

**MINUTES
JOINT MEETING
PLANNING, DEVELOPMENT & ZONING
LAND CONSERVATION
SOLID WASTE MANAGEMENT BOARD**

February 6, 2015

- MEMBERS PRESENT:** Planning, Development & Zoning Committee: Ken Capelle, Gene Hoppe, Tom Kautza, Marlin Noffke, and Steve Gueths
- Land Conservation Committee: Kathy Luebke, Randy Young, Bob Krause, Marvin Klosterman, and Arlyn Tober
- Solid Waste Management Board: Bob Krause, Randy Young, Ray Faehling, Lorna Marquardt, Norman Davis, Fred Ponschok, John Stezenski, and Mike Schuler
- MEMBERS ABSENT:** Alan Tauchen
- ALSO PRESENT:** Brent Miller, Administrative Coordinator; Robert Jacobson, Zoning Administrator; Scott Frank, County Conservationist; Tony Kordus, Corporation Counsel; Christine Fellman, Executive Assistant, Mike Druckery, citizen
- LOCATION & TIME:** Shawano County Courthouse
Lower Level, Room A & B - 1:00 p.m.

Land Conservation Committee was called to order at 1:00 p.m. by Chairperson Kathy Luebke. Planning, Development, & Zoning Committee was called to order at 1:00 p.m. by Chairperson Ken Capelle. Solid Waste Management Board was called to order at 1:00 p.m. by Chairperson Mike Schuler. Robert Krause asked that it be noted that he & Randy Young both serve on dual committees, Land Conservation Committee and Solid Waste Management Board.

Approval to deviate from posted agenda:

Motion made by Hoppe, and seconded by Kautza to deviate from the posted agenda. Roll call vote: 16 yes; 0 no; 1 absent (Tauchen). Motion carried.

Discussion and possible action regarding resolution concerning Planning, Development & Zoning Department organizational and staffing structure:

Brent Miller, Administrative Coordinator presented information related to the resolution regarding the restructure of the Planning, Development, & Zoning Department. Draft organizational charts were distributed detailing duties of the Land Conservation Department and the Planning and Development Departments. Miller noted his recommendations were incorporated in the resolution including the recommendation that the Department Director position not be refilled, and that those duties be divided between the Zoning Administrator and the County Conservationist as follows:

Zoning Administrator:

1. Oversight of Planning, Development, and Zoning portions of the department.
2. Will report to Planning, Development, and Zoning Committee.

3. Will oversee and assist County Planner who will be the department's primary contact to the Solid Waste Management Board.
4. Shall work with and assist the Board of Adjustment.

County Conservationist:

1. Oversight over Land Conservation portions of the department.
2. Will report to the Land Conservation Committee.

Miller stated that the department's budget will remain combined for the balance of this year, and he recommended that the County Conservationist and Zoning Administrator's positions be reviewed at the end of the year to insure that they are classified correctly. Miller noted the importance of the role of the County Planner in response to discussion regarding the projected life of the current landfill. Committee consensus that Shawano County needs/must have a County Planner on staff. The committees discussed the resolution and Capelle presented questions regarding options in the event changes need to be made to the resolution. Miller noted that an evaluation of the restructured Planning, Development, & Zoning Department would be conducted during the 2016 budget process. On behalf of the Land Conservation Committee, a motion was made by Tober, and seconded by Klosterman to recommend that the Planning, Development & Zoning Committee approve and forward the Resolution regarding the restructure of the Planning, Development & Zoning Department to the Administrative Committee for approval before being forwarded to the County Board. Roll call vote: 5 yes; 0 no; 1 absent (Tauchen). Motion carried. On behalf of the Solid Waste Management Board, a motion was made by Stezenski, and seconded by Davis to recommend that the Planning, Development & Zoning Committee approve and forward the Resolution regarding the restructure of the Planning, Development & Zoning Department to the Administrative Committee for approval before being forwarded to the County Board. Roll call vote: 8 yes; 0 no. Motion carried. On behalf of the Planning, Development & Zoning Committee, a motion was made by Noffke, and seconded by Gueths to approve and forward the Resolution regarding the restructure of the Planning, Development & Zoning Department to the Administrative Committee for approval before being forwarded to the County Board. Roll call vote: 5 yes; 0 no. Motion carried.

CLOSED SESSION:

The Planning, Development & Zoning Committee, Land Conservation Committee, and the Solid Waste Management Board did not go into closed session. No action was taken on this agenda item.

New business requested for committee(s) consideration: None

Adjournment:

Motion made at 1:55 p.m. by Hoppe, and seconded by Noffke to adjourn the meeting of Planning, Development & Zoning Committee. Roll call vote: 5 yes; 0 no. Motion carried. Motion made at 1:55 p.m. by Ponschok, and seconded by Faehling to adjourn the meeting of the Solid Waste Management Board. Roll call vote: 8 yes; 0 no. Motion carried. Motion made at 1:55 p.m. by Krause, and seconded by Tober to adjourn the meeting of the Land Conservation Committee. Roll call vote: 5 yes; 0 no; 1 absent (Tauchen). Motion carried.

Recorded by:

Christine Fellman, Executive Assistant