



MEETING MINUTES

**Town of Peshtigo Special Board Meeting/Budget Workshop
Thursday, October 10, 2024 at 6 p.m.
or following Plan Commission meeting, whichever is later**

- 1) Call to order: **Chairperson Friday called the meeting to order at 6:01pm.**
- 2) Roll call:
Present: Chairperson Friday, Supervisor Wortner, Supervisor Bergeson, Supervisor Joy
Absent: Supervisor Coble (joined at 6:04pm)
- 3) Verification of proper notice: **Chairperson Friday verified.**
- 4) Approve agenda: **Wortner motion to approve/Second by Joy. Motion carried with 4 yes.**
- 5) Budget Workshop (the following may be discussed/acted upon in no particular order)
 - a. Self-Publishing Software Proposals: **Joy motion to approve enCodePlus software/Second by Friday. Motion carried with 5 yes votes.**
 - b. 2025 Fee Schedule: **Friday motion to approve with discussed changes/Second by Wortner. Motion carried with 5 yes votes.**
 - c. 2025 Employee Compensation: **All changes go into effect 1-1-25.**
Kathy Brandt: \$23/hour- TB/JW, 5
Keith Swallow: \$27/hour- TB/JW, 5
Jeff Maney: \$22/hour- JW/CC, 5
John Berg: \$19/hour- CC/JW, 5
Dennis Czapiewski: \$16/hour- CC/JW, 5
Wayne Kamka: \$16/hour- CC/JW, 5
Rebecca Archambault: \$19/hour- JF/TB, 5
 - d. Remaining ARPA Fund Balance Discussion: **Friday motion to allocate all remaining ARPA funds (\$63,543.06) toward fire truck replacement cost/Second by Coble. Motion carried with 5 yes votes.**
 - e. Proposed 2025 Town Budget Workshop: **Budget was discussed and edited, with changes presented at the October Regular Board Meeting.**
- 6) Motion to Adjourn: **Wortner motion to adjourn at 8:18pm/Second by Coble. Motion carried with 5 yes votes.**

Kayla Okins, Clerk 10/17/2024

2025 User Fee Schedule

	Description	Fee Determination	Fee Amount	Account
	Chapter 2 - Administration			
	Licensing fees for bowling centers, dance halls, roadhouses, places of amusement, pool and billiard tables, and amusement devices	2-98 (9)	\$10.00	
	Real property status form preparation fee	2-618	\$25.00	
	Non-sufficient check fee	2-621(a)	\$50.00	
	Fee for copying public records – see also Copy Policy	2-838(f)	\$.25 per page B & W	
		State Statutes Chapter 19	\$.50 per page Color	
	Chapter 4 – Alcohol Beverages			
	Class “A” fermented malt beverage retailer’s license fee	4-25(1)	\$40.00	
	Class “B” fermented malt beverage license fee	4-25(2)	\$100.00	
	Temporary Class “B” fermented malt beverage license fee	4-25(3)	\$15.00 per event	
	Temporary Class “B” wine license	4-25(4)	\$15.00 per event	
	Fermented malt beverage wholesaler’s license fee	4-25(5)	\$25.00	
	Class “A” intoxicating liquor retailer’s license fee	4-25(6)	\$40.00	

2025 User Fee Schedule

	"Class B" intoxicating liquor retailer's license fee	4-25(7)	\$120.00	
	"Class C" wine retailer's license fee	4-25	\$40.00	
	Reserve "Class B" license fee	4-25(8)	\$10,000.00	
	Publication Fee	4-26(c)	\$8.00	
	Liquor license transfer fee	4-31(a)	\$10.00	
	Background check	4-58	\$7.00	
	Chapter 6 Amusements and Entertainment			
	Private or public races, shows, or exhibitions license fee	6-21(d)	\$25.00	
	Adult entertainer registration fee	6-144	\$10.00	
	Tavern operator's license fee	6-179	\$20.00/2 years	
	Tavern operator's provisional license fee	6-179	No charge	
	Chapter 8 Animals and Fowl			
	Dog License tax: neutered male; spayed female	8-80(c)	\$3.00	
	Dog license tax: unneutered male; unspayed female	8-80(c)	\$8.00	
	Late fee for dog license obtained after April 1 st , per dog	8-81	\$5.00	

2025 User Fee Schedule

	Multiple dog (kennel license fee)	8-106	\$35.00 + \$3/dog over 12	
	Service dogs exempt from dog license tax	8-108	No charge	
	Exotic animal permit application fee, per animal	8-283	\$100.00	
	Exotic animal annual permit fee	8-283	\$100.00	
	Wolf/dog hybrid annual registration fee	8-435	\$100.00	
	Chapter 10 Buildings and Building Regulations			
	Building permit fee	10-6		
	1) Residential One and Two Family			
	A. New Structures	Town Board		
	0-1,499 Sq. Ft.		\$625.00	
	1,500-1,999 Sq. Ft.		\$650.00	
	2,000-2,999 Sq. Ft.		\$675.00	
	3,000 Sq. Ft. and over		\$725.00	
	Two Family/Duplexes		\$150.00	
	Erosion Control		\$75.00	
	Factory Seal Homes		\$250.00	
	Mobile Homes		\$250.00	
	State Seal		\$40.00	
	Plan Review		\$100.00	

2025 User Fee Schedule

	Early Start		\$100.00	
	Zoning		\$50.00	
	Area calculations include all floor levels, basements, porches, and garages. Inspections included for Construction, Electrical, Plumbing, HVAC, and Erosion Control			
	B. Additions and Remodeling			
	Valuation \$500-\$4,999		\$120.00	
	Valuation \$5,000-\$39,999		\$120 +5/\$1,000	
	Valuation \$40,000 and greater		\$315 +\$1/\$1,000	
	Zoning for additions		\$35.00	
	C. Accessory Structures (Garages/Sheds)			
	Up to 500 Sq. Ft.		\$50.00	
	Over 500 Sq. Ft.		\$.10/Sq. Ft.	
	Zoning		\$35.00	
	D. Decks/Patios			
	0-100 Sq. Ft.		\$50.00	
	100-600 Sq. Ft.		\$100.00	
	Over 600 Sq. Ft.		\$100 + \$.10/Sq. Ft.	
	E. Residential Electrical			
	New Installation, Alterations, Repairs		\$45 +1/\$100 Job Value	
	Service Change		\$90.00	
	F. Residential HVAC			
	New Installations, Alterations, Repairs		\$45 +1/\$100 Job Value	

2025 User Fee Schedule

	G. Residential Plumbing			
	New Installations, Alterations, Repairs		\$45 +1/\$100 Job Value	
	H. Swimming Pools			
	Temporary		\$50.00	
	Permanent		\$100.00	
	I. Miscellaneous			
	Miscellaneous (if not stated in fee schedule)		\$40.00	
	Re-inspection/Additional Inspection		\$50.00	
	Failure to Call for Inspection		\$100.00	
	Razing/Demolition/Moving of Building		\$100.00	
	Temporary Occupancy		\$50.00	
	Ponds		\$100.00	
	Fences		\$50.00	
	Zoning/Business Certificate		\$75.00	
	Fees may be doubled if a project is started without a permit. Fees are rounded to the nearest dollar. Construction costs include all materials and labor			
	Property fire number sign – initial fee	10-214	\$75.00	
	Property fire number sign – replacement fee	10-214	\$25.00 + \$10.00/post	
	Chapter 12 Business Regulation and Taxation			
	Cigarette sales license fee	12-47	\$25.00	

2025 User Fee Schedule

	Chapter 24 Fire Prevention and Protection			
	Fireworks permit bond	24-293	No charge	
	Vehicle accident response fee	24-49	Actual costs based on \$150 per truck, \$25 per firefighter, capped at \$500.00	
	Fire protection costs – extra equipment; supplementary essentials	24-49(b)	Actual costs	
	Fire protection costs provided by a contractor or fire Department other than the Town fire department	24-49(c)	Actual costs	
	Outdoor solid fuel heating device permit fee	24-261(a)	No charge	
	Chapter 34 Offenses and Miscellaneous Provisions			
	Reward for littering complaint leading to conviction	34-153	\$100.00	
	Chapter 44 Roads, Highways, Sidewalks and Other Public Places			
	Excavation or opening streets/public ways/roads permit fee	44-219(b)	No charge	

2025 User Fee Schedule

	Driveway/culvert construction application fee	44-50	\$30.00	
	Public gathering permit fee	44-361	\$30.00	
	Town hall rental fee for nongovernmental functions/events	44-408	See Miscellaneous	
	Chapter 50 Solid Waste			
	Garbage bags - \$3 under 13 gallon size/\$6 over 13 gallon size			
	Recycling Fees			
	Appliances, freon		\$25.00	
	Brush, per load		\$5.00	
	Bulbs, fluorescent		\$1.00	
	Chair		\$5.00	
	Couch		\$10.00	
	Electronics – small – computer, printer, fax		\$5.00	
	Electronics – tv, monitors		\$20.00	
	Mattress/Boxspring – crib		\$5.00	
	Mattress/Boxspring – full, queen, king		\$25.00	
	Mattress/Boxspring – twin		\$10.00	
	Roll off – trailer		\$30.00	
	Roll off – truck		\$30.00	
	Tires – car – double rims		\$5.00	
	Tires – Tractor/Semi – double w/rims		\$20.00	
	Waste treatment, disposal and storage facility permit fee	50-96	\$500.00	

2025 User Fee Schedule

	Refuse Haulers Permit Fee – annual, calendar year	50	\$100.00	
	Chapter 60 Zoning			
	Either a building permit fee or a zoning verification permit fee	60-18(a)(1)	\$50.00	
	PDO Planned Development Overlay district pre-petition review fee	60-69(d)(2)	\$100.00	
	PDO Planned Development Overlay district improvement inspection fee	60-69(j)(2)	\$100.00	
	Conditional use permit application	60-100	\$500.00	
	Telecommunications antennas and towers conditional use permit application fee	60-220(j)(3)	\$150.00	
	Swimming pool, private or residential, permit	60-251(c)	\$30.00 above ground	
			\$40.00 in ground	
	Manmade pond conditional use permit application fee	60-252(b)(3)	\$150.00	
	Pond construction building permit fee	60-252(b)(3)	\$50.00	
	Petition fee for rezoning a premises or amending regulations	60-38(b)	\$500.00	
	Notice of Appeal to Zoning Board of Appeals filing fee	60-369(a)	\$500.00	

2025 User Fee Schedule

	Zoning variance application fee/Plan Commission	60-370(b)(1)	\$500.00	
	MISCELLANEOUS			
	Town Hall Community Room*			
	*Town residents must show proof of residency			
	Non-Profit Town Residents	Refundable security Deposit equal to total charge	\$25 for 1 day, plus \$5 each additional day, maximum 7 days	
	Non-Profit Non-Residents	Refundable security Deposit equal to total charge	\$50 for 1 day, plus \$5 each additional day, maximum 7 days	
	For-Profit Town Residents	Refundable security Deposit equal to total charge	\$50 for 1 day, plus \$10 each additional day, maximum 2 days	
	For-Profit Non-Residents	Refundable security Deposit equal to total charge	\$100 for 1 day, plus \$10 each additional day, maximum 2 days	