

**Finance Committee Meeting Minutes**  
**November 21, 2006**

**Chairman Jones** called the meeting to order at 7:05 p.m. and the Clerk confirmed that appropriate notice was given.

**Members present:** Mayor Sullivan and Aldermen Jones, Cochrane and Larsen

**Staff present:** Gard, Lamp, Frye, Kitsembel, Gallo, Beguhn, Dodge, Leidel, Duffy and Coenen

**Others present:** Aldermen Gross, Morgan, Snyder, Antonneau, Hollatz and Atty. Chapman

**2. Consider/recommend New 2007 User Fees**

Kitsembel reported that as mentioned at the October 3, 2006 Joint Finance Committee and Committee-of-the-Whole meeting, there are several potential user fees that the City can implement and one significant change in methodology for 2007. The new fees would include the City Clerk's department charging \$.25 a page for copies of agendas and minutes and a \$275 Weights and Measures License fee charged to business owners; Finance department charging \$.25 a page for copies of tax bills, charging \$1.00 per page to fax documents as requested and an assessment fee of \$50 for residential and \$100 for commercial for new construction; Fire department charging \$20 per year for a burn permit; Department of Public Works charging a \$20 administrative fee to cover the cost of street opening bond and charging \$.25 a page for zoning maps; Planning department charging a \$50 administrative fee plus a chargeback of actual staff time spent reviewing a sign permit, a \$50 administrative fee plus a chargeback of actual staff time spent preparing a zoning determination and a \$50 administrative fee plus a chargeback of actual staff time spent reviewing architectural plans and Economic Development charging a \$10 administrative fee for processing a filming application in addition to the actual costs for materials and labor. The methodology change is in the mindset for the Planning department from various flat fees for different applications/processes to an administrative fee plus chargeback structure. The administrative fee covers items such as paper, printing, publication, mailings and administrative staff time and the chargeback is for the actual time the City Planner spends on the individual application/process. This fee structure is more equitable to our customers because of the difference in the time required for each individual application/process. There will be a small increase for parking permits, which was included in the 2007 budget. Another change is the room tax will increase from 5% to 6%, but we want to give appropriate notice to establishments so they have time to change their systems. Therefore, it will be possibly March before we implement the change. It is estimated that the new fees will total \$20K - \$25K a year.

Mayor Sullivan asked if a street opening occurs and if the road is already concrete, does the contractor replace it with concrete – Yes. The Alderman had questions on how planning fees for actual time and the different methodology equates and it was stated it varies. There are no charges for the initial staff review, phone consultation, the first meeting, etc. It was suggested an upfront letter stating a range of fees for the different applications/processes be given to developers so they know coming in what charges they may be responsible for. It was also suggested that the Police department take another look at the parking permit fee.

Motion by Jones to recommend to Council adopting the new 2007 User Fees with discussion incorporated into the final resolution; second by Cochrane. Motion carried 3-0.

**3. Consider/act on Vouchers**

Motion by Cochrane to approve the vouchers in the amount of \$2,508,007.43; second by Larsen. Motion carried 3-0.

Motion by Cochrane to adjourn; second by Jones. Motion carried 3-0. The meeting adjourned at 7:33 p.m.

Minutes taken by  
Diane Coenen, City Clerk  
Ald. Larsen, Secretary