

Minutes Of Steering Committee

Appointed to formulate by-laws, obtain charter and for county Zoning Administrators.

The meeting was held in the Mead Inn, Wisconsin Rapids.

PRESENT: A. A. Lattimer, Bayfield County; Howard R. Kruse, Pierce County; John Sweat, Wood County; Bob Pinkerton, Fond du Lac County; Robert Irwin, Columbia County.

John Sweat was elected to serve as Chairman for the Committee.

Bob Irwin agreed to serve as secretary.

It was proposed by Bob Pinkerton that we first outline and redefine membership classification. After a discussion it was agreed to define Membership as:

"Those persons responsible for the administration of county development codes"

and membership was limited to the following:

1. County Zoning Administrators.
2. Assistant County Zoning Administrators.
3. County Sanitarians.
4. County Plat Review officer.

It was further agreed that each member would have one full vote. Membership dues were tentatively set at \$10.00 per year.

Further conversation indicated that any plans for affiliation with other groups interested in areas of land use and development would be considered only after organization of the Association.

Bob Pinkerton suggested that each of the Committee review and make comment on the proposed by-laws and prepare same for the next Committee meeting, which will be held either May 9th, 1969 or May 23rd, 1969, at Wisconsin Rapids at 11:00 A.M. The meeting will be held in the Wood County Courthouse.

The meeting adjourned.

Submitted by

Robert C. Irwin, Administrator
COLUMBIA COUNTY ZONING DEPT.

MEETING OF STEERING COMMITTEE
May 9, 1969 11:00 A.M.
WOOD COUNTY COURTHOUSE
WISCONSIN RAPIDS, WISCONSIN

PRESENT: A. A. Lattimer, Bayfield County; Howard R. Kruse, Peirce County; John Sweat, Wood County; Bob Pinkerton, Fond du Lac County; Bob Irwin, Columbia County.

The intent of the meeting was to formulate by-laws and obtain charter for County Zoning Administrators Association.

The meeting was called to order by Chairman John Sweat, and minutes of the meeting of April 9, 1969 were read and approved.

Mr. Sweat reported that he had consulted with the Corporation Counsel of Wood County, and was informed that it would not be necessary to incorporate as long as the Association was not profit making. He pointed out that the Bar Association was not incorporated. It will be necessary to have a constitution.

It was agreed then, that we would proceed in that direction.

Mr. Pinkerton presented a revised draft of the constitution being considered. The complete draft was reviewed by the Committee.

Changes were suggested in Articles II and III, and Sections 5.6 and 6.3.

The date of the annual meeting was discussed. January or June. It was decided that the annual meeting would not necessarily have to be held at the June meeting, although the June meeting was necessary for installation of officers for the coming year.

Mr. Kruse made a motion to accept the draft presented by Mr. Pinkerton and sub changes. The motion was seconded by Mr. Lattimer. Motion carried.

Mr. Sweat opened the meeting for further discussion.

Mr. Kruse suggested that the secretary prepare membership application and send same to all administrators within the State.

Mr. Pinkerton would suggest that a copy of the proposed constitution be sent with the membership applications, together with the minutes of the meetings of the Steering Committee. The membership applications would indicate that a \$10.00 membership fee has been set, and such is payable to the Secretary of the Association.

Mr. Sweat asks when a meeting of the membership should be considered to ~~satisfy~~ the constitution.

ratify

Mr. Pinkerton believed that such should be held possibly in September. At this time, officers could be elected and the committees would have the opportunity to formulate a program.

September dates were discussed. A one day meeting was deemed sufficient. Such meeting to be held in the Wood County Courthouse at Wisconsin Rapids, Wisconsin, on Monday, September 8, 1969. The meeting will be called at 10:00 A.M. There will be a dinner meeting at 6:00 P.M. at the Mead Hotel.

It was further suggested that each member submit two questions or topics he would like to discuss or have answered to the Secretary. Such will be used to formulate a meeting.

Mr. Pinkerton volunteered to have revisions made to the proposed constitution and have 100 copies printed. He will then forward them to the Secretary.

Mr. Sweat asked the Secretary to prepare application forms and when completed, submit same for his review.

Being no other business, the meeting adjourned at 1:45 P.M.

Respectfully Submitted,

Robert C. Irwin, Administrator
COLUMBIA COUNTY ZONING DEPT.

CHECK FOR
MEMBERSHIP
SENT 9/19/69

County Zoning Administrators and Assistants
County Sanitarians and Assistants
County Plat Review Officers and Assistants

GENTLEMEN:

Enclosed find a copy of the proposed constitution that the steering committee presents for your consideration.

You will note under Article III, that membership is open to County Sanitarians and Assistants and County Plat Review Officers and Assistants, in addition to Zoning Administrators and Assistants, as originally proposed.

Membership dues have been set at \$10.00 per member for the fiscal year. Make checks payable to the Secretary, and remit with completed application.

In order to complete program planning, it is urged that the enclosed application forms be completed and returned to the Secretary, not later than July 1, 1969.

A meeting has been scheduled for Monday, September 8th, 1969 at the Wood County Courthouse in Wisconsin Rapids. The purpose of this meeting will be to ratify the constitution and to elect officers for the balance of the fiscal year.

It has been indicated that many questions were unanswered at our last meeting. It has been suggested that each member submit two questions that he would like discussed, and such will be used to formulate our program in September.

Yours truly,

Robert C. Irwin

Robert C. Irwin, Secretary
ASSOCIATION OF WISCONSIN COUNTY CODE ADMINISTRATORS
Columbia County Administration Bldg.
Portage, Wisconsin
53901

CONSTITUTION OF THE ASSOCIATION OF WISCONSIN

COUNTY LAND USE OFFICIALS

ARTICLE I - NAME

The name of this organization shall be the ASSOCIATION OF WISCONSIN COUNTY LAND USE OFFICIALS.

ARTICLE II - PURPOSES

The primary objectives of the organization are to encourage and promote the fraternity, the improved technical quality, and the interchange of land use thought of those engaged and interested in the fields of county land use in the State of Wisconsin; to aid in furthering public understanding of the objectives and functions of the land use process; and to speak as a respected and representative voice for land use in the State of Wisconsin, keeping both private citizen and official more accurately informed as to reputable professional opinion on contemporary problems involving land use.

The intent of the Association shall always be to aid in the objective analysis and evaluation of activity relative to county land use.

ARTICLE III - MEMBERSHIP

Section 301 - Membership. The Association shall consist of the following class of membership.

(a) Members - Membership is limited to professional county land use officials.

ARTICLE IV - DUES

Section 401. Fiscal year.

(a) The fiscal year shall begin on the first day in February and end on the last day of January.

(b) Dues - Annual dues for all members shall be an amount determined by the Executive Committee after the adoption of an annual budget by said Committee. Dues may be prorated on a quarterly basis.

Section 402. Delinquencies. Notification of outstanding dues shall be sent by Treasurer to delinquent members not less than once in each six months, and the delinquent member informed of the penalties herein provided. If a member fails for one year to pay his dues, he shall cease to be a member but may, at any later time, be reinstated on payment in full of current dues and his arrears at the time he ceased to be a member.

ARTICLE V - OFFICERS AND COMMITTEES

Section 501. Executive Committee. Each district shall elect one representative to the Executive Committee. The Executive Committee will elect its own officers annually.

Section 502. Terms of Office.

(a) The terms of office shall begin on February 1 of each year and shall run to January 31 of the following year; but officers shall hold office until their successors have been elected.

(b) All officers shall be elected for terms of one year.

Section 503. Duties of Officers.

(a) The President shall call meetings of the Association and the Executive Committee; shall preside at these meetings; shall, except as otherwise provided, create, appoint, and discharge Standing Committees and Special Committees and serve as a non-voting, ex-officio member of all committees; and shall perform such other duties as are customary to the office.

(b) The Vice President shall act as the President in proper succession; the 1st Vice President shall be Chairman of the Program Committee; the 2nd Vice President shall be Chairman of the Legislation Committee; and the 3rd Vice President, Chairman of the Education and Publicity Committee.

(c) The Secretary and Treasurer shall keep minutes of the meetings; shall notify members of their election to office or appointment to committees; shall perform such secretarial duties as are customary to the office; shall receive all money due the Association; shall keep accounts which shall at all time open to an annual auditing by an Auditing Committee of three members, appointed by the President, and shall perform other duties as are customary to the office.

Section 504. Committees.

(a) There shall be three standing committees consisting of a member from each district.

- (1) Program
- (2) Legislation
- (3) Education and Publicity

(b) The Chairmen shall choose the other members of their respective committees, after consultation with the Executive Committee.

Section 505. Executive Committee.

(a) The Executive Committee shall have authority to conduct the normal affairs of the organization and shall report to the membership on any action taken between meetings; shall be authorized to appropriate and expend funds for normal expense relative to the Association's operation, manage any Association property, and negotiate contracts providing that they shall not incur any liabilities exceeding in amount the unappropriated funds in the Treasury.

(b) The Executive Committee may create and fill the position of Executive Secretary who shall have duties as shall be prescribed by the Committee.

(c) The Executive Committee shall establish a permanent mailing address for the Association. Once established, the Executive Committee may change the mailing address if such action is considered in the best interest of the Association.

Section 506. Vacancies. The Executive Committee shall temporarily fill vacancies in office occurring between the elections; officers and Executive Committee members so appointed are to hold office only for the balance of the current year until their successors are elected.

Section 507. District Representation and Activities.

(a) The Association shall be subdivided into 5 or 7 geographical districts for the purposes of increasing local participation in the Association, decentralizing the management of some or all of the Association's activities and facilitating regional representation on the Executive Board. The boundaries of any such district shall be shown on an official map.

ARTICLE VI - MEETINGS

Section 601. Meetings. Meetings may be called by the President providing the rules governing notice are conformed to.

Section 602. Notice of Meetings. At least ten (10) days notice of all meetings of the Association shall be mailed to all members, except in an emergency, when, with the approval of the Executive Committee, the President may call a meeting at shorter notice.

Section 603. Minutes of Business Meetings. Minutes of all Business Meetings of the Association and of the Executive Board shall be kept by the Secretary and Treasurer.

Section 604. Meetings of the Executive Committee.

(a) Meetings of the Executive Committee shall be called by the President or by a majority of the Committee members.

(b) There shall be at least two meetings of the Executive Committee during the fiscal year of the Association.

Section 605. Quorum.

(a) A majority of the Executive Committee shall constitute a quorum for the transaction of business at meetings of the Committee.

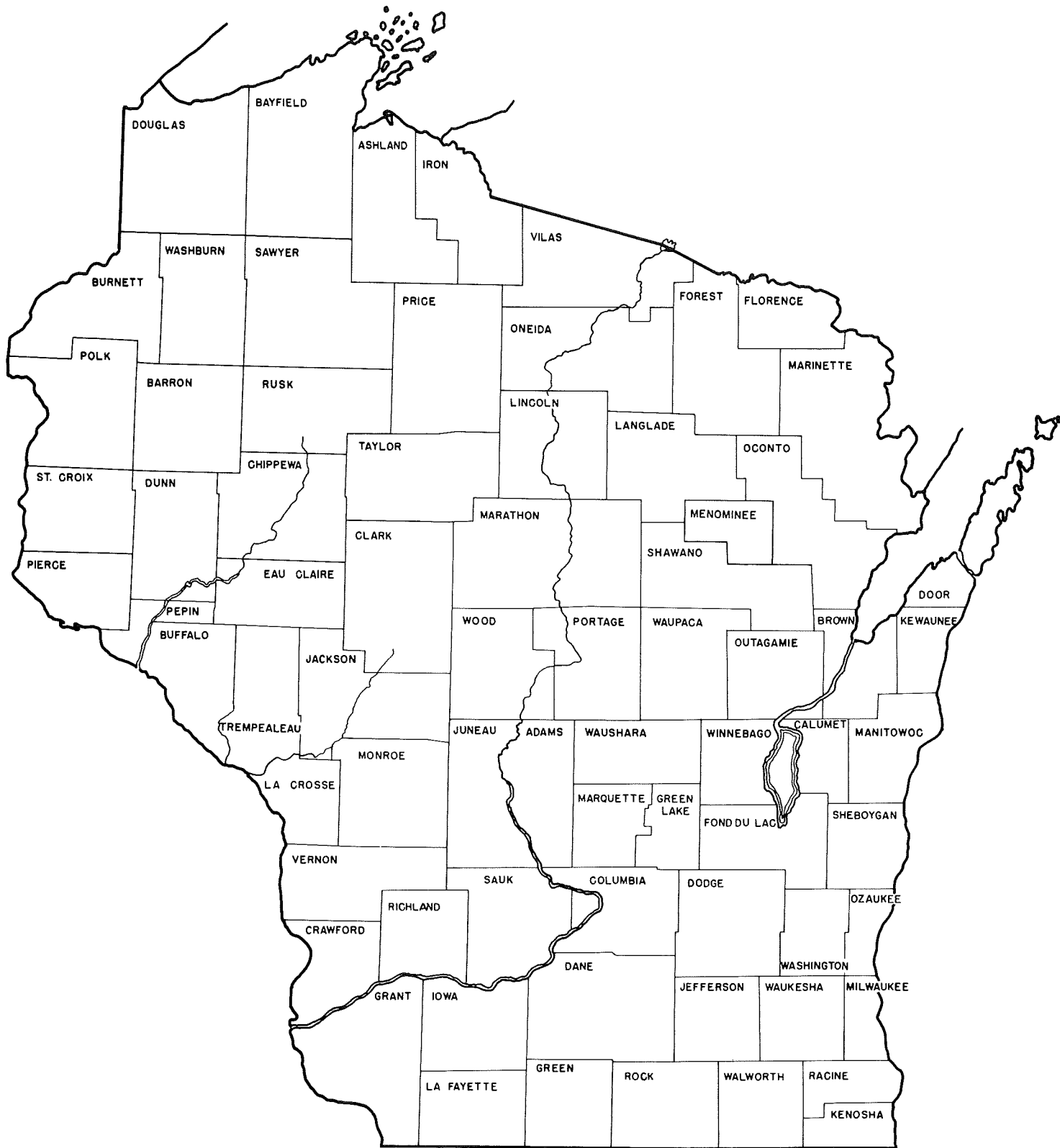
(b) A majority of the members with voting privileges shall constitute a quorum at any meeting of the Association.

Section 606. Parliamentary Authority. In all matters not covered by its Constitution, the Association shall be governed by the Roberts Rules of Order.

ARTICLE VII - AMENDMENT

Section 701. A proposal to amend the Constitution of the Association must be submitted in writing and presented to the membership for discussion at least one meeting prior to a vote.

Section 702. Proposed amendments shall be voted upon by the membership in a secret mail ballot. The Executive Committee shall establish the date of the referendum, provided that ballots must be mailed to the membership at least 45 days prior to the closing date for voting. Each county shall have one vote. An affirmative vote of three-fourths of the counties voting shall be required for the approval of any amendment.



MEETING OF THE PROPOSED STATE ASSOCIATION OF COUNTY CODE
ADMINISTRATORS
September 22, 1969
Wisconsin Rapids, Wisconsin
Wood County Courthouse

*Rec'd
10/11/69*

Registration - 9:00 A.M. to 10:00 A.M.

The meeting was called to order at 10:00 A.M. by acting chairman John Sweat. Mr. Sweat explained that the purpose of the meeting was, (1) to ratify the proposed constitution, (2) to elect officers, (3) to provide a program of interest to membership. The chairman further explained the procedure he would follow on adoption of the constitution. Each article would be read and amendments would be accepted on that article.

Article I was read. Motion was made to amend Article I to read, "Association of County Code Administrators of Wisconsin". Motion was seconded. Discussion followed. The motion was passed.

Articles II through VII were unanimously adopted after reading and discussion of each article.

Chairman Sweat indicated that we now have a constitution and that the next order of business would be the election of officers.

The first officers to be elected would be five members to serve on the executive committee. The following names were placed in nomination.

John Sweat	32 Votes*
Robert Irwin	32 Votes*
Leonard Schaitel	10 Votes
Howard Kruse	22 Votes*
Bob Pinkerton	14 Votes
Harold Barber	23 Votes*
Fabyan Wysocki	17 Votes
Chuck Sherburne	11 Votes
Dale Thorsbakken	12 Votes
Bill Hoffman	18 Votes*
Garland Lichtenberg	10 Votes

Following the nomination of 11 members, an election committee was appointed and the five man executive committee was elected on secret ballot. Above results indicate those elected.

MEETING OF THE PROPOSED STATE ASSOCIATION OF COUNTY CODE
ADMINISTRATORS

Page 2

Nominations were then received for two members-at-large to serve in executive committee. It was indicated by the chair that the person securing the most votes would serve a 2 year term, the person securing the 2nd highest number of votes would serve a one year term. The following names were placed in nomination and voting again was by secret ballot. The results indicate those elected.

Alva Lattimer	27 Votes*
Abel Jenssen	17 Votes*
Harold Polzin	15 Votes
Garland Lichtenberg	12 Votes
Chuck Sherburne	14 Votes

The chairman indicated that those elected to the executive board would meet after the close of the morning session to elect officers on the executive board.

The chair stated that Mr. Bob Roden was invited to the meeting and his remarks would conclude the morning session. Mr. Roden was introduced. Mr. Roden forgot his briefcase so he had nothing prepared, but he stated that 29 counties have submitted ordinances that have been approved by D.N.R. Without exception all of these counties have adopted completely that criteria contained in the Administrative Code. He also noted that a County Board of Adjustment did not have the authority to waive any requirements contained in the Administrative Code, water set-back, etc. That such requests for variance must be forwarded to his Department for the D.N.R. Board's action.

At 12:20 P.M., following the questions and answers, the morning session was recessed.

At 12:35 the executive committee met for election of officers. The following officers were elected by unanimous ballot.

John Sweat	President
Howard Kruse	1st Vice President
William Hoffman	2nd Vice President
Harold Barber	3rd Vice President
Robert Irwin	Secretary - Treasurer

MEETING OF THE PROPOSED STATE ASSOCIATION OF COUNTY CODE
ADMINISTRATORS

Page 3

The afternoon session was called to order by President John Sweat. The president noted the results of the election of officers on the executive board.

Secretary Robert Irwin introduced James Sargent, Division of Plumbing - Plan Approval Section. Mr. Sargent was to moderate the afternoon program. Mr. Sargent introduced Mr. William Koenig, Chief of Plumbing Section, and also Bob Hill, an Engineer with the State Board of Health. Mr. Koenig was asked to explain the new program of State Sanitary Permits. He states that it now covers the construction, alteration or extension of domestic sewage disposal systems. It is a ten dollar fee to be collected by the County Clerk and forwarded to the Plumbing Section. However, all fees are to be placed in the General Fund. The Plumbing Section gets none of the money. No additional personnel were authorized the plumbing section, as was originally proposed. He suggested that changes might be made in the legislation for the benefit of both his department and the County Zoning Administrator.

Following extensive questions and answers, Mr. Sargent presented a film showing installation of a soil absorption sewage system and the proper method of taking perc tests.

A resolution was adopted by the Association urging the newly formed legislative committee to give the matter of State Permits, as they pertain to private sewage disposal systems, their immediate attention.

The meeting was adjourned at 4:55 P.M. and members were invited to attend the dinner to be held at the Mead Inn.

ASSOCIATION OF COUNTY CODE ADMINISTRATORS
MEMBERS IN GOOD STANDING

<u>NAME</u>	<u>COUNTY</u>
Harold C. Barber	St. Croix
Abel Jenssen	Polk
Howard Kruse	Dunn
Bjarne Petersen	Marquette
Charles Byington	Price
R. E. Slater	Vilas
Garland Lichtenberg	Dodge
Harry Meinel	Dodge
Kenneth Meyer	Green
Darwin Weber	Green
Robert C. Irwin	Columbia
Ronald Navarro	Columbia
Edward Nagel	LaCrosse
Edward Riggs	Green Lake
George Phillips	Green Lake
Earl Kilby	Taylor
Walter Tarmann	Waukesha
Carl Theiler	Lincoln
Charles Sherburne	Waupaca
Ray B. Kamps	Marinette
Fabyan Wysocki	Portage
William Hoffman	Jefferson
Aaron Claflin	Door
Clyde Wolf	Pierce

ASSOCIATION OF COUNTY CODE ADMINISTRATORS

MEMBERS IN GOOD STANDING

William Ryman	Adams
Jens Uhrenholdt	Buffalo
A. A. Lattimer	Bayfield
S. A. Waggoner	Rusk
John Sola	Iron
James A. Johnson	Walworth
Ronald Neumeister	Walworth
Norman Culpit	Monroe
Leonard Schaitel	Monroe
John Sweat	Wood
Sigurd Follstad	Oneida
Larry Kline	Green Lake
Joseph King	Manitowoc
John P. Lewis	Marathon
Melvin Albers	Sauk
Dale Thorsbakken	Barron
Earl H. Smith	Clark
Jacob E. Heinlein	Ashland
Harold Polzin	Chippewa
David Holman	Rock
Wayne Donahue	Chippewa
John Moore	Juneau
Leo Sarnowski	Waushara
Donald Berg	Jackson
La Vern Sands	Eau Claire

MEETING OF THE EXECUTIVE COMMITTEE OF THE ASSOCIATION OF COUNTY CODE ADMINISTRATORS

WOOD COUNTY COURTHOUSE - WISCONSIN RAPIDS

October 16, 1969

*Rec'd
10/28/69*

The meeting was called to order at 10:15 A.M. by President John Sweat.

Present were: John Sweat, Howard Kruse, Harold Barber, Bill Hoffman, Abel Jensen, Alva Lattimer, and Bob Irwin.

President Sweat asked the Secretary to note that all members were present, and also to note that Mr. Hoffman had invited Mr. James Johnson, R.S., from Waukesha County to attend this meeting. Mr. Johnson is a member of the Association and has been asked to serve on the Legislative Committee under the direction of Second Vice President, William Hoffman. The President further noted that the first order of business would be old business and asked Mr. Hoffman for a report by the Legislative Committee as per the resolution adopted by the membership at the last meeting - as per State Permits.

Mr. Hoffman stated that was the reason for Mr. Johnson's presence, that his Committee has contact with Assemblyman Paul Alfonsi on this matter and found that he was very concerned. Mr. Alfonsi indicated he would be willing to sponsor legislation in behalf of the Association. He further pointed out that Assembly Bill 739 dealing with the same subject was in his Committee and that it had never been reported out; also the original Senate Bill S-95 dealing with the change in fee structure was not given approval by the Joint Finance Committee; that no one seems to know how this got in the budget bill; but many were upset about it being there.

Mr. Hoffman further explained that he had been contacted by Mr. Koenig of the State Plumbing Division. Mr. Koenig had asked his consideration on certain amendments to 145.15. Basically these amendments would repeal 145.15(6) which now exempts Counties with registered sanitarians from the fee provisions. It would also direct that these fees would be retained by the Plumbing Division except that \$2.50 would be returned to the unit of government issuing the permits. Provisions for the inclusion of holding tanks were also contained in these amendments.

Discussion on the subject followed: Agreement was reached on the following:

1. That the Association vigorously opposes the present State Fees as they pertain to private sewage disposal systems.
2. That the Association recognizes the necessity of the State Plumbing Division in setting guide lines and their assistance in certain programs relative to private sewage disposal systems.
3. That the Association would support certain legislation necessary to provide funds for the operation of the State Plumbing Division (suggested areas - the manufacture of septic tanks). However, it strongly urges that such funding be made available through state general funding.
4. That more than 50% of the Counties, in the State, have adopted sanitary ordinances which include the same subject matter as contained in H 62.20 and do now have competent personnel administrating these ordinances.

Further discussion followed as to recommendations necessary to change existing State Laws 145.15 in such way as to encourage all Counties to establish and maintain sanitary ordinances regulating the placement of private sewage disposal systems, as per required by Chapter 614 of the Laws of 1965.

Upon a motion by Mr. Barber, seconded by Mr. Kruse, that our Assn. would go on record to amend 145.15 (6) to read as follows: "This section shall not apply in municipalities or counties which have adopted a sanitary ordinance covering the same subject matter as H. 62.20 of the Wisconsin Administrative Code and in accord with standards set forth in Chapter 614 of the Laws of 1965. Motion carried.

Because of certain points in the interpretation of the proposed amendments submitted by Mr. Koenig, the Committee believed it necessary to confer with an attorney. Mr. Sweat indicated that the Corporation Counsel of Wood County would be available to help us on this but he was in court and not available until sometime after lunch, therefore we would proceed with any new business.

Members to Special Committees were presented for Board approval. First Vice President Howard Kruse submitted names of two members to serve with himself on the program committee. They are Dale Trossbakken of Barron County and Laverne Sands of Eau Claire County.

Second Vice President Wm. Hoffman submitted names of two members to serve with himself on the Legislative Committee. They are Garland Litchenberg of Dodge County and James Johnson of Waukesha County.

A motion by Lattimer, seconded by Hoffman that the names submitted be approved. Motion carried.

Recessed at 1:00 P.M. for Lunch.

Reconvened at 2:00 P.M.

New Business: President Sweat asked for comments on a sample of stationary he had secured. Discussion followed pertaining to stationary and membership cards. Upon a motion by Lattimer, seconded by Jensen, the Secretary was directed to forward a check in the amount of \$75.00 to Mr. Sweat for such purchase. Motion carried.

Mr. Barber asked for comments on newsletter. Discussion followed. It was suggested that we ask the membership to contribute items of interest to same, such are to be sent to Mr. Harold Barber, St. Croix Co. Court House, Hudson, Wis. 54016. Mr. Barber noted that he would need funds for postage. Upon motion by Hoffman that the Secretary forward a check in the amount of \$18.00 to Mr. Barber. Motion carried.

Meetings of the Assn. were discussed. Opinions were expressed as to the need, location, etc. of future meetings. Because of the poor turnout at the dinner of the last meeting it was felt best to exclude same at future meetings. Tentative arrangements were made suggesting Stevens Point, Portage County for our next meeting. A tentative date, December 16th was set. Arrangements are to be made by the Program Committee.

President Sweat reported that the Corporation Counsel was available and we could confer with him.

Atty. Nash reviewed certain parts of the amendments submitted by Mr. Koenig. He informed us that he was not familiar with the terminology used and was unable to help us in the matter. It was then decided to take no action on the amendments, submitted by Mr. Koenig.

(3)

Further discussion on the subject of legislation continued. Mr. Hoffman agreed to investigate reason for the repeal of 144.26 3B(4), and Paragraph 4, Grants & Aids to Counties who have enacted ordinances in compliance with Chapter 614.

Being no other business the Executive Committee adjourned at 3:15 P.M. with the next meeting to be held at the call of the President.

Respectfully submitted,

Robert C. Irwin

Robert C. Irwin, Sec'y. - Treasurer