

7-18-2022

Sanitation/Planning & Zoning/Dog Control

Meeting called to order at 6:02 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 Amber Dvorak- Humane Officer.

Possible Corrections and Approval of June 20, 2022 Meeting Minutes.

A **motion** was made by Cedric Schnitzler, seconded by Zach Zebell, to approve the minutes from the June 20, 2022. Motion carried: 5-0.

Public Hearings:

Application of Chester Kauffman for a **conditional use permit** to operate a small business to sell metal panels as retail & operate a metalworking shop, at 21249 Co Hwy MM, Wilton, WI in part of the SW 1/4, NE 1/4, Section 16, T16N, R1W, Town of Wilton, parcel number 048-00330-2000, 3.42 acres. The adjoining land use is agriculture.

Mr. Kauffman was present and addressed the Committee explaining his intent for his conditional use permit stating that he would like to operate a machine shop making plows and other farming equipment. He would also like to sell premade panels.

A **motion** was made by Mary Cook, seconded by Cedric Schnitzler to put Mr. Kauffman's request on the table for discussion. Motion carried 5-0..

A letter was received from the Town of Wilton recommending approval of Mr. Kauffman's CUP the following conditions:

1. Mr. Kauffman needs to be in full compliance with Monroe County.
2. CUP is to be issued only to Mr. Kauffman (owner) at 21240 Co. Hwy MM location only. If either Mr. Kauffman moves or the property changes hands the CUP is null and void.

Discussion was held:

A **motion** was made by Mary Cook, seconded by Zach Zebell to approve the application of Chester Kauffman for a conditional use permit to operate a metalworking shop and retail sales of panels, at 21249 Co Hwy MM, Wilton, WI., Town of Wilton with the condition that it is not transferrable to another property owner. Motion carried: 5-0.

Office relocation:

The Property and Maintenance Committee toured several buildings last week for consideration of zoning office and IT relocation. Mary Cook, Zach Zebell and Alison all attended this tour. Cedric/Zach stated that after further discussion the zoning, sanitation and park department and IT would stay at their current location at least through the winter months. The Property and Maintenance Committee is currently waiting for numbers from IT to see what the cost would be to either stay at the current location or move to the Office/Admin area of the Rolling Hills and what the county may pursue with the existing buildings in the future years. (County offices)

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Sanitation & Zoning Update

History of Federal Emergency Management Agency (FEMA) buyout properties presentation
Discussion of disposition of FEMA buyout properties

Alison gave a presentation of the FEMA buyout properties. The August 2018 flooding resulted in Monroe County being part of Wisconsin Disaster Declaration FEMA -4402-DR. This allowed Monroe County to apply for a FEMA grant in March of 2019. The grant was awarded to Monroe County in 2020 as two sub-awards. The acquisitions and demolitions took place from March-November of 2021. The total close out is waiting on FEMA's final inspections of the sites. Alison explained the buy-outs were voluntary and that a "local match" of 12.5% was needed to complete the project. The grants from the Wisconsin Department of Natural Resources and Coulee Cap were utilized for this funding. Alison explained that she worked closely with Roxie Anderson, Monroe County Land Use Planner to obtain the local match grants and complete the project.

There were a total of 9 properties included in the initial grant application. One of the properties dropped out. Alison showed a slide presentation of the 8 properties that proceeded with the voluntary buy-out. She showed the before/after pictures of the flooding and the demolition process at some of the locations. These properties were located on Icarus Rd, Town of Sparta, Hammer Rd. Town of Sparta, two properties on Jameson Rd. Town of Leon, four properties on State Hwy 27: three in the Town of Leon and one in the Town of Portland.

Close out of the grant is currently waiting for FEMA to do the final inspections of these properties. Alison has not heard from FEMA when this will take place.

Roxy Anderson, Monroe County Land Use Planner, is currently working on drafting management plans for these locations. Several Towns have expressed interest in these properties. Steve Hagen was present representing Leon Community Center and let the Committee know that the Center has interest in two of the properties. All management plans/projects for these properties need to be approved by FEMA as well as the full County Board. The Grant needs to be closed out before any potential property transfers or other projects can be done. All properties have deed restrictions that we required by FEMA that these properties will remain in open space. The grant cycle of this project ends in October of 2023. Alison will keep the Committee updated at each meeting until completed.

Dog Control

License and Shelter Fee increases for 2023

Alison explained to the Committee that we have not changed dog license fees or shelter fees since 2019. Alison is asking the Committee to look at the current fees and discuss possible changes for 2023.

Current dog license fees:

Male	\$27
Female	\$27
Neutered Male	\$12
Spayed Female	\$12

Discussion was held.

A **motion** was made by Cedric Schnitzler to change the fee for Male/Female unaltered from \$27 to \$30.

Further discussion: Motion was withdrawn.

Discussion was held:

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A **motion** was made by Cedric Schnitzler, seconded by Zach Zebell to change the fee for Male/ Female unaltered dog license from \$27 to \$30 and Spayed female/neutered male dog license from \$12 to \$15 starting with the 2023 licensing season. Motion carried: 5-0.

Alison will draft a resolution for the August agenda to forward to the Finance Committee and full County Board in August.

It was decided not to change any other license fees at this time.

Dog shelter fees were discussed.

Current Shelter Fees:

Adoptions:

Puppies & Small Dog dogs: \$180

All other dogs: \$150

Surrenders: \$15 Monroe County Residents
\$50 Non-Residents

Amber Dvorak had done some research on what other shelters in the area charge and discussed this with the Committee.

Discussion was held:

A **motion** was made by Zach Zebell, seconded by Cedric Schnitzler to change the adoption fees for puppies and small dogs from \$180 to \$200 and adoption for all other dogs from \$150 to \$180. Surrender fees for Monroe County Residents from \$15 to \$20 starting January 1, 2023. Motion carried: 5-0.

Alison informed the Committee there has been a request by one of the animal shelters in the area to have the licensing fees waived for dogs kept in an animal shelter. Alison explained this would require an amendment to the County Ordinance. There are currently two known private shelters in the County that house dogs. Discussion was held. No action taken.

2023 Budgets

Alison went over the proposed 2023 budget reports with the Committee. Three of the biggest changes for the 2023 budget are for:

1. Sanitation & Zoning Departments: New Sanitation & Zoning Specialist position approved to for 2023. The changes in the budget can be removed if the position is not funded.
2. Dog Control Department: Printing for dog license reminder notices to be mailed in January and June.
3. Dog Control Department: Laptop for On-Call Humane Officer.

Discussion was held.

Alison explained that in 2023 the Dog Control Dept would like to send out post-cards as reminders for all people who purchased a dog license the previous year. An estimate was obtained from Evans Print/Media for printing and mailing. There have been many calls and complaints when clients have been receiving late letter notices for dog licenses. They are asking why they don't receive a reminder at the beginning of the year. We sell approximately 7,000 dog licenses a year. We sent out 1600 late letters in June for those that did not get dog

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licenses for 2022. Alison felt we would still need to send late letters in June so the cost of both of the mailings would be around \$5,000.

Several Committee members asked if we do anything to remind clients to get dog license. Dog license applications are sent with property taxes. **A notice is also posted twice in the newspapers** once in January and once in March as required by the State. Every year staff also drops off dog applications to the surrounding Veterinary Clinics.

Amber stated that most of her complaints were from clients that rent and do not receive the dog application with taxes.

One of the Committee members asked if we could try sending the dog license applications on brightly colored paper rather than just white to better catch people’s attention.

Discussion was held:

The Committee decided to hold off on the post card mailings due to the cost and try the colored paper in the tax bill for this next year to see if that would make any difference. Late letters would still be mailed in June.

Financial Report

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

Discussion was held.

June 2022

Department Vouchers		Interdepartmental Transfers		Credit Card Voucher	
Sanitation	2,346.49	Sanitation		Sanitation Credit	3.05
Zoning	223.05	Zoning		Zoning	6.38
Dog Control BOA	2,950.02 64.36	Dog Control		Dog Control LR	221.81
Total	5,583.92				231.24

Discussion was held:

Set Date for Next Meeting and Possible Agenda Items.

The next meeting will be held Monday, August 22, 2022 (note 4th Monday) and will start at 6:00 pm in 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 – Bemis/Grenon Town of Wilton.

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

Meeting adjourned at 7:45 PM.

Recorded by Gretchen Jilek