

**TOURIST ROOMING HOUSE OPERATIONS TASK FORCE**  
**JANUARY 13, 2022**  
**COMMITTEE ROOM #2 – 2<sup>ND</sup> FLOOR**  
**ONEIDA COUNTY COURTHOUSE**  
**RHINELANDER, WI 54501**

---

Members present: Bob Thome, Scott Holewinski, Russ Fisher, Karl Jennrich  
Via Zoom: Linda Conlon

---

**Call to order and Chairperson’s announcements.**

Chair Thome called the meeting to order at 1:00 p.m. in accordance with the Wisconsin Open Meeting Law.

**Approve agenda for today’s meeting (order of agenda items at Chairperson’s discretion).**

Motion by Scott Holewinski, second by Russ Fisher to approve the agenda. With all members present voting “aye”, the motion carried.

**Public comment/communication** Dan Butkus spoke concerning Granicus testimony for citation court proceedings.

**Approve meeting minutes of December 30, 2021.** Motion by Russ Fisher, second by Scott Holewinski to approve the meeting minutes of December 30, 2021 with changes presented. With all members present voting “aye”, the motion carried.

**Review TRHO TF Directive Outline** Additions underlined:

- I. Method to address staffing to assure TRHO ordinance compliance
  - A. Create or appoint a ‘point person’ position to coordinate P&Z, HD, Finance and Corp. Counsel
- II. Process for dealing with non-compliant TRHO (agenda item 9 1-13-2022)
- III. Third Party Provider Assistance
  - A. Renew Granicus Identification Contract (with potential contract language change) using 2022P&Z budgeted funding or split with HD. \$14,987.38 for 701 listings
  - B. Purchase three addition modules (Compliance Monitoring, 24/7 Hotline, Mobile Permitting & Registration) using ARPA funding or P&Z/OCHD.
- IV. Job Requirements for dealing with TRHO compliance
  - A. HD Sanitarian job qualification requirements (per DATCH – DFSRL recommendation) for every 280-320 licensed facilities per inspector. (Funded by health department fees)
- V. Penalties and suggested changes for TRHO violations/permitting/licensing

## TRHO Task Force

- A. Re-evaluate Permitting workflow – annual review
- B. Implement a renewal ARP fee for TRHO's
- C. Require 'WI seller's permit' for approval of the ARP + local room tax #

**ARPA Funding Process** The committee discussed using ARPA funding to pay for Granicus modules or funding through P&Z/OCHD budgeting, no decision was made.

**"Length of Stay" Discussion** The length of stay requirement is based on the zoning district, not the type of property owner (personal property/LLC etc.). Mr. Jennrich stated that rentals of less than 7 consecutive days are not allowed in zoning districts: 1B Forestry, 1C Forestry, #02 Single Family, #08 Manufacturing/Industrial and #15 Rural Residential. If a TRH is located in any other zoning district, nightly rentals are permitted.

Renting for 3 days, but blocking off the additional days to not allow any other rentals in a 7 day period was discussed. Creating additional zoning districts allowing less than 7 consecutive day rental in residential areas was discussed. No decision made.

**Permitting/Licensing Goals and Timeline** OCHD will adjust staffing as numbers increase. Planning and Zoning will look into permits issued for 2021.

**Discussion of process for dealing with non-compliant TRHO** Will be discussed in closed session at P&D Meeting on January 19, 2022.

**Discussion Town/Lake District TRHO involvement** A handout was provided showing which townships review TRH ARP applications and which do not.

Squash Lake District has reached out and offered to send information regarding rental requirements etc. directly to their property owners when they send out Squash Lake District material.

**Corporate Counsel – REVIEW Compliance Enforcement in the initial permitting/licensing/sales tax registration/insurance process, post initial compliance process, and penalties for violations** Did not discuss.

**Public Health Department – REVIEW Inspection & Licensing process, manpower/job requirements, metrics, fees** Did not discuss.

**Planning & Zoning Department – REVIEW Administrative Review Permit process, manpower/job requirements, metrics, fees** Mr. Jennrich reached out to other counties to see how they are handling TRH's. The following counties require a renewal for their TRH permit: Adams (every 2 years), Burnett (annual), Columbia (annual), Lincoln (annual), Polk (annual) and Walworth (annual).

**Commercially operated TRHO's in Non-Compliance with Zoning District Regulations and Un-zoned Towns** See "Length of Stay" item above.

**Update TRHO TF Directive Outline** See the "Review TRHO TF Directive Outline" section above.

TRHO Task Force

**Future agenda topics – #5, #6 recommendation for funding, #7 recommendation, #8 goals, #11, 12, 13, 15 from today’s agenda.**

**Public comment/communications** Brian Slizewski spoke about annual permit renewal. Dan Butkus spoke regarding the Squash Lake District offer to send communication to property owners.

**Dates and items for future agenda/meetings** January 27 at 10:00 a.m. and February 10 at 1:00 p.m.

**Adjourn.**  
2:13 p.m. There being no further matters to lawfully come before the committee, Chair Thome adjourned the meeting.

\_\_\_\_\_  
Chair, Bob Thome

\_\_\_\_\_  
Planning & Zoning Director, Karl Jennrich