

Vilas County Board of Adjustment

2012 Budget Meeting

August 10, 2011

Plum Lake Town Hall



Members Present:

Glyn Roberts – Chair

Don Huntley – Vice-Chair

Joy Hanser

Marty Ketterer

John Barron – First Alternate

Other Present:

Steve Favorite
Chairman
Vilas County Board of Supervisors

330 Court St
Eagle River, WI 54521

Dawn Schmidt
Vilas County Zoning Administrator

330 Court St
Eagle River, WI 54521

David Sadenwasser
Board of Adjustment Secretary

330 Court St
Eagle River, WI 54521

Agenda Item #1: Call to Order

Mr. Roberts called the meeting to order at 10:00 am and recognizes the passing of long-time member Dick Peterson.

Agenda Item #2: Approve Agenda

Motion by Mr. Huntley, seconded by Ms. Hanser, to approve the agenda to be discussed in any order at discretion of the chair. All say aye; motion approved.

Agenda Item #3: Letters and Correspondence

There are no letters or correspondence at this time.

Agenda Item #4: Discuss and Act on 2012 Budget (see attachment)

Ms. Schmidt notes that budget requests came in early this year, and that it was requested to keep a zero increase from 2011. She notes that the Board has only had one hearing so far this year.

Mr. Sadenwasser explains some of the expenses that have been incurred so far, and estimates some expenses that will be incurred in the near future.

Mr. Barron asks if it would be wise for the Vilas County Board of Adjustment (Board) to purchase a GPS unit in order to help with onsite investigations.

Mr. Ketterer states that he feels he gets all the information he needs regarding locations and the Ordinary High Water Mark (OHWM), etc. from the onsite visit and the file.

Ms. Hanser states that determining OHWM and elevations should not be the responsibility of the Board.

Ms. Schmidt agrees and states that the Vilas County Zoning Department (Zoning) sets the OHWM per Wisconsin Statutes. Mr. Sadenwasser notes that surveys are required as part of the application.

Mr. Favorite states that the Board must rely on Zoning for its data, and informs the Board about some of the mapping and GPS capabilities of Vilas County.

Ms. Hanser opines that the Board must operate as fiscally responsible as possible and return any unused money to the General Fund at the end of the year. Mr. Barron agrees.

Mr. Ketterer asks if the budget could be reduced because of the small number of hearings we have had the last couple of years.

Mr. Sadenwasser states that it is nice to have the funds available if needed, and that any money left over will just go back to the General Fund anyway.

Mr. Favorite states that 99% of budgeted line items lapse back into the General Fund at the end of the year.

Ms. Hanser notes that the fees were raised a couple of years ago so the Board would cover most of their expenses.

Ms. Schmidt states that five hearings seem to be a happy medium.

Discussion ensues about the number of hearings held in years past. It is the general agreement of the Board that Zoning does a good job of working with people to keep variance requests to a minimum.

Motion by Mr. Barron, seconded by Mr. Ketterer, to approve the Preliminary 2012 Budget as presented and forward it to the County Clerk. All say aye; motion carried.

Agenda Item #5: Discuss Alternate Member Vacancy

Mr. Roberts states that Mr. Barron would be the most qualified to fill the permanent opening, and asks if he would be willing. Mr. Barron responds that he would, but notes that he is away in Florida for four months over the winter. He also notes that he has attended many official meeting by telephone conference.

Mr. Ketterer states that the advertisement in the paper was for a First Alternate position.

Mr. Favorite explains that he ran the advertisement for a First Alternate position and received five or six applications, of which three were interviewed. He states that it is his obligation to make an appointment and will do so in the coming days. He states that he would prefer that Mr. Barron become the new regular member and that his First Alternate position be filled, with Jim Thomas remaining as Second Alternate.

Discussion ensues about training for new and current members. The Board is informed that training will be hosted by Vilas County in September, and that it will include NR 115 updates unless the implementation of the rules is delayed.

Mr. Roberts notes the retirement of Assistant Zoning Administrator Mary Greenman who worked with the Board for many years.

Discussion ensues regarding the use of e-mail for sending out public notices, etc. Mr. Favorite recommends that the sending of documents by e-mail be limited to agenda and minutes.

Mr. Favorite brings up the issue of appointment of Board member, who must be appointed to staggered three-year terms but the County Board of Supervisors. He states that that this has not been done and that the Board members have basically been serving at will.

Discussion ensues regarding the appointment of Board members and who has the responsibility of making sure that they are re-appointed. It is decided that it will be up to the Board secretary to take care of that from now on.

Mr. Ketterer asks if alternate members should attend hearings on a semi-regular basis so they are familiar with the working of the Board. Discussion ensues regarding this issue and it is decided that they may attend and participate in the discussion but may not vote. It is up to the Chairman if they receive per diem and travel for attendance.

Mr. Favorite states that the Chairman has the authority to control behavior at the onsite inspection to some degree. He goes on to state that he believes that the Board understands the role and authority very well.

Mr. Favorite discusses the availability of Mr. Thomas with the Board.

Agenda Item #6: Adjournment

Motion by Mr. Ketterer, seconded by Mr. Huntley, to adjourn. All say aye; motion carried. Meeting adjourned at 10:54 am.

Minutes reflect the recorder's notations and are subject to approval by the appropriate board or committee.