

**MINUTES  
KENOSHA COUNTY  
PLANNING, DEVELOPMENT & EXTENSION EDUCATION COMMITTEE  
Tuesday, October 11, 2016**

Minutes of the Kenosha County Planning, Development & Extension Education Committee public hearing held on Tuesday, October 11, 2016 at 11:00 a.m. in the Kenosha County Center Planning and Development Conference Room, 19600 -75th Street, Bristol, Wisconsin.

Members Present: Supervisors Erin Decker, John Poole, Jill Gillmore, Steve Bostrom

Members Present via Telephone: Supervisor Michael Skalitzky

Staff Present: Jim Kupfer, CFO Public Works, Tedi Winnett, Director, UW-Extension, Andy M. Buehler, Director, Division of Planning and Development, April A. Webb, Senior Administrative Assistant, Ben Fiebelkorn, Senior Land Use Planner, Luke Godshall, Land Use Specialist, Amy Greil, CNRED, and Terri Ward, Nutrition Educator Administrator

The meeting was called to order at 11:00 a.m. by Chairman Decker.

**1. Review and recommendation to the Finance Committee regarding the proposed 2017 UW-Extension budget(s) (0:29):**

Tedi Winnett, Director, UW Extension, presented the 2017 UW-Extension budgets.

Of note were the following items:

- The 2017 budget was compiled as reflective of the 2016 budget
- The Ag Clean Sweep program is proposed in the 2017 budget (the 2016 grant was not applied for; it is expected for FY2017)
- Other Professional Services - \$178,300 – Board of Regents Contract for 40% salary/benefits – 2016 budget will come in below budget due to the youth development educator position vacancy and retirement of the horticulture educator (Tedi is interim filling for some of the youth development responsibilities and Jeanne Hilinske-Christiansen is the interim horticulture educator until it is determined exactly how these positions will be filled)

Tedi also presented information regarding the UW System Board of Regents agreement along with the discussion of the office budgets.

- Motion by Poole to reduce the contract by \$22,000 (8% of the youth development educator salary) the 2017 UW-Extension budgets as presented. Seconded by Supervisor Gillmore.

Discussion ensued regarding the proposed reduction.

Supervisor Skalitzky joined the meeting by telephone at this time; it was noted that he would not have the ability to vote due to telephone attendance.

Supervisor Poole withdrew his motion and Supervisor Gillmore withdrew the second, as well.

- Motion by Bostrom to **approve** and recommend to the Kenosha County Finance & Administration Committee the 2017 UW-Extension budgets as presented. Seconded by Gillmore and passed 4-0.
- 3. **UW-System Board of Regents Agreement (6:19):** Tedi Winnett, Director, UW Extension, presented this item as noted above. Motion by Poole to **approve** the UW-System Board of Regents Agreement as presented. Seconded by Gillmore and passed 4-0.
- 4. **Review and recommendation to the Finance Committee regarding the proposed 2017 Planning and Development budget(s) (33:36):** Andy Buehler, Director, Division of Planning and Development, presented the 2017 Planning budgets.

Mr. Buehler noted that the Public Works & Facilities Committee reviewed and approve the budget October 10, 2016 as part of their review of the Department of Public Works budget presentation (Planning and Development is a “division” as part of the Department of Public Works).

Of note were the following items:

- Salaries line item increase reflects promotion of a land use specialist to senior land use planner as part of providing planning services to the Village of Somers and the Village of Salem Lakes
  - Other Professional Services reflects a decrease of \$15,000 (the proposed \$60,000 budget includes \$40,000 for a scanning contract to upgrade paper files to electronic so that the information is available to the public as part of the permitting process goes online via the County website
  - The \$50,000 contract with the Village of Somers amount was derived by calculating \$80,000 for one-half senior planner and one-half administrative support minus permit revenues of \$30,000
  - The Board of Adjustments business unit remains the same as the past several years, however staff anticipates the application volume for the Board of Adjustments, in light of Somers and Salem incorporating, will reduce the BOA meetings from two per month to one per month for FY2017
- Motion by Poole to **approve** and recommend to the Kenosha County Finance & Administration Committee the 2017 Planning and Development budgets as presented. Seconded by Bostrom and passed 4-0.
5. **ADJOURNMENT**
  - Supervisor Gillmore made a motion to adjourn the meeting. The motion was seconded by Supervisor Bostrom and passed unanimously by those PDEEC members present. The meeting was adjourned at 12:05p.m.

The next regularly scheduled meeting of the Planning, Development & Extension Education Committee will be held on Wednesday, October 12, 2016.