

VERNON COUNTY ZONING

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Susan A. Burkhamer, Administrator

VERNON COUNTY ZONING COMMITTEE MEETING

Committee Members: Jerry Cade - Chairman, Brian Richardson - Vice Chairman, Ray Moser, Francis Hynek, Richard Brose.

DATE: Tuesday, March 8, 2011

PLACE: UW Extension Meeting Room, 2nd Floor Erlandson Bldg

TIME: 8:30 A.M.

Agenda

1. Call to order
2. Affirmation of proper public notice of meeting
3. Review and approve minutes from last meeting
4. Work-Income-Expense Report
5. Review and Approve bills for payment
6. Administrators Report
7. Performance Evaluation: May consider motion for entry into closed session, pursuant to Wisconsin Statutes, Section 19.85(1)(c): "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."
(Roll call vote)
 - a. Entry into closed session if adopted.
 - b. Reconvene in open session pursuant to Wis. Statutes Section 19.85(2).
8. May act on items discussed in closed session
9. Next meeting April 12, 2011
10. Adjournment

**Vernon County Zoning Committee Minutes
UW Extension Meeting Room, Erlandson Building**

March 8, 2011

Members Present were Jerry Cade, Francis Hynek, Richard Brose, Ray Moser and Brian Richardson.

Others in attendance: Susan Burkhamer, Zoning Administrator

Jerry Cade brought the meeting to order at 8:30. Proper notice and posting was affirmed by Burkhamer.

Hynek moved to approve the minutes from the February meeting as mailed, 2nd by Brose with all in favor.

Burkhamer presented the work-income-expense report stating that business is typical for February. There has been some permit activity, reflected by the payment to the State. In addition, registration for the WCCA Spring Conference is included at \$115.00, bringing a voucher in the amount of \$353.48. Moser moved to approve the voucher, 2nd by Richardson with all in favor.

In her administrators report, Burkhamer noted that with a full year behind her as a single person department she was realizing the areas where her work was falling behind. Burkhamer gave the board members copies of a letter from the DNR which was a mandate to update the Floodplain Ordinance relative to the completion of the Jersey Valley Dam. The changes are to extinguish the designation of Bloomingdale and Avalanche as "developed areas" thereby changing their zoning treatment from 100 year floodplain – No dam break to Dam Break with consideration of the Hydraulic Shadow. The ramification is that the areas will be restricted from any new construction and existing structures are designated as non-conforming uses and subject to the 50% rule restrictions on structural repairs/additions. Burkhamer noted that this will increase the number of land use permits. Discussion followed on the amount of time spent on floodplain (land use) permits.

Richardson asked about the relief provided by the on-call help and the status of budgeted hours for on-call. Burkhamer said that the current on-call help was not "vested" in the department to the extent that she could take phone calls or participate in the permitting process. The on-call person is currently working on updating the older office files and assisting in the inventory program. Due to the nature of the historic files, Burkhamer spends quite a bit of time answering questions and providing guidance. The second on-call budget will be utilized to run the triennial maintenance program. That program is mostly clerical and will not require the same amount of supervision, but again, will not provide relief to the day to day activities. Burkhamer expressed that she is working towards defining a new position which will likely be part time, and would make the argument for an employee with a minimum of the Private Onsite Wastewater Inspectors license. The challenge will be to find an individual that is willing to obtain a license and work on a part-time basis. This project will be brought to finance and finally the County Board once this year's maintenance revenue can be quantified and a budget for the position formulated. The committee members agreed that a second person in the office was important, especially in the event of a major flood event increasing the workload.

Cade called for a motion to enter into closed session for the purpose of performing the committee's annual performance review of Burkhamer. Richardson made the motion with a unanimous roll call vote. Burkhamer left the meeting.

The committee reconvened into open session and presented Burkhamer with the performance review documentation.

The next meeting was set for April 12, 2011 at 8:30 a.m. Moser moved to adjourn the meeting, second by Hynek with all in favor.
