

2-20-2023

## **Sanitation/Planning & Zoning/Dog Control**

Meeting called to order at 6:03 P.M. by James Kuhn in the Monroe County Board Assembly Room 1<sup>st</sup> Floor - Room #1200, 112 South Court Street.

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

Also Present: Alison Elliott-Sanitation, Zoning, Dog Control Director.

### **Possible Corrections and Approval of January 16, 2023 Meeting Minutes.**

Discussion was held.

A **motion** was made by Cedric Schnitzler, seconded by Zach Zebell, to approve the minutes from the January 16, 2023 meeting. Motion carried: 5-0.

### **Public Hearings:**

Application of Ezra J. Borntreger and Ezra M. Borntreger for a **conditional use permit** for a firewood bundling business, at 25171 Co. Hwy A, Wilton, WI in part of the NW 1/4, NW 1/4, Section 3, T16N, R1W, Town of Wilton, parcel number 048-00046-0000, 2.5 acres. The adjoining land use is woodlands and agriculture.

Borntreger's were not present for their public hearing. Alison stated that she did not hear from them that they did not plan to attend. Zach Zebell asked if we could still go ahead and proceed with the public hearing. Chair-James Kuhn agreed to move forward.

Alison stated that she heard from the Town of Wilton. They recommended approval of the application with the condition that the permit was non-transferable to another owner.

The Committee was aware of the application as the Borntreger's had attended previous meetings. Ezra Borntreger would like a conditional use permit for a firewood bundling business.

Discussion was held.

A **motion** was made by Zach Zebell, seconded by Mary Cook, to approve the application with the condition that the permit was non-transferable to another owner, of Ezra J. Borntreger and Ezra M. Borntreger, for a conditional use permit for a firewood bundling business on property located at 25171 Co. Hwy A, Wilton, WI. Motion carried: 5-0.

Application of Kenneth P. Arendt for a **conditional use permit** for a small business-manufacturing located at 6847 Dayton, Sparta, WI, in part of the NE ¼ of SE ¼ Section 4, T18N, R4W, in the Town of Little Falls, Tax Parcel ID# 026-00828-0000, 25 acres. The adjoining land use is residential and woodlands.

Kenneth Arendt was present. Chair-James Kuhn asked Mr. Arendt if he would explain his request. Mr. Arendt stated that he has been doing molding-manufacturing for almost 48 years. He has always wanted to branch off and have his own business. He has worked for various companies including Spartech. He has designed and patented his own ideas and has his product in various businesses including Menards, etc. He is looking to semi-retire and would like to start his own business at his home. He brought product to show to the Committee and gave a brief history of his work.

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Discussion was held:

A **motion** was made by Zach Zebell, seconded by Todd Sparks to approve the application with the condition that the permit is non-transferable to another owner, of Kenneth P. Arendt for a **conditional use permit** for a small business-manufacturing located at 6847 Dayton, Sparta, WI. Motion carried: 5-0.

Ezra J. Borntreger and Ezra M. Borntreger arrived around 6:35pm. Apparently they were confused as to where the meeting was going to be held and got lost. The Committee explained that their application for the conditional use permit for firewood bundling had already been approved and thanked them for coming.

### **Sanitation & Zoning Dept Questions & Updates** **Shoreland ordinance-history and review**

At the last monthly meeting the Committee asked if Alison could explain more in detail the Shoreland Ordinance history and review.

Alison gave a brief history of the Shoreland Ordinance, when it began (back in the 70's), as well as the purpose of that zoning district. She talked about the reason for setbacks, variances, etc.

Discussion was held:

### **Permit Fees**

No discussion held. The Committee asked to have permit fees put on the agenda for the next month for further discussion.

### **Dog Control Dept Questions & Updates**

Nothing at this time.

### **2022 Department Annual Reports**

Alison had included hand-outs in their Committee packet summarizing the statistics of 2022 compared to previous years for each department. Alison explained how to read the annual reports and went over each department briefly. Alison explained that in the past this is how she presented the Annual report and if they would like to see more information to let her know for future reports.

### **Financial Report**

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

### **Line item request:**

Alison explained that the roll up code SN100 Salaries & Fringe Benefits for the sanitation department is short \$283.42 at the end of 2022. Alison explained that a line item transfer of \$300 from the sanitation-motor vehicle line will cover this shortage.

Discussion was held:

A **motion** was made by Mary Cook, seconded by Todd Sparks, to approve the line item transfer from sanitation motor vehicle to the salaries line item to cover the shortage in the 2022 budget. Motion carried: 5-0.

**Budget Adjustment**

Alison explained that the roll up code ZN100 Salaries & Fringe for the zoning department is over budget by \$803.52 for the 2022 budget. Unanticipated revenue received for zoning permit fees will cover this overage. Alison is requesting a budget adjustment of \$1000 to be made to both the zoning permits & fees revenue line item and to the salaries line item in zoning to cover the shortage.

Discussion was held:

A **motion** was made by Cedric Schnitzler, seconded by Mary Cook, to approve the budget adjustment from zoning permits/fees revenue line item to the expenditure salaries line item in zoning to cover the shortage. Motion carried: 5-0.

Alison explained that the line items for confiscated dogs was omitted from the 2023 budget entry portion of MUNIS so no monies had been included for these line items. The proposed budgetary adjustments would allow for use of these line items.

Discussion was held:

A **motion** was made by Todd Sparks, seconded by Zach Zebell to table the adjustment. Motion carried: 5-0.

**December 2022**

| Department Vouchers |                | Interdepartmental Transfers |  | Credit Card Voucher |  |
|---------------------|----------------|-----------------------------|--|---------------------|--|
| Sanitation          |                | Sanitation                  |  | Sanitation Credit   |  |
| Zoning              | 27.50          | Zoning                      |  | Zoning              |  |
| Dog Control BOA     | 6614.49        | Dog Control                 |  | Dog Control LR      |  |
| <b>Total</b>        | <b>6641.99</b> |                             |  |                     |  |

Discussion was held:

**January 2023**

| Department Vouchers |                 | Interdepartmental Transfers |  | Credit Card Voucher |                |
|---------------------|-----------------|-----------------------------|--|---------------------|----------------|
| Sanitation          | 710.37          | Sanitation                  |  | Sanitation Credit   |                |
| Zoning              | 480.04          | Zoning                      |  | Zoning              | 47.40          |
| Dog Control BOA     | 572.45<br>76.78 | Dog Control                 |  | Dog Control LR      | 23.92<br>77.34 |
| <b>Total</b>        | <b>1839.64</b>  |                             |  |                     | <b>148.66</b>  |

Discussion was held

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**Set Date for Next Meeting and Possible Agenda Items.**

The next meeting will be held Monday, March 20, 2023 and will start at 6:00 pm in the Monroe County Justice Center Monroe County Board Assembly Room 1<sup>st</sup> Floor - Room #1200, 112 South Court Street, Sparta, WI 54656. Agenda items: Permit Fee's. No public hearings.

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

Meeting adjourned at 7:35 PM.

*Recorded by Gretchen Jilek*

The minutes are not official until approved by the Zoning Committee at their next regular meeting.