paukstat (Waushara County -- 1st Vice President) and Michelle Staff (Jefferson Co. – Secretary/Treasurer). Members absent were Brian Jensen (Racine Co. - Southeast District) and Steve Rannenber (Douglas Co. – Past President).

- 1) Call to Order
Meeting was called to order by President Miller at 10:00 am.
- 2) Introductions
Miller asked each member to say their name and identify what county they are from.
- 3) Changes or additions to the agenda
Godfrey asked to add Wind Siting Council – PSC128 onto project report as he is sitting on this council.
- 4) Review and approval of the October 3, 2013 Executive Board meeting minutes
Motion made by Bergman, seconded by Bremer, to approve the October 3, 2013 Executive Board minutes. Motion carried 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.)
Miller asked Grabau if he had a WCCA handbook and he did have one. Staff stated that the Southeast district has a new district rep, Brian Jensen from Racine Co., but he could not make it to the annual meeting. Miller briefly went through the reps' responsibility. There was a brief

discussion between the executive board on good web sites such as the State legislative notification, etc.

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

Staff e-mailed the treasurer's report to the Executive Board before the meeting. She briefly explained it and asked if any board member had questions. There were none. Motion by Bergman, seconded by Godfrey, to approve the Treasurer's report. Motion carried on a voice vote with no objection.

8) Audit of 2013 Financials – Audit Committee

Staff e-mailed Godfrey and Bergman the 2013 yearly expenses and deposits. In addition, she handed out the actual totals vs. budgeted for 2013. Godfrey and Bergman had no concerns with the finances.

9) Review and approve WCCA 2014 Operating Budget

Staff e-mailed the proposed 2014 budget but also had extra hard copies for members. Staff went through the budget line by line. Staff asked the Board how much money will be awarded for scholarships this year. There was a brief discussion on past practices for the scholarships. It was agreed that the scholarship will be for two students at \$500 each for a total of \$1000 out of the scholarship fund.

Staff asked the Board if they would like to place \$2000 into the 45th Anniversary fund. The Board agreed to put \$2000 into the 45th Anniversary fund to give out free items to be discussed later on the agenda. Staff asked the Board if they wanted to keep the Legislative/Education fund. There was a brief discussion on what the line item was used for. It was agreed to increase that line item to \$300 for either membership in other organizations or mileage for members and have money available if necessary.

Bosiacki commented that WCCA should have a scholarship for members to go to educational training. There was a lengthy discussion on proposing a line item to be added called career enhancement training. There was a discussion on types of conferences or training that would qualify, such as FEMA training, POWTS training, planning conferences, etc. Bremer stated that there would need to be guidelines for this new type of scholarship. It was discussed that the person awarded the scholarship would be required to do a presentation at a conference on the information that learned from the event. It was suggested that guidelines to be set up for giving this scholarship. It was noted that we would add a line item but will not have money allocated to it this year and over the year this will be a recurring agenda item.

Staff continued explaining each line item on the budget. There was a discussion on possibly raising membership dues. It was agreed upon to keep the membership dues the same for 2015. Staff mentioned that the CD interest continues to be less every year. At this time the Board would like the extra money to remain in the existing CD.

Motion made by Bremer, seconded by Bosiacki, to approve the 2014 WCCA operating budget. Motion passed on a voice vote with no objection.

10) Committee Assignments and Appointments for 2014 (See draft assignments spreadsheet)

Executive Board and Standing Committee

Miller handed out the proposed draft committee assignments and asked the Board to look at the appointments. There were no changes on the standing committees. Miller stated that Dale Dimond no longer wants to be chair of the POWTS committee. Miller will appoint Chris Olson

from Door County as the POWTS chair. Staff asked if the NR113 Committee should be dissolved. It was agreed upon to eliminate it until needed again. NR116 and Working Lands Initiative Committee were also dissolved. It was suggested to create a new committee called the Outreach Committee to help with communication with LWCD, WLIA, etc.

Ad Hoc Committee

Miller would like to discuss the Web Page Committee. Ochs stated that at his last district meeting there was discussion on some inappropriate comments on Google Groups. Miller stated that she was going to send a reminder to the district reps and a brief message on Google Groups reminding everyone to watch the inappropriate responses and banter. Miller stated that she got some complaints about the web page not being updated regularly. Godfrey suggested that Dustin Grant not be committee chair since his is a paid position. Godfrey suggested that we do a survey of the membership to find out what they would like to see. Miller appointed Godfrey as the chairman and suggested that Godfrey ask Grant to give more notice to the Board when the Decoder articles are due.

Miller asked if the Zoning Leadership Training Committee is even feasible at this time with Eric Olson leaving UW-Extension CLUE. Godfrey stated that he would follow up with Anna Haines from UW-Extension CLUE to see if this leadership training could be achieved again. Godfrey asked the Executive Board if they still would like to continue this type of program if CLUE can no longer assist WCCA. There was a brief discussion on this topic but no discussion as to what would happen if CLUE could not assist WCCA with the leadership program.

Bergman asked Miller if we should expand the mining committee since this issue is a very big topic at this point in time. There was discussion on Zoning Administrators that should be on the Committee. Miller asked Staff to update the committee with the new names and she will contact the new appointed ZAs to see if they were ok with being on the Committee.

Dopp-Paukstat asked Godfrey about the WCA Environmental and Land Use Committee and how productive it is. Godfrey shared his feelings on this subject with the Executive Board.

Program Coordinator

Miller stated that this is CeCe Tesky's last year as Program Coordinator. Staff noted that the last time we put out for the program coordinator position, we advertised and got people that were interested. The Executive Board chooses the new program coordinator out of the candidates. It was agreed upon that Staff would put the notice on google groups with a deadline of March 17th. She will send the list of candidates to the Executive Board, and at the next Executive Board meeting the Board will choose a person to hire for 2015 and announce it at the business meeting. There was a brief discussion regarding whether the salary is appropriate and all agreed that it was at this time but that they may look at it in the future.

Web Page Coordinator

Motion made by Bergman, seconded Jennrich, to reappoint CeCe Tesky as Program Coordinator and Dustin Grant as Web Page Coordinator for 2014. Motion passed on a voice vote with no objection. Godfrey was appointed as chair of the Web Page Committee. Bergman and Jennrich were appointed on the Web Page Committee. It was suggested that reminders be send to the Executive Board on the 1st of the month of the upcoming deadline on the 15th of the month (March, June, September, and December). It was suggested that the district reps contact their counties for articles. All agreed that we need a Karl's Korner for Jennrich to share his wisdom with the membership.

State Agency Liaisons and Others

Miller read an e-mail from the DNR informing the WCCA that Heidi Kennedy will no longer be the main person for shoreland at the State. Ochs stated that his district would like the WCCA to ask the DNR to keep Kennedy as main contact for NR115. Miller stated that Kennedy will no longer be our contact for NR115 and all inquiries on NR115 should be directed to Russ Rasmussen. Motion by Jennrich, seconded by Bremer, to send a letter of appreciation to Heidi Kennedy and copy Secretary Kathy Stepp. Motion passed on a voice vote with no objection.

Recess at 12:05 pm for lunch.

Reconvened the meeting at 1:10 pm. Grabau left the meeting.

Proposed Affiliations

Bosiacki stated that WASCAM was going to contact us. Miller asked Godfrey if we should have a liaison from our organization with WLWCA. It was stated that their Fall Conference is usually the first week of October. Miller will send a letter to their president as outreach to start communication between the two organizations. There was a brief discussion on a possible joint conference. There was another discussion on WCCA members being members of other organizations. Dopp-Paukstat suggested we contact DNR and DATCP to see who their liaisons are for our organization. Godfrey stated that there has been some personnel movement at WCA. Bergman suggested that WCCA may want to reach out to Wisconsin Towns Association for a liaison. Godfrey thought it would be a good idea for WCCA to speak at a WTA conference. The Board thought that would be a good idea.

11) Committee and Project Reports

- a) Program Coordinator/Conference Committee – Draft Agenda 2014 Spring Conference
Spring conference is scheduled for April 3 and 4 at Stoney Creek in Mosinee, WI. Dopp-Paukstat handed out a draft agenda for spring conference. She went through each item and there was discussion amongst the Executive Board on the items. It was noted that raffle tickets sales will continue until the drawing at spring conference.
- b) Legislative Committee – Legislative Report
Ochs handed out a copy of the legislative report to the Board. A new bill that was just introduced was in relation to the changes of the boundaries of a plat. Bosiacki asked about AB75 (2013 WISCONSIN ACT 80) in regard to shorelands annexed into cities and villages. There was a brief discussion on this bill and how it impacted shoreland areas that are annexed.

There was a discussion on SB349/AB476 which has been put on the table at this point in time. Godfrey, who sits on a steering committee for WCA reported to the Executive Board on discussions with Senator Tiffany about this bill. The issues discussed were the non-conforming section, issues affecting air and water quality, issues on licensing ordinance vs. zoning ordinance, etc. Senator Tiffany would reintroduce a new bill to address these issues but would sit down with us before he introduces it.

There was brief discussion on the bill that proposed the County locate the OHWM. There was no reference to the bill number. There was discussion on the negative and positive impacts on our offices.

SB390/AB512 is the bill related to Waukesha County. Godfrey said this bill states that Waukesha County can review and approve or deny town zoning ordinances at the county

level. This bill would only relate to Waukesha County and there was a discussion that the language was backward. Godfrey stated that there will be some changes to the wording, but he does suspect that this will pass.

LRB1287 is in regards to Towns getting out of county-wide zoning. This bill is still circulating and has not been introduced yet. There was a brief discussion on AB517 relating to appointment of the DNR Secretary.

AB 386 (2013 Wisconsin Act 74) was passed and there could be a lot of different interpretations on this and a conference discussion on this topic. Miller explained the bill and her past discussions with Steve Rannenberg and the authors.

- c) Administrative Code Committee
None
- d) Nominating Committee
None
- e) Audit Committee
It was noted that Staff should be taken off the Committee and Jensen was appointed on the Committee in her place.
- f) NR 113 Committee
Eliminated the Committee until further notice.
- g) NR 115 Committee
Bergman asked if the DNR will be updating the model ordinance. Ochs stated he was at the Natural Resource Board and he asked the DNR if grant money can be available for a new guidebook and model ordinance. Ochs believes this process will be similar to the 2010 adoption with grant monies. Ochs believes that if the DNR will be giving grant monies, the NR115 Committee will discuss whether they will be updating the guidebook. Ochs suggested for a conference topic, mitigation that meets NR115, especially with the new regulations that say they can engineer systems for impervious surfaces. There was a discussion amongst the Executive Board on the requirements for impervious surfaces and how they are applied within 300 feet. There was discussion on additional sections in NR115 such as the non-conforming section.
- h) NR 116 Committee
Eliminated the Committee until further notice.
- i) Mining Committee
Bergman reported that the DNR is having a non-metallic mining workshops. Bergman stated that they will be starting bulk sampling on the metallic mine in northern Wisconsin.
- j) Working Lands Initiative Committee
No report. This committee has been renamed.
- k) Awards/Scholarship Committee
This spring we will have two \$500 scholarships. Please inform Staff of any retirees in their districts.

- l) Web Page Committee
Godfrey did not want to add anything additional that wasn't discussed earlier in the meeting.
- m) POWTS Code Council
This council is not active and will be eliminated.
- n) POWTS Technical Advisory Committee
This council is not active and will be eliminated. Dopp-Paukstat gave a brief update on POWTS. There was a discussion on E-Z flows that do not meet code approval. Dopp-Paukstat stated that the electrical requirement for tanks starts April 1, 2014. Bergman said that Ed Tylor from DSPS is working on a new form for inspections regarding electricals. There was a discussion on whether any counties have been audited.
- o) Shoreland/Wetland Committee
Miller reported that the Committee will be in discussion with the Wisconsin Wetland Association on upcoming wetland training. Bremer stated that the Central District will be having a training in June 2014. All commented on how beneficial these trainings are to the counties. In addition, WWA received additional grants for training so there will be additional training opportunities in 2014.

Miller stated that we need appointments for the new internal scholarship. Bosiacki (Chairman), Bergman, Miller, Grabou and Bremer will be on the committee. Godfrey wanted to know if WCCA would like him to represent us on the PSC Committee; he is currently on at the State Level.

12) District Reports – To include discussion on realignment of District boundaries

Bremer (Central District) – At the last district meeting Bremer was reelected as district rep. He reported that they will be having a wetland training in June.

Bosaski (East Central District) – The district is meeting today. There is an interested person for district rep next year.

Jennrich (Northeast district) – They had a meeting on Jan 10th. Lisa from DNR was present and talked about NR115. They also talked about cell towers, Act 80, and some other additional legislation. Ed Taylor from DSPS was present and talked about some potential training in the future. Jennrich stated that Dawn Schmidt was elected president, Jeremy Johnson from Menominee County was elected vice president and Jennrich, secretary.

Godfrey (Southwest District) – His district is meeting in February. They are putting together a mining scenario and having each county go through the cost for restoration.

Bergman (Northwest District) – They kept their officers as they were last year. They talked about all legislative issues at their last meeting. Ed Taylor from DSPS was also present at their meeting and talked about possible training in the future.

Ochs (Southeast District) – It was noted that permits were stable in the district. The district discussed NR115 and asked if a letter would be written to the DNR to keep Heidi Kennedy as our contact. The district talked about the FEMA Community rating system. There was a brief discussion between the Board about FEMA CRS. They talked about cell towers. Brian Jenson from Racine County was elected new district rep.

2014 Fall Conference - select location and dates

Miller stated she is looking in the northwoods for the fall conference. The dates picked were October 22-24.

45th Anniversary

Staff had examples of promotional items that can be given for the 45th anniversary. There was discussion on the items. It was agreed that for spring conference there will be a tumbler cup and phone charger for freebies. Apparel will be offered for sale and it was agreed upon to sell t-shirts, hoodies and fleece jackets.

President's Objectives and Goals

Miller handed out and read her president objectives. Miller asked the Board to do their own objectives and goals. The Executive Board will discuss the board's goals tomorrow.

Motion by Bremer, seconded by Dopp-Paukstet to adjourn the annual meeting until tomorrow at 9:00 am. Motion passed on a voice vote with no objection.

Friday, January 18, 2014 9:00 AM

The meeting reconvened at 9:00 am.

13 State Agency and Affiliated Organization Reports

- a) WI Department of Safety and Professional Services
No representative present.
- b) WI Department of Natural Resources
No representative present.
- c) WI Department of Ag, Trade and Consumer Protection
No representative present.
- d) UW Stevens Point - Center for Land Use Education
No representative present.
- e) UW Extension Local Government Center
No representative present.
- f) Wisconsin Wetlands Association
No representative present.
- g) Wisconsin Counties Association
Keith Langenhahn was present from the WCA. He reported that WCA reorganized and many of their personnel have been reassigned within WCA. Langenhahn stated the biggest legislation that has been going on is SB349. The WCA testified as being neutral because they wanted to be at the table with the authors of the bill and where changes that WCA had asked for. There were three areas they looked at which were roads, zoning and police policy and environmental. Tiffany has stated that if it doesn't get passed this session, he will bring it back. AB75 – Shoreland and passed annexation.

Godfrey asked Langenhahn if WCA would be interested in participating in talks with WCCA and WLCWA on merger of departments. Langenhahn stated he has been in touch with Becky Frisch (Marathon County) and is more than willing to come to any meetings between the two organizations.

Langenhahn encouraged staff members to get on the WCA steering committees. Godfrey is on the WCA Environmental and Land Use steering committee and stated that many of the items WCCA talks about, WCA talks about. Bergman asked Langenhahn if he heard any interest in opening up the ferrous mining law. He has not heard anything on that subject. Langenhahn stated there are a lot of contested races all over the state. Godfrey commented to Langenhahn about the bureaucracy of WCA and that it is harder to make an impact. Langenhahn explained the process to get emergency meetings but will relate Godfrey's concerns to the WCA Executive Director. Miller thanked Langenhahn for being present today.

14 Other Business

- a) Hire new conference coordinator
Staff will be sending out the job description and any person interested should submit letters of interest and/or proposals.
- b) Discussion of Collaboration between WCCA and WLWCA
The committee will be talking with WLWCA about common goals and collaboration between the two organizations. The representatives from WCCA will be Godfrey, Frisch (Marathon), Brent P. Michalek (Sauk County), Julie Schmelzer (Calumet County) and Dave Gifford (Barron County).
- c) Annual review of the WCCA Constitution
There was nothing at this time that was indicated as an issue. It was agreed upon that the Guidebook should be updated. Staff suggested that each member look at their sections/duties and recommend revisions. It was agreed that this would be looked at over the upcoming year.
- d) NR115 Model Code update and mitigation examples
Dopp-Paukstat wanted the NR115 Committee to update the handbook and mitigation examples. Miller noted that the DNR has a collection of counties' mitigation organizations.
- e) Lake Association Membership
Miller asked the Board if we wanted to become a member. Dopp-Paukstat wanted to offer that we would do a presentation at one of the Lake Association conferences. Staff pointed out that many WCCA members are members with other organizations such as WLIA, WLWCA, WOWRA, WTA, etc. so we have representation in other organizations. It was agreed that WCCA will not be a member of the Lake Association.

15 Plans and Goals for 2014

- a) Executive Board Goals for 2014
- b) The Executive Board discussed goals for 2014. The Board's goals are:
 - 1. Develop the Career Enhancement Committee to set up scholarships for our members for professional development.
 - 2. Review the Executive Board Guide Book.
 - 3. Review and update web site.

4. Build relationships with other organizations.
5. Reemphasize Statement of Principles.
6. Strengthen the Decoder.

16 Adjourn

Motion by Bergman, seconded by Bremer, to adjourn the meeting at 10:34 am. Motion passed on a voice vote with no objection.