

**TOURIST ROOMING HOUSE OPERATIONS (TRHO) TASK FORCE
DECEMBER 30, 2021
COMMITTEE ROOM #2
ONEIDA COUNTY COURTHOUSE
MINUTES**

Committee members present: Bob Thome, Scott Holewinski, Russ Fisher, Karl Jennrich and Linda Conlon.

Call to order: Chairman Thome called the meeting to order at 10:00 a.m. in the Committee Room #2 of the Oneida County Courthouse. The meeting has been properly posted and mailed in accordance with the Wisconsin Open Meeting law and the facility is handicap accessible. Thome gave an overview of the meeting and stated that the items on the agenda will be moved around in order to better meet the schedules of the presenters.

Approve agenda: Motion by Holewinski/Fisher to approve today's agenda with the order of items at the Chair's discretion. All aye; motion carried.

Public comment/communications: None

Approve minutes: Motion by Fisher/Holewinski to approve the minutes of December 13, 2021. All aye; motion carried.

Granicus additional module operation – practical (10 minutes) – Graeme Dempster, Granicus, presented information regarding additional modules. Dempster reported that the additional modules would give the county the ability to send letters from non-compliant properties. Dempster stated that there would be unlimited letter templates available to the county. Dempster stated that they would track the letters within the system. Dempster reported that they would also be able to send bulk letters from the reports that the County already has access to through the current modules. Dempster showed the portal and options that would be available to Oneida County for Tourist Rooming House applications. Dempster reported that the County would also have access to a hotline and an online portal which allows for complaints to be filed on TRHO properties. Dempster gave an overview of the complaint process and how it is tracked. Dempster reported that any information that is reported by the caller or on-line is tracked in the system and available to the county. Jennrich spoke briefly about the process that is currently used for enforcement. Chad Lynch, Assistant Corporation Counsel, reported that they are currently relying on information from Granicus to issue citations and as people plead not-guilty they are going to need Granicus to be available to testify to the documentation provided. Lynch stated that they have had to dismiss cases in the past because there isn't anyone available from Granicus to testify. Lynch reported that if they use Granicus to send out letters they will need to be able to prove that information in court. Discussion regarding the court process and how that is handled in other areas. Dempster stated that they would work with the County to come up with a process that would work in Oneida County. Dempster will provide documents that have been used in other municipalities for court proceedings. Dempster will also send templates used from other communities. Jodi McKinney, Health Department, spoke about the process that is used at the health department for inspections. McKinney stated that they currently have properties that have received an administrative review permit that haven't applied for a health inspection. Discussion regarding enforcement and the 24/7 hotline. Dempster gave an overview of the hotline and reported that Granicus would work with the County on how those complaints would be handled. Discussion

regarding the fees for the module and postage. Dempster stated that the proposed fee for this module is all inclusive and there would not be any additional fees for postage and letters. Linda Conlon questioned if Granicus would also send letters on behalf on the Health Department. Discussion regarding the process. Dempster stated that when the module is contracted the process would be set up with both the Planning and Zoning Department and the Health Department. Discussion regarding the order in which inspections and licensing needs to happen. Betsy Sachs, Granicus, reported that with the module there can be as many department logins as needed.

WI Department of Revenue Sales/Room Tax (Tina Finance) – Discussion only (10 minutes) - Smigielski reported that the County share of sales tax are collected by the State. Smigielski reported that there are exceptions to the sales tax registration requirements. Smigielski has asked the State if they are able to provide a breakdown of the Tourist Rooming House sales tax that is received and is awaiting an answer. Discussion regarding the sales tax and how it is reported. Brian Slizewski, Vacasa Home Management, stated that when a property owners rents through VRBO or similar they are required to pay the sales tax.

Funding Availability (Tina Finance) – Discussion only (5 minutes) – Smigielski reported that funding for the additional module could come from ARPA Funds as a public health concern. Discussion regarding the \$14,900 fee and what is included.

Compliance Enforcement in the initial permitting/licensing/sales tax registration/insurance process, post initial compliance process, and penalties for violations– Discussion/Action (20 minutes) – Chad Lynch, Assistant Corporation Counsel, stated that there will be testimony required from Granicus when citations are issued. Lynch stated that initially the Judges will have no history with Granicus and will need a person testifying. Lynch stated that once they are more well known the Judges may accept an affidavit. Discussion regarding citations and enforcement.

Public Health Department – DATCAP Inspection & Licensing process, manpower/job requirements, metrics, Town’s involvement, HD enforcement, fees (Conlon) - Discussion only (10 minutes) – McKinney presented a document outlining the licensing required for the Health Department and what is looked at during the inspection. McKinney gave an overview of the licensing process. McKinney reported that it is a \$300 annual license fee. McKinney reported that in 2012 the revenue from inspections were \$5700 and in 2021 the revenue was \$50,000. McKinney reported that in 2012 there were 167 licenses issued and at the end of 2021 there will have been 430 licenses issued. McKinney reported that a new license takes approximately 3 hours and a renewal takes approximately 1 hour. Linda Conlon, Public Health Director, reported that all licensing dollars have to remain in the health department. Conlon reported that staffing will need to be increased with the increase in Tourist Rooming House licenses. Discussion regarding the fees and the workload.

Planning & Zoning Department – review Administrative Review Permit process, manpower/job requirements, metrics, Town’s involvement (Jennrich/Holewinski)– Discussion only (10 minutes) – Jennrich gave an overview the administrative review fee which is a onetime fee. Jennrich reported that there isn’t an annual fee at this time.

Update TRHO TF Directive Outline (10 minutes) – Additions underlined.

I. Method to address staffing to assure TRHO ordinance compliance

- a. Cooperation between Health Department and Zoning for a split position that will be a TRH Specialist.
- II. Process for dealing with non-compliant TRHO
- III. Third Party Provider Assistance
 - a. Granicus Additional Modules
- IV. Job Requirements for dealing with TRHO compliance
 - a. For every 350 permits in the Health Department a new sanitarian is needed
- V. Penalties and suggested changes for TRHO violations, permitting and licensing
 - a. Planning and Zoning Annual Fee
 - b. Reevaluate the permitting workflow
- VI. Yearly Compliance goals

Commercially operated TRHO's in Non-Compliance with Zoning District Regulations (Jennrich/Holewinski) – Discussion only (5 minutes) – No discussion

Permitting/Licensing Goals and Timeline – Discussion/Action (10 minutes) – No discussion

Future agenda topics – Town involvement in permitting and licensing

Public comment/communications – Brian Slizewski questioned how many complaints are being received by Planning and Zoning. Jennrich reported that during the summer 1-2 complaints are received per week. Fisher reported that many of the complaints are being called into the County Supervisors. Slizewski stated that most counties require a health inspection prior to the ARP applications. Slizewski also stated that the Oneida County zoning fees are some of the highest in the state and he would be against an annual fee.

Adjourn – Thome adjourned the meeting at 11:49 a.m.

Respectfully submitted,

Tracy Hartman, Recording Secretary
Oneida County Clerk

Bob Thome, Chair