

6-20-2022

Sanitation/Planning & Zoning/Dog Control

Dog Shelter Tour: 5:15pm

Committee members toured the Dog Shelter at 3100 E. Wisconsin St. prior the committee meeting. Amber Dvorak-Shelter Manager-Humane Officer gave a brief history of the shelter & building indicating which parts were constructed when and when donations were utilized. She described staff positions and job responsibilities for on-call, volunteers and full time staff. Amber gave the Committee a tour of the building interior as well as the outside runs and play yards.

Meeting called to order at 6:00 P.M. by Jim Kuhn in the Monroe County Board Assembly Room 1st Floor - Room #1200, 112 South Court Street.

Present: Jim Kuhn, Cedric Schnitzler, Mary Cook, Todd Sparks and Zach Zebell.

Also Present: Alison Elliott-Sanitation, Zoning, Dog Control Administrator and Jeff Leis- Humane Officer.

Possible Corrections and Approval of May 16, 2022 Meeting Minutes.

A **motion** was made by Mary Cook, seconded by Zach Zebell, to approve the minutes from the May 16, 2022. Motion carried: 5-0.

Public Hearings:

Application of Tabitha Gnewikow for a **conditional use permit** for a Dog Kennel, located at 21514 Kent Ave, Wilton, in part of the NW ¼ of SE ¼, Section 24, T16N, R2W, in the Town of Ridgeville, Tax Parcel ID # 034-00514-2000, 10 acres. The adjoining land use is agriculture. This was a public hearing that had been postponed from April 18, 2022.

Tabitha & Brian Gnewikow were present. Tabitha informed the Committee that they have been working on the requirements to bring their property into compliance with requirements for dog housing. Tabitha felt that they have completed all the requirements except for the fencing which they knew was not going to be completed until sometime this fall and have now been informed that it could be as late as next spring (2023). The fencing is being installed by Phillips Fencing and they are utilizing a grant from Monroe County to fund the project. They are working with Monroe County Human Services (Gina Phelps) for this project and have no control on when this would be installed.

Tabitha had a list of completed requirements:

- 1) *Proof of Licensing of their dogs:* Tabitha stated that they have proof of all their dogs being licensed for this year however they could not find any paperwork for prior years.
- 2) *Business Plan:* Tabitha read their business plan and presented a copy to the Committee for the record.
- 3) *Health & Safety.* They now have their dogs up to date with vaccines including required puppy veterinarian checks. They have also modified the dogs housing to provide proper shelter.
- 4) *Dog Waste-*Tabitha explained that they checked with both the Monroe County land fill and the Wisconsin Department of Natural Resources (DNR) to determine the best disposal method for the dog waste and wood shavings they had previously used for bedding. She stated that the land fill would take the waste but the Town would not transport it since it was mostly woodchips and not trash. They have decided to compost it on their property which is allowed by the DNR.
- 5) *Size of Kennels:* They now have all proper state required sized kennels 4' x 6' with some of the kennels having the required floor tiling, however due to shortage of materials have not been able to complete all the tiling but have temporary vinyl flooring until this can be completed.

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- 6) *Dogs running at large*: They did report that one of their dogs got loose on June 6th and ran over to one of their neighbors. They have decided to leash all the dogs now when they take them out to run to resolve this issue. The fencing will also help with this issue once it is installed
- 7) *Dog Barking*: They have purchased and installed a “Bark Box” to help control the dogs barking. They have not purchased collars at this time but if the box does not work would purchase the bark collars for each dog if necessary.

Tabitha stated that they did attend both the May and June Town of Ridgeville Board meeting. In May it was just 3 weeks after the original Zoning Committee and did not yet have everything completed for that meeting but explained that they were given the 2 months to complete these requirements. At the June meeting they explained everything they had completed excluding the fencing.

Jim Kuhn asked Jeff Leis if he had been out to inspect the site.

Jeff stated that he visited the property site last Thursday, June 16th. Kennels were up to state code 4’x6’, at least 3 times larger than what they originally had. Jeff stated that some of the tiling was installed but as Tabitha stated due to the shortage of material they were unable to complete but are using vinyl flooring until this is completed. The building now has good air flow for the dogs and there is shade for them when they are outside in their kennels. They also have wooden pallets for the dogs to get up off of the asphalt when temperatures are high. Jeff did state that he was aware of the dog running at large on June 6th. He stated that Tabitha called him as well and stated they were aware of the situation and admitted it was their fault. They asked if they would be getting the citation from him or in the mail that they wanted to take care of this. Jeff explained that this would be a warning and again stressed the importance of having the dogs on leashes when they are out of their kennels or running them. They were in agreement with this. Jeff explained that they are totally aware that if this would happen again that they would receive a citation.

Jim Kuhn asked Jeff if he felt they were in compliance with the requirements. Jeff stated they are not completely finished (fencing, tiling) but is confident it will be completed. Gnewikow’s have been working with him and have been respectful in trying to work with the county to bring the property into compliance for this application.

Alison had received an email from a neighbor of Facebook screen shots between Tabitha and clients regarding puppies for sale and breeding dogs. This was passed around for the Committee to review. Tabitha confirmed that she has a Face Book page advertising their puppies. She currently has two litters, one litter is ready to go and three of the puppies have been spoken for and gone.

A neighbor Monica Haun asked how many litters or dogs are allowed each year and in what timeframe before the State Seller’s License is required.

Jeff Leis stated that a person/business is allowed to sell up to 25 puppies or no more than 3 litters per year running from October through September, the same as the State’s fiscal year. If more than this is sold a State Seller’s License is required.

Monica stated Tabitha had a litter last fall and now has had two. Tabitha stated they currently have the two litters and are looking at having one more litter this year but it would be in the fall after the fiscal year so she would be in compliance with the State requirements.

Alison stated that she spoke to Keith Giraud, Town of Ridgeville Chairman and that he was planning on attending the meeting tonight, although he was not present at this time. During their phone conversation Keith informed Alison that the Town was maintaining their original recommendation for denial of the application. Their main concern was continued compliance.

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Todd Sparks made a motion to put the application on the floor for discussion, Zach Zebell seconded the motion.

Todd asked Jeff to explain again about the black top/asphalt and shading for the dogs. Jeff again stated that the dog kennels have tarps over the kennels for shading the dogs and that wooden pallets have been put in the dog kennels for the dogs to get off the asphalt when high temperatures occur.

Zach asked if he felt everything had been updated and in compliance as requested by the Town and Committee. Jeff stated yes. Jeff stated that they were willing to pay for a citation for the dog running at large and feels they are aware of how serious the Town and Committee are and are willing to do whatever they need to.

Alison stated that the Town's concerns from the April meeting may be addressed with conditions that can be put on the permit to help keep the Gnewikows in compliance.

The Committee asked a question about Vet information, rabies, vaccines, licensing etc. Tabitha explained that they use three vet clinics, Animal Acres, Morganside and Grimm's in Viroqua. They only use these three vets depending on their availability. Tabitha briefly went through all the dogs vet records noting dates of vaccines, updates, etc.

Discussion was held.

A **motion** was made by Zach Zebell, seconded by Todd Sparks to approve the application of Tabitha Gnewikow for a conditional use permit for a Dog Kennel at 21514 Kent Ave, Wilton with the below conditions. Motion carried: 5-0.

- 1) Site visits every 3 months by a Monroe County Humane Officer (Jeff Leis) for one year.
- 2) Complete the installation of the tile flooring. (to replace the remaining vinyl flooring)
- 3) Fencing installation to be completed one year from today, by June 20, 2023.

Office relocation:

Property and Maintenance Committee will be touring possible locations July and will hopefully make a recommendation to the full County Board.

Presentation of Department Duties

Alison gave a slide presentation explaining the different department duties, ordinances, responsibilities, staffing and average statistics of: Sanitation; Zoning; Land Records and Dog Control.

Keith Giraud, Town of Ridgeville-Chairman arrived around 7:03. Keith explained he thought the meeting started at 7:00 p.m. for the public hearing of Tabitha Gnewikow.

The Committee explained to Keith that they had approved the Conditional Use with Conditions. They felt that the Gnewikow's had shown compliance with the requirements asked of them and found no reason to deny the application.

Keith thanked them for taking the time to explain their decision.

Discussion was held.

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Sanitation & Zoning

Alison explained that approximately 323 citation letters for sanitation maintenance reports from 2021 were mailed out this past week from Corporation Council. These were for septic systems that were to have been inspected or pumped in 2021. Approximately 700 Final notices reminder letters had also previously been sent in April of 2022. The letters from Corporation Counsel were sent to those property owners that still haven't responded.

Dog Control

Alison asked the Committee members if they had any questions or comments regarding the statistic reports that was in their Committee packet. Discussion was held.

Financial Report

FINANCIAL REPORT - VOUCHERS - INTER-DEPARTMENTAL TRANSFERS – CREDIT CARD EXPENDITURES – LINE ITEM TRANSFERS – BUDGET ADJUSTMENTS

Discussion was held.

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Department Vouchers		Interdepartmental Transfers		Credit Card Voucher	
Sanitation	1936.16	Sanitation		Sanitation Credit	422.00
Zoning	217.48	Zoning		Zoning	154.94
Dog Control BOA	1512,29	Dog Control		Dog Control LR	236.95
Total	3,665.93				813.89

Due to the unanticipated number of variance requests in 2022 a line item request to transfer \$130 from Seminars to Printing for Zoning Board of Adjustments is requested to cover the cost of publishing notices in the papers.

Discussion was held:

A **motion** was made by Cedric Schnitzler, seconded by Mary Cook to approve the line item transfer from seminars to printing. Motion carried:5-0.

Budget Adjustment request to amend the 2022 budget by \$471 for the Zoning Board of Adjustments revenue and the printing expense line item to help with the unanticipated number of variance requests in 2022. This is actual revenue received so far in 2022 that will help cover the projected expense of printing the public hearing notices for the rest of 2022.

Discussion was held:

A **motion** was made by Mary Cook, seconded by Zach Zebell to approve the budget adjustment for Zoning Board of Adjustments revenue and printing expense line item. Motion carried: 5-0. This will go to the Finance Committee and full County Board in July for approval.

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Set Date for Next Meeting and Possible Agenda Items.

The next meeting will be held Monday, July 18, 2022 and will start at 6:00 pm at the Monroe County Justice Center Monroe County Board Assembly Room 1st Floor - Room #1200, 112 South Court Street, Sparta, WI 54656. Agenda items: (1) CUP –Kauffman-Town of Wilton.

A discussion was held regarding the August and September SZC committee meetings. Due to conflicts with the regular dates the Committee decided to change the dates as follows:

August 15th meeting will be moved to August 22nd, 2022.

September 19th meeting will be moved to September 26th, 2022

All members agreed to the change of these dates.

A **motion** to adjourn was made by Todd Sparks, seconded by Mary Cook. Motion carried: 5-0.

Meeting adjourned at 7:55 PM.

Recorded by Gretchen Jilek