



Polk County Land Information Department

Planning | Zoning | GIS | Surveyor

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Sara McCurdy, Director

Land Information Committee

Wednesday, May 2nd, 2012 – 8:30 a.m.

1st Floor **COUNTY BOARD** Room – Polk County Government Center
100 Polk County Plaza, Balsam Lake, WI 54810

(A quorum of the County Board may be present)

AGENDA

Call to Order

Organizational Matters:

- Selection of Officers
- Designation of Public Records Custodian
- Establish Meeting Date / Time
- Review Duties and Responsibilities of Committee

Approve Agenda

Approve Minutes of April 4th, 2012

Public Comment

Public Hearing/Action to be taken

The Polk County Land Information Committee will hold a Public Hearing at 8:45am on Wednesday, May 2, 2012 in the Government Center (1st floor, County Board Room), Balsam Lake, Wisconsin to consider agenda items and amend the Telecommunication Towers, Antennas, and Related Facilities Ordinance (addition in italics):

Article IX A.2.f. Copies of letters informing contiguous landowners by certified mail and *class 2* publication of notice in the County's newspaper of record as appointed by the County Board.

Video Production

Comprehensive Ordinance Update

CDBG Subordination Request

Discussion of the County Land Information Department Ordinances -- The Committee may discuss provisions of the Polk County Land Use Ordinances (no action will be taken):

Director Report

- Strategic Plan
- Annual Report

Committee Observances

Adjourn

(Agenda not necessarily presented in this order)

This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's office (715-485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential.

Polk County Land Information Committee

Kim O'Connell

James Edgell

Craig Moriak

Herschel Brown

Warren Nelson

Land Information Committee

The Polk County Land Information Committee met in the County Board Room – 1st floor, Polk County Government Center at 8:30 a.m. on Wednesday, May 2nd, 2012.

Present: Supervisors O’Connell, Brown, Moriak, Nelson, and Edgell.

Also Present: Sara McCurdy, Land Information Director; Tim Anderson, County Planner; Dana Frey, County Administrator

The Chairman of the Polk County Board of Supervisors, William Johnson IV called the meeting to order at 8:33 a.m. Proper notice was made of the meeting.

Organizational Matters:

1. Election of Officers:
 - a. Chairman Johnson opened nominations for Chair. Supervisor Brown nominated Supervisor Kim O’Connell.
 - **Motion (Nelson/Edgell)** to close nominations for Chairman and to cast a unanimous ballot. – **carried, Supervisor O’Connell Chairman.**
 - b. Chairman O’Connell opened nominations for Vice-Chair. Supervisor Edgell nominated Supervisor Warren Nelson. Supervisor O’Connell nominated Supervisor Craig Moriak.
 - **Motion (Brown/Edgell)** to close the nominations for Vice-Chair and to cast a ballot – Voting for Nelson were Supervisors Nelson and Edgell. Voting for Moriak were Supervisors Brown, Moriak, and O’Connell, **Supervisor Moriak Vice-Chair.**
 - c. Chairman O’Connell requested nominations for Secretary. Supervisor Brown nominated Supervisor Nelson.
 - **Motion (Brown/Edgell)** to close nominations for Secretary and cast a unanimous ballot. – **carried, Supervisor Nelson Secretary.**
2. Designation of Public Records Custodian:
 - **Motion (Brown/Moriak)** to designate Director McCurdy as the public records custodian for the Land Information Department – **Motion carried by unanimous voice vote.**
3. Meeting Date and Time: 1st Wednesday of the month, 8:30am in the County Board Room with a possible meeting date on the 3rd Wednesday of the month, 8:30am in the County Board Room.
4. Review Policy 10 for Duties and Responsibilities

Motion (Brown/Nelson) to approve the agenda – **Motion carried.**

Motion (Brown/Voelker) to approve the minutes of April 4th, 2012 – **Motion carried.**

Public Comment: None

Public Hearing/Action to be taken

Chairman O’Connell opened a Public Hearing at 8:46am on Wednesday, May 2, 2012 in the Government Center (1st floor, County Board Room), Balsam Lake, Wisconsin to consider agenda items and amend the Telecommunication Towers, Antennas, and Related Facilities Ordinance (addition in italics):

Article IX A.2.f. Copies of letters informing contiguous landowners by certified mail and **class 2** publication of notice in the County’s newspaper of record as appointed by the County Board.

Discussion and explanation with Director McCurdy.

Chairman O’Connell closed the Public Hearing at 8:50am.

Action on Public Hearing:

- **Motion (Moriak/Edgell)** to specify class 2 publication in the Telecommunication Towers, Antennas, and Related Facilities Ordinance, and move the Ordinance on to the County Board of Supervisors – **Motion carried by unanimous voice vote.**

Video Production – Discussion with Administrator Frey on possible video production.

Comprehensive Ordinance Update – Discussion with Tim Anderson.

CDBG Subordination Request – Tim Anderson presented two subordination requests.

- **Motion (Brown/Nelson)** to approve a subordination request for #2012-2 – **Motion carried by unanimous voice vote.**
- **Motion (Brown/Edgell)** to approve a subordination request for #2012-3 – **Motion carried by unanimous voice vote.**

Discussion of the County Land Information Department Ordinances – None.

Director Report – Discussion with Director McCurdy regarding upcoming strategic planning efforts, the draft annual report, and first quarter financial reports.

Committee Observances – Discussion.

Adjourn

Motion (Brown/Nelson) to adjourn – **motion carried.** Meeting adjourned at 10:50 a.m.

Next regular meeting is scheduled for Wednesday, June 6th, 2012 at 8:30 a.m. in the County Board Room –1st floor, Polk County Government Center, Balsam Lake, WI.

*THESE MINUTES ARE PENDING APPROVAL AT JUNE 6, 2012 LAND INFO. COMMITTEE MEETING