

**MINUTES**  
**JACKSON COUNTY ZONING & LAND INFORMATION COMMITTEE**  
February 13, 2017

**February 13, 2017: Committee Meeting**

**Meeting called to order** at 8:00 a.m., committee members in attendance are John Chrest, Hoyt Strandberg, Norm Stoker, Michelle Greendeer-Rave, and Alton Staff. Others present were Tim Jeatran, County Surveyor; April Schoolcraft, GIS Specialist; Ethan Remus, Deputy County Surveyor; Terry Schmidt, Zoning Administrator; Dustin McCune, Zoning Technician; and Beth Storlie, Administrative Assistant.

**A Motion by Hoyt Strandberg, to approve the minutes of January 16, 2017 with the minor correction, seconded by Alton Staff. Motion carried.**

**A Motion by Michelle Greendeer-Rave, to approve the vouchers for payment, seconded by Norm Stoker. Motion carried.**

**AUTHORIZATION TO HIRE:**

- Tim Jeatran mentioned that the closing for the application process for the County Surveyor position is February 20, 2017. Diane Peterson, Personnel Director, requires the committee to authorize the hiring of the position.

**A Motion by Michelle Greendeer-Rave, to authorize hiring the County Surveyor, seconded by Alton Staff. Motion carried.**

**A Motion by Norm Stoker, to adjourn to closed session pursuant to s. 19.85 (1) (c) and 19.85 (1) (g) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, seconded by Hoyt Strandberg. Chrest - yes, Greendeer-Rave - yes, Stoker - yes, Staff - yes and Strandberg - yes.**

**Meeting was closed at 8:25 a.m. Returning to open session at approximately 9:05 a.m.**

**A Motion by Norm Stoker, to return to open session at 9:05 a.m., seconded by Alton Staff. Motion carried.**

**A Motion by Michelle Greendeer-Rave, to accept the evaluation for Terry Schmidt and to forward it to the Personnel Committee for approval, seconded by Alton Staff. Motion carried.**

**FEE SCHEDULE REVIEW:**

- The committee reviewed the current fee schedule and identified several areas that they feel need changes. Terry shared his recommendations.

**A Motion by Hoyt Strandberg, to approve the 2017 fee schedule recommendations for fee increase, seconded by Norm Stoker. Motion carried.**

**SURVEYOR'S REPORT, see report:**

- 2017 WLIP grants have been approved and the Educational Grant proceeds have been received, which is \$1,000.00.
- Ethan and Tim continue to draw section corner tie sheets and survey maps.
- Tim is going through files and organizing his records for his replacement. All grant information is digital on his computer.
- Discussed the age of the plotter and large format scanner. Tim stressed that they will need replacement in the future as they are getting very old and the memory capacity is becoming an issue for some of the different types of media such as the Orthophotography that is being scanned or plotted. The committee stated that this would be a capital equipment purchase that would be addressed through the budget process. They recommended considering placing replacement equipment in the 2018 budget.
- Tim added that the survey truck is a 2009, which is running well. The survey GPS equipment is seven years old and working well also.
- Tim thanked everyone for the last ten years, he appreciates their commitment to our departments.

**GIS REPORT:**

- April continues to work on the tax data in preparation of the assessment rolls.
- Matt has begun working with the Parcel Fabric and pulling in all the tie sheet or survey data that Tim and Ethan have been working on for the past couple of years. He's finding some parcel edits are needed to match the tax roll data with the parcel mapping. In some cases, the tax roll has a property described but no parcel has been drawn. This requires deed research to determine where the parcel is physically located to allow them to properly map it.
- WLIA Conference is February 22 – 24, 2017 in Wisconsin Dells at Chula Vista. April, Matt and Ethan will be attending and there are sessions on the WLIA grant process or other topics like Parcel Fabric that they will be participating in.
- With the tax data requiring much of her time, address assignments have been postponed until she completes all the required tax roll updates.

### **ZONING REPORT:**

- Having some issues with the new baler. We were taking milk replacement bags from Land O Lakes. They are paper bags on the outside with a plastic insert and some of the milk replacement remains as residue in the bags. This residue is gumming up the unit and getting into the switch board, which prohibits us from operating the unit manually. It will function automatically only. Last week, Midwest Recycling contacted us that our load of cardboard shipped to Green Bay was rejected. They will no longer accept our cardboard with the bags mixed in. Terry has contacted Land O Lakes about this and told them that we will no longer accept them. Service has been scheduled to clean the unit and do any necessary repairs.
- Terry was down at the Recycling Center last week preparing the fluorescent bulbs for pick-up and shipment. Jerry Schmidt stopped in and was upset that Terry was down there doing the physical labor for preparing the bulbs for shipment. Terry explained that this is part of his job duties as administrator of the Recycling Program. Jerry had issue with him doing the actual labor, not the oversight of the program and stated that he would be discussing this more in detail with others. Terry just wanted to bring it to the attention of the committee in case it is brought up more.
- Dustin is working on the travel trailer registrations and they seem to be coming in as usual.
- Will be co-sponsoring the spring training session for plumbers and CST's on Friday, March 3, 2017 in Sparta at the Colonial Inn. Beth added that registrations are coming in a little slower than usual.

**A Motion by Norm Stoker, to adjourn the meeting, seconded by Hoyt Strandberg.  
Motion carried. Meeting adjourned at 10:00 a.m.**