

**DODGE COUNTY LAND RESOURCES AND PARKS COMMITTEE
MINUTES
July 8, 2024**

The Dodge County Land Resources and Parks Committee met on **July 8, 2024** at 7:00 p.m. on the 1st Floor of the Administration Building, Juneau, Wisconsin.

Call to Order: Chairman Dan Siegmann called the meeting to order at 7:00 PM.

Members present: Larry Bischoff, Mary Bobholz, Kevin Burnett, Dale Macheel and Dan Siegmann.

Other County Board members in attendance requesting a per diem: **None**

Staff present: Bill Ehlenbeck - Director, Joseph Giebel – Manager of Code Administration, Nate Olson – Community Development Administrator, Morgan Muche – Community Development Marketing & Communications Manager; Jason Roy – Parks Supervisor.

Others present: County Board Chairman - David Frohling and members of the public for the public hearings.

The Chairman asked the staff to confirm compliance with the open meeting laws and the public hearing notice requirements. Mr. Giebel noted that the meeting was properly noticed in accord with the open meeting law and noted that the required notices for the public hearings listed on the agenda were posted, mailed and published in accord with the statute and code requirements.

TOWN REZONING REQUESTS

1. Town Rezoning Petition – **Christopher Braaksma Properties LLC** – Lot 2, CSM 6430, I V43 P248, located in part of the SW ¼ of the SE ¼, Section 5, Town of Chester, the site address being 820 S Madison Street. Petition to rezone 1.406-acres of land under the Town of Chester Zoning Ordinance, from the R-1 Residential Zoning District to the C-1 Commercial Zoning District has been submitted by the Town of Chester Town Board to the Dodge County Board of Supervisors for approval.

Motion by Mary Bobholz to submit a favorable recommendation to the County Board of Supervisors on the petition to rezone 1.406-acres of land under the Town of Chester Zoning Ordinance, from the R-1 Residential Zoning District to the C-1 Commercial Zoning District.

Second by Dale Macheel Vote 5-0 Motion carried.

The hearing procedures were read into the record.

PUBLIC HEARING

Dodge County Land Resources and Parks Committee - Petition of the Dodge County Land Resources and Parks Committee to adopt an official zoning map for the Town of Emmet under the Land Use Code, Dodge County Wisconsin in order to allow the enforcement of the Dodge County Land Use Code within the Town of Emmet and to facilitate the orderly development of the lands in the Town.

Motion by Kevin Burnett to submit a favorable recommendation to the Dodge County Board of Supervisors to adopt the official zoning map for the Town of Emmet under the Land Use Code, Dodge County Wisconsin as proposed in order to allow the enforcement of the Dodge County Land Use Code within the Town of Emmet and to facilitate the orderly development of the lands in the Town.

Second by Larry Bischoff Vote 5-0 Motion carried.

PUBLIC HEARING

Sandra Vogen – Request for a Conditional Use Permit under the Land Use Code, Dodge County, Wisconsin to allow for the establishment of a kennel/animal hospital/shelter operation on this site for felines. The public hearing for this request is being re-held to allow for public comment due to an error in the publishing of this hearing notice. Cata-Home Feline Sanctuary will provide a permanent, safe, and secure home for feral/unadoptable homeless felines.

Motion by Dan Siegmann to approve the conditional use permit request to allow for the establishment of a kennel/animal hospital/shelter operation on this site for felines subject to the following conditions:

1. It shall be the responsibility of the applicant to obtain the required County land use and sanitary permits and approvals that are required for the proposed project prior to beginning construction and prior to housing shelter felines on this site.
2. Approval to allow a shared residential and commercial highway access to this site is received from the Dodge County Highway Department prior to the approval of the conditional use permit and prior to housing shelter felines on this site.
3. The kennel/animal hospital/shelter facility operation on this site for felines shall be conducted without offensive noise, vibration, dust, smoke, odor, glare, lighting or the risk of fire, explosion or other accident and shall not be detrimental to the public health, safety or general welfare of the immediate neighborhood or community.
4. The applicant shall submit to the Department, for review and approval, detailed plans for the handling and disposal of cat waste generated from the facility prior to the approval of the conditional use permit and prior to sheltering felines on this site.
5. The applicant shall submit for review and approval, the proposed plans for the handling of deceased cats.
6. The owner of the facility shall be responsible to ensure the availability of funds necessary to handle a catastrophic event or closure of the facility throughout the life of this facility and through to completion of a catastrophic event or closure activities. The applicant shall submit to the Department, for review and approval, an agreement

detailing requirements for how the facility will handle a catastrophic mortality or illness event, an unexpected abandonment of the facility, and for the closure of the facility. This agreement shall contain provisions binding said agreement to existing and future property owners. The plan shall include provisions for the removal, placement and care of all of the felines present on the property at the time of the event, of all existing pet wastes on the property at the time of the event, and for assurances that financial resources will be available to fully handle a catastrophic event or closure of the facility throughout the life of this facility and through to completion of a catastrophic event or closure activities. In the event that the financial assurance is not valid, this permit shall be subject to review by the Land Resources and Parks Committee.

7. In the event that odor problems or any other objectionable influence associated with the feline shelter facilities arise, this permit shall be subject to review by the Land Resources and Parks Committee. The Committee may attach additional conditions that it deems necessary to mitigate said odor or other objectionable influences to the maximum extent practicable.
8. Any significant change to the proposed facilities on this site, any future expansion or any significant change to the site plan submitted with the application may require that a new conditional use permit be issued.
9. The decision of the Committee shall expire one year after the decision is filed with the Department unless construction has been diligently pursued, a Certificate of Zoning Compliance has been issued, the use is established, or the Conditional Use Permit is renewed, for a period not to exceed one year.
10. The Conditional Use Permit shall also expire upon termination of a project or if the rights granted by the permit are discontinued for 180 consecutive days.

Second by Mary Bobholz Vote 5-0 Motion carried.

COMMUNITY DEVELOPMENT

- Community Development Division Update

Nate Olson and Morgan Muche provided the Committee with a PowerPoint presentation outlining the services provided and an update on work activities in the Community Development Division.

The Community Development Division presented an update on their activities. Nate Olson addressed workforce development initiatives focused on student and employer engagement. Business development saw increased business contacts in 2024, with efforts dedicated to retention, expansion, and attracting new businesses (23 RFIs received in 2023/2024). Nate also highlighted activities within the Dodge County like the Gold Star Memorial Trail and the Dodge County Internship Program. Community assistance efforts included addressing housing and childcare needs, along with fostering business/community relations. Morgan Muche provided a tourism update, mentioning the distribution of visitor guides and digital marketing campaigns that will be advertised this year, along with the interactive paddling launch map. The JEM Grant, nearing its first year's end, will be reapplied for to support website development. Morgan summarized county park projects involving local high schools and community donors, including a fish cleaning station and selfie stands.

- **Consider Resolution of Engagement for County Comprehensive Plan Update**

Bill Ehlenbeck informed the Committee that the Dodge County Comprehensive Plan is due for a State Statute required update by December, 2025 and that the update was planned to be requested in the 2025 budget. Since ARPA funds were available for County projects, staff are proposing the plan update with ARPA funds rather than sales or property tax funding. The Plan was originally developed in 2005 and an update to the plan was completed by Dodge County staff in 2015.

Bill informed the Committee that the County Comprehensive Plan update project has been reviewed and/or discussed with Executive and Land Resources & Parks Committees over the past few months in relation to the use of remaining available ARPA funds. The Executive Committee gave a recommendation of the project for ARPA funds, thus leading to staff issuing a Request for Proposals (RFP). Two firms put forward proposals: Cedar Corporation and Vandewalle & Associates. The Proposals were first evaluated on Project Team Organization, Capabilities and Experience of Firm; Project Management Approach and Company Responsiveness to RFP. Cedar Corporation was higher rated than Vandewalle. Fee proposals were then considered and factored into the final ratings. Cedar Corporation fee proposal is \$142,700 and Vandewalle fee proposal is \$163,000. Cedar Corporation received a higher rating overall and is the lower cost proposal. Therefore staff are recommending approval of the resolution to move forward with Cedar Corporation.

The proposed resolution authorizes hiring Cedar Corporation for conducting the Dodge County Comprehensive Plan Update and funding the contract under the American Rescue Plan Act of 2021 (ARPA Funding).

Motion by Dan Siegmann to accept the proposal from Cedar Corporation in the amount of \$142,700.00 and to recommend approval of an award of the ARPA Funds in the amount not to exceed \$142,700.00 for the project.

Second by Kevin Burnett Vote: 5-0

Motion carried.

PARK SYSTEM

- Review and approve resolution to award contracts for Vault Toilets Supply/Install and Site Prep/Concrete work on Wild Goose Trail and at Harnischfeger Park

Bill Ehlenbeck provided the Committee with a Resolution to authorize awards for the purchase, installation and site preparation for three vault toilets under the American Rescue Plan Act of 2021 (ARPA Funding). Staff propose the placement of three (3) pre-fab concrete vault toilet buildings in high use areas where permanent toilets don't currently exist. Two would be placed along the Wild Goose State Trail and one on the north end of Harnischfeger Park. One toilet building is in the 2024 budget already funded through sales tax. Another is on Capital Improvement Plan for 2025.

Bill informed the Committee that the vault toilet project has been reviewed and/or discussed with Executive and Land Resources & Parks Committees over the past few months in relation to the use of remaining available ARPA funds. The Executive Committee gave a recommendation of the project for ARPA funds, thus leading to staff

issuing a Request for Bids. Two separate bid packages were developed. One bid for the supply, delivery and installation of a pre-fab toilet building and the other bid was for a contractor to conduct site preparation and concrete work for paths and building aprons.

Huffcutt Concrete from Chippewa Falls was the sole bidder for the supply of the vault toilets with a cost of \$133,400. Two bids were received for the site prep work with Town & Country Underground Utility Construction, Inc., Mayville with the lowest bid at \$36,275.00. Both Huffcutt Concrete and Town and Country Construction were the contractors that successfully completed the vault toilet replacement projects last year in the parks.

Motion by Mary Bobholz to approve the resolution to accept the bids from Huffcutt Concrete for \$133,400.00 for the supply and installation of the 3 vault toilet buildings, and accept the bid from Town and Country Underground Utility Construction, Inc. for \$36,275.00 for the site prep and concrete work and recommend funding for the project with ARPA funds.

Second by Dan Siegmann Vote: 5-0 Motion carried.

ADMINISTRATIVE BUSINESS

1. The minutes from the June 24, 2024 meeting were reviewed by the Committee.

Motion by Larry Bischoff to approve the minutes as written.

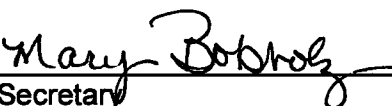
Second by Dale Macheel Vote: 5-0 Motion carried.

2. No Committee Member Reports
3. No additional Per Diems

Motion by order of the Chair to adjourn the meeting.

Meeting adjourned at 8:19 P.M.

Respectfully Submitted,


Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.