

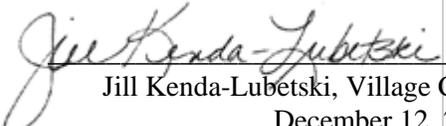
VILLAGE BOARD MEETING
Monday, December 16, 2013
Earl McGovern Board Room, 6:30 P.M.



PLEASE TAKE NOTICE that a meeting of the Brown Deer Village Board will be held at the Village Hall of the Village of Brown Deer, 4800 West Green Brook Drive, Brown Deer, Wisconsin at the above noted time and date, at which the following items of business will be discussed and possibly acted upon:

- I. Roll Call and Pledge of Allegiance
- II. Persons Desiring to be Heard
- III. Consideration of Minutes: December 2, 2013 – Regular Meeting
- IV. New Business
 - A) Resolution No. 13-, “A Resolution Approving the Boundaries Designated by the Authority of the Village of Brown Deer, Wisconsin and Declaring the Area within the Designated Boundaries to be Blighted” - **Manager’s Office**
 - B) Resolution No. 13-, “Resolution Recreating and Establishing the Brown Deer Farmers Market” - **Manager’s Office**
 - 1) Committee Appointments
 - C) Resolution No. 13-, “Resolution Opposing Assembly Bill 522, Requiring Municipalities to Share Payments in Lieu of Taxes with other Taxing Jurisdictions” - **Manager’s Office**
 - D) Resolution No. 13-, “Fee Schedule for 2014” - **Manager’s Office**
 - E) Purchase of a New Chipper (Bobcat Morbark-Beever M12R w/Kubota 99-HP) - **Finance & Public Works Committee**
 - F) Resolution No. 13-, “Authorizing Submittal of Application for an Urban Grant for 2014” - **Finance & Public Works Committee**
 - G) Approval and Consideration of November Vouchers - **Finance & Public Works Committee**
 - H) Report on October 2013 Financial Reports - **Finance & Public Works Committee**
- V. Unfinished Business
- VI. Committee Reports

This is an opportunity for Board Members to Report on their Respective Committees, Commissions, and Boards of which they serve as a member. Matters that require no action or approval.
- VII. Village President’s Report
- VIII. Village Manager’s Report
- IX. Adjournment



Jill Kenda-Lubetski, Village Clerk
December 12, 2013

PERSONS REQUIRING SPECIAL ACCOMMODATIONS FOR ATTENDANCE AT THE MEETING SHOULD CONTACT THE VILLAGE CLERK AT LEAST ONE BUSINESS DAY PRIOR TO THE MEETING.

**BROWN DEER VILLAGE BOARD
DECEMBER 2, 2013 MEETING MINUTES
HELD AT THE BROWN DEER VILLAGE HALL
4800 WEST GREEN BROOK DRIVE**

The meeting was called to order by President Krueger at 6:32 P.M.

I. Roll Call

Present: Village President Krueger; Trustees: Baker, Boschert, Oates, Schilz, Springman, Weddle-Henning

Also Present: Michael Hall, Village Manager; Matthew Janecke, Assistant Village Manager; John Fuchs, Village Attorney; Susan Hudson, Treasurer/Comptroller

II. Pledge of Allegiance

III. Persons Desiring to be Heard

Bruce Thomas, 6200 West Pierner Place, thanked the Village Board and Staff for all of their hard work over the year. He specifically thanked Village President Krueger for the Village's tentative agreement with MMSD that saved residents approximately \$670.

IV. Consideration of Minutes: November 18, 2013 – Regular Meeting

It was moved by Trustee Oates and seconded by Trustee Boschert to approve the minutes from the November 18, 2013 - Regular Meeting. The motion carried unanimously.

V. Unfinished Business

A) Landscaping and Village Identity for the Village of Brown Deer - Topiary

Mr. Hall announced the price quotes for the signs came back more than anticipated and, therefore, funds are not available to purchase the deer topiary.

This item was tabled due to the introduction of recent information concerning the total expense of the project.

VI. New Business

A) North Shore Fire Department Funding Formula

Mr. Hall informed the Board of the recent events that took place regarding the formula for the consolidated Fire Department by first mentioning how the formula was previously determined with costs based on a third split between usage, population, and assessed value. It was determined this way because of the weight given to industrial buildings, which are now better served by technology contributing to better alarming and fire suppression. The new formula puts greater weight on usage (40%), with population and assessed value having a weight of 30%. Based on the makeup of the community, changes will be made every five years with the change incrementally taking place over the next five year period.

Trustee Boschert inquired into an analysis comparing the old and new formulas and how do they compare. Mr. Hall responded the Village's contribution would reduce by 1% incrementally over the next five years with the new formula compared to the old formula. Overall, there was little change amongst each of the North Shore communities' contribution.

Trustee Baker asked which of the North Shore communities have accepted this agreement. From Attorney Fuchs recollection, Brown Deer may be the first community to approve the new formula with the

exception of possibly Fox Point. President Krueger mentioned all of the Managers have approved the funding formula.

Trustee Springman asked if details are given for calls of service and is concerned that some locations may be having more usage. Attorney Fuchs mentioned higher users cannot be charged more based on constitution in Wisconsin called the "Uniformity Clause". President Krueger mentioned that usage is based on an average of five years.

Trustee Springman mentioned a lot has been said recently about the rising costs/calls for Emergency Medical Services and asked if this will change how response vehicles will be purchased, with emphasis being placed on purchasing more ambulance vehicles as opposed to fire trucks. President Krueger mentioned each piece of equipment is purchased based on need but that fire trucks need to be included in the fleet in the event of a fire.

Trustee Weddle-Henning inquired if costs will always be determined based on usage, population, and assessed value. Mr. Hall replied the new contract will start in 2016 and that the three areas for cost determination will always be the same; however, the percentages for weight may change.

It was moved by Village President Krueger and seconded by Trustee Schilz to adopt Resolution No. 13-, "A Resolution Approving Amendment No. 8 to the North Shore Fire Department Agreement to Amend and Restate the Financing Formula in Exhibit C". The motion carried unanimously.

B) Resolution No. 13-, "A Resolution Approving the Boundaries Designated by the Community Development Authority of the Village of Brown Deer, Wisconsin and Declaring the Area Within the Designated Boundaries to be Blighted"

Mr. Hall introduced the item by identifying the area being proposed as blighted for the purpose of a project area in need of redevelopment. The designation allows the Village to start the eminent domain process for the abandoned gas station at the corner of 51st Street and Brown Deer Road. Attorney Fuchs further explained the eminent domain process and the reasoning to declare the area blighted.

Trustee Boschert clarified that this designation does not take the property off of the tax rolls, essentially adversely affecting other taxing entities. Mr. Hall confirmed his clarification.

Trustee Springman asked Staff to clarify the statement "this allows us to deal with them". Attorney Fuchs responded this designation allows Staff to negotiate with the owner of the abandoned gas station to agreeable terms and to tentatively agree on terms with other entities to improve the areas that are declared blighted. After all, final approval needs to be granted by the Village Board, but this simply allows staff to start the eminent domain and negotiation processes.

Trustee Weddle-Henning briefly mentioned the access drives for the 5091 W. Brown Deer property could be improved when it gets to that point.

It was moved by Trustee Schilz and seconded by Trustee Boschert to adopt Resolution No. 13-, "A Resolution Approving the Boundaries Designated by the Community Development Authority of the Village of Brown Deer, Wisconsin and Declaring the Area Within the Designated Boundaries to be blighted". The motion carried unanimously.

C) Legal Services with Michael Best & Friederich LLP (Community Development Authority)

Mr. Hall stated that basically this is the contract renewal for Attorney Marcuvitz as Community Development and Tax Incremental Financing counsel. Ms. Hudson presented charges paid out over the

last three years, with a majority of the charges being charged to the TIF districts. President Krueger asked Staff if the Village receives a detailed list of services as part of Michael Best's invoice. Ms. Hudson confirmed the Village does along with the hours associated to each project.

Trustee Springman asked if the agreement is open ended because a contract end date is not included in the contract and disagrees with the statement that the Village is not notified with fee increases. Attorney Fuchs said he will ask Attorney Marcuvitz to remove the statement concerning notification of fees. The contract term date is defined in the ordinances that establish the Community Development Authority.

Trustee Baker asked how are the large variances in legal fees from year-to-year budgeted. Mr. Hall mentioned the budget has a line for legal services but a majority of the expenses for Attorney Marcuvitz are expensed to the Tax Incremental Financing districts.

It was moved by Trustee Springman and seconded by Trustee Weddle-Henning to approve the contract for Legal Services with Michael Best & Frederich LLP (Community Development Authority) with the exception the Village be informed of rate increases within 60 days of the increase. The motion carried unanimously.

D) Tax Rate for 2014

Mr. Hall announced that the tax rate for the Village has been determined and mentioned a favorable assessed value for manufacturing was reported by the State. Ms. Hudson reported the evaluation for manufacturing came \$1.1 million higher than last year, however the total evaluation for residential and commercial decreased by approximately \$2.5 million and \$3 million respectively. She continued to mention the tax rate from the Village will increase by \$0.08.

No action was taken.

E) 2014 Goals

Mr. Hall mentioned he would like to receive the goals and ideas from the Village Board for 2014. By receiving the goals from each trustee will help give Staff a sense of direction for things to accomplish in 2014. Trustee's goals are as follows:

Trustee Schilz: redevelopment and better communication with the community.

Trustee Boschert: management of foreclosed properties and code enforcement.

Trustee Baker: address property compliance issues with the hiring of the Planning and Zoning Specialist.

Mr. Hall announced he will post a job advertisement as soon as possible internally and would like to hire someone in January.

Trustee Oates: create a harmonious relationship with the school district and to liquidate the amount of Village owned properties.

Trustee Springman: reiterated the duties of the Planning and Zoning Specialist duties.

Trustee Weddle-Henning: would like more emphasis placed on getting the community involved with special events and committees, and would like more devotion to promoting diversity.

President Krueger: would like to see more focused attention to marketing the Village and everything is offered in the community.

Further discussion focused on the next issue of the Our Brown Deer Magazine and a formal marketing plan for the Village. Mr. Hall announced he would like to have an item on a future agenda relating to marketing plans for the Village.

F) Agenda Layout

Mr. Hall announced that the change to the agenda layout really came because of the confusion with the agendas very recently with what is an actionable item. His goal is to make a clear distinction of actionable items and items only for discussion. Attorney Fuchs opined when he became the Village Attorney, one of his first comments about the agendas was the vagueness of the committee reports and the distinguishing of action items that could be construed by some as a violation of the Open Meetings Law.

Trustee Springman expressed his frustration with moving an agenda item up in the order of items to accommodate a large crowd or limit the time of a vendor.

Trustee Oates commented on distinguishing the actionable items with bullet points or another form of highlighting or perhaps removing the actionable items from the committee reports and moving it to the beginning of the meeting. Mr. Hall agreed with Trustee Oates and asked if the example provided in the packet matches his description. Trustee Oates confirmed the agenda format he was describing. Mr. Janecke noted that links can be placed within the agenda electronic document redirecting people to the committee packet where the item came from.

A brief conversation ensued about the confusion that took place during the Academy of Dance Arts parking situation and how to distinguish items whether they are being considered for action or discussion.

Trustee Baker commented that if the intentions are to draw the public to meetings, information needs to be readily available for users of the Village website. He continued to ask Staff if they could work on a solution of being more transparent with Village information.

Mr. Janecke mentioned a number of projects that are underway that will improve presentations in the Board Room.

No action was taken.

VII. Committee Appointments/Trustee Assignments

It was moved by Village President Krueger and seconded by Trustee Oates to appoint Marie-Claude Milot to the Beautification Committee. The motion carried unanimously.

VIII. Village President's Report

Village President Krueger reported on the following:

- NSFD Funding Formula Discussions
- Update for the ICC

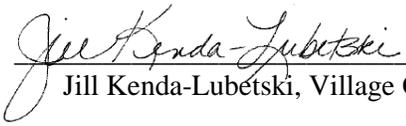
IX. Village Manager's Report

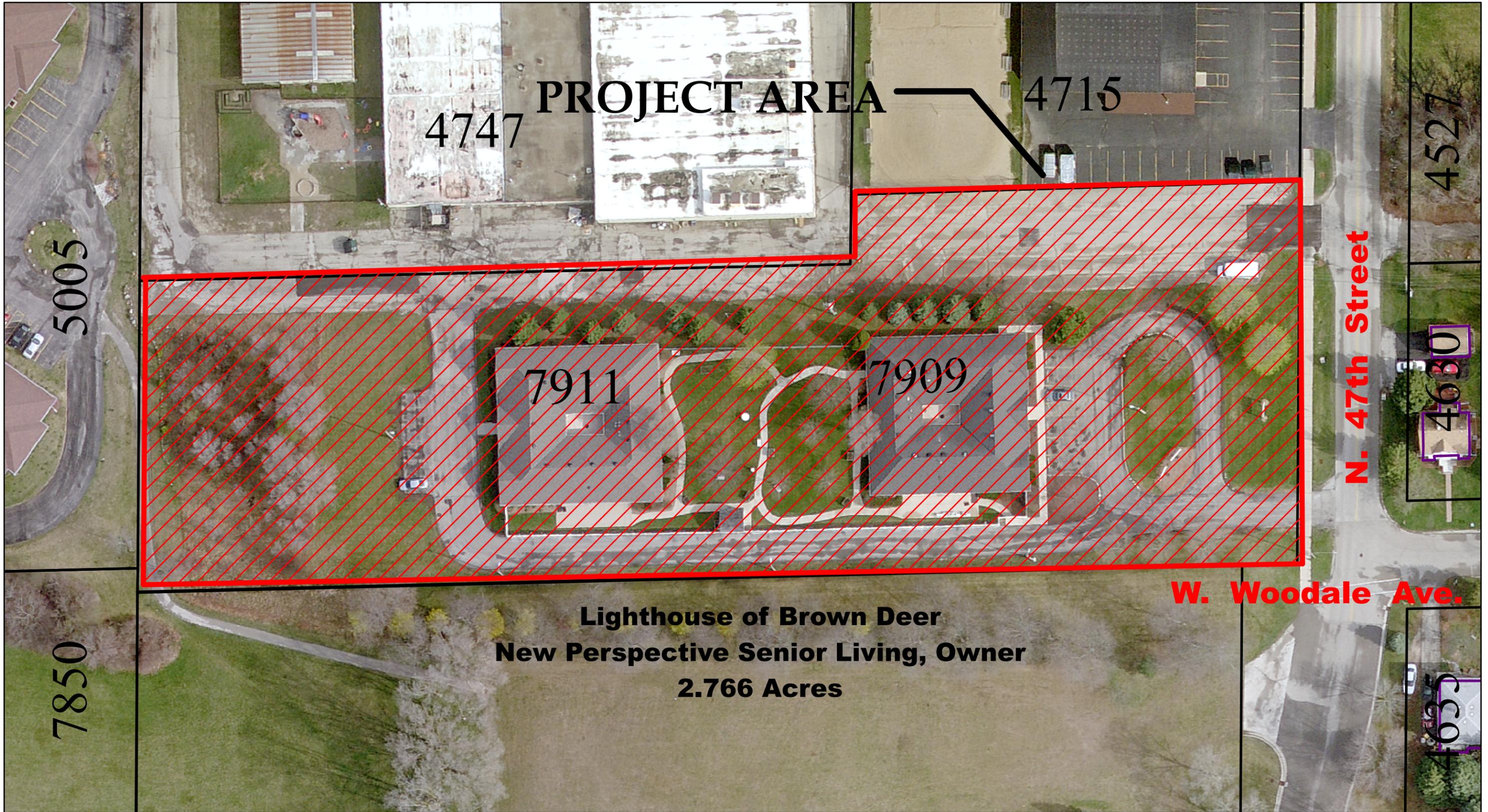
Village Manager reported on the following:

- Brown Deer Senior Citizens Club Speaking Engagement
- Public Hearing for Utility Rate Change
- Modus Design Holiday Party
- Job Advertisement for the Planning & Zoning Specialist Position

X. Adjournment

It was moved by Trustee Springman and seconded by Trustee Weddle-Henning to adjourn at 8:17 p.m. The motion carried unanimously.


Jill Kenda-Lubetski, Village Clerk



**Site Map of
Lighthouse of Brown Deer
7909-7911 N. 47th Street**



A resolution approving the boundaries designated by the Community Development Authority of the Village of Brown Deer, Wisconsin and declaring the area within the designated boundaries to be blighted

Resolution No. _____

WHEREAS, the function of the Community Development Authority of the Village of Brown Deer ("CDA") is to promote the health, safety and general welfare of the Village residents by eliminating substandard, deteriorated, slum and blighted areas and blighted properties; and

WHEREAS, the Village Board of the Village of Brown Deer has authorized the CDA to proceed under Wis. Stats. §66.1333; and

WHEREAS, that portion of the Village of Brown Deer located at 47th Street and Woodale Avenue, depicted on Exhibit A attached hereto, is considered blighted and in need of redevelopment; and

WHEREAS, pursuant to Wis. Stats. §66.1333(5)(b)4, the CDA considered the boundaries of a proposed project area at the location shown on Exhibit A; and

WHEREAS, on December 16, 2013 the CDA designated the boundaries for the proposed project area as shown on Exhibit A; and

WHEREAS, the CDA has submitted the boundaries of the proposed project area to the Village Board for approval and for a determination that the area within the boundaries is blighted and in need of blight elimination, slum clearance or an urban renewal project.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Brown Deer:

1. That the Village Board hereby approves the designated boundaries as shown on Exhibit A; and
2. The Village Board hereby declares the area within the boundaries as shown on Exhibit A is a blighted area in need of blight elimination, slum clearance or an urban renewal project.
3. The Village Board authorizes the acquisition by purchase of the property shown on Exhibit A, subject to its final review and approval of the terms of such acquisition, and directs Village staff to commence negotiation for such purchase.

Adopted by the Village Board of the Village of Brown Deer on this ____ day of _____, 2013.

Village Clerk

Village President

VOTE:

AYE

NAY

President Krueger _____

Trustee Baker _____

Trustee Boschert _____

Trustee Oates _____

Trustee Schilz _____

Trustee Springman _____

Trustee Weddle-Henning _____

EXHIBIT A

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REQUEST FOR CONSIDERATION

COMMITTEE CONSIDERATION: Village Board

ITEM DESCRIPTION: Resolution Recreating and Establishing the Brown Deer Farmers Market

PREPARED BY: Matt Janecke, Assistant Village Manager

REPORT DATE: December 13, 2013

RECOMMENDATION: To adopt A Resolution Recreating and Establishing the Brown Deer Farmers Market

BACKGROUND:

With the recent passing of Ms. Lois Dolan, whose public service and contribution is respectfully acknowledged has left a void in the operation of the Farmers Market. The filling of that void has caused for concern the management of the Market and as a result has prompted the creation of an Ad Hoc Farmers Market Committee responsible for the management and operation of the Market. The Ad Hoc committee will be comprised of the Assistant Manager, the Health Officer; two citizen members and a fifth member from the agricultural community. Becky Nelson, who is a Brown Deer resident, has been helping with the Market for approximately the past 10 years will serve as the committee chair since her experience and knowledge of the Market is greater than anyone who is associated with it.

The Village Board has determined that it is in the public interest that a Brown Deer Farmers Market continues in operation. We feel as Staff that it is in the best interest of the Village to formally recognize the Brown Deer Farmers Market as a Village entity by passing said resolution and by providing support and assistance conducive to the operation of a Farmers Market.

RECOMMENDATION:

To adopt the attached resolution Recreating and Establishing the Brown Deer Farmers Market.

Please contact Matt Janecke with any questions or comments at 371-3052.

Resolution Recreating
and Establishing the Brown Deer Farmers Market

Resolution No. 13-_____

WHEREAS, there has in the past been in operation a Farmers Market within the Village of Brown Deer, and

WHEREAS, a Farmers Market provides fresh and healthy food products, support for local food growers, and a positive social gathering environment for the citizenry of Brown Deer and the surrounding area, and

WHEREAS, the recent passing of Ms. Lois Dolan, whose public service and contribution is respectfully acknowledged, has left a void in the operation of the Farmers Market, and

WHEREAS, the Village Board has determined that it is in the public interest that a Brown Deer Farmers Market continue in operation, and

WHEREAS, the Village Board has further determined that support, assistance, and structure, will all be conducive to an optimal continued functioning of the Farmers Market in the future.

NOW, THEREFORE, BE IT RESOLVED, as follows: There is hereby created the Brown Deer Farmers Market. The Brown Deer Village Board further creates an ad hoc committee to provide governance and support to the operation of such Farmers Market; and

BE IT FURTHER RESOLVED,

That the purpose of such committee will be to continue the traditional operation of the Brown Deer Farmers Market, including providing fresh and healthy food products, community social gathering, support of local food growers, and ancillary activities such as the provision of prepared foods, craft sales, or such related uses as shall be approved by the governing committee, and permitted within the scope of applicable Brown Deer Ordinances, and

BE IT FURTHER RESOLVED, AS FOLLOWS,

1. The committee shall be comprised of the Brown Deer Assistant Village Manager, the Health Officer of the North Shore Health Department, two citizens at large whose residency in Brown Deer shall be a preferred consideration for appointment, and a fifth member selected from the Agricultural Community.

2. Members of the Committee shall be appointed by the Village President, subject to approval by the Village Board, and such appointments shall take into consideration the recommendation of existing Committee members.
3. The Village Manager and the Village Treasurer are directed to keep and maintain a revenue fund for the operation and expenses of the Farmers Market in a designated account and consistent with and subject to all Village accounting and auditing practices. The committee shall report and transfer all revenues, and shall procure funds for all expenditures, from the Village Manager and Village Treasurer.
4. The Ad Hoc Farmers Market Committee is charged with the management and operation, including operational times, facilities, functions, locations, expenditures, and revenue.
5. All of the aforescribed functions and operations shall be subject to applicable Village ordinances relating to zoning, use, health and sanitation, and all other State and Federal codes as may from time to time be applicable, and shall be subject to authority and oversight of the Village Board

BE IT FINALLY RESOLVED,

That a copy of this resolution shall be posted on the Village website and updated from time to time as amended.

PASSED AND ADOPTED by the Village Board of the Village of Brown Deer, this _____ day of December, 2013.

Carl Krueger
Village President

Jill Kenda-Lubetski
Village Clerk



Committee/Board/Commission Questionnaire

Thank you for your interest in becoming involved with a Village of Brown Deer Committee, Board, or Commission. As you may already know, the Village President recommends all citizen appointments to the Village Board of Trustees for approval. Please provide them with some information to use when considering your appointment by completing the questions below. Also, you are welcome to attach additional information which may further support your appointment.

Name: (as you like to be addressed) Becky Nelson

Address: 8567 N. 42nd St. Phone No.: (414) 232-8874

E-Mail: becky@bdtaxman.com Years as Brown Deer Resident: 10

What Village committee/s are you currently serving on? None

What Committee/Board/Commission are you interested in? FARMERS Market

Signature: [Handwritten Signature] Date: 12/12/13

Applicant information is subject to public release under state law.

Additional Information:

Why are you interested in serving with this particular group? I feel that the Farmers Market is not only an important activity for our community but it is also supporting the families of all the farmers. I am so proud to be a part of that.

Qualifications for serving on this group: I have helped the previous managers for the past few years. I am familiar with all of the vendors and have handled all of the paperwork in the past.

Other Community Involvement: None

Occupation / Employer: Bookkeeper, Richard E. Nelson, S.C.

Family Details: I grew up in Brown Deer. I chose to raise my daughter here when it was time for her to start school. I only have one child, she is 13.

Leisure Activities / Hobbies: I enjoy spending time with my family. I also like to bead jewelry.



REQUEST FOR CONSIDERATION

COMMITTEE CONSIDERATION: Village Board
ITEM DESCRIPTION: Resolution Opposing Assembly Bill 522, Requiring Municipalities to Share Payments in Lieu of Taxes with other Taxing Jurisdictions
PREPARED BY: Matt Janecke, Assistant Village Manager
REPORT DATE: December 12, 2013
RECOMMENDATION: To adopt Resolution Opposing Assembly Bill 522, Requiring Municipalities to Share Payments in Lieu of Taxes with other Taxing Jurisdictions
EXPLANATION: Currently the Village is receiving the entire PILOT from some tax exempt entities, such as churches, non-profit health care facilities, and non-profit elderly housing facilities, by having them voluntarily make a PILOT to municipalities to cover the costs the municipality incurs in providing police, fire, plowing and other services to the property. The amount of the PILOT paid to the municipality is typically calculated based only on the municipality's tax rate applied to the estimated fair market value of the property. Since the tax exempt property is located in the municipality; typically counties do not provide direct services to the property, like police, fire and plowing. If passed, Assembly Bill 522 would require the municipality that receives a payment in lieu of taxes (PILOT) from a nonprofit tax exempt entity to share that payment with all of the overlying taxing jurisdictions in the same manner and proportion that property are shared. Recommendation: To adopt the attached resolution opposing Assembly Bill 522 Requiring Municipalities to Share Payments in Lieu of Taxes with other Taxing Jurisdictions Please contact Matt Janecke with any questions or comments at 371-3052.

Resolution Opposing Assembly Bill 522,
Requiring Municipalities to Share Payments in
Lieu of Taxes with other Taxing Jurisdictions

Resolution No. 13-

WHEREAS, Assembly Bill 522 requires a municipality that receives a payment in lieu of taxes (PILOT) from a nonprofit tax exempt entity to share that payment with all of the overlying taxing jurisdictions in the same manner and proportion that property taxes would be shared; and

WHEREAS, the state creates property tax exemptions and municipalities often try to address the tax shift to residential homeowners that occurs when a tax exempt entity locates in the community by negotiating with the owner for a payment in lieu of taxes; and

WHEREAS, some tax exempt entities, such as churches, non-profit health care facilities, and non-profit elderly housing facilities, voluntarily make a PILOT to municipalities to cover the costs the municipality incurs in providing police, fire, plowing and other services to the property; and

WHEREAS, the amount of the PILOT paid to the municipality is typically calculated based only on the municipality's tax rate applied to the estimated fair market value of the property; and

WHEREAS, because the tax exempt property is located in the municipality, typically counties do not provide direct services to the property, like police, fire and plowing; and

WHEREAS, traditionally the municipality directly negotiates with the tax exempt owner for the PILOT; and

WHEREAS, counties and school districts have not traditionally negotiated with tax exempt entities for a PILOT; and

WHEREAS, if other taxing jurisdictions want to receive a PILOT, they should negotiate for one; and

WHEREAS, if the Legislature is concerned about the growing number of tax exempt properties locating within municipalities in this state and the impact such properties have on other taxpayers, the solution is not to limit a municipality's ability to negotiate and collect a PILOT payment, but rather to reduce the number and breadth of tax exemptions the Legislature has created over the years.

NOW, THEREFORE, BE IT RESOLVED that the Village of Brown Deer Board of Trustees, by enactment and adoption of this resolution, express its opposition to the proposed Assembly Bill 522.

BE IT FURTHER RESOLVED that a copy of this resolution be transmitted to Governor Scott Walker, State Senator Alberta Darling, State Representative Daniel Knodl, and the League of Wisconsin Municipalities.

PASSED AND ADOPTED by the Village Board of the Village of Brown Deer, this 16th day of December, 2013.

Carl Krueger, Village President

Jill Kenda-Lubetski, Village Clerk



REQUEST FOR CONSIDERATION

COMMITTEE CONSIDERATION: Village Board
ITEM DESCRIPTION: Fee Schedule Resolution
PREPARED BY: Matt Janecke, Assistant Village Manager
REPORT DATE: December 12, 2013

BACKGROUND:

When the Village Code was re-codified and adopted in 2009, it contained an open reference to “fees shall be as established by the village board”. In addition, Village Departments include various fees and charges. I have created one document to include all the fees and charges in one spot which is easy to review and modify by resolution.

Both the most recent fee schedule and the newly created fee schedule are provided in the packet with the changes highlighted in “yellow”.

RECOMMENDATION:

To adopt the attached resolution and corresponding proposed Fee Schedule.

2013 Fee Schedule

<u>Department</u>	<u>Ordinance Reference Number</u>	<u>Description</u>	<u>Fee</u>
	Fees set by Sec. 1-2 Definitions and rules of construction and under similar state provision Wis. Stat. Statute 990.001(9)	Fees and charges. Whenever language in this Code provides that a charge or fee shall be as established by the Village Board or otherwise ties a fee or charge to action of the Village Board, such language means that the fee or charge shall be as established by resolution of the Village Board, except that if state law or charter ordinance requires that such a fee or charge be established by ordinance, such language shall mean that the fee or charge shall be as established by ordinance.	
Community Services	Set by Sec. 117-21		
Building Inspection	Building Code Permit Fees - Permit Fee Sec. 105-28	Minimum fee for all permits	\$60.00
		Residence - one & two family dwelling and attached garages	0.32/sq. ft. or fraction thereof
		Residences - Apartments, three family & over, row housing, multiple family dwellings, institutional	\$0.32/sq. ft or fraction thereof
		Residences - Additions, accessory buildings, garages	\$0.32/sq. ft or fraction thereof
		Local businesses, office buildings or additions thereto	\$0.30/sq. ft. or fraction thereof
		Manufacturing or industrial buildings or additions thereto (office areas to be calculated under "E")	\$0.26/sq. ft. or fraction thereof
		Permit to start construction of footings & foundations	\$190.00 one & two family dwellings
		Permit to start construction of footings & foundations	\$245.00 multi-family & commercial bldgs.
		Commercial garages, parking & apartments garages	\$0.26/sq. ft. or fraction thereof
		All other buildings, structures, alterations, repairs, where sq. footage cannot be calculated	\$11.00 per \$1,000 valuation or fraction thereof
		Heating & incineration units, room heaters, stoves & wood burning appliances and energy recovery ventilators	\$60.00 per unit, up to and including 150,000 input BTU units. Additional fee of \$16 each 50,000 BTU or fraction thereof \$750 maximum per unit.

Heating & A/C distribution systems (ductwork)	\$1.80 per 100 sq. ft. of area heated/cooled (\$50.00 minimum)
Air conditioning - other than wall units	\$60.00 per unit up to and including 3-ton capacity. Additional fee of \$16 per ton over 3-tons. \$750 max per unit
Commercial & Industrial Exhaust Systems including but not limited to: kitchen exhaust hoods, garage exhaust systems, and paint booth exhaust systems	\$155.00
Wrecking or razing	\$75.00 minimum plus \$0.10/sq. ft. or fraction thereof \$750 max per. Bldg.
Moving buildings over public ways	\$200.00 plus \$0.10/sq. ft. per bldg.
Re-inspection	\$60.00 per inspection
Special inspection & reports	\$150.00 per inspection
Plan examination - one & two family residence	\$220.00
Plan examination - apartments, 3 - family & over, row housing, multi-family	\$270.00 plus \$25.00 per unit
Plan examination - new commercial/industrial	\$270.00
Plan examination - commercial/industrial alterations & additions	\$270.00
Plan examination - additions to one & two family residence and apartments, 3-family & over, row housing, multi-family	\$60.00
Plan examination - alterations to one & two family residence and apartments, 3-family & over, row housing, multi-family	\$60.00
Plan examination - accessory buildings greater than 200 sq. ft.	\$60.00
Plan examination - heating plans submitted separately	\$60.00
Plan examination - architectural review fee (building board)	\$60.00

	Plan examination - priority plan review: at the discretion of the building inspector and, depending upon workload of the department, two (2) day priority plan review may be provided at double the regular rate for plan review.	
Sec. 105-25	Wisconsin uniform building permit seal	\$75.00
	Occupancy permit - residential	\$60.00 per unit, addition, alteration or accessory bldg. over 144 sq. ft.
Sec. 105-25	Occupancy permit - commercial/industrial	\$190.00
	Energy inspection - new one & two family dwellings	\$60.00
	Decks	\$85.00 (includes plan review)
	Swimming pools	\$85.00 (includes plan review)
	Storage shed up to 200 sq. ft.	\$85.00 (includes plan review)
	Storage sheds 200-400 sq. ft.	\$0.32 per sq. ft. plus \$60.00 plan review
	Signs, Banners	\$1.00 per sq. ft. or \$60.00 min
	Satellite dish	\$11.00 per \$1,000 valuation or fraction thereof
	Roofing, residing & trim - residential	\$60.00
	Roofing, residing & trim - commercial	\$11.00 per \$1,000 valuation or fraction thereof, \$250 maximum per building
	Erosion control - one & two family dwellings	\$180.00/lot
	Erosion control - multi-family units, commercial and industrial	\$180.00/building plus \$5/1,000 sq. ft. or distributed lot area with \$2,000 max.
	Certificate of compliance inspection	\$150.00
	Failure to call for required inspections	\$100.00/inspection, 2nd offense - double fee, subsequent offenses - triple fee
Occupancy Completion Performance Deposit	Work not complete at time of scheduled inspection Performance Deposits will be refunded upon satisfactory completion of construction and issuance of Occupancy Certificate.	\$100.00

Performance Deposits will be forfeited only after the permit holder/property owner has been notified via Certified Mail.

Forfeitures of Performance Deposits may be contested before the Brown Deer Board of Appeals.

Sec. 105-25	Occupancy completion performance deposit - residential - new	\$1,000.00
Sec. 105-25	Occupancy completion performance deposit - residential - major alterations/additions	\$1,000.00
Sec. 105-25	Occupancy completion performance deposit - commercial - new	\$1,000.00
Sec. 105-25	Occupancy completion performance deposit - commercial - major alterations/additions	\$1,000.00

Note: Double Fees: Upon failure to obtain a permit before work on a building has started, except in emergency cases, the total fee shall be double the regular charged for the first offense and triple the regular fees will be charged for subsequent offenses.

Note: Gross square footage calculations are based on exterior dimensions, including garage and each finished floor level. Unfinished basement or portions thereof are not included.

Note: In determining costs, all construction shall be included with the exception of H.V.A.C., electrical or plumbing permit.

Note: All fee categories shall be rounded up to next full dollar amount.

Note: Fees cannot be refunded once the permit has been issued.

Zoning	Zoning Code Permit Fees - Appeal	\$350.00
	Sec. 121-65. Application and permit fee schedule	
	Variation or special exception	\$350.00
	Rezoning	\$550.00
	Conditional use permit	\$500.00
	Certified survey map	\$350.00
	Development agreement	\$350.00
	Zoning code amendment	\$325.00
	Plan, Agreement or Permit Modification Request	\$150.00
	Preliminary plat	\$550.00
	Final plat	\$350.00
	Conceptual plan review	\$250.00
	Planned development project plan	\$700.00
	Final site and operational plan	\$700.00
	Original Village Residential Building Expansion	\$150.00
	Zoning compliance letter	\$50.00

Note: The above fees are intended to cover the costs associated with public notification, postage, copies, document recording, and other handling/filing charges that the Village may incur during the review process.

Note: Applicants agree to pay all expenses that the Village may incur by virtue of contracted plan review services including but not limited to; legal, surveying, and engineering costs and studies.

Note: Fees cannot be refunded once a public hearing has been held or a permit has been issued.

Mapping and Right-of-Way Permit Fees	Village maps - 34" x 44"	\$10.00
	Village maps - 22" x 34"	\$8.00
	Village maps - 17" x 22"	\$5.00
	Village maps - 11" x 17"	\$2.00
	Village maps - 8 1/2" x 11"	\$2.00
	Other maps/custom maps	\$46.00/hour minimum 1/2 hour
	Right of way permits	\$100.00 per application; \$100.00 per excavation; includes 100 l.f. of trenching in Right of Way, plus \$0.30 per l.f. greater than 100 l.f.; \$75.00 hour/inspection, min 1 hr
	Stormwater Maintenance Agreement Permit	\$500.00
Police	Bicycle license	\$5.00
	Service charge for taking payments of other law enforcement agencies warrants - involving bail between \$1.00 to \$499.00	\$25.00
	Service charge for taking payments of other law enforcement agencies warrants - involving bail between \$500.00 to \$999.00	\$40.00
	Service charge for taking payment of other law enforcement agencies warrants - bail in excess of \$1,000.00	\$60.00
	Photocopies - per page	\$0.25
	Animal impound fee (per animal)	\$35.00
	Per day vehicle storage	\$35.00

Fingerprint card (any number of cards for one person)	\$25 and \$10 for each additional card
8" x 8" or 8" x 10" photographs	\$7.50 + \$0.38 tax
5" x 5" or 5" x 7" photographs	\$5.00 + \$0.25 tax
4" x 4" or 4" x 5" photographs	\$2.50 + \$0.13 tax
Per CD	\$50.00
Limited background check	\$20.00
Extensive background check	\$50.00
CIB Background Check	\$7.00

Park and Recreation Chapter 42

Fairy Chasm Park (Youth Athletic Groups) - seasonal use (five or more dates) per team - resident	\$90.00
Fairy Chasm Park (Youth Athletic Groups) - occasional use (fewer than five dates) - resident	\$15.00
Fairy Chasm Park (Youth Athletic Groups) - occasional use (fewer than five dates) - non-resident	\$30.00
Fairy Chasm Park (Youth Athletic Groups) - clinics/special events - resident	\$15.00
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Fairy Chasm Park (Use of Play Space) - per day - resident	\$50.00
Fairy Chasm Park (Use of Play Space) - per day - non-resident	\$100.00
Park shelter permit - less than 50 - resident	\$58.08
Park shelter permit - less than 50 - non-resident	\$84.48
Park shelter permit - 51-75 - resident	\$87.12
Park shelter permit - 51-75 - non-resident	\$126.72
Park shelter permit - 76-100 - resident	\$116.16
Park shelter permit - 76-100 - non-resident	\$168.96
Park shelter permit - 101-125 - resident	\$145.20
Park shelter permit - 101-125 - non-resident	\$211.20
Park shelter permit - 126-150 - resident	\$174.24
Park shelter permit - 126-150 - non-resident	\$253.44
Park shelter permit - 151-200 - resident	\$232.32
Park shelter permit - 151-200 - non-resident	\$337.92
Park shelter permit - 201-250 - resident	\$290.40

Park shelter permit - 201-250 - non-resident	\$422.40
Pond admission - children 3 to 7	\$2.00
Pond admission - Brown Deer residents	\$2.50
Pond admission - non-residents	\$4.50
Pond admission - Seniors (55+)	\$1.75
Pond membership - resident - individual	\$45.00
Pond membership - resident - family	\$75.00
Pond membership - resident - family plus	\$90.00
Pond membership - non-resident - individual	\$60.00
Pond membership - non-resident - family	\$100.00
Pond membership - non-resident - family plus	\$115.00
Community Center Permit - Less than 50	\$105.60
Community Center Permit - 51-75	\$158.40
Community Center Permit - 76-100	\$211.12

Administration

Sec. 6-43	Dog/cat license - spayed or neutered	\$12.00
Sec. 6-43	Dog/cat license - not spayed or neutered	\$24.00
	Dog/cat late fee - spayed or neutered	\$6.00
	Dog/cat late fee - not spayed or neutered	\$12.00
Sec. 18-23	Alarm fee	\$30.00
	Open records per page	\$0.25
	State/village taxes late fee	1-1/2% per month after January 31
	Non-sufficient funds	\$20.00
	Special assessment letters - 5 day period	\$25.00
	Special assessment letters - 3 day period	\$35.00

Managers Office

Clerk

Sec. 14-55	Class A fermented malt beverage	\$100.00
Sec. 14-56	Class A intoxicating liquor	\$500.00
Sec. 14-57	Class B fermented malt beverage	\$100.00
Sec. 14-58	Class B intoxicating liquor	\$500.00
Sec. 14-58.5	Retail "Class C" (barroom)	\$100.00
Sec. 14-59	Restaurants	Health Department
Sec. 14-60	Wholesaler's fermented malt beverage (issued by Department of Revenue)	\$25.00
Sec. 14-88	Alcohol Beverages - Operator's License (2-years)	\$70.00
Sec. 14-146	Tavern Amusement Device	\$200 plus a \$25 per device fee

Sec. 14-116	Special Permits - Instrumental Entertainment	\$15 per event
Sec. 14-116	Special Permits - Entertainment	\$25 per event
Sec. 14-109(a)	Instrumental Music	\$50 annual
Sec. 14-109(b)	Live Entertainment	\$500 annual
Sec. 14-482	Soda Water	\$15.00
Sec. 14-237	Cigarette Dealers	\$50.00
Sec. 14-413	Peddlers, Canvassers, Solicitors, Transient and Seasonal Merchants	\$200 with a \$20 limited background check for each employee
Sec. 14-61(d)	Class B picnic license	\$50.00
Sec. 14-62(d)	Non-profit organization	No charge with a \$20 limited background check for each employee
Sec. 14-508	Transient and Outdoor Entertainment	\$25.00
Sec. 14-549 (a)	Adult Oriented Business Regulations - License	\$500.00
Sec. 14-549 (b)	Adult Oriented Business Regulations - Permit	\$100.00
Fee set by Sec. 109-21	Fill/Excavation Permit	\$10.00 for the first 500 cubic yards, plus \$5.00 per each additional 1000 cubic yards and shall be submitted with application.
Sec. 6-7	Vicious Dog License	\$250.00
Sec. 6-65	Pet Shops	\$20.00
Sec. 6-66	Pet Grooming Shops	\$20.00
	Small Mulch Delivery (3 yards)	\$55.00 per load
	Large Mulch Delivery (5 yards)	\$65.00 per load
	Contractor Mulch Purchase	\$8.00 per cubic yard
	Recycling Services Fee	\$80.00 per year
	Stormwater - Equivalent Run-off Unit (ERU)	\$8.84 per unit per month
	Sanitary Sewer - Volumetric Charge	\$1.60 per 1,000 gallons
	Sanitary Sewer - Connection Charge	\$14.35 per quarter
	Driveway Approach	\$35.00
	Culvert	\$40.00 plus installation cost
	Curb Cut	\$50.00

Public Works

Fill Permit	\$10.00 for the first 500 cubic yards, plus \$5.00 per each additional 1000 cubic yards and shall be submitted with application.
Mailbox Replacement (winter ops, purchase)	\$100.00 per unit installed
Refuse Cart Service Plan	per Year, no refund
Business at the residence	\$200.00
CBRF	\$200.00
School Use	\$200.00
Daycare (not in home)	\$200.00
Medical Need (Doctor's statement)	No charge
Senior Center	No charge
Church (not parsonage)	\$174.00
Single Family Unit	\$174.00
Single Family Unit (5+ children) proof required	No Charge
Weed Cutting	Cost of cut plus additional 15% admin charge
Sign in ROW (ie - church location sign)	\$40.00 plus installation cost

North Shore Health Department	<u>Ordinance / Permit Fees</u> Sec. 22-42 Fees	<u>Annual</u>	<u>15 Month</u>	<u>Preinspection</u>	<u>First Inspection</u>	<u>Plan Review</u>	<u>Consultation</u>	<u>Late Fee</u>
		Restaurant - simple	\$304.00	\$380.00	\$152.00	\$147.00	\$152.00	\$122.00
Restaurant - moderate	\$428.00	\$535.00	\$214.00	\$147.00	\$214.00	\$122.00	\$86.00	
Restaurant - complex	\$613.00	\$766.00	\$307.00	\$147.00	\$307.00	\$122.00	\$123.00	
Restaurant - limited	\$153.00	\$191.00	\$77.00	\$147.00	\$77.00	\$122.00	\$31.00	
Restaurant - additional prep area	\$160.00	\$200.00	\$80.00	\$147.00	\$80.00	\$122.00	\$32.00	
Restaurant - temporary	\$120.00							
Restaurant - short term temporary	\$60.00							
Restaurant - mobile	\$289.00	\$324.00	\$110.00	\$147.00		\$122.00		
Restaurant - mobile serv. base-simple	\$304.00	\$380.00	\$152.00	\$147.00	\$152.00	\$122.00	\$61.00	
Restaurant - mobile serv. base-mod	\$428.00	\$535.00	\$214.00	\$147.00	\$214.00	\$122.00	\$86.00	
Restaurant - mobile serve base-complex	\$613.00	\$766.00	\$307.00	\$147.00	\$307.00	\$122.00	\$123.00	
Restaurant - farmers market, per dealer	\$36.00							
Restaurant - farmers market - potential haz.	\$75.00							
School kitchen - satellite	\$150.00	\$188.00	\$75.00	\$147.00	\$75.00		\$30.00	
School kitchen - full service	\$304.00	\$380.00	\$152.00	\$147.00	\$152.00		\$61.00	
Retail food - sales > \$1 mil, pot haz	\$1,179.00	\$1,474.00	\$590.00	\$147.00	\$590.00	\$120.00	\$236.00	
Retail food - sales \$25k-\$1mil, pot haz	\$459.00	\$574.00	\$230.00	\$147.00	\$230.00	\$122.00	\$92.00	
Retail food - sales > \$25k, non-pot. haz	\$328.00	\$409.00	\$164.00	\$147.00	\$164.00	\$122.00	\$66.00	
Retail food - sales under \$25k	\$80.00	\$100.00	\$40.00	\$147.00	\$40.00	\$122.00	\$16.00	
Retail food - not engaged in food proc	\$79.00	\$99.00	\$36.00	\$147.00	\$36.00	\$122.00	\$16.00	
Retail food - temporary event	\$36.00							

Retail food - farmer's market, per dealer	\$36.00						
Hotels - 5-30 rooms	\$416.00	\$520.00	\$208.00	\$147.00	\$208.00	\$122.00	\$83.00
Hotels - 31-99 rooms	\$486.00	\$608.00	\$243.00	\$147.00	\$243.00	\$122.00	\$97.00
Hotels - 100-199 rooms	\$559.00	\$699.00	\$280.00	\$147.00	\$280.00	\$122.00	\$112.00
Hotels - 200 or more rooms	\$823.00	\$1,029.00	\$412.00	\$147.00	\$412.00	\$122.00	\$165.00
Bed and Breakfast	\$206.00	\$258.00	\$103.00	\$147.00	\$103.00	\$122.00	\$41.00
Tourist Room House	\$110.00	\$146.00	\$300.00				\$22.00
Swimming pool	\$241.00	\$301.00	\$121.00	\$121.00	\$121.00	\$122.00	\$48.00
Body art - tattoo establishment	\$193.00	\$241.00	\$97.00	\$127.00	\$97.00	\$122.00	\$39.00
Body art - body piercing	\$181.00	\$226.00	\$90.00	\$127.00	\$157.00	\$122.00	\$63.00
Body art - comb. Tattoo/body piercing	\$313.00	\$391.00	\$157.00	\$127.00	\$157.00	\$122.00	\$63.00
Body art - temp. tattoo, body piercing, or comb. Est.	\$201.00	\$251.00					
Vending machine - commissary	\$353.00	\$441.00	\$247.00	\$147.00	\$216.00	\$122.00	\$71.00
Vending machine - operator	\$201.00	\$251.00	\$121.00	\$121.00			\$40.00
Vending machine unit lic. Fee	\$15.00						\$3.00
Duplicate license	\$15.00						
Operating without a license	\$835.00						
No certified operator	\$172.00						

Library	<u>Ordinance Reference</u>	<u>Description</u>	<u>Fee</u>	<u>Processing Fee</u>
	Sec. 34-61 and 2-548	Overdue fines - entertainment dvds	\$1 per day	
		All other overdue fines	\$0.15 per day	
		Hardcover books - Adult	\$23.00	\$5.00
		Hardcover books - Children's	\$13.00	\$5.00
		Softcover books - Adult	\$5.00	\$5.00
		Softcover books - Children's	\$3.00	\$3.00
		Board books	\$4.00	\$5.00
		DVD	\$15.00	\$5.00
		VHS	\$15.00	\$5.00
		Audiobooks	\$20.00	\$5.00
		CDs	\$15.00	\$5.00
		CD-ROM	\$15.00	\$5.00
		Magazine	\$3.00	\$2.00
		Kits	\$15.00	\$5.00
		DVD case	\$5.00	
		CD case	\$2.00	
		CD pamphlet	\$5.00	
		VHS case	\$1.00	
		Barcode missing	\$1.00	
		Audiobook cases	\$5.00	
		Kit bag	\$3.00	
		Minor repairs	The library charges a fee for damaged Brown Deer materials requiring minor repair which can be performed by staff. The exact amount of the fee depends on staff time needed to repair the materials; cost of supplies needed to complete the repair; and length of time the materials will be out of circulation.	
		Replacement for lost/missing library card	\$3.00	
		Deposit card (out-of-county residents)	\$75.00	
		Photocopies	\$0.15	
		Computer generated printing - black and white	\$0.15	
		Computer generated printing - color	\$0.50	

Community room use by for-profit or individual \$15.00 per hour

* The prices listed for materials (hardcover books, softcover books, DVD, Audio, etc.) are default prices. The original purchase price is the dollar amount received if lost, destroyed, etc. The prices in the fee schedule apply to items that do not have a price in the cataloging record.

2012 Fee Schedule

<u>Department</u>	<u>Ordinance Reference Number</u>	<u>Description</u>	<u>Fee</u>
	Fees set by Sec. 1-2 Definitions and rules of construction and under similar state provision Wis. Stat. Statute 990.001(9)	Fees and charges. Whenever language in this Code provides that a charge or fee shall be as established by the village board or otherwise ties a fee or charge to action of the village board, such language means that the fee or charge shall be as established by resolution of the village board, except that if state law or charter ordinance requires that such a fee or charge be established by ordinance, such language shall mean that the fee or charge shall be as established by ordinance.	
Community Services	Set by Sec. 117-21		
Building Inspection	Building Code Permit Fees - Permit Fee Sec. 105-28	Minimum fee for all permits	\$60.00
		Residence - one & two family dwelling and attached garages	0.32/sq. ft. or fraction thereof
		Residences - Apartments, three family & over, row housing, multiple family dwellings, institutional	\$0.32/sq. ft or fraction thereof
		Residences - Additions, accessory buildings, garages	\$0.32/sq. ft or fraction thereof
		Local businesses, office buildings or additions thereto	\$0.30/sq. ft. or fraction thereof
		Manufacturing or industrial buildings or additions thereto (office areas to be calculated under "E")	\$0.26/sq. ft. or fraction thereof
		Permit to start construction of footings & foundations	\$190.00 one & two family dwellings
		Permit to start construction of footings & foundations	\$245.00 multi-family & commercial bldgs.
		Commercial garages, parking & apartments garages	\$0.26/sq. ft. or fraction thereof
		All other buildings, structures, alterations, repairs, where sq. footage cannot be calculated	\$11.00 per \$1,000 valuation or fraction thereof
		Heating & incineration units, room heaters, stoves & wood burning appliances and energy recovery ventilators	\$60.00 per unit, up to and including 150,000 input BTU units. Additional fee of \$16 each 50,000 BTU or fraction thereof \$750 maximum per unit.

Heating & A/C distribution systems (ductwork)	\$1.80 per 100 sq. ft. of area heated/cooled (\$50.00 minimum)
Air conditioning - other than wall units	\$60.00 per unit up to and including 3-ton capacity. Additional fee of \$16 per ton over 3-tons. \$750 max per unit
Commercial & Industrial Exhaust Systems including but not limited to: kitchen exhaust hoods, garage exhaust systems, and paint booth exhaust systems	\$155.00
Wrecking or razing	\$75.00 minimum plus \$0.10/sq. ft. or fraction thereof \$750 max per. Bldg.
Moving buildings over public ways	\$200.00 plus \$0.10/sq. ft. per bldg.
Re-inspection	\$60.00 per inspection
Special inspection & reports	\$150.00 per inspection
Plan examination - one & two family residence	\$220.00
Plan examination - apartments, 3 - family & over, row housing, multi-family	\$270.00 plus \$25.00 per unit
Plan examination - new commercial/industrial	\$270.00
Plan examination - commercial/industrial alterations & additions	\$270.00
Plan examination - additions to one & two family residence and apartments, 3-family & over, row housing, multi-family	\$75.00
Plan examination - alterations to one & two family residence and apartments, 3-family & over, row housing, multi-family	\$60.00
Plan examination - accessory buildings greater than 144 sq. ft.	\$60.00
Plan examination - heating plans submitted separately	\$60.00
Plan examination - architectural review fee (building board)	\$60.00

	Plan examination - priority plan review: at the discretion of the building inspector and, depending upon workload of the department, two (2) day priority plan review may be provided at double the regular rate for plan review.	
Sec. 105-25	Wisconsin uniform building permit seal Occupancy permit - residential	State charge + \$25.00 \$60.00 per unit, addition, alteration or accessory bldg. over 144 sq. ft.
Sec. 105-25	Occupancy permit - commercial/industrial	\$190.00
	Energy inspection - new one & two family dwellings	\$60.00
	Decks	\$85.00 (includes plan review)
	Swimming pools	\$85.00 (includes plan review)
	Storage shed	\$60.00 (includes plan review)
	Signs, Banners	\$1.00 per sq. ft. or \$60.00 min
	Satellite dish	\$11.00 per \$1,000 valuation or fraction thereof
	Roofing, residing & trim - residential	\$60.00
	Roofing, residing & trim - commercial	\$11.00 per \$1,000 valuation or fraction thereof, \$250 maximum per building
	Erosion control - one & two family dwellings	\$150.00/lot
	Erosion control - multi-family units, commercial and industrial	\$180.00/building plus \$5/1,000 sq. ft. or distributed lot area with \$2,000 max.
	Certificate of compliance inspection	\$150.00
	Failure to call for required inspections	\$100.00/inspection, 2nd offense - double fee, subsequent offenses - triple fee
Occupancy Completion Performance Deposit	Work not complete at time of scheduled inspection Performance Deposits will be refunded upon satisfactory completion of construction and issuance of Occupancy Certificate. Performance Deposits will be forfeited only after the permit holder/property owner has been notified via Certified Mail.	\$100.00

Forfeitures of Performance Deposits may be contested before the Brown Deer Board of Appeals.

Sec. 105-25	Occupancy completion performance deposit - residential - new	\$1,000.00
Sec. 105-25	Occupancy completion performance deposit - residential - major alterations/additions	\$ amount of permit
Sec. 105-25	Occupancy completion performance deposit - commercial - new	\$1,000.00
Sec. 105-25	Occupancy completion performance deposit - commercial - major alterations/additions	\$1,000.00

Note: Double Fees: Upon failure to obtain a permit before work on a building has started, except in emergency cases, the total fee shall be double the regular charged for the first offense and triple the regular fees will be charged for subsequent offenses.

Note: Gross square footage calculations are based on exterior dimensions, including garage and each finished floor level. Unfinished basement or portions thereof are not included.

Note: In determining costs, all construction shall be included with the exception of H.V.A.C., electrical or plumbing permit.

Note: All fee categories shall be rounded up to next full dollar amount.

Note: Fees cannot be refunded once the permit has been issued.

Zoning	Zoning Code Permit Fees - Appeal	\$350.00
	Sec. 121-65. Application and permit fee schedule	
	Variation or special exception	\$350.00
	Rezoning	\$550.00
	Conditional use permit	\$500.00
	Certified survey map	\$350.00
	Development agreement	\$350.00
	Zoning code amendment	\$325.00
	Plan, Agreement or Permit Modification Request	\$150.00
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	Final plat	\$350.00
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	Planned development project plan	\$700.00
	Final site and operational plan	\$700.00
	Original Village Residential Building Expansion	\$150.00
	Zoning compliance letter	\$50.00

Note: The above fees are intended to cover the costs associated with public notification, postage, copies, document recording, and other handling/filing charges that the Village may incur during the review process.

Note: Applicants agree to pay all expenses that the Village may incur by virtue of contracted plan review services including but not limited to; legal, surveying, and engineering costs and studies.

Note: Fees cannot be refunded once a public hearing has been held or a permit has been issued.

Mapping and Right-of-Way Permit Fees	Village maps - 34" x 44"	\$10.00
	Village maps - 22" x 34"	\$8.00
	Village maps - 17" x 22"	\$5.00
	Village maps - 11" x 17"	\$2.00
	Village maps - 8 1/2" x 11"	\$2.00
	Other maps/custom maps	\$46.00/hour minimum 1/2 hour
	Right of way permits	\$275.00 + \$0.30 per lineal foot for excavation or directional drilling/boring beyond the first 100 lineal feet

Police

	Bicycle license	\$5.00
	Service charge for taking payments of other law enforcement agencies warrants - involving bail between \$1.00 to \$499.00	\$25.00
	Service charge for taking payments of other law enforcement agencies warrants - involving bail between \$500.00 to \$999.00	\$40.00
	Service charge for taking payment of other law enforcement agencies warrants - bail in excess of \$1,000.00	\$60.00
	Photocopies - per page	\$0.25
	Animal impound fee (per animal)	\$25.00
	Per day vehicle storage	\$25.00
	Fingerprint card (any number of cards for one person)	\$25 and \$10 for each additional card
	8" x 8" or 8" x 10" photographs	\$7.50 + \$0.38 tax
	5" x 5" or 5" x 7" photographs	\$5.00 + \$0.25 tax

Park and Recreation Chapter 42

4" x 4" or 4" x 5" photographs	\$2.50 + \$0.13 tax
Per CD	\$50.00
Limited background check	\$20.00
Extensive background check	\$50.00
CIB Background Check	\$7.00
Fairy Chasm Park (Youth Athletic Groups) - seasonal use (five or more dates) per team - resident	\$80.00
Fairy Chasm Park (Youth Athletic Groups) - occasional use (fewer than five dates) - resident	\$15.00
Fairy Chasm Park (Youth Athletic Groups) - occasional use (fewer than five dates) - non-resident	\$30.00
Fairy Chasm Park (Youth Athletic Groups) - clinics/special events - resident	\$15.00
Fairy Chasm Park (Youth Athletic Groups) - clinics/special events - non-resident	\$30.00
Fairy Chasm Park (Use of Play Space) - per day - resident	\$50.00
Fairy Chasm Park (Use of Play Space) - per day - non-resident	\$100.00
Park shelter permit - less than 50 - resident	\$58.08
Park shelter permit - less than 50 - non-resident	\$84.48
Park shelter permit - 51-75 - resident	\$87.12
Park shelter permit - 51-75 - non-resident	\$126.72
Park shelter permit - 76-100 - resident	\$116.16
Park shelter permit - 76-100 - non-resident	\$168.96
Park shelter permit - 101-125 - resident	\$145.20
Park shelter permit - 101-125 - non-resident	\$211.20
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Park shelter permit - 126-150 - non-resident	\$253.44
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Park shelter permit - 151-200 - non-resident	\$337.92
Park shelter permit - 201-250 - resident	\$290.40
Park shelter permit - 201-250 - non-resident	\$422.40
Pond admission - children 3 to 7	\$2.00
Pond admission - Brown Deer residents	\$2.50
Pond admission - non-residents	\$4.50

		Pond admission - Seniors (55+)	\$1.75
		Pond membership - resident - individual	\$45.00
		Pond membership - resident - family	\$75.00
		Pond membership - resident - family plus	\$90.00
		Pond membership - non-resident - individual	\$80.00
		Pond membership - non-resident - family	\$140.00
Administration			
	Sec. 6-43	Dog/cat license - spayed or neutered	\$12.00
	Sec. 6-43	Dog/cat license - not spayed or neutered	\$24.00
		Dog/cat license late fee	\$6.00
	Sec. 18-23	Alarm fee	\$30.00
		Open records per page	\$0.25
		State/village taxes late fee	1-1/2% per month after January 31
		Non-sufficient funds	\$20.00
		Special assessment letters - 5 day period	\$25.00
		Special assessment letters - 3 day period	\$35.00
Managers Office			
	Clerk		
	Sec. 14-55	Class A fermented malt beverage	\$100.00
	Sec. 14-56	Class A intoxicating liquor	\$500.00
	Sec. 14-57	Class B fermented malt beverage	\$100.00
	Sec. 14-58	Class B intoxicating liquor	\$500.00
	Sec. 14-58.5	Retail "Class C" (barroom)	\$100.00
	Sec. 14-59	Restaurants	Health Department
	Sec. 14-60	Wholesaler's fermented malt beverage	\$25.00
	Sec. 14-88	Alcohol Beverages - Operator's License	\$55.00
	Sec. 14-146	Tavern Amusement Device	\$200 plus a \$25 per device fee
	Sec. 14-116	Special Permits - Instrumental Entertainment	\$15 per event
	Sec. 14-116	Special Permits - Entertainment	\$25 per event
	Sec. 14-109(a)	Instrumental Music	\$50 annual
	Sec. 14-109(b)	Live Entertainment	\$500 annual
	Sec. 14-482	Soda Water	\$15.00
	Sec. 14-237	Cigarette Dealers	\$50.00
	Sec. 14-413	Peddlers, Canvassers, Solicitors, Transient and Seasonal Merchants	\$200 with a \$20 limited background check for each employee
	Sec. 14-61(d)	Class B picnic license	\$50.00

Sec. 14-62(d)	Non-profit organization	No charge with a \$20 limited background check for each employee
Sec. 14-508	Transient and Outdoor Entertainment	\$25.00
Sec. 14-549 (a)	Adult Oriented Business Regulations - License	\$500.00
Sec. 14-549 (b)	Adult Oriented Business Regulations - Permit	\$100.00
Fee set by Sec. 109-21	Fill/Excavation Permit	\$10.00 for the first 500 cubic yards, plus \$5.00 per each additional 1000 cubic yards and shall be submitted with application.
Sec. 6-65	Pet Shops	\$20.00
Sec. 6-66	Pet Grooming Shops	\$20.00
	Small Mulch Delivery (3 yards)	\$55.00 per load
	Large Mulch Delivery (5 yards)	\$65.00 per load
	Recycling Services Fee	\$80.00 per year
	Stormwater - Equivalent Run-off Unit (ERU)	\$8.84 per unit per month
	Sanitary Sewer - Volumetric Charge	\$1.39 per 1,000 gallons
	Sanitary Sewer - Connection Charge	\$12.50 per quarter
	Driveway Approach	\$35.00
	Culvert	\$40.00 plus installation cost
	Curb Cut	\$50.00
	Fill Permit	\$10.00 for the first 500 cubic yards, plus \$5.00 per each additional 1000 cubic yards and shall be submitted with application.
	Mailbox Replacement (winter ops, purchase)	\$85.00 per unit installed
	Refuse Cart Service Plan	per Year, no refund
	Business at the residence	\$200.00
	CBRF	\$200.00
	School Use	\$200.00
	Daycare (not in home)	\$200.00
	Medical Need (Doctor's statement)	No charge
	Senior Center	No charge
	Church (not parsonage)	\$174.00

Public Works

	Single Family Unit	\$174.00
	Single Family Unit (5+ children) proof required	No Charge
Weed Cutting		\$ 18.00 plus cost of cut
Sign in ROW (ie - church location sign)		\$40.00 plus installation cost

North Shore Health Department	Permit Fees	Annual	15 Month	Preinspection	First Inspection	Plan Review	Consultation
	Sec. 22-42 Fees Restaurant - simple	\$295.00	\$369.00	\$164.00	\$147.00	\$147.00	\$118.00
	Sec. 22-32 Non-payment Restaurant - moderate	\$415.00	\$519.00	\$217.00	\$147.00	\$211.00	\$118.00
	Sec. 22-42 Fees Restaurant - complex	\$595.00	\$744.00	\$292.00	\$147.00	\$292.00	\$118.00
	Sec. 22-42 Fees Restaurant - limited	\$148.00		\$110.00	\$147.00	\$123.00	\$118.00
	Sec. 22-42 Fees Restaurant - additional prep area	\$155.00	\$194.00	\$110.00	\$147.00	\$123.00	\$118.00
	Sec. 22-42 Fees Restaurant - temporary	\$50.00			\$147.00		\$118.00
	Sec. 22-42 Fees Restaurant - mobile	\$289.00	\$324.00	\$110.00	\$147.00		\$118.00
	Sec. 22-42 Fees Restaurant - farmer's market, per dealer	\$35.00					
	Sec. 22-42 Fees School kitchen - satellite	\$110.00					
	Sec. 22-42 Fees School kitchen - full service	\$220.00					
	Sec. 22-42 Fees School kitchen - prepackaged	\$110.00					
	Sec. 22-42 Fees Retail food - sales > \$1 mil, pot haz	\$1,145.00	\$1,431.00	\$488.00	\$147.00	\$279.00	\$118.00
	Sec. 22-42 Fees Retail food - sales \$25k-\$1mil, pot haz	\$446.00	\$557.00	\$210.00	\$147.00	\$210.00	\$118.00
	Sec. 22-42 Fees Retail food - sales > \$25k, non-pot. haz	\$318.00	\$397.00	\$139.00	\$147.00	\$139.00	\$118.00
	Sec. 22-42 Fees Retail food - sales under \$25k	\$78.00	\$97.00	\$70.00	\$147.00	\$110.00	\$118.00
	Sec. 22-42 Fees Retail food - not engaged in food proc	\$77.00	\$96.00	\$35.00	\$147.00	\$35.00	\$118.00
	Sec. 22-42 Fees Retail food - temporary event	\$35.00					
	Sec. 22-42 Fees Retail food - farmer's market, per dealer	\$35.00					
	Sec. 22-42 Fees Hotels - 5-30 rooms	\$472.00	\$590.00	\$279.00	\$167.00	\$220.00	\$118.00
	Sec. 22-42 Fees Hotels - 31-99 rooms	\$543.00	\$679.00	\$312.00	\$206.00	\$257.00	\$118.00
	Sec. 22-42 Fees Hotels - 100-199 rooms	\$799.00	\$1,000.00	\$427.00	\$234.00	\$294.00	\$118.00
	Sec. 22-42 Fees Hotels - 200 or more rooms	\$1,270.00	\$1,587.00	\$605.00	\$301.00	\$368.00	\$118.00
	Sec. 22-42 Fees Bed and Breakfast	\$200.00		\$279.00	\$167.00	\$334.00	\$118.00
	Sec. 22-42 Fees Swimming pool	\$234.00	\$292.00	\$145.00	\$110.00	\$220.00	\$118.00

Sec. 22-42 Fees	Body art - tattoo establishment	\$187.00	\$156.00	\$123.00	\$147.00	\$106.00
Sec. 22-42 Fees	Body art - body piercing	\$176.00	\$156.00	\$123.00	\$147.00	\$106.00
Sec. 22-42 Fees	Body art - comb. Tattoo/body piercing	\$304.00	\$162.00	\$123.00	\$147.00	\$106.00
Sec. 22-42 Fees	Body art - temp. tattoo	\$195.00	\$139.00	\$123.00		
Sec. 22-42 Fees	Body art - temp. body piercing	\$195.00	\$139.00	\$123.00		
Sec. 22-42 Fees	Body art - comb. temp tat/body piercing	\$195.00	\$145.00	\$123.00		
Sec. 22-42 Fees	Vending machine - commissary	\$343.00	\$240.00	\$240.00	\$210.00	\$118.00
Sec. 22-42 Fees	Vending machine - operator	\$195.00	\$117.00	\$117.00		
Sec. 22-42 Fees	Vending machine unit lic. Fee	\$14.00				
	Late fee	\$110.00				
	Duplicate license	\$14.00				
	Operating without a license	\$835.00				
	No certified operator	\$167.00				

Library	<u>Ordinance Reference</u>	<u>Description</u>	<u>Fee</u>	<u>Processing Fee</u>
	Sec. 34-61 and 2-548	Overdue fines - entertainment dvds	\$1 per day	
		All other overdue fines	\$0.15 per day	
		Hardcover books - Adult	\$23.00	\$5.00
		Hardcover books - Children's	\$13.00	\$5.00
		Softcover books - Adult	\$5.00	\$5.00
		Softcover books - Children's	\$3.00	\$3.00
		Board books	\$4.00	\$5.00
		DVD	\$15.00	\$5.00
		VHS	\$15.00	\$5.00
		Audiobooks	\$20.00	\$5.00
		CDs	\$15.00	\$5.00
		CD-ROM	\$15.00	\$2.00
		Magazine	\$3.00	\$5.00
		Kits	\$15.00	
		DVD case	\$5.00	
		CD case	\$2.00	
		CD pamphlet	\$5.00	
		VHS case	\$1.00	
		Barcode missing	\$1.00	
		All cases	\$5.00	
		Kit bag	\$3.00	
		Replacement for lost/missing library card	\$3.00	
		Deposit card (out-of-county residents)	\$75.00	
		Photocopies	\$0.15	
		Computer generated printing - black and white	\$0.15	
		Computer generated printing - color	\$0.50	

* The prices listed for materials (hardcover books, softcover books, DVD, Audio, etc.) are default prices. The original purchase price is the dollar amount received if lost, destroyed, etc. The prices in the fee schedule apply to items that do not have a price in the cataloging record.

A Resolution Establishing a
Schedule of Fees for the
Village of Brown Deer

Resolution No. 13 –

WHEREAS, the Village Board, pursuant to its statutory authority, and as required by the Village of Brown Deer Code of Ordinances, is empowered and required to set fees for various Village services, permits, licenses, inspections, and investigations; and,

WHEREAS, the Village Board has reviewed such fees as required to be set throughout the Code; and,

WHEREAS, the Village Board has determined appropriate fees consistent with the objective of recouping only direct and actual costs attendant with the various matters for which fees are required; and,

WHEREAS, the Village Board has determined it is in the public interest to set such fees in a readily discernable format, which format shall be conducive to public disclosure and review.

NOW, THEREFORE; BE IT RESOLVED that the Village Board adopts such fees as herein set forth in the attached fee schedule; and,

BE IT FURTHER RESOLVED that the Village Board adopts such fees as therein set forth, under its statutory authority, and in accord with the various sections of the Village of Brown Deer Code as therein referenced; and,

BE IT FURTHER RESOLVED that Village Staff is directed to bring this resolution forward to the Village Board on an annual basis as part of its annual budget review; and,

BE IT FURTHER RESOLVED that Village Staff is directed to maintain this fee schedule at the Village Hall for the convenience of the public, and to further publish such fee schedule on the Village website.

PASSED AND ADOPTED by the Village Board of the Village of Brown Deer, this 16th day of December, 2013.

Carl Krueger, Village President

Jill Kenda-Lubetski, Village Clerk

**BROWN DEER FINANCE AND PUBLIC WORKS COMMITTEE
DECEMBER 4, 2013 REGULAR MEETING MINUTES
HELD AT THE BROWN DEER VILLAGE HALL
4800 WEST GREEN BROOK DRIVE**

The meeting was called to order by Trustee Oates at 6:30 P.M.

I. ROLL CALL

Present: Trustees: Oates, Springman and Boschert; Citizen Members: Susan Glowinska and Tom Lieven

Also Present: Susan Hudson, Treasurer/Comptroller, Michael Hall, Village Manager, Matthew Maederer, Director of Public Works/Engineering, Dan Bishop, Operation Supervisor

Excused: Citizen Member Galyn Bennett and Ray Erbe

II. PERSONS DESIRING TO BE HEARD

None.

III. CONSIDERATION OF MINUTES: November 6, 2013 – Regular Meeting

It was moved by Trustee Boschert and seconded by Susan Glowinska to approve the minutes of the November 6, 2013 meeting. The motion carried unanimously.

IV. REPORT OF STAFF/COMMITTEE MEMBERS

Susan Hudson, Treasurer/Comptroller is working on creating Real Estate and Personal Property tax bills. Tax bill will be mailed to citizens on December 13th. Michael Hall, Village Manager stated that the mill rate is increasing by 10 cent over 2012 mill rate. Matthew Maederer, Director of Public Works/Engineering reported that staff is reviewing Wal-Mart's storm water plan, The original Village is almost finished with some final touch to be done in the spring. Fire Department sign is being installed.

V. UNFINISHED BUSINESS

None.

VI. NEW BUSINESS

A) Purchase of a new Chipper (Bobcat Morbark-Beever M12R w/ Kubota 99-HP)

The current DPW chipper was purchased in 1989 and has exceeded its useful life. The replacement year was originally in 2009, but was delayed for budgetary reasons. The existing unit is in need of replacement. The chipper is a vital component to the forestry operations. DPW staff demoed two different chipper units for an entire day. The overall consensus was that the Bobcat unit was the superior chipper and the unit which best satisfied the needs of DPW.

It was moved by Tom Lieven and seconded by Trustee Boschert to recommend to the Village Board to approve the purchasing of Bobcat Morbark-Beever M12R w/Kubota 99-HP in the amount not to exceed \$31,482. The motion carried unanimously.

B) Purchase of a new Street Sweeper (Johnston Model TR655)

This item was asked to be held over until next month when more research can be conducted. Staff wants to compare apple to apple on the three sweepers that staff demoed
No action was taken on this item.

C) Resolution Authorizing submittal of application for an Urban Grant for 2014

The Direct of Public Works, Matthew Maederer submitted an Urban Forestry Grant (UFG) for calendar year 2014. The grant was accepted and under review by the WDNR. A resolution needs to be passes authorizing the Direct to sign the application prior to any funding allocation.

It was moved by Trustee Springman and seconded by Tom Lieven to recommend to the Village Board to approve the Resolution Authorizing submittal of application for an Urban Grand for 2014. The motion carried unanimously.

D) October 2013 Financial Reports

No action was taken on this item.

E) Consideration of November 2013 Vouchers

It was moved by Trustee Boschert and seconded by Susan Glowinska to recommend that the Village Board approve the vouchers from November 1, 2013 to November 21, 2013 in the amount of \$998,226.42. The motion carried unanimously.

VII. ADJOURNMENT

It was moved by Trustee Boschert and seconded by Trustee Springman to adjourn at 7:17 p.m. The motion carried unanimously.



Susan L Hudson, Treasurer/Comptroller

BROWN DEER LIBRARY BOARD
December 9th, 2013 MEETING MINUTES
HELD AT THE BROWN DEER PUBLIC LIBRARY
5600 WEST BRADLEY ROAD
(Unapproved)

The meeting was called to order by Board President Lutz at 5:03 P.M.

I. Roll Call

Present: Board President A. Lutz and Board members: J. Baker, E. Bennett, W. Jabas, K. Lewis-Williams
Also Present: Brian Williams-Van Klooster, Library Director

II. Persons Desiring to be Heard

Gerald Arenz, 7817 N 60 St #B, spoke regarding a portion of item V. The Board made recommendations to the Director regarding Mr. Arenz' appeal.

III. Consideration of Minutes:

- a. November 11, 2013 – Regular Meeting

It was moved by J. Baker and seconded by K. Lewis-Williams to approve the minutes of the November 11th, 2013 regular meeting. The motion carried unanimously.

IV. Unfinished Business

The Library Director shared updated pricing for the new Library street sign. New pricing brings the sign within approved budget range. Construction is expected to start after spring thaw. Board members proposed the idea of moving the old sign to the Library's parking lot entrance on 55th St. The Library Director will inquire with DPW about the feasibility of that department doing the work. Board members also inquired about the price difference in installing raised lettering that would mirror the new signage at the schools. The Library Director will inquire and report back.

V. Report of Library Director

The Monthly Usage Report was amended to include recently received statistics. Digital circulation and Programs attendance for November were added.

VI. Report of Friends of the Library

The Annual Auction raised approximately \$2700. The Patron Challenge has raised approximately \$900 to date, to which the Friends will match the donations dollar-for-dollar.

Next Friends of the Library meeting is scheduled for January 9th at 6:30PM at the Brown Deer Library. Elections will also be held.

VII. New Business

- a. Consideration of Vouchers: October/November 2013

It was moved by W. Jabas and seconded by K. Lewis-Williams to approve the payment of the October/November vouchers. The motion carried unanimously.

- b. HVAC preventive maintenance contract:

It was moved by E. Bennett and seconded by J. Baker to approve awarding the HVAC preventive maintenance contract to Burkhardt Heating and Cooling. The motion carried unanimously.

Cleaning services contract:

The Board inquired about pricing and services to be rendered in the proposed new cleaning contract, and pointed out the monthly cost increase compared to existing. The Library Director noted that staff have expressed dissatisfaction with the quality of cleaning offered by the current contractor. He also pointed out that many important cleaning tasks are not on a regular schedule including hard floor scrubbing, carpet shampooing and window cleaning. The current cleaning company does not provide these services, nor does it offer 6-day cleaning as was requested of new contractors who bid. It is time consuming for the Library Director to have to price compare these services on a regular basis when instead they could be packaged with an existing full-service cleaning contract. The Library's 6 day per week 2014 schedule, with 7 hour Saturdays, calls for 6 days of

cleaning.

The Library Board requested that the Director conduct more thorough price comparison, ensure the operations budget can accommodate any increases, consider options to reduce costs with new contractors, and more fully explore service contract partnership with Village Hall.

This item was tabled for review at the January meeting.

c. Community Room policy

It was moved by W. Jabas and seconded by E. Bennett to approve the revised Community Room policy with the recommended correction. The motion carried unanimously.

d. Library closure on 1/20/14 and 4/2/14

It was moved by J. Baker and seconded by E. Bennett to approve closing the Library on the above dates for staff in-service training during Millennium server migration. The motion carried unanimously.

e. Discussion regarding 'card in-hand' requirement

Library Director informed the Board of the Library's requirement that patrons have their library cards in their possession at the time of checkout and computer log-in. The Director noted that staff are allowed to use their discretion to override this requirement by looking up patron records using ID for checkout. At this time patrons are usually encourage to have their cards with them at the next visit or pay \$3 to replace their cards. The number of overrides received by a patron are not recorded, and this requirement is enforced inconsistently. The Director also noted that the same discretion is not allowed for look up of patron records to access the internet, instead requesting that they pay \$1 for an internet visitor pass.

The Director shared a staff member's opinion that the internet visitor pass compensates the library for the extra accommodation not required by those with their card, that not requiring a card for service devalues the need to issue a card in general, and that presenting a card when required encourages the patron to be responsible for one's action.

The Library Board's majority opinion was that, in the interest of good customer service, cards and charges should not be required for service. Opinions were that that most other membership programs allow persons to show ID and/or provide a SSN in lieu of the card, that the inconvenience to the patron and risk of losing a checkout or internet usage due to lack of a card in hand is greater than the inconvenience to staff or the opportunity to make a statement about individual responsibility, and that allowing checkout and internet use without a card or charge helps maximize opportunities for revenue due to reciprocal borrowing. The Board likes the fact that discretion is used to look up records for checkout, have benefitted from it themselves, and appreciate that patrons are encouraged to have their cards at their next visit.

Action was not required on this item.

f. Director probationary review

The Library Director's 6 month probationary performance review will be conducted by the Village Manager. The Village Manager will be invited to the Library Board's January meeting, and will recess into closed session for this discussion without the Director present.

VIII. Recess into Closed Session

It was moved by E. Bennett and seconded by J. Baker move into Closed session in considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The motion carried unanimously.

IX. Reconvene into Open Session

It was moved by W. Jabas and seconded by E. Bennett to move into Open session. The motion carried unanimously.

It was moved by E. Bennett and seconded by W. Jabas to approve funding of one full-time Library Assistant position using operating expenses through February 28th, 2014. The motion carried unanimously.

X. Adjournment

Next meeting: January 13th, 2013. *It was moved by A. Lutz and seconded by J. Baker to adjourn at 6:30 P.M. The motion carried unanimously.*



Brian Williams-Van Klooster, Library Director

12/11/13

**BROWN DEER PARK AND RECREATION COMMITTEE
DECEMBER 3, 2013 MEETING MINUTES
HELD AT THE BROWN DEER VILLAGE HALL
4800 WEST GREEN BROOK DRIVE**

The meeting was called to order at 7:00 p.m.

I. Roll Call

Present: Richard Goehre, Mike Hawes, Gary Springman, Marie Lieber

Also Present: Chad Hoier, Park and Recreation Director
Mark Thompson, Recreation Supervisor
Don Uebelacker, Resident

II. Persons Desiring to be Heard

A) Don Uebelacker

Mr. Uebelacker spoke to the Committee on behalf of the Senior Citizens Club. Mr. Uebelacker has been the Clubs entertainment director for the past eleven years and the Club is having difficulties finding his replacement. He asked the Park and Recreation Department if they would be able to assist the Club with its entertainment scheduling for the second meeting of each month. Discussion followed.

Mr. Thompson and Mr. Hoier agreed that the department would be able to assist the Club with its entertainment scheduling for the second meeting of each month.

Mr. Thompson and Mr. Uebelacker are going to schedule a meeting yet to be determined to go over the details.

III. Consideration of Minutes: September 10, 2013

It was moved by Mr.Hawes and seconded by Mr. Goehre to approve the minutes of the September 10, 2013 meeting as presented. The motion carried.

IV. Unfinished Business

V. New Business

A) Review of Fence Proposal from Brown Deer Junior Baseball for the National League Diamond

No formal proposal was submitted by Brown Deer Junior Baseball and Committee agreed to table the discussion until further notice.

B) Approval of 2014 Fairy Chasm Permit Fees and Policies and Procedures

Mr. Hoier review the request for consideration with the Committee. Request listed a \$10.00 increase in the seasonal team fee for youth athletic groups. Fee increase will result in Brown Deer Junior Baseball and Brown Deer Youth Soccer paying \$10.00 more per team for the 2014 season.

It was moved by Mr. Goehre and seconded by Ms. Lieber approve the 2014 Fairy Chasm Permit and Policies and Procedures as presented. Motion passed.

C) Review of Community Center Rental Fees and Procedures

Mr. Hoier reviewed the Community Center Rental Fee structure currently being used and updated on the rental usage to date. Discussion followed.

Committee discussed a couple small changes to the permit form by listing the exact hour the area can be rented and removing the word resident from the permit fee.

Committee also agreed to review the fee structure in June of 2014.

Is was moved by Mr. Hawes and seconded by Ms. Lieber to amend the Community Center Permit Form with the changes listed above. Motion passed.

VI. Administrative Report

A) Department Update

Mr. Hoier and Mr. Thompson updated the Committee on the status of the current ongoing programs and the development of the recreation programs that will be listed in the winter/spring edition of the Our Brown Deer Magazine that will be distributed to residents in mid-December.

VII. Committee Reports.

Mr. Goehre reported on the Senior Citizens Club upcoming Christmas Party that will be held at the Four Points Sheraton on Friday, December 1.

Mr. Springman reported on the ongoing projects going on in the Village highlighting the construction in the old village and Wal-Mart.

VIII. Scheduling of Next Meeting

A) January 7, 2014

Committee agreed to schedule its next meeting for Tuesday, February 4, 2014. Committee decided not to meet the month of January.

VIII. Adjournment

Upon proper motion, the meeting was adjourned at 8:20 p.m.

Chad Hoier, Park and Recreation Director