

**PLANNING & ZONING COMMITTEE MINUTES  
AUGUST 8, 2017**

PRESENT: Fred Teitgen, Kevin Kessler, Susanna Bradley, Harlan Baumgartner, John A. Stevenson

STAFF: John Bluemke – Director of Planning & Zoning, Randy Thompson – Planning & Zoning Administrator, Lauren Ramirez – Office Administrator

ALSO PRESENT: Mary Cupery – Columbia County Board of Supervisors

**2:00 PM**

1. Call to order
2. Certification of Open Meeting Law
3. Roll Call was taken and a quorum declared present
4. Approval of Agenda

Mr. Bluemke questioned possibility of approving Expenditure Report.

Vice Chair Kessler stated “Financial” term on Agenda (8.b.) covers Expenditure Report and we can move forward with consideration at this meeting.

**Motion by Ms. Bradley to approve Agenda of August 8, 2017 for  
Planning & Zoning Committee Regular Meeting.  
Seconded by Vice Chair Kessler.  
Motion carried unanimously.**

5. Approval of Minutes

**Motion by Mr. Baumgartner to approve Minutes of July 19, 2017  
Planning & Zoning Committee Special Meeting.  
Seconded by Ms. Bradley.  
Motion carried unanimously.**

8. Department Report

- a. Planning/Ordinance Update/Legislative

Mr. Bluemke reported Ordinance approved by County Board on July 19<sup>th</sup> was updated and sent to Town Clerks. He explained further future potential updates that were left-over from previous considerations, will be reviewed at future meetings.

At 2:09 Mary Cupery and John Stevenson joined meeting.

Mr. Bluemke explained and reviewed Home Owner's Bill of Rights legislative document from Wisconsin Counties Association/Wisconsin Towns Association, and a discussion was held regarding potential changes.

b. Financial

- Out of County Travel

Mr. Bluemke reported he will be attending a WCA meeting in on August 16.

Mr. Thompson reported Andy O'Brien will be attending a Shoreland Training in Madison on August 28-29.

**Motion by Mr. Baumgartner to approve Out of County Travel.**

**Seconded by Mr. Stevenson.**

**Motion carried unanimously.**

- Expenditure Report

Mr. Bluemke reviewed Expenditure Report.

**Motion by Ms. Bradley to approve Expenditure Report.**

**Seconded by Mr. Stevenson.**

**Motion carried unanimously.**

- Fee Schedule

Mr. Bluemke reviewed proposed Amending Ordinance revising Planning & Zoning fees in Title 9 Fee Schedule, which increases fees by 2.5% and rounded to nearest dollar. He explained this is due to "hit" in our finances soon to come for new credit card terminal in the Department that charges 2.5% of cost fee for each transaction.

Chair Teitgen questioned if there could be 2 fees for each service, instead of increasing all fees by 2.5%, only increase fee for credit card user.

Mr. Thompson stated he considered with his employees a possibility of charging "service fee" for those who use terminal, based on amount charged. Example: Service fee of \$5.00 for charges between \$0.00-\$100.00, etc.

Vice Chair Kessler questioned if credit card companies prohibited these service fees.

Mr. Bluemke stated he is unsure, but it increases bookkeeping time/complexity.

Mr. Thompson expressed favor towards only charging credit card users, rather than those who pay by check.

Vice Chair Kessler stated his first reaction to these numbers proposed is that they are odd dollar amounts and expressed favor towards “service fee” for credit card users, opposed to across board fee increases.

Mr. Bluemke explained the need for fee increases regardless of credit card hit, due to the necessity of needing to review all fees vs. work involved/cost.

Chair Tietgen agreed fees have not been looked at in some time, this could help with that as well, and expressed favor for moving forward with this, keeping that in mind.

Mr. Baumgartner stated he is in favor of keeping fees how they are, and adding “service fee” for those using the terminal.

Ms. Bradley questioned if we can increase fees based on both pretenses at same time.

Mr. Bluemke explained we cannot make a profit on raising fees for terminal use. If fees are increased for work cost, there needs to be a review of that, which can take some time.

Mr. Stevenson stated in his experience, having just a “service fee” can be more work than its worth, and adjusting fees based on both pretenses would be the better option.

Mr. Bluemke explained that fee increases for work cost is not part of this year’s budget, however, can be included in 2019.

Vice Chair Kessler stated to move forward then, he can make a motion to table until next meeting when a “convenience fee” Amendment can be looked at.

Mr. Bluemke asked to clarify for which customers, credit card users, or all.

**Motion by Vice Chair Kessler to table proposed Amending Ordinance for raised fees across board, until next meeting when “Service Fee” is presented that would remain in place until next fee schedule change.**

**Seconded by Ms. Bradley.**

**Motion carried unanimously.**

- 2018 Budget

Chair Tietgen questioned Mary Cupery how HR and Executive Committees ranked position requests.

Mary Cupery explained ranking procedure based on necessity and funding. Also adding they can go to Finance Committee and intervene at their meeting the grades that were given to the Planning & Zoning's position requests.

Mr. Thompson questioned position Planning & Zoning Department is in where we once had all positions filled, and money was saved then when they went vacant/unfilled.

Vice Chair Kessler stated that the bottom line is that it's not a question of how much we want to raise levy, because we cannot do this. He stated it works in the way of money is taken from some, to give to another.

Mr. Thompson added that our Department has an impact on the levy however, due to Ordinance we enforce that keeps junk off property and other regulations that impact property taxes.

Mr. Bluemke further reviews 2018 proposed budget.

Vice Chair Kessler proposes to add to Goal #4, "...and evaluate options for Towns".

**Motion by Vice Chair Kessler to approve 2018 Budget with revision to Goal 4 adding "...and evaluate options for Towns."**

**Seconded by Chair Tietgen.**

**Motion carried unanimously.**

#### 11. Adjourn

**Motion by Ms. Bradley to adjourn meeting.**

**Seconded by Vice Chair Kessler.**

**Motion carried unanimously.**

Meeting adjourned at 3:14 PM

Respectfully Submitted,



Susanna Bradley, Secretary  
Planning and Zoning Committee

August 8, 2017

A handwritten signature in black ink, reading "Lauren Ramirez". The signature is fluid and cursive, with the first name "Lauren" being more prominent than the last name "Ramirez".

Recording Secretary  
Lauren Ramirez, Office Administrator

cc: Committee Members  
Vern Gove, County Board Chair  
Mary Cupery, County Board Vice Chair

DRAFT

