



## ADMINISTRATIVE COMMITTEE AGENDA

**Date and Time:** Tuesday, June 1, 2020 at 8:00AM CST  
**Location:** City Hall, 101 South Boulevard, Baraboo, WI 53913  
**Room:** C205 *Dennis O Thurow* Committee Room

**This meeting is open to the public. However, with the health concerns regarding COVID-19, anyone appearing in person will be required to socially distance themselves.**

**Remote participation at this meeting is allowed and encouraged. Committee Members and the public wanting to participate remotely must dial:**

**Conference Call: 1 (414) 662-3639 Conference Code: 829 989 048#**

### Notices:

Full Paper to Members:	Alderspersons: John Ellington, Heather Kierzek & Kathleen Thurow
Full Paper to Others:	Mayor, Mike Palm
Paper excluding Closed Session:	Library for subsequent posting
E-mail:	Clerks and Donna Munz
Outlook Meeting Calendar:	Administrator, Kennie Downing; City Attorney, Emily Truman; Police Chief, Mark Schauf; Finance Director, Cynthia Haggard; City Engineer, Tom Pinion; Clerk, Brenda Zeman
Citizen or other notices:	Neighbors of 440 16 <sup>th</sup> Street and 908 Ott Lane

- 1) Call to Order:
  - a) Roll call of members
  - b) Note Compliance with Open Meeting Law.
  - c) Approve minutes – May 12, 2020.
  - d) Approve agenda.
- 2) Action Items:
  - a) Consider Request for Excessive Household Animals – Kennie Downing. See the following attachments:
    - i) Memorandum from Cynthia Haggard, Finance Director
    - ii) Letter from Kennie Downing
  - b) Consider application for keeping chickens. See the following attachments:
    - i) Joshua Luth @ 908 Ott Lane
    - ii) City Ordinance 9.10(3)(b)(i)(1-5)
    - iii) Letter from Joan Ploetz
- 3) Information Item(s):
  - a. Date and time of next meeting: July 6, 2020 at 8:00AM CST
- 4) Adjournment: Alderperson Ellington

For more information about the City of Baraboo, visit our website at [www.cityofbaraboo.com](http://www.cityofbaraboo.com).

Agenda prepared by Cynthia Haggard, (608) 355-2700  
Agenda Posted by Donna Munz on May 29, 2020

Any person, who has a qualifying disability as defined by the Americans with Disabilities Act and requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Baraboo City Clerk at 101 South Boulevard, Baraboo, Wisconsin or by phone (608) 355-2700 during regular business hours at least 48 hours before the meeting to ensure reasonable arrangements are made to accommodate each request.

Present: Alderpersons John Ellington, Heather Kierzek & Kathleen Thurow  
Absent: None  
Also Present: City Administrator, Kennie Downing; Finance Director, Cynthia Haggard; Police Chief, Mark Schauf; City Attorney, Emily Truman; and City Clerk, Brenda Zeman.  
Citizen Present: None

The meeting was called to order by Chairman John Ellington at 8:00AM CST., with roll call and noting compliance with the Open Meetings Law.

Moved by Kierzek to approve the minutes of April 6, 2020, seconded by Ellington and carried by Ellington & Kierzek, Thurow abstained.

Motion by Kierzek to approve agenda, seconded by Thurow and unanimously carried.

Review and recommendation to the Council – Application for Keeping Chickens for Erik Poff @ 529 Quarry Street.

Chief Schauf mentioned this application had been checked by his Community Service Officer; the residence is in compliance. The City received a letter of correspondence included in the packet requesting a consideration for denial.

Zeman added that with a comparison of the letter to the Ordinance, the concerns raised are not within the Ordinance as reasons to deny an application.

Kierzek was concerned that the chicken coop may be closer to the neighbor's house than owner's house, referring to the Ordinance as one of the violations. Thurow and Ellington were familiar with the home and assured that the chicken coop was closer to the owner's house than the neighbor's house.

Motion to recommend to approve and move on to Council the application for keeping chickens for Erik Poff & 529 Quarry Street by Thurow, seconded by Kierzek and unanimously carried.

Member comments

- City staff was unanimously given permission to create a new Chapter in the City's Codebook specifically for animals and presenting it to a future Administrative Committee meeting to recommend and move on to Council at that time.
- City staff was given permission to amend Chapter 26 and Chapter 28 of the Code and move them to Chapter 1, where they will refer to bylaws.
- The next meeting will be Monday, June 1, 2020 at 8:00AM CST. Meeting location will be 101 South Boulevard.

Motion to adjourn by Ellington, seconded by Thurow and unanimously carried. Meeting adjourned at 8:19AM CST.

Respectfully submitted,  
Cynthia Haggard, Finance Director



## Finance Department Memorandum

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To: Administrative Committee

From: Cynthia Haggard, Finance Director,

A handwritten signature in black ink, appearing to be "CH", located to the right of the "From:" line.

Date: May 27, 2020

Re: Kennie Downing – Request for Excessive Household Animals

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Letters were prepared and hand delivered to residents adjacent to the property at 440 16<sup>th</sup> Street, Baraboo WI, 53913 where Kennie Downing resides. The letters included a copy of the agenda for the June 1, 2020 meeting; residents were invited to attend.

Date: May 27, 2020

From: John & Kennie Downing

Address: 440 16<sup>th</sup> Street, Upper Level

To: City of Baraboo Administrative Committee and Baraboo Common Council

RE: Request for Special Exception to exceed the 2-dog household limit to 3 dogs

My name is Kennie Downing. My husband John Downing and I are writing you to request a special exemption to allow us to keep three (3) dogs in our household at 440 16th Street, Upper Level, Baraboo WI 53913. During the first week of November, 2019 we moved from Florida to Baraboo with our three little dogs: ZsuZsu, Jesse, and Winston. Each weighs between 11-20 pounds and are ages 7, 1 ½, and 2. We have installed an electric fence around the entire perimeter of the property so the dogs won't escape.

In my previous position in Florida, we lived in a rural county that allowed up to 6 dogs per home. This was perfect to accommodate my mother-in-law's (Helen Downing's) dog kennel where she breeds cockapoos. When I accepted the position of Baraboo's City Administrator and chose to live within the city limits of Baraboo, our family collectively decided that my mother-in-law would move onto our property and close her dog breeding business, spay and neuter all dogs, and begin to re-home some dogs to comply with the city code's maximum limit. As the new City Administrator and resident of Baraboo, it is important that I understand and follow the Baraboo city code as any other citizen. We are requesting the exemption to keep our three dogs listed above until they are either re-homed or die. In the event this occurs, we will not exceed two dogs or get additional dogs as long as we reside on the said property.

My mother-in-law, Helen Downing, lives in a separate dwelling unit at 440 16<sup>th</sup> Street, Lower Level, Baraboo WI 53913 and has reduced her dogs to two and therefore doesn't warrant a separate request as she is currently in compliance. Her dogs are spayed and neutered and fenced in a separate area.

Both our household and my mother-in-law's household are capable of caring for the dogs' welfare until they die.

We appreciate your consideration of this matter. If approved, we will proceed to get all the dogs licensed and pay any late fees.

Kennie Downing



Date 5/27/20

FOR TREASURER'S USE ONLY

Receipt # \_\_\_\_\_  
Account # 100-10-44290

# APPLICATION FOR KEEPING CHICKENS

### License Applied For:

- New \$25.00
- Renewal \$10.00

(Fees are non-refundable and due upon filing)

The undersigned requests permission to keep chickens in the City of Baraboo.

JOSHUA LUTH

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address of applicant: 908 OTT LANE, Baraboo, WI 53913 04/08/2020

I. N.

Property Owner  Tenant

Zoning District: Available on City Website at [www.cityofbaraboo.com](http://www.cityofbaraboo.com).  
(Permit is only allowed in R1 or R1A Zoning Districts)

R-1

Tax parcel number of site: 206-1961-00000

Lot Size: Width (50' minimum) 94.70

Number of Chickens to be kept: (Cannot exceed 6.) 4

Accurate description of coop (must be covered, predator proof, provide adequate shade from summer and warmth in winter. Floor to be covered with wood or cedar chips. Coop may be part of yard shed or garage but may not be on top of a building.) Can attach photo or drawing, if preferred.  
All Precision Wooden Chicken Products are CARB compliant 2 Internal Roosting Bars Adjustable coop ventilation Pull-Out Cleaning Tray 3 Internal Nesting Boxes Enclosed shelter area. Solid wood construction with an asphalt roof Weather-resistant coating controls pests & rotting Multiple Access Doors For Easier Egg Collecting

Coop size: Length 78 inches Width 30 inches  
(Must provide two to four square feet per chicken.)

Size of Run attached or surrounding the coop: 6.5ft by 5ft to 24ft by 14ft garden section in

Distance of Coop/Run to Lot lines: 15 ft, 100 ft feet to closest side lot line, 60 ft feet to rear lot line. (May not be closer than 10 feet to any lot line. Coop may not be placed in the front yard.)

Distance of Coop/Run to Applicant's house: 125 feet  
(Must be closer to applicant's house than any other neighbor's house.)

Name, address, and tax parcel number of the owners of each parcel immediately touching your property line. (No application can be approved if 50% or more of the neighboring properties object.)

Name	Address	Parcel # 206-
Vincent Brunner	2001 Survey Lane	1960-00000 + 1959-00000
Gail Gazeley	1918 Jefferson Street	1962-00000 + 1963-00000
Mary Pat Eisen	902 Ott Lane	1950-00600
Joan Ploetz	PO Box 529	1952-00000

Name, address, and tax parcel number of the owners of each parcel immediately touching the property that also touches your property. Check the Sauk County GIS Website to verify neighbors  
<http://lrs.co.sauk.wi.us/AscentLandRecords/PropertyListing/RealEstateTaxParcel#/Search>

Put in your parcel number and click Find Now. Follow this to the next page where you will find a selection to view an Interactive Map. This should show you the Parcel Numbers of your surrounding neighbors and their information. If it is a rental property, please put the information of the Property OWNER NOT RENTER in the below space.

Name	Address	Parcel # 206-

WHEREFORE, the undersigned applicant hereby states that the foregoing information and all attachments to this application are true and correct.

Rules per Code 9.10(3):

1. Roosters and crowing cockerels shall not be kept.
2. Chickens shall not be allowed inside of a residence.
3. Chickens shall be kept in the covered coop or in the fenced run at all times.
4. The slaughtering of chickens in Residential Zoning Districts is prohibited.
5. A permit can be revoked for 3 violations within 12 months, or 5 violations within 36 months.

I will pay:     On Line                    by US Mail                    In Person

Dated: \_\_\_\_\_

\_\_\_\_\_ Applicant/Property Owner

APPROVERS:

04/08/2020

*Joshua Lusk*  
PLANNING & ZONING COMMISSION

04/08/2020

04/08/2020

- and any other snake exceeding three feet in length
- (i) Coyotes (*Canis latrans*)
  - (j) Deer (*Cervidae*); includes all members of the deer family, for example, white-tailed deer, elk, antelope, and moose; Elephants (*Elephas* and *Loxodonta*)
  - (k) Game cocks and other fighting birds
  - (l) Hippopotami (*Hippopotamidae*)
  - (m) Hyenas (*Hyaenidae*)
  - (n) Jaguars (*Panthera onca*)
  - (o) Leopards (*Panthera pardus*)
  - (p) Lions (*Panthera leo*)
  - (q) Lynxes (*Lynx*)
  - (r) Monkeys, old world (*Ceropithecidae*)
  - (s) Ostriches (*Struthio*)
  - (t) Piranha fish (*Characidae*) exceeding 6 inches in length
  - (v) Pumas (*Felis concolor*); also known as cougars, mountain lions and panthers
  - (w) Rhinoceroses (*Rhinocero tidae*)
  - (x) Sharks (class *Chondrichthyes*) exceeding 6 inches in length
  - (z) Tigers *Panthera tigris*
  - (aa) Wolves (*Canis lupus*)
  - (bb) Wolf-dog hybrids
  - (cc) Raccoon, skunk, fox, opossum, or any other warm-blooded animal that can normally be found in the wild state
  - (dd) Poisonous or venomous biting insects
  - (ee) Poisonous tarantula and poisonous or venomous biting spiders
- (2) VIOLATIONS. Any animal, reptile, insect, crocodilian, snake, spider, wild animal, or other creature owned, possessed, harbored, kept, or maintained in violation of subs.(1), above may be impounded and destroyed by the City, or its agents, at the expense of the violator, following notice and an opportunity to be heard by the Baraboo City Administrator, or his/her designee. Any police or humane officer of the City shall have the authority to enforce the provisions of this section, including, but not limited to, seizing any animal or creature that the officer reasonably believes is being possessed, harbored, owned, kept, or maintained in violation of this subs.(1) above. Any such animal or creature seized pursuant to this subsection (2) shall be held in the Sauk County Animal Shelter, or in such other facility deemed appropriate by the impounding officer until the animal or creature is identified as to genus and species to ascertain if the animal or creature is an endangered species identified as such in the Wisconsin Statutes. At any time after such identification, the City may destroy the animal or creature as provided herein. Any person aggrieved by the decision of the City Administrator, or his/her designee, may appeal such decision to the Common Council by filing a written notice of appeal with the City Clerk within five (5) business days of the mailing of the written decision and order by the City Administrator, or his/ her designee. The animal or creature shall be impounded, but not destroyed, until the appeal time has expired and until any timely filed appeal has been heard. The City may require the appealing

party to post a bond in an amount sufficient to satisfy the cost of holding and identifying the animal or creature. If it is determined that the animal or creature has been owned, possessed, harbored, kept, or maintained in violation of subs.(1) above, the costs incurred by the City for impounding, holding, and identifying the animal or creature shall be paid by the violator. Anyone found to be in violation of this section shall, in addition to the penalties provided in §25.04 of this Code, forfeit the prohibited animal or creature to the City Humane Officer or Police Officer for destruction or disposition as deemed proper. Prior to such forfeiture, a City Humane Officer or the Sauk County Health Officer may direct a transfer of the animal or creature to a qualified zoological, educational, or scientific institution or qualified private propagator for safe keeping, with the cost thereof being assessed and paid by the violator. The City elects not to be bound by Ch. 68, Wisconsin Statutes, with respect to administrative procedure under this section.

- (3) LIVESTOCK AND POULTRY. Except to the extent permitted in the City's Agricultural Districts, no person shall keep or maintain in any zoning district any poultry, pigeons or fowl, or any animal raised for fur bearing purposes, or any livestock, including, but not limited to horses, cattle, sheep, goats, pigs or swine, whether or not such animal is domesticated, tamed or a pet. (1854 02/17/96, 2312 07/28/09)
- (a) Grandfather Clause. Any person keeping or maintaining such poultry, pigeons, fowl, animal or livestock contrary to this subsection as of February 17, 1996, may continue to keep or maintain such poultry, pigeons, fowl, animal or livestock as a nonconforming use upon receipt of a permit from the Building Inspector in accordance with rules established by the Plan Commission as long as a public nuisance is not created in violation of the provisions of Ch. 10 of this Code. Such permit shall be issued for a term of two years to expire December 31, of odd numbered years. No permit or renewal thereof shall be issued until the premise has been inspected by the Building Inspector. (2440 02/23/16)
  - (b) Chickens. Chickens may be raised in the R-1, R-1A, R-2, R-3, and MH-S Residential Zoning Districts provided the following conditions are met: (2458 08/27/17, 2515 03/12/19)
    1. Permit Required. The keeping of chickens shall require a permit issued by the City Clerk.
      - a. Application and Review. Upon receipt of a completed permit application, other than a renewal application pursuant to Subs. (1)(c), below, the City Clerk shall notify by regular mail all property owners contiguous with the parcel proposed for the chicken coop. These property owners shall

have 10 business days from the date of the letter to file with the City Clerk a written objection, signed by the objector, to the permit being issued.

- i. If an objection is received, the City Clerk shall place the permit application on the next regularly scheduled Administrative Committee meeting agenda, and at the meeting the objection will either be read into the record or the objector will have an opportunity to be heard on the objection. The Administrative Committee shall approve the application so long as the following are satisfied:
  1. The basis for the objection is not reasonable, is not relevant to the facts presented, and/or the benefit to the applicant outweighs the reasons for the objection made by the objector.
  2. The applicant does not have a history of non-compliance with this ordinance, or, if there is a history of non-compliance, the applicant has provided sufficient proof that such non-compliance will not continue.
  3. The coop and run have been inspected by the City Humane Officer or designee to ensure that they are adequate and in compliance with the requirements this ordinance.
  4. The applicant has no prior convictions for animal cruelty or related offenses.
  5. The applicant is not delinquent in the payment of any taxes, assessments or other claims owed to the City, including a forfeiture resulting from a violation of any ordinance of the

City.

- ii. If an objection is not received, the Chief of Police or designee shall approve the City Clerk's issuance of the permit so long as the following are satisfied:
  1. The applicant does not have a history of non-compliance with this ordinance or, if there is a history of non-compliance, the applicant has provided sufficient proof that such non-compliance will not continue.
  2. The coop and run have been inspected by the City Humane Officer or designee to ensure that they are adequate and in accordance with the requirements of this ordinance.
  3. The applicant has no prior convictions for animal cruelty or similar offenses.
  4. The applicant is not delinquent in the payment of any taxes, assessments or other claims owed to the City, including a forfeiture resulting from a violation of any Ordinance of the City.
- b. Expiration. All permits shall expire on June 30 of every odd numbered year.
- c. Renewal. Current permit holders may apply for a renewal license at any time, but no sooner than three months prior to the permit expiration date and no later than five days prior to the expiration date. Prior to the issuance of a renewal permit, the City Humane Officer or designee shall inspect the coop and run to ensure continued compliance with this code; failure to be in compliance with this code at the time of inspection shall result in the renewal license not being issued and the permit holder needing to

- apply for a new license pursuant to Subs. (1)(a), above.
- d. Revocation. In the event that a permit holder accumulates three violations of this section within any 12-month period, or five violations within any 36-month period, or if the permit holder is convicted of an offense under Ch. 951, Wis. Stats., or any comparable statute in another jurisdiction, the permit shall be revoked 10 business days after the service of a Notice of Revocation on the permit holder by the City Clerk. Notice of Revocation is deemed served upon the day of mailing if sent by certified mail to the permit holder at the address as listed upon the application for the permit. If, during those 10 business days the permit holder files a request for an appeal with the City Clerk, the revocation will be stayed pending the outcome of the appeal. The Administrative Committee shall hear the appeal at their next regularly scheduled meeting and make a determination on the revocation based on whether there are validated complaint(s) investigated by the Baraboo Police Department.
  - e. Denials and Non-Renewals. The denial, non-renewal or revocation of a permit shall not preclude an applicant from applying for a permit at any time in the future.
  - f. Non-Transferrable. Permits are non-transferrable from person to person or place to place. In the event a permit holder moves, the permit holder must notify the City Clerk within 10 calendar days of said move and the permit shall then be voided by the City Clerk.
  - g. Fees. The application fee for a permit shall be \$25.00, except the application fee for a renewal permit pursuant to Subs. (1)(c), above, shall be \$10.00. All fees are non-refundable, cannot be non-prorated, and are due in full prior to the processing of the application by the City Clerk.
2. Parcel, Coop and Run Requirements.
    - a. Chicken coops and runs shall not be located closer than 10 feet to any lot line and may not be located closer to a neighboring residence than to the residence located upon the coop's parcel.
    - b. The lot upon which the chickens are raised shall have a minimum width of fifty feet, and contain only a single-family dwelling. In addition, all contiguous properties to the lot upon which the chickens are raised shall contain only a single-family or two-family dwelling.
    - c. A zero lot line duplex is not qualified to have chickens.
    - d. The chickens shall be provided with a covered coop with not less than two nor more than four square feet of area per chicken.
    - e. The coop shall be constructed of sturdy, predator-proof material and shall provide adequate shade from the sun and warmth in cold weather. The floor of the coop shall be covered with wood or cedar chips and be regularly cleaned and otherwise maintained.
    - f. The coop may be built as part of a yard shed or garage, but cannot be placed on top of a building.
    - g. Chickens shall be provided with a run attached to or surrounding the coop. The run shall be made of strong, predator-proof wire fencing. To prevent chickens from flying out of the run, fencing shall be of sufficient height, be covered, or the chickens shall have their wings clipped.
    - h. Chickens shall be kept in the covered coop or in the fenced run at all times.
  3. Miscellaneous Provisions.
    - a. Chickens shall not be allowed inside of a residence.
    - b. Chickens may only be raised on the property of the owner, or if a tenant, with the written

- consent of the owner.
  - c. Roosters and crowing cockerels shall not be kept.
  - d. No more than six chickens may be maintained on any parcel.
  - e. The slaughtering of chickens in the Residential Zoning Districts is prohibited.
  - f. The standards and requirements of §12.13(16) & (17)(b) of the Baraboo Municipal Code shall fully apply to the keeping of chickens.
- (c) EXCEPTIONS. The prohibitions of this Section shall not apply where the creatures are in the care, custody, or control of: a veterinarian for treatment; agricultural fairs; shows or projects of the 4-H Clubs; a display for judging purposes; an itinerant or transient carnival, circus or other show; dog or cat shows or trials; public or private educational or medical institutions; Department of Natural Resources Licensed Animal Rehabilitation Facility; licensed pet shops; City of Baraboo Zoo, or zoological parks or gardens and Circus World Museum Premises; if:
- (a) Their location conforms to the provisions of the zoning ordinance of the City;
  - (b) All animals and animal quarters are kept in a clean and sanitary condition and so maintained as to eliminate objectionable odors;
  - (c) Animals are maintained in quarters so constructed as to prevent their escape.
  - (d) All animals in licensed pet shops remain sequestered from the general public such that direct contact between the animal and persons who are not employees of the pet shop cannot occur. (2191 04/12/2005)

**9.11 LITTERING PROHIBITED.** No person shall deposit any mud, glass, refuse or waste, filth or other litter upon the streets, highways, alleys, parks or other property of the City or upon any private property or into or upon any body of water or stream within the City. (1526 11/22/88)

**9.12 ENCUMBERING STREETS AND SIDEWALKS PROHIBITED.** No person shall encumber the streets, sidewalks or alleys in the City with boxes, lumber, firewood or any other materials or substances in any manner what so ever, nor shall any person deposit any wastes, leaves or other debris on the streets, sidewalks or alleys of the City.

**9.13 CAMPING PROHIBITIONS** (1935 04/14/1998, 2209 09/27/2005)

- (1) DEFINITIONS. As used in this Ordinance, the following terms have the following meaning:

- (a) “Camp” and “Camping” means to occupy a recreational vehicle as temporary living quarters, or to occupy a tent or any temporary structure overnight as a living quarters.
  - (b) “Municipal Parking Lot” means any publicly owned parking area.
  - (c) “Recreational Vehicle” means a vehicular-type portable structure, without permanent foundation, which can be towed, hauled or driven over the road and which is primarily designed as a temporary living accommodation for recreational, camping and travel use, including, but not limited to, travel trailers, truck campers, camping trailers, and self-propelled motor homes.
  - (d) “Street” means any public right of way.
  - (e) “Front Yard” has the meaning as defined in §17.08(46), Ordinances.
- (2) CAMPING ON STREETS, MUNICIPAL PARKING LOTS, AND FRONT YARDS PROHIBITED. No person shall camp on any street or in any municipal parking lot or permit any other person to camp upon their front yard within the City of Baraboo.
- (3) PERSONS LIABLE. The following persons shall be liable for the penalty, provided that the City shall not collect more than one penalty for any single violation.
- (a) Any person above the age eighteen years who is occupying the recreational vehicle or is camping at the time of violation;
  - (b) The driver who parked the recreational vehicle;
  - (c) Any person who owns or controls a front yard and gives permission to any person to camp thereon.
- (4) EXCEPTION. Nothing in this ordinance shall be construed so as to prohibit playhouses or structures used primarily by children, or so as to prohibit camping by person under the age of thirteen years in a tent or other temporary structure located in a front yard for less than three consecutive nights.
- (5) ENFORCEMENT. This Ordinance may be enforced by any police officer or community service officer.

**9.14 OPEN CISTERNS, WELLS, BASEMENTS OR OTHER DANGEROUS EXCAVATIONS PROHIBITED.** No person shall have or permit on any premises owned or occupied by him any open cisterns, cesspools, wells, unused basements, excavations or other dangerous openings. All such places shall be filled, securely covered or fastened in such manner as to prevent injury to any person and any cover shall be of a

May 19, 2020

Brenda Zeman  
City Clerk  
107 South Boulevard  
Abnaboo, WI. 53913

Re: Luth Application for Keeping Chickens

Dear Ms. Zeman:

I object to this application because chickens make a lot of noise and they smell. I do not want to be woken up by the chickens.

Thank you,

Sincerely,

Joan M P Lutz