

**Minutes of the Richland County Zoning & Land Information Committee**  
**Monday, March 6th, 2017**

*Item #1*        CALL TO ORDER    The Zoning & Land Information Committee meeting was called to order by at 9:00 am by Chairman Larry Sebranek. Those that were present or signed up to speak were Richard Rasmussen, Gary Peters, Paul Kinney, Steve Williamson, Jim Huffman, Sean Walsh, Craig McGrew, Mary Webb, Mike Bindl with Cheryl Dull with taking minutes.

*Item #2*        APPROVE AGENDA AND PUBLICATION    Moved by Paul to approve, 2<sup>nd</sup> by Gary. Motion carried.

*Item #3*        APPROVE MINUTES OF THE FEBRUARY MEETING    Hearing no changes to the minutes Larry ask they be approved as mailed. Moved by Paul to approve as mailed, 2<sup>nd</sup> by Richard . Motion carried

*Item #4*        TO HEAR A PETITION OF MARY STADELE ESTATE AND LAWRENCE STADELE TO REZONE 2.0 ACRES FROM AGRICULTURAL-FORESTRY TO RESIDENTIAL-2 IN SECTION 24 TOWN OF EAGLE(9)    Shawn Walsh is present to represent the petition. The family is settling the estate. A son, Jerry and his wife will own the house which will be separated from the farm. The family will continue to farm as usual. Moved by Gary approve to the rezone to R-2 and send to County Board, 2<sup>nd</sup> by Paul. Motion carried.

*Item #5*        TO HEAR A PETITION OF MARY WEBB TO REZONE 8.04 ACRES FROM AGRICULTURAL-FORESTRY TO AGRICULTURAL-RESIDENTIAL IN SECTION 9 TOWN OF AKA  
N    Mary arrived at 9:08. Mary discovered after purchasing the property in 2011 that the property was not legally zoned due to selling off of some land. She went before the town board with no objections heard. Moved by Gary approve to the rezone to Ag/Res, 2<sup>nd</sup> by Paul. Motion carried

*Item #6*        CONT. RASMUSSEN/MCGREW PETITION    Craig is present and is asking to postpone to the next meeting.

*Item #7*        CONT. STANKE/MCGREW PETITION.    Craig McGrew is present to represent the petition. Mike stated they did send in the requested information. Gary ask when a tower is built who does the maintenance, how long is it contracted for and can a spot be leased off from the tower? Craig stated it is maintained by Bug Tussel once it is built and space is rented by Bug Tussel. Craig stated if a tower is abandoned is must be removed. The leases on the towers are for 40 years, renewing every 5 years. Moved by Gary to approve the petition, 2<sup>nd</sup> by Richard. Motion carried.

*Item #8*        NON-ESSENTIAL SERVICES REVIEW    Mike stated that this has been discussed several times but Jeanetta brought up that it has not been on any agendas. Mike presented to the committee a list of items handled by the office. The only service that is no mandated by the State is Platbook design for the 4-H. Cheryl explained the 4-H gets the money from the sales and the Zoning Office receives approximately \$4000-5000 revenue for designing it. Mike went over several years of expenses and explained any overages. 2011 overage was for Harriet's payout. 2012 was for the .75 raise. He added for several years the Zoning office has been below expenditures. We are bringing in more revenue every year then projected.

*Item #9*        ACT 211 MUNICIPALITY DELEGATION AUTHORITY FORM    Mike presented the form that was sent by Mike Reuter. Starting 2018 all UDC forms must be submitted electronically to the State. Mike Reuter will submit the reports for us to the state. The contract for Mike to do that must be signed by the County Clerk, although Victor but will not sign it unless it is approved by County Board. Moved by Paul to approve and send to County Board for a resolution for Victor to sign on the Counties behalf, 2<sup>nd</sup> by Richard. Motion carried.

*Item #10*      DEPARTMENT FEES/ORDINANCE CHANGES      Mike presented a list fees from other surrounding Counties. Vernon County does not list fees on their website. Crawford and Vernon County do not have zoning so they do not have rezone fees. Crawford County does not have a job description for the Zoning Administrator so he doesn't know what they do. GIS fees are too wide spread to compare. Mike added we have not raised fee for several years. Sanitary maintenance would be the fee that would raise the most revenue. 3 other County charge more than Richland County for filing fees. The Committee questioned if the \$15 cover the cost of handling the reports. Mike stated some of our reports that are filed are all correct with no problems, although some come in needing a lot of follow up to get them corrected which are generally from the same pumping company. The Zoning offices revenue covers approximately 75% of our expenditures yearly. Zoning is one of the few departments that generate revenue. Gary questioned if they late fees have step increases and would it be feasible to do step increases? Mike stated citation fees go to the Clerk of Courts unless the \$50 filing fee is paid prior to court. Mike presented Iowa Counties mobile tower permit ordinance which they created because the laws do not allow towers to be denied. Iowa County has initiated up to a \$3000 fee for a tower permit and that permit can be issued immediately. Mike will prepare an Ordinance based off from Iowa Counties Ordinance and schedule a public hearing prior to the Zoning committee Meeting in April.

*Item #11*      CARLSON & DETTMANN JOB DESCRIPTION QUESTIONNAIRE (JDQ)      Mike gave his job description to Larry to review as he is his supervisor.

*Item #12*      OFFICE REPORT      Mike told the committee due to current county policies we cannot provide software to anyone on their hardware. We are required to have IT buy the hardware to put the software on and when we get reimbursed from the customer it gets deposited to general fund. IT is purchasing what they think we need and we have to pay for it out of our office supplies showing it as expenditure. Ideally we should be buying it so we know what we are getting, why and purchasing exactly what we need, so when it comes and we get paid we can hold the check from the customer until the bill is received to deposit it against the purchase.

Cheryl has produced a new brochure about septics to hand out to homeowners, they will be sent to the pumpers as well to educate them.

*Item #13*      PAY BILLS      No bills to pay

*Item #14*      ADJOURN      Next meeting Monday, April 3rd at 9:00 am. Moved by Gary to adjourn at 10:07 a.m., 2<sup>nd</sup> by Paul. Motion carried.

Minutes respectfully submitted by Cheryl Dull