

## Finance & Personnel Committee Meeting

June 29, 2016, 6:00 pm

- 1) **Silence all cell phones**
- 2) **Call to Order and roll call of Officers:** The meeting was called to order at 6:00 pm by Committee Chair, Andy Ohlson. Officers present were: Village President Vickie Boehnlein, and Trustees, Josh Borden. A quorum was established. Also in attendance were Village Clerk Julie Lesar and DPW Superintendent Dan Birenbaum.
- 3) **Open Meeting Law Compliance Check:** This meeting is in compliance with the Open Meetings Law of the State of Wisconsin.
- 4) **Pledge of Allegiance to the American Flag, Moment of Silence:** All in attendance stood for the Pledge of Allegiance and moment of silence.
- 5) **Approval of Minutes:**
  - a) **Finance and Personnel Committee June 8, 2016** – Motion made by Ohlson and seconded by Boehnlein to approve June 8 minutes. Ayes – Boehnlein, Borden, and Ohlson; Noes – none, Abstain – none. Motion carried.
- 6) **New Business**
  - a) **Public Right-of-Way fees in regards to Ordinance 4-16:** Boehnlein explained that this ordinance was created for the Village to regulate the access of companies wanting to come in and construct towers in public right-of-ways in the Village. The committee must determine the fees that are related to this ordinance. Lesar contact the Village of Saukville to share the application form they currently use for a street or right-of-way opening permit. She added that the fees listed on the form are what Saukville has established. Lesar also added that Saukville's ordinance relating to this topic is very similar to the one the Village has established. Ohlson made a motion that the committee recommends the public right-of-way fees as stated in the Street or Right-of-way Opening Permit Application as presented. A base fee of \$150, boring fee of \$.25 per foot, and an administrative fee of \$100 for sidewalk, curb or pavement removal. Motion was seconded by Boehnlein. Ayes – Boehnlein, Ohlson, and Borden; Noes – none; Abstain – none. Motion carried.
  - b) **Temporary use permit fees in regards to proposed Ordinance 6-16 – Temporary construction offices and shelters, Special Events, and Temporary Storage Containers:** Boehnlein gave background information regarding the creating of the proposed ordinance. A resident was approached to host a traveling circus on their village, agriculture property. The Village currently does not have an ordinance that allows or regulates such events. Lesar added that the Village office has received a number of phone calls regarding the use of temporary storage containers. The Village also does not have an ordinance that regulates this usage. Ordinance 6-16 was established and worked out by the Plan Commission for these recent activities. The Finance and Personnel needs to decide if a fee will be charged for a permit or if there is a fee, what the amount will be. Boehnlein continued to give background information in regards to the creation of ordinance 6-16. The fees established would be per each event. Ohlson asked for some comparable information in regards to these fees. Lesar replied that she found some information from other communities that issue similar permits. The Village of Kimberly charges \$50 for circuses and carnivals or public entertainment is \$10 per day. The City of Stoughton charges \$30 special event application fee. Borden stated that he does not like the idea of charging for these applications. Boehnlein added that she also is not concerned about the fees. It is more important for the permit to complete so that zoning ordinances are followed and that the Village does not need to charge a fee. She added that a fee is not necessary for temporary construction offices and shelters. Borden suggested charging \$20 fee for a Special Event Permit. There was continued discussion regarding whether or not to charge a fee. Boehnlein summarized that there are three items the committee needs make decision on: temporary construction offices and shelters, special events, and temporary storage containers. Boehnlein shared that several members of the Plan Commission did not think it is necessary to charge a fee for temporary storage containers. However, it is necessary to keep track of how long a temporary storage container is kept at a residence so that residents do not use them as storage for an extended period of time. Borden asked for clarification regarding what is considered a special event. Boehnlein explained that it only pertains to a carnival, circus, carnival or animal rides associated with an event. After further discussion, the committee agreed to have no fee for temporary construction offices and shelters and temporary storage containers and a minimal fee for special events. Ohlson made a motion to recommend to the Village Board temporary use permit fees related to ordinance 6-16 a fee of \$30 for Special Events permits and no fees for Temporary Construction Offices and Shelters or Temporary Storage Containers. Motion was seconded by Boehnlein. Ayes – Boehnlein and Ohlson; Noes – Borden; Abstain – none. Borden

pointed out that Ohlson stated \$30 for the special event fee. Ohlson amended his motion to state a \$20 fee for special events. Boehnlein seconded the amendment. Ayes – Boehnlein, Ohlson, Borden; Noes – none; Abstain – none. Motion carried.

- c) **Existing resolution No. 13-15 Fee Resolution and proposes changes:** Lesar explained that when doing research in regards to fees, she came across a two different documents in regards to Resolution 13-15 which relates to fees. The current document on file was approved on October 12, 2015. This document does not state all of the fees that the Village is currently using. There is a proposed document on file; dated April 13, 2015 that does list all of the fees. Lesar asked for clarification from the committee as to which document is correct. Boehnlein asked where the proposed document came from. Lesar explained that it was in the shared data files. The fees listed on the proposed document are currently being used by the Village. Lesar clarified that not all of the fee information is state in the officially, approved Resolution No. 13-15 document that is filed. Lesar asked that the committee review the proposed changes (highlighted in red) in the document so that a final copy can be filed. Boehnlein suggested creating a new resolution with the all of the revisions stated. Boehnlein made a motion to introduce a new resolution with the updated fee schedule as listed in the proposed document with the exception of 74-9 being left at \$500. Motion was seconded by Borden. Ayes – Boehnlein, Borden, and Ohlson; Noes – none; Abstain – none. Motion carried.

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**Motion to Adjourn:** A motion to adjourn at 6:30 pm was made by Ohlson and seconded by Borden. Ayes – Boehnlein, Borden, and Ohlson; Noes – none; Abstain – none. Motion carried.

Respectfully submitted,



Julie D. Lesar  
Village Clerk

Approved Finance & Personnel Meeting, October 13, 2016