

ADAMS COUNTY PLANNING & ZONING COMMITTEE
MEETING: August 19, 2011 at 9:00 A.M.

Vice-Chair Glenn Licitar called the Adams County Planning & Zoning Committee meeting to order at 9:09 A.M. with the following members present; Terry James and Randy Theisen with Lori Djumadi filling in for Karl Klingforth. Joe Stuchlak, Barb Morgan and Diane England were excused. Also present were Greg Rhinehart, County Surveyor; Jodi Helgeson, Register of Deeds; Phil McLaughlin, Zoning Administrator; and Cathy Allen, Recording Secretary. Was this meeting properly announced? Phil McLaughlin stated that it was. Roll Call. Terry James made a motion to deviate to Register of Deeds and Land information budget so Jodi Helgeson could leave early. Randy Theisen seconded the motion. All in favor. Motion carried.

Jodi Helgeson presented the 2012 proposed budget for the Register of Deeds office for review stating that she reduced operating costs as much as possible, but most things they do are mandated by the state. Revenues are to remain the same as last year. Terry James asked about an increase in the health insurance amount. Ms. Helgeson informed the Committee that the change is because a previous employee did not take health insurance coverage, but the new employee does. Terry James made a motion to sign the proposed budget without change and forward to the Administrative and Finance Committee for review. Randy Theisen seconded the motion. All in favor. Motion carried.

Jodi Helgeson presented the proposed 2012 Land Information Budget to the Committee for review. Terry James stated that he had a problem with everyone taking their own vehicles to the same conference and questioned whether it was necessary to budget for four people for conferences every four months. Ms. Helgeson stated that education was part of the land records modernization plan. She also stated that she takes her own vehicle because it is reliable and she can also use it for after conference hours for personal use, when you can't with a county vehicle. Terry James made a motion to reduce expenses on conferences and leave it to the Administrative and Finance Committee to reduce the revenue accordingly. Randy Theisen seconded the motion. All in favor. Motion carried.

Terry James made a motion to deviate to item #9 County Surveyor. Randy Theisen seconded the motion. All in favor. Motion carried. Greg Rhinehart presented his proposed budget for 2012 to the Committee for review. Discussion was held. Terry James made a motion to reduce supplies from \$500.00 to \$250.00 and forward to the Administrative and Finance Committee for review. Randy Theisen seconded the motion. All in favor. Motion carried.

Terry James made a motion to take a short recess. Lori Djumadi seconded the motion. All in favor. Motion carried.

RECESS: 10:27 A.M.
RECONVENE: 10:35 A.M.

Phil McLaughlin presented the 2012 proposed Planning & Zoning Budget to the Committee for review. Discussion was held. Terry James made a motion to approve the proposed 2012 Planning & Zoning Budget with changes needed in four line items, add 100 to mileage account and \$26,016.00 to part time account and forward that recommendation to the Administrative and Finance Committee for review. Lori Djumadi seconded the motion. Discussion was held. All in favor. Motion carried.

PLANNING & ZONING COMMITTEE

AUGUST 19, 2011

PAGE #2

Phil McLaughlin presented the revised job description for building inspector, noting that the title was changed to "Building Inspector/Code Enforcement Officer" and "Full Time/Part Time". Terry James made a motion to approve the job description. Randy Theisen seconded the motion. All in favor. Motion carried.

Randy Theisen made a motion to adjourn. Lori Djumadi seconded the motion. All in favor. Motion carried.

Adjourned: 12:20 P. M.

Joe Stuchlak, Chair

Glenn Licitar, Vice-Chair

Terry James, Secretary

Diane England

Barb Morgan

Karl Klingforth

Randy Theisen

Cathy Allen, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.