



CITY OF VERONA

FINANCE COMMITTEE
MONDAY, SEPTEMBER 25, 2023 – 6:00 P.M.
VERONA CITY CENTER-Conference Room D110
111 LINCOLN STREET

AGENDA

1. Call to order.
2. Roll call
3. Discussion and Possible Action re: Recommended Approval of the September 18, 2023 Finance Committee Minutes
4. Discussion and Possible Action re: Any Updates or Information on the 2024 Budget, Department Budget Presentation, Administration, Tax Increments Financing Districts (TIFs), Debt, Economic Development, Staffing Table
5. Discussion and Possible Action re: Resolution R-23-026 Approving the Fee Schedule for 2024
6. Discussion and Possible Action re: Payment of Bills
7. Adjournment.

Chairperson Chad Kemp

POSTED: Verona City Hall
Verona Public Library
Miller's Market
City Web Page at www.ci.verona.wi.us

9/22/2023

Notice is hereby given that a quorum of the members of the City Council or other standing committees of the City Council may be present at the meeting of the Finance Committee to gather information about a subject over which they have decision-making responsibility. The City Council and any other standing committees will not take formal action at this meeting

IF YOU NEED AN INTERPRETER, MATERIALS IN ALTERNATIVE FORMATS, OR OTHER ACCOMMODATION TO ACCESS THE MEETINGS, PLEASE CONTACT THE CITY CLERK AT 845-6495 AT LEAST 48 HOURS PRECEDING THE MEETING. EVERY REASONABLE EFFORT WILL BE MADE TO ACCOMMODATE YOUR REQUEST.



City of Verona

Finance Committee
City Hall – 111 Lincoln Street
Verona, WI 53593-1520

FINANCE COMMITTEE MINUTES SEPTEMBER 18, 2023

The meeting was called to order by Chairperson Chad Kemp at 6:00 p.m.

Roll Call: Chairperson Chad Kemp, Alder Mara Helmke and Alder Christine Posey were present.

Also present: Mayor Luke Diaz, Alder Kate Cronin, City Administrator Jamie Aulik, Finance Director Brian Lamers, Interim Public Works Director and Parks Director Adam Waszak, Recreation Director Casey Dudley, Library Director Stacey Burkart and Human Resources Coordinator Mitch Weckerly

Discussion and Possible Action regarding approval of September 11, 2023, Finance Committee minutes: Helmke stated there was a typo on the minutes with Kemp was Kemo on the second last paragraph. Lamers noted it and made the change. Motion was made by Kemp, seconded by Helmke to approve the September 11, 2023, Finance Committee minutes with the changes noted. Motion carried 3-0.

Discussion and Possible Action regarding any Updates or Information on the 2024 Budget, Department Budget Presentations:

Library Director Stacey Burkart stated that in the operating budget was a 3% cost of living (COLA) added to personnel. She stated there was an addition to a 50% Library Assistant added to the budget. She stated that there was an increase to the Pages of \$1.65 an hour and a 3% COLA. She stated there was an increase in snow removal of \$1,600 and 5% to Utilities. Added to the budget was \$2,500 for a printing pay station, there was a \$6,000 increase to Southeast Library cost and \$4,200 for diversity audit software. Included was \$75,000 for carpeting, \$10,000 for a lactation pod, which \$5,000 additional grant is coming from Epic grant and another \$5,000 from Friends of the Library, and \$103,000 for a new sorter that is 12 years old.

Recreation Director Casey Dudley stated in the 2024 budget there was an increase in revenue by 4.93% or approximately \$17,000. He stated park reservation fees increased last year and could probably be increased another \$4,000 for 2024 budget. He noted other fees increase for programs. He stated in 2024 there was an overall increase of 1% in expenditures. There was \$7,500 less than expected in lifeguards and the beach with scheduling changes and not being open as long into the year. He stated that he is proposing to raise the rates for the beach, which haven't been raised in year.

Interim Public Works Director Adam Waszak presented through a power point presentation and that is available upon request. Lamers did point out that the proposed increase to refuse and recycling charge for residents is going from \$192 to \$200 which is placed on the tax bills.

Lamers went over the Municipal Court budget and stated there was an increase to COLA and Fringes and the other change was an increase in IT support.

Lamers went over the Planning Department budget and stated there was an increase in COLA and Fringes and there was an \$4,000 added for fly Dane air photos.

Lamers did a recap of the budget at this point and talked about requested position and future positions. He stated there is an available balance of \$286,000. He went through the list of some of the changes for each department. He then went through outstanding request. and changes to retirement, dental and health insurance. There was discussion regarding changing the COLA from 3% to 5%. There was discussion on targeted positions and the cost for grade increase to certain positions. After further discussion there was a request to come up with a cost of all the listed positions and use one grade change. Kemp also requested the cost of a Lieutenant instead of a Captain.

Adjournment: Motion was made by Kemp, seconded by Posey to adjourn the Finance Committee Meeting at 7:45 p.m. Motion carried 3-0.

Respectfully submitted,
Brian Lamers CPA
Finance Director

**CITY OF VERONA
RESOLUTION NO. 23-026**

A RESOLUTION AMENDING THE CITY FEE SCHEDULE

WHEREAS, Section 3-6-1 of the Code of Ordinances of the City of Verona was created to establish a schedule of fees that apply to the issuance of licenses, permits, registrations and other such activities as may be determined by the City Council; and

WHEREAS, the City Fee Schedule shall be amended from time-to-time by action of the City Council and shall be attached to this Section by reference; and

WHEREAS, a review of the current fees schedule resulted in a change to some fees in order to cover associated expenses;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Verona as follows:

1. That the attached City Fee Schedule is hereby approved and authorized.
2. That the attached City Fee Schedule shall become effective and shall be implemented as of January 1, 2024.

Adopted this 25 day of September, 2023.

CITY OF VERONA

BY: _____
Luke Diaz, Mayor

SEAL

ATTEST: _____
Holly Licht, Clerk

**CITY OF VERONA
Fee Schedule**

A/C Number	Fee Category	2023	2024
	<u>ADMIN AND PUBLIC RECORDS</u>		
	Insufficient Funds Returned Check Fee	Bank Charge	Bank Charge
	Room Tax	7.00%	7.00%
100-46901	Tax/Special Assessment Searches	\$35.00	\$35.00
100-46901	Tax/Special Assessment Searches (expedited)	\$60.00	\$60.00
	Photo Copies-Documents	\$0.25	\$0.25
	Copies On Digital Storage Devices(CD,DVD)	\$3.00	\$3.00
	<u>PUBLIC SAFETY</u>		
	Civil Process-Service of Process Fee	\$30.00	\$30.00
	Civil Process-Travel Fee	IRS Rate	IRS Rate
	<u>PUBLIC WORKS</u>		
	Driveway Permit Fee	\$5.00	\$5.00
	<u>LICENSING AND REGULATION</u>		
100-44110	Class A Liquor Retailer's License	\$500	\$500
100-44110	Class A - Fermented Malt Beverage	\$300	\$300
100-44111	Class B Liquor Retailer's License	\$500	\$500
100-44111	Class B - Fermented Malt Beverage	\$100	\$100
100-44111	Reserve Class B	\$10,000	\$10,000
100-44111	Temporary Class B Fermented Malt Beverage	\$10	\$10
100-44111	Temporary Class B Wine License	\$10	\$10
100-44111	Class C Wine License	\$100	\$100
100-44111	Provisional Retail License	\$15	\$15
100-44112	Operator's License-Provisional	\$10	\$10
100-44112	Operator's License-Annual	\$33	\$33
100-44112	Operator's License-2 year	\$53	\$53
100-44113	Cigarette License	\$100	\$100
100-44114	Amusement Device Licenses	\$100	\$100
204-44120	Cable TV Franchise License	5.00%	5.00%
100-44115	Transient Merchant-Direct Sellers Registration Fee	\$25	\$25
100-44115	Transient Merchant-Solicitors	\$25	\$25
	Permit Fee for Street Use	\$25	\$25
	Permit Required for Nonmetallic Mining	\$50	\$50
	Blasting and/or Rock Crushing	\$100	\$100
100-44910	Special Event Permit	\$143	\$143
100-44910	Special Event Permit- Non-profit	\$43	\$43
	Fees- Pawnbroker, Secondhand Article and Jewelry	\$210	\$210
	Fees- Pawnbroker, Secondhand Article and Jewelry	\$27.50	\$27.50
	Fees- Pawnbroker, Secondhand Article and Jewelry	\$30	\$30
	Fees- Pawnbroker, Secondhand Article and Jewelry	\$165	\$165
	Chicken License	\$20	\$20
	Late Fee	\$5	\$5
100-44210	Dog License	\$25	\$25
100-44210	Neutered or Spayed	\$20	\$20
100-44211	Late Fee	\$5	\$5
	<u>MOTOR VEHICLES AND TRAFFIC</u>		
100-44220	Bike Licenses	\$5	\$5
	Snowmobile Renter's License	\$15	\$15
	Newstand Permit Fee	\$25	\$25

A/C Number	PLANNING & DEVELOPMENT FEES	2023	2024
	<u>Land Division</u>		
100-44410	Certified Survey Maps	\$150 + \$100/lot	\$150 + \$100/lot
100-44410	Preliminary Plat	\$300+\$50/lot	\$300+\$50/lot
100-44410	Final Plat	\$300+\$25/lot	\$300+\$25/lot
	<u>Planned Development District</u>		
100-44416	Concept Plan	\$350	\$350
100-44416	General Development Plan	\$350	\$350
100-44416	Precise Implementation Plan	\$350	\$350
	<u>Zoning</u>		
100-44413	Conditional Use Permit	\$350	\$350
100-44415	Site Plan Review	\$350	\$350
100-44412	Zoning Map & Regulation Amendments	\$350	\$350
100-44411	Variances/Appeals	\$350	\$350
	<u>Miscellaneous</u>		
100-44417	Annexation Fee	\$350 + Taxes	\$350 + Taxes

A/C Number	RECREATION	2023	2024
100-46751	Little League Fees	\$45-\$65	\$45-\$65
100-46752	Adult Softball Fees	\$150	\$150
100-46753	Volleyball Fees	\$400	\$420
100-46754	Soccer Fees	\$37 - \$55	\$37 - \$55
100-46755	Men's Basketball	\$600	\$620
100-46756	Youth Basketball	\$32 - \$82	\$32 - \$82
100-46757	Tennis	\$55 - \$70	\$55 - \$80
100-46758	Rhapsody Classes	N/A	N/A
100-46760	Swimming Fees	\$2 - \$7	\$3 - \$7
100-46761	Other Recreation	N/A	N/A
100-46762	Park Reservations	\$10 0- \$200	\$100 - \$200
100-46763	Hometown USA Concession Stand	Various	Various
100-46764	Golf Fees	N/A	N/A
100-46765	Playground Program	\$200-\$300	\$200-\$310
100-46766	Baseball Field Reservation Fee	\$20 - \$150	\$20 - \$150
100-46767	Amusement Ticket Fee	Various	Various
100-46768	Flag Football	\$65-\$100	\$65-\$105
100-46770	Dance Lessons	\$114 - \$140	\$114 - \$140
100-46771	Canoeing/kayaking	\$130 - \$150	\$130 - \$150
100-46773	Adult Yoga	\$50 - \$150	\$50 - \$150
100-46772	Babysitting Clinic	\$94 - \$109	\$94 - \$109
100-46774	Youth Camp Soccer	\$90 - \$159	\$90 - \$159
100-46778	Instr Volleyball	\$45 - \$60	\$45 - \$65
100-46780	Youth Volleyball	\$60 - \$75	\$60 - \$80
	Field Usage Fees		
	Resident Teams *		
	Community Park, Veteran's Park and Stampfl		
	Monday-Friday	\$45	\$45
	Weekend	\$60	\$60
	Night Games	add \$20	add \$20
	No-prep Games	add \$20	add \$20
	Non-Resident Teams		
	Community Park, Veteran's Park and Stampfl		
	Monday-Friday	\$100	\$100
	Weekend	\$125	\$125
	Night Games	add \$20	add \$20
	No-prep Games	add \$25	add \$25
	Tournament Teams		
	Community Park, Veteran's Park and Stampfl		
	Practice Usage	\$25	\$25
	Game Usage	\$125	\$125
	* A resident team shall have over 50% of its roster made up of City of Verona residents		
	Prices include up to 5 bags of Diamond Dry if field is wet. Additional bags will be available at a cost of \$10 per bag		

A/C Number	CEMETERY	2023	2024
206-46540	Burial Lots	\$800	\$800
206-46540	Transfer of Title	\$25	\$25
206-46540	Replacement Deeds	\$25	\$25
206-46540	Staking for Burials	\$75	\$75
206-46540	Staking for Monuments	\$60	\$60

A/C Number	BUILDING INSPECTION	2023	2024
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New Construction, Alterations and Addition Permits

Building Fees

Building Permit Fees shall be the sum of:

All Groups Base Fee		\$75		\$75
Group 1: Fee per Square foot of all areas	\$0.09/sq.ft		\$0.09/sq.ft	
Group 2: Fee per Square foot of all areas	\$0.12/sq.ft		\$0.12/sq.ft	
Group 3: Fee per Square foot of all areas	\$0.08/sq.ft		\$0.08/sq.ft	
Base fee Commercial		\$150		\$150

Electrical Fees

Electrical Permit Fees shall be the sum of:

All Groups Base Fee		\$75		\$75
Group 1: Fee per Square foot of all areas	\$0.06/sq.ft		\$0.06/sq.ft	
Group 2: Fee per Square foot of all areas	\$0.17/sq.ft		\$0.17/sq.ft	
Group 3: Fee per Square foot of all areas	\$0.05/sq.ft		\$0.05/sq.ft	
Base fee Commercial		\$150		\$150

Plumbing Fees

Plumbing Permit Fees shall be the sum of:

All Groups Base Fee		\$75		\$75
Group 1: Fee per Square foot of all areas	\$0.06/sq.ft		\$0.06/sq.ft	
Group 2: Fee per Square foot of all areas	\$0.07/sq.ft		\$0.07/sq.ft	
Group 3: Fee per Square foot of all areas	\$0.05/sq.ft		\$0.05/sq.ft	
Base fee Commercial		\$150		\$150

HVAC Fees

HVAC Permit Fees shall be the sum of:

All Groups Base Fee		\$75		\$75
Group 1: Fee per Square foot of all areas	\$0.06/sq.ft		\$0.06/sq.ft	
Group 2: Fee per Square foot of all areas	\$0.07/sq.ft		\$0.07/sq.ft	
Group 3: Fee per Square foot of all areas	\$0.05/sq.ft		\$0.05/sq.ft	
Base fee Commercial		\$150		\$150

Erosion Control Fees

Group 1: \$100 per unit for 1-4 units		\$100		\$100
Group 1: \$50 per units 5+		\$50		\$50
Group 2 and 3: \$50 per 1,000 Square feet of all areas	\$50/1,000 sq.ft		\$50/1,000 sq.ft	

Early Start Permit

Group 1		\$150		\$150
Group 2 and 3		\$500		\$500

Driveway Opening

Group 1		\$75		\$75
Group 2 and 3		\$150		\$150

Wisconsin State Seal

1 and 2 family only		\$75		\$75
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Street Tree Fee

Per Lot (New construction only)	\$325	\$4.50 per linear foot of road frontage		
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Park Development Fee

Per Bedroom (new construction Group 1 only)	\$300			\$300
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Library Impact Fee

Single Family Per Unit (New construction only)	\$540			\$540
Multi Family Per Unit (New construction only)	\$371			\$371

Police Impact Fee

Single Family Per Unit (New construction only)	\$413			\$413
Multi Family Per Unit (New construction only)	\$368			\$368

Non-Residential	\$1.4094/\$1,000 of total project cost of fracation thereof	\$1.4094/\$1,000 of total project cost of fracation thereof		
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A/C Number	BUILDING INSPECTION	2023	2024
	<u>Fire Impact Fee</u>		
	Single Family Per Unit	\$310	\$310
	Multi Family Per Unit (New construction only)	\$213	\$213
	Non-Residential	\$2.10 per \$1,000 total project cost or fraction thereof	\$2.10 per \$1,000 total project cost or fraction thereof
	<u>Water Impact Fee</u>		
	5/8" & 3/4"	\$324	\$324
	1"	\$810	\$810
	1-1/2"	\$1,620	\$1,620
	2"	\$2,592	\$2,592
	3"	\$4,860	\$4,860
	4" and greater	\$8,100	\$8,100
	<u>Sewer Connection Fees</u>		
	5/8" & 3/4"	\$551	\$551
	1"	\$1,377	\$1,377
	1-1/2"	\$2,754	\$2,754
	2"	\$4,407	\$4,407
	3"	\$8,262	\$8,262
	4" and greater	\$13,771	\$13,771
	<u>Alteration and Repair Permits</u>		
	<u>Building Fees</u>		
	Building permit fees shall be the greater of:		
	Base fee - \$50 or:		
	Group 1 \$.08 per square foot of all areas		
	Group 2 \$.10 per square foot of all areas		
	Group 3 \$.06 per square foot - first 10,000 square feet of all areas		
	<u>Electrical Fees</u>		
	Electrical permit fees shall be the greater of:		
	Base fee - \$50 or:		
	Group 1 \$.05 per square foot of all areas		
	Group 2 \$.06 per square foot of all areas		
	Group 3 \$.02 per square foot of all areas		
	<u>Plumbing Fees</u>		
	Plumbing permit fees shall be the greater of:		
	Base fee - \$50 or:		
	Group 1 \$.05 per square foot of all areas		
	Group 2 \$.06 per square foot of all areas		
	Group 3 \$.02 per square foot of all areas		
	<u>Heating/Ventilating/Air Conditioning Fees</u>		
	Heating/Ventilating/Air Conditioning fees shall be the greater of:		
	Base fee - \$50 or:		
	Group 1 \$.05 per square foot of all areas		
	Group 2 \$.06 per square foot of all areas		
	Group 3 \$.02 per square foot of all areas		
	<u>Miscellaneous Fees</u>		
	<u>Failure to Obtain an Required Certificate of Occupancy</u>		
	<u>Prior to Occupancy</u>		
	Group 1	\$100	\$100
	Group 2 and 3	\$200	\$200

A/C Number	BUILDING INSPECTION	2023	2024
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Flat Rate Project Permits

Deck Permit	\$150/unit	\$150/unit	
Roof Replacement Permit (One & Two Family)		\$75	\$75
All Other Roof Replacement Permit		\$200	\$200
Siding/Soffit/Fascia Permit		\$75	\$75
Windows/Doors Permit		\$75	\$75
Water Heater Permit (per unit)		\$75	\$75
Water Treatment Device Permit (per unit)		\$75	\$75
Residential Furnace Permit		\$75	\$75
Residential A/C Permit	\$75plus \$50 if new install	\$75plus \$50 if new install	
Above Ground Swimming Pool Permit		\$150	\$150
Below Ground Swimming Pool Permit		\$200	\$200
Fence Permit		\$75	\$75
Residential Electrical Service Permit		\$75	\$75
Moving of Building/Structures Permit		\$200	\$200
Demolition Permit (per Building)		\$150	\$150
Sign Permit	\$50 base plus \$1.00/sq.ft	\$50 base plus \$1.00/sq.ft	
Minimim Permit Fee		\$75	\$75
Special Inspections	\$75/hr	\$75/hr	
Commercial HVAC rreplacement		\$250	\$250

AJC Number	BUILDING INSPECTION	2023			2024		
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Commercial Plan Review Fees

Building Fees	2023				2024			
	Building	HVAC	Fire Alarm	Fire Suppression	Building	HVAC	Fire Alarm	Fire Suppression
Area < 2500 Square Feet	\$330		\$220	\$130	\$330	\$220	\$130	\$130
Area 2501 - 5000 Square Feet	\$550		\$260	\$160	\$550	\$260	\$160	\$160
Area 5001 - 10,000 Square Feet	\$750		\$400	\$315	\$750	\$400	\$315	\$315
Area 10,001 - 20,000 Square Feet	\$1,100		\$540	\$620	\$1,100	\$540	\$620	\$620
Area 20,001 - 30,000 Square Feet	\$1,500		\$830	\$925	\$1,500	\$830	\$925	\$925
Area 30,001 - 40,000 Square Feet	\$2,000		\$1,100	\$1,240	\$2,000	\$1,100	\$1,240	\$1,240
Area 40,001 - 50,000 Square Feet	\$2,700		\$1,500	\$1,555	\$2,700	\$1,500	\$1,555	\$1,555
Area 50,001 - 75,000 Square Feet	\$3,400		\$2,100	\$1,880	\$3,400	\$2,100	\$1,880	\$1,880
Area 75,001 - 100,000 Square Feet	\$5,600		\$2,700	\$2,210	\$5,600	\$2,700	\$2,210	\$2,210
Area 100,001 - 200,000 Square Feet	\$9,900		\$6,300	\$2,580	\$9,900	\$6,300	\$2,580	\$2,580
Area 200,001 - 300,000 Square Feet	\$15,000		\$9,200	\$3,030	\$15,000	\$9,200	\$3,030	\$3,030
Area 300,001 - 400,000 Square Feet	\$18,500		\$12,000	\$3,480	\$18,500	\$12,000	\$3,480	\$3,480
Area 400,001 - 500,000 Square Feet	\$20,000		\$13,500	\$3,930	\$20,000	\$13,500	\$3,930	\$3,930
Area > 500,000 Square Feet	\$22,000		\$15,000	\$4,310	\$22,000	\$15,000	\$4,310	\$4,310

Plus \$100 application fee
 \$100 for revision after plan review completed