

**VILLAGE OF WESTON, WISCONSIN  
RESOLUTION NO. 2018-033**

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- A RESOLUTION,** amending the Village Fee Schedule.
- WHEREAS,** Section 2.100 *Fees and charges*, allows the Village Board to set and amend a Fee Schedule for all fees and charges required by the Village through its Municipal Code of Ordinances.
- WHEREAS,** from time to time this fee schedule needs to be amended to add new fees or change existing fees.
- WHEREAS,** Village staff have made the proposed changes to the Fee Schedule adopted March 19, 2018 and provided those changes to the Village Board in the amended fee schedule attached as Exhibit A to this resolution.
- WHEREAS,** the Village Board has determined the fees set forth in the amended fee schedule attached as Exhibit A to this resolution are appropriate and reasonably approximate the Village's basic costs in providing these new services within the Village.
- BE IT RESOLVED** by the Board of Trustee for the Village of Weston hereby adopts the fee schedule attached as Exhibit A and the fees set forth therein.

**PASSED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF WESTON,** at a regular meeting thereof, this 21<sup>st</sup> day of the month of May 2018.

**VILLAGE OF WESTON,** a Municipal Corporation of the State of Wisconsin.

By:   
BARBARA ERMELING, President

ATTEST:  
By:   
SHERRY WEINKAUF, Clerk

EFFECTIVE DATE: ~~MARCH 19~~MAY 21, 2018

2018

# FEE SCHEDULE

VILLAGE OF WESTON

## CONTENTS

CLERK .....	2
ANIMAL LICENSING FEES.....	2
BUSINESS LICENSING FEES.....	2
WEIGHTS AND MEASURES.....	3
OTHER SPECIAL FEES.....	3
DEPARTMENT OF PARKS, RECREATION AND FORESTRY.....	4
AQUATIC CENTER FEES.....	4
PARK AND FACILITY RENTAL FEES.....	4
DEPARTMENT OF PLANNING AND DEVELOPMENT .....	6
PUBLIC HEARING FEES.....	6
LAND DIVISION FEES .....	6
COMMERCIAL PERMIT FEES.....	7
RESIDENTIAL PERMIT FEES.....	8
MISCELLANEOUS PERMITS FEES .....	9
SAFER FIRE DISTRICT .....	11
EMERGENCY SERVICE FEES .....	11
MUNICIPAL UTILITIES.....	12
METER RATES AND FEES .....	12

# CLERK

## VILLAGE CLERK

(715) 359-6114

clerks@westonwi.gov

All credit/debit card transactions shall incur a 3.25% + \$1.00 convenience fee.

E-check transactions shall incur a \$.50 convenience fee.

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### ANIMAL LICENSING FEES

Class	Fee Description	Fee
Animal Fancier	Foster Animal Rescue	NO FEE
	All Other Uses, Annual Fee	\$20.00 + Animal License Fee/Animal
Commercial Animal Establishment	Non-Municipal Animal Shelter	NO FEE
	Pet Shops/Store, Annual Fee	\$100.00
	All Other Uses, Annual Fee	\$100.00
Cats and Dogs	Unaltered, Annual Fee (Prior to March 31)	\$25.00
	Unaltered, Late Fee	\$75.00
	Unaltered w/ Microchip, Annual Fee (Prior to March 31)	\$20.00
	Unaltered w/ Microchip, Late Fee	\$60.00
	Spayed/Neutered, Annual Fee (Prior to March 31)	\$15.00
	Spayed/Neutered, Late Fee	\$45.00
	Spayed/Neutered w/ Microchip, Annual Fee (Prior to March 31)	\$10.00
	Spayed/Neutered w/ Microchip, Late Fee	\$30.00
Kennel License	Juvenile (under 1 year of age) w/ or w/o Microchip	\$10.00
	Annual Fee	\$100.00

### BUSINESS LICENSING FEES

Class	Fee Description	Fee
Adult Orientated Establishment	Annual Fee	\$1000.00
Adult Escort	Annual Fee	\$300.00
Alcohol/Liquor	Class A Beer License	\$350.00
	Class A Combination Beer and Liquor	\$600.00
	Class B Beer License	\$100.00
	Class B Combination Beer and Liquor	\$600.00
	Class B Reserve Liquor	\$10,000.00
	Provisional Class A Beer, A Liquor, B Beer and B Liquor	\$15.00
	Class C Wine	\$100.00
	Temporary Class "B" (Picnic), Beer	\$10.00
	Temporary Class "B" (Picnic), Wine	\$10.00
Operator/Bartender	New Application (Provisional Included)	\$60.00
	Renewal	\$50.00
	Provisional (Renewal Only/Late Fee)	\$15.00
	Temporary	\$10.00
Cigarette	Annual Fee	\$100.00
	Year	\$200.00
Direct Sellers	6-Months	\$100.00
	Month	\$50.00
	Week	\$20.00
	Daily	\$5.00
	Hotel/Motel Establishment	Annual Fee (Per room?)

Junk/Salvage Yard	Annual Fee	\$300.00
Manufactured Home Park	Annual Fee	\$100.00 + \$2.00/lot over 50 lots
Mobile Food Vendor	Annual Fee	\$25.00
Pawnbroker	Annual Fee	\$210.00
	Billable Transaction	\$1.50/Transaction
Secondhand Article Dealers	Annual Dealer's Fee	\$27.50
	Annual Dealer Mall/Flea Market Fee	\$165.00
	Annual Secondhand Jewelry Dealer's Fee	\$30.00

#### WEIGHTS AND MEASURES

Class	Fee Description	Fee
Scales	Light Capacity Scale	\$5.00/device
	Medium Capacity Scale	\$10.00/device
	Heavy Capacity Scale	\$15.00/device
	Scanner	\$0.25/device
	Liquid Measuring Device	\$10.00/device
	High Speed Diesel Pump 20 gpm	\$15.00/device
	High Speed Diesel Pump 30 gpm	\$15.00/device
Penalties	Penalty for Non-Registered Devices	Additional \$25.00/device

#### OTHER SPECIAL FEES

Class	Fee Description	Fee
Copies and Look-Up's	Assessor File Look-Up Fee	\$10.00/File
	Assessment Letters	\$40.00/Request
	Copy of Municipal Code	\$50.00 + Tax
	Email Documents (10MB Max)	\$0.25/File
	General Copy (Black and White)	\$0.25/Copy + Tax
	General Copy (Color)	\$0.50/Copy + Tax
	Voter Registration List	\$35.00 + Tax
Garbage and Recycling	45/95-Gallon Collection, Annual Fee	\$165.00
	Garbage Bag Sticker	\$1.50

## DEPARTMENT OF PARKS, RECREATION AND FORESTRY

### PARKS, RECREATION AND FORESTRY DIRECTOR

Shawn Osterbrink  
(715) 359-9988 (Park Office)  
[sosterbrink@westonwi.gov](mailto:sosterbrink@westonwi.gov)

### AQUATIC CENTER MANAGER

Brad Mroczenski  
(715) 241-7649 (Aquatic Center)  
[bmroczenski@westonwi.gov](mailto:bmroczenski@westonwi.gov)

All credit card transactions shall incur a 2.5% convenience fee, up to a maximum of \$5.00.

#### AQUATIC CENTER FEES

Class	Fee Description	Fee
Daily Pass	Youth/Adult	\$4.00
	Senior Citizen (Age 62+)	\$2.00
	After 6:00PM (All Ages)	\$2.00
	Group Rate (50+)	\$2.00
Swim Lessons	Resident	\$25.00
	Non-Resident	\$30.00
Season Pass Fees	Individual, Resident	\$59.00
	Individual, w/ Rothschild, Resident	\$79.00
	Individual, Non-Resident	\$79.00
	Individual, w/ Rothschild, Non-Resident	\$99.00
	Family (up to 5), Resident	\$120.00
	Family (up to 5), w/ Rothschild, Resident	\$160.00
	Family (up to 5), Non-Resident	\$140.00
	Family (up to 5), w/ Rothschild, Non-Resident	\$180.00
	Senior Citizen (Age 62+), Resident	\$25.00
	Senior Citizen (Age 62+), Non-Resident	\$50.00
	Early Bird, Family (up to 5), Resident (up to 2 weeks prior to opening)	\$100.00
	Early Bird, Family (up to 5), Resident w/ Rothschild (up to 2 weeks prior to opening)	\$140.00
	Early Bird, Family (up to 5), Non-Resident (up to 2 weeks prior to opening)	\$120.00
Early Bird, Family (up to 5), Non-Resident w/Rothschild (up to 2 weeks prior to opening)	\$160.00	
Mid-Season, Family (up to 5)	\$65.00	
Mid-Season, Family (up to 5), w/ Rothschild	\$85.00	
Birthday Party	Minimum of 6 people	\$7.00/Person
Pool Rental (includes Rothschild) 8:30PM – 9:30PM or 8:30PM – 10:30PM time slots only.	1 – 50 People w/ Water Slide	\$125.00/Hour
	51 – 75 People w/ Water Slide	\$150.00/Hour
	76 – 100 People w/ Water Slide	\$175.00/Hour
	Over 100 w/ Water Slide	\$175.00 + \$1.00/Person x 1-2 Hours

#### PARK AND FACILITY RENTAL FEES

Class	Fee Description	Fee
Facility Rental (Kennedy Hall)	Security Deposit – Always	\$50.00
	Private Party, Resident	\$75.00
	Private Party, Non-Resident	\$125.00
	Public Party	\$85.00
	Non-Profit Party, Resident	NO FEE
	Non-Profit Party, Non-Resident	\$75.00
	Weston Based Youth, Children or Senior Citizen Group	NO FEE

Park Shelter Rental	Standard Security Deposit	\$25.00
	Business Security Deposit	\$50.00
	Family/Group Gatherings, Resident	\$60.00 + Tax
	Family/Group Gatherings, Non-Resident	\$85.00 + Tax
	Non-Profit, Resident	\$60.00 + Tax
	Non-Profit, Non-Resident	\$110.00 + Tax
	Business, Resident	\$160.00 + Tax
	Business, Non-Resident	\$310.00 + Tax

## DEPARTMENT OF PLANNING AND DEVELOPMENT

### DIRECTOR/ZONING ADMINISTRATOR

Jennifer Higgins  
 (715) 241-2638  
[jhiggins@westonwi.gov](mailto:jhiggins@westonwi.gov)

### ASSISTANT PLANNER

Jared Wehner  
 (715) 241-2639  
[jwehner@westonwi.gov](mailto:jwehner@westonwi.gov)

### BUILDING INSPECTOR

Shaun "Scott" Tatro  
 (715) 359-6114  
[statro@westonwi.gov](mailto:statro@westonwi.gov)

### PROPERTY INSPECTOR

Jayson "Roman" Maguire  
 (715) 359-6114  
[rmaguire@westonwi.gov](mailto:rmaguire@westonwi.gov)

### PLANNING TECHNICIAN

Valerie Parker  
 (715) 241-2607  
[vparker@westonwi.gov](mailto:vparker@westonwi.gov)

Please note:

All fees within this section also pertain to the joint Town and Village of Weston Extraterritorial Zoning (ETZ) Area.

**Failure to obtain and file a permit or application shall result in a stop work order and the permit fees are TRIPLED.** Please visit The Planning and Development Department's Permits and Applications page for permit applications and details at [www.westonwi.gov/permits](http://www.westonwi.gov/permits)

**All credit/debit card transactions shall incur a 3.25% + \$1.00 convenience fee.**

**E-check transactions shall incur a \$.50 convenience fee.**

#### PUBLIC HEARING FEES

Class	Fee Description	Fee
Rezoning (Village and ETZ):	Map Amendment	\$250.00
	Text Amendment	\$200.00
Comprehensive Plan:	Map Amendment	\$350.00
	Map Amendment with Rezone Map Amendment	\$500.00
	Text Amendment	\$200.00
	Text Amendment with Rezone Text Amendment	\$350.00
Conditional Use:	New Residential	\$250.00
	New Non-Residential (Includes Multiple Family Dwelling Units)	\$250.00 + \$10.00/Acre over 10 Acres
	Amendment to Conditional Use Permit	\$250.00
	Appeal of Decision to the Village Board	\$250.00
Discount:	Site Plan, Rezone and/or Conditional Use Combination	(-\$100.00)
Zoning Board of Appeals:	Variance	\$400.00
	Interpretation	\$250.00
	Appeal of Decision	\$400.00
Miscellaneous:	Street Vacation	\$500.00
	Annexation	\$250.00
	Annexation (ETZ only, no change in zoning/comp plan)	\$100.00

#### LAND DIVISION FEES

Class	Fee Description	Fee
Certified Survey Map:	Plat of Survey or Extraterritorial Zoning CSM	\$25.00
	Standard Certified Survey Map	\$50.00

	Certified Survey Map with Street Dedication (PC, PIC and Board)	\$250.00
Subdivision Plat Review:	Concept Plat Review	\$100.00
	Preliminary Plat Review	\$300.00 + \$10.00/Lot over 20
	Final Plat Review	\$150.00 + \$10.00/Lot over 20
	Amendment or Revision	\$250.00/Revision
Parkland Dedication Fees:	Single Family Detached Residence	\$244.00/Lot
	Two-Family Residence	\$446.00/Lot
	Multiple Family Dwelling Units, 1 Bedroom	\$138.00/Unit
	Multiple Family Dwelling Units, 2 Bedroom	\$204.00/Unit
	Multiple Family Dwelling Units, 3+ Bedroom	\$244.00/Unit

#### COMMERCIAL PERMIT FEES

Class	Fee Description	Fee
Zoning and Occupancy:	Zoning Permit	Included in Fees
	Occupancy Inspection and Certificate	\$50.00
	Add On: Occupancy Re-Inspection (3+ inspections)	+\$50.00
Site Plan Review:	Accessory Structure Plan Review	\$100.00
	Architectural Review	\$100.00
	Landscape Plan Review	\$100.00
	Parking Lot Plan or Drainage Review (includes Landscaping)	\$300.00
	Building Addition (Under 50% of existing building)	\$300.00
	New Construction – Staff Review Only	\$500.00
	New Construction – Plan Commission Review	\$600.00
	New Construction – Large Retail/Commercial Services (Plan Commission Review and Conditional Use Permit included)	\$750.00 + \$10.00/Acre over 10 Acres
	New Construction - Large Retail/Commercial Services over 75,000 ft <sup>2</sup> (Plan Commission Review and Conditional Use Permit included)	\$900.00 + \$10.00/Acre over 10 Acres
	Add On: Plan Commission Review	\$100.00
Early Start Permit:	Footings and Foundation	\$200.00
Building Permit:	All Projects	\$.10/ft <sup>2</sup>
	Minimum Fee	\$100.00
	Maximum Fee	\$5,000.00
Completion Surcharge*:	Minor Projects (additions under 50% of existing building SQ FT and parking lot expansions)	\$2,500.00
	Major Projects (New or additions exceeding 50% of existing SQFT)	\$5,000.00
<i>*Returned after completion and final inspection of both site and building.</i>		
Drainage Review:	Multiple Family Dwelling Units (3+ units)	\$200.00
	Multiple Family Dwelling Units (3+ units) (Over 1 acre)	\$300.00
	Commercial and Industrial	\$200.00
	Commercial and Industrial (Over 1 acre)	\$300.00
Plumbing:	Fee	\$100.00
Electrical:	Minimum Fee	\$100.00
	Maximum Fee	\$5,000.00
	All Projects	\$0.10/ft <sup>2</sup>
	Service Change – 200 AMPS, Single Meter	\$45.00
	Service Change – 400 AMPS, Single Meter	\$60.00
	Service Change – 600 AMPS, Single Meter	\$80.00
	Service Change – 800 AMPS, Single Meter	\$100.00
	Service Change – 1,000+ AMPS, Single Meter	\$125.00
	Add On: Multiple Metering	+\$10.00/Meter
	Inspection Fee per Inspection (rounded up to nearest hour)	\$100.00/Hour
HVAC:	All Projects	\$100.00
Roofing:	All Projects	\$100.00

Signs:	Permanent, Wall Signs	\$25.00 + \$1.00/ft <sup>2</sup> over 50 ft <sup>2</sup>
	Permanent, Freestanding Signs (Single Business)	\$50.00 + \$1.00/ft <sup>2</sup> over 50 ft <sup>2</sup>
	Permanent, Development Signs (Multiple Businesses)	\$100.00 + \$1.00/ft <sup>2</sup> over 100 ft <sup>2</sup>
	Permanent, Development Sign Panel Replacement	\$25.00/Business
	Sandwich/Pedestal Sign	\$25.00
	Face Copy Replacement Only, Existing Business	No Charge
	Add On: Electrical Inspection, New Signs/Lighting Upgrades/VMS	+\$25.00/Sign
	One-Time Use Sign (30-day use max), Non-Residential	\$25.00/Sign
Parking Lots:	Repaving/Resurfacing/Restriping (includes seal coat)	\$100.00

#### RESIDENTIAL PERMIT FEES

Class	Fee Description	Fee
Zoning and Occupancy:	Zoning/Pre-Application Permit	Included
	Occupancy Inspection and Certificate	Included
	Add On: Occupancy Inspection (3+ inspections)	+\$75.00
Early Start Permit:	Footings and Foundations	\$100.00
Building Permit:	Plan Review - New One and Two-Family Residence (Includes Finished Floor Area and Garage Area)	\$300.00 + \$10.00/100 ft <sup>2</sup> over 1,500 ft <sup>2</sup>
	Inspection Fees - New One and Two-Family Residence (Includes Finished and Unfinished Floor Area and Garage Area)	\$600.00 + \$20.00/100 ft <sup>2</sup> over 1,500 ft <sup>2</sup>
	Add On: State of Wisconsin UDC Seal	\$40.00
	Manufactured Home Installation	\$150.00
	Non-Structural Remodel	\$50.00 + \$20.00/100 ft <sup>2</sup> over 200 ft <sup>2</sup> plus all plumbing, electric and HVAC fees if applicable
	Structural Remodel	\$100.00 + \$20.00/100 ft <sup>2</sup> over 200 ft <sup>2</sup> plus all plumbing, electric and HVAC fees if applicable
	Add On: Plumbing Inspection, Non-Structural/Structural Remodel	\$30.00
	Add On: Electrical Inspection, Non-Structural/Structural Remodel	\$30.00
	Add On: HVAC, Non-Structural/Structural Remodel	\$30.00
	Home Additions (Includes Plumbing, Electrical and HVAC)	\$200.00 + \$20.00/100 ft <sup>2</sup> over 200 ft <sup>2</sup>
	Attached Garage Addition (Principal Structure) (Includes Electrical, Plumbing and HVAC)	\$100.00 + \$20.00/100 ft <sup>2</sup> over 200 ft <sup>2</sup>
	Re-Roofing, Siding, Soffit and Fascia	\$50.00
	Electrical:	Electrical Service Upgrade/Relocate
	Re-wiring/Circuit Extension/New Circuit – per circuit	\$30.00
Plumbing:	Plumbing as Defined by the State of WI	\$30.00
HVAC:	Installing/Replacing of Fireplace/Wood Stove unit	\$30.00/Unit
Completion Surcharge:	Single Family Detached and Two-Family Residence	\$1,000.00
	<i>*Returned after completion and final inspection of both site and building.</i>	
Drainage Review:	Single Family Detached Residence	\$100.00
	Two-Family Residence	\$150.00

In-Home Business:	Home Occupation Permit	\$25.00
	Home Occupation Permit, Conditional Use	\$250.00
	Residential Business Permit, Conditional Use	\$250.00

#### MISCELLANEOUS PERMITS FEES

Class	Fee Description	Fee
Accessory Structure:	Under 150 ft <sup>2</sup> , Residential	\$30.00
	150 to 199 ft <sup>2</sup> , Residential	\$60.00
	200 to 500 ft <sup>2</sup> , Residential	\$120.00
	Over 500 ft <sup>2</sup> , Residential	\$120.00 + \$0.20/ft <sup>2</sup> over 500 ft <sup>2</sup>
	Accessory Structure, Non-Residential (Up to 2,000 ft <sup>2</sup> )	\$100.00 + \$0.20/ft <sup>2</sup> over 1000 ft <sup>2</sup>
	Add On: Plan Commission Review	+\$100.00
	Add On: Plumbing Inspection, Accessory Structure	+\$30.00
	Add On: Electrical Inspection, Accessory Structure	+\$30.00
Driveway:	Add On: HVAC, Accessory Structure	+\$30.00
	New, Residential	\$75.00
Deck:	Resurfacing or Expansion, Residential (Excludes Seal Coat)	\$35.00
	New	\$75.00
Fence:	Repair/Alteration (Not including re-decking with like material)	\$35.00
	Residential	\$30.00
In-Ground Sprinkler:	Non-Residential	\$50.00
	Residential	\$50.00
Swimming Pool:	Non-Residential	\$100.00
	Portable, Removed Annually	No Fee
	Permanent, Above Ground	\$50.00
	Permanent, In-Ground	\$100.00
	Hot Tub, Indoor/Outdoor, Residential	\$30.00
	Commercial Pool Indoor/Outdoor	\$200.00
Demolition:	Commercial Hot Tub Indoor/Outdoor	\$200.00
	Principal Structure	\$100.00/Structure
	Accessory Structure	\$50.00/Structure
Shoreland:	Manufactured Homes	\$50.00/Structure
	Shoreland Grading	\$220.00
	Shoreland Grading, Waterfront	\$300.00
	Cutting Vegetation	\$30.00
Shoreland Restoration:	Shoreland Zoning Permit	\$100.00
	1 to 500 ft <sup>2</sup>	\$150.00
	501 to 1500 ft <sup>2</sup>	\$250.00
Ponds:	1500+ ft <sup>2</sup>	\$350.00
	Decorative	No Fee
	Groundwater Pond	\$220.00
	Diked Pond	\$275.00
	Stock Pond	\$50.00
Temporary Use Permits	Outdoor Sales	\$25.00
	Outdoor Sales, Non-Profit	No Fee
	Outdoor Assembly or Special Event	\$100.00
	Contractor's Project Office	\$25.00
	Contractor's On-Site Equipment Storage Facility	\$25.00
	On-Site Real Estate's Office	\$25.00
	Relocatable Building	\$25.00
	Season Outdoor Sales of Farm Products (Includes Christmas Trees)	\$25.00
	Portable Storage Containers (Pods)	\$25.00
	Shelter	\$25.00
	Unscreened Outdoor Storage Accessory to Industrial Use	\$25.00

	Add On: Police Department Background Check	+\$25.00
	Add On: Use of Tent	+\$25.00
	Add On: Plan Commission Review	+\$100.00
Miscellaneous:	Ditch Grade	\$40.00/Hour
	Fire/House Number Sign	\$50.00
	Floodplain Zoning Permit	\$100.00
	Permanent Sign, Residential	\$25.00
	Snow Shovel/Fine	\$100 + Cost
	Weed Cutting/Fine	\$100 + Cost
Streets and Public Property:	Special Event on Public Property	\$100.00
	Add On: EMPD Assistance	+\$70.00/hour (2-hour minimum)
	Moving Permit, Principal Structures through Village	\$150.00
	Moving Permit, Principal Structures into Village (PC Approval)	\$200.00
	Moving Permit, Accessory Structures, Wide Load	\$50.00
	Road Excavation, Utility	\$75.00
	Road Excavation, Other	\$150.00
	Street Privilege for Construction Materials, 30-days	\$100.00
Zoning Compliance Letter:	Residential	\$20.00
	Non-Residential	\$100.00
Copies and Look-Ups:	Copy of Building Permit	\$0.25/Page
	Copy of Subdivision Code	\$10.00 + Tax
	Copy of Zoning Code	\$20.00 + Tax
	Copy of Village Map (8.5" x 11")	\$2.00 + Tax
	Copy of Village Map (11" x 17")	\$3.50 + Tax
	Copy of Zoning Map/Village Map (36" x 42")	\$5.00 + Tax
	Copy of Village Street Map	\$11.00 + Tax
GIS Services:	Elevations, 2ft Contours	\$100/Section
	Aerials, Color	\$150.00/Section
	Miscellaneous Digital Data	\$25.00/Shapefile
	Labor	\$40.00/Hour
	Data on Flash Drive (1 GB)	\$5.00/Drive

## SAFER FIRE DISTRICT

### CHIEF

Matt Savage

### DEPUTY CHIEF

Josh Finke

### FIRE INSPECTOR

Marty Christiansen

### Station No. 1

5901 Hummingbird Road

Rib Mountain, WI 54401

Non-Emergency Phone: (715) 355-6763

### Station No. 2

5303 Mesker Street

Weston, WI 54476

Non-Emergency Phone: (715) 355-5419

### EMERGENCY SERVICE FEES

Class	Fee Description	Fee
ALS I Base Rate	Resident	\$750.00
	Non-Resident	\$950.00
ALS II Base Rate	Resident	\$775.00
	Non-Resident	\$1050.00
ALS On-Scene Care	Resident	\$675.00
	Non-Resident	\$800.00
BLS Base Rate	Resident	\$675.00
	Non-Resident	\$850.00
BLS On-Scene Care	Resident	\$225.00
	Non-Resident	\$325.00
Mileage	Resident	\$15.00/Mile
	Non-Resident	\$16.50/Mile
Other Services	Oxygen	\$65.00
Fire Alarm	Registration of Alarm System at time of Site Plan Approval	NO FEE
	Failure to Register Alarm System	NO FEE
	Failure to Return a Fire Alarm Report (3+ Alarms within 30-day period requires a service/repair report)	NO FEE
	False Alarm caused by Onsite Alarm Contractor Employee	NO FEE
	1 <sup>st</sup> False Fire Alarm within 30-Day Period	NO FEE
	2 <sup>nd</sup> False Fire Alarm within 30-Day Period	NO FEE
	3 <sup>rd</sup> – 4 <sup>th</sup> False Fire Alarm within 30-Day Period	\$55.00/Alarm
	5 <sup>th</sup> – 8 <sup>th</sup> False Fire Alarm within 30-Day Period	\$400.00/Alarm
	9 <sup>th</sup> or More False Fire Alarm within 30-Day Period	\$800.00/Alarm
	Late Fee (All fines/bills are to be paid within 30-days of bill date)	\$10.00/Day
Services	EMS/Fire Report Admin Fee	\$25.00
	Fire Inspection, 3 <sup>rd</sup> and Subsequent	\$30.00/Inspection
	Fire Response, Working Structure Only	\$500.00
	Haz-Mat Response/Large Fuel Spill Clean-Up	\$500.00/Hour + \$25.00/Hour/Crew Member
	Standby – EMS, Ambulance w/ 2 Crew Members	\$100.00/Hour
	Standby – EMS, SUV w/ 1 Crew Member	\$75.00/Hour
	Standby – Fire, Engine or Truck w/ 3 Crew Members	\$350.00/Hour
	State Highway Crash Response	\$500.00

## MUNICIPAL UTILITIES

### DIRECTOR OF PUBLIC WORKS

Keith Donner  
 (715) 241-2610  
[kdonner@westonwi.gov](mailto:kdonner@westonwi.gov)

### DEPUTY DIRECTOR OF PUBLIC WORKS

Michael Wodalski  
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[mwodalski@westonwi.gov](mailto:mwodalski@westonwi.gov)

### CLERK, UTILITIES

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[dvanswol@westonwi.gov](mailto:dvanswol@westonwi.gov)

#### METER RATES AND FEES

Class	Fee Description	Fee
Sewer Meter Hookup	5/8" and 3/4" Meter	\$500.00
	1" Meter	\$1,250.00
	1 1/2" Meter	\$2,500.00
	2" Meter	\$4,000.00
	3" Meter	\$7,500.00
	4" Meter	\$12,500.00
	6" Meter	\$25,000.00
Lateral Inspections	Water	\$10.00/Lateral
	Sewer	\$35.00/Lateral
Sewer Base Rates	5/8" and 3/4" Meter	\$28.50/Quarter
	1" Meter	\$85.50/Quarter
	1 1/2" Meter	\$171.00/Quarter
	2" Meter	\$284.00/Quarter
	3" Meter	\$654.00/Quarter
	4" Meter	\$1,164.00/Quarter
	6" Meter	\$2,610.00/Quarter
	Volume Rate	+\$3.00/1,000gal of Metered Water
	Wastewater BOD's Exceeds 250 mg/L	*Additional Charges
	Wastewater Suspended Solids Exceeds 250 mg/L	*Additional Charges
Sanitary Sewer Connection w/o Metered Water Connection (Minimum)	\$80.00/Quarter	
Private Well Permit	5-Year Permit	<del>\$115</del> 135.00
	Additional Water Samples (Over 1)	<del>\$4960</del> 00/Sample
Water Rates and Fees	<a href="#">Public Service Commission Website – Weston Water Utility</a>	See PDF
Stormwater	1 ERU	\$12.50
	*Single Family Home = 1 ERU	
	*Duplex = 0.7 ERU per unit (1.4 ERU total)	
	*All non-residential properties charged based on 1 ERU = 3,338 Square Feet of Impervious Area	

**VILLAGE OF WESTON, WISCONSIN  
AGENDA ITEM COVER SHEET**

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**MTG/DATE:** Board of Trustees, 05/21/18

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**FROM:** Sherry Weinkauf, Village Clerk  
Jennifer Higgins, Director of Planning and Development  
Keith Donner, Director of Public Works

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**DESCRIPTION:** Resolution No. 2018-033: A resolution amending the Village Fee Schedule.

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<b>ACTION:</b>	<input checked="" type="checkbox"/> <b>Approve</b>	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Proclamation
	<input type="checkbox"/> Deny	<input type="checkbox"/> Policy	<input type="checkbox"/> Report
	<input type="checkbox"/> Expenditure	<input type="checkbox"/> Procedure	<input checked="" type="checkbox"/> <b>Resolution</b>

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**QUESTION:**

Should the Board of Trustees approve Resolution 2018-033 amending the Village Fee Schedule as presented and recommended by Public Works & Utility Committee & Staff?

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**BRIEF:**

The following changes are being recommended to be made to the Village Fee Schedule:

1. Credit/Debit Card/E-check Convenience Fees for all Licenses and Permits
    - a. All credit/debit card transactions shall incur a 3.25% + \$1.00 convenience fee.
    - b. E-check transactions shall incur a \$.50 convenience fee.
  2. Private Well Program
    - a. Private Well (5-year Permit) – increase from \$115 to \$135
    - b. Additional Private Well Water Samples (over 1) – increase from \$40 to \$60
- 

**RECOMMEND:** Directors recommend approval.

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**COMMITTEE:** 1. No committee review.

2. Private Well Permit fees were recommended for approval by the Public Works & Utility Committee, May 14, 2018 – (vote of 3-2)

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**REQUEST:** Recommend Approval of Resolution #2018-033

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Is there an additional briefer with this agenda item?

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Resolution 2018-033 amending the Village Fee Schedule

# VILLAGE OF WESTON, WISCONSIN

## AGENDA ITEM BRIEFER

### 1. Policy Question:

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Should Board of Trustees approve Resolution 2018-033 amending the Village Fee Schedule as presented and recommended by Staff and the Public Works and Utility Committee?

### 2. Purpose:

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- 1) To update the Fee Schedule to add a credit/debit cards and E-check convenience fees for Licenses and Permits to cover the costs the credit card processing companies will charge us for the transaction.
- 2) To update the Fee Schedule to increase the fees for the Private Well Permit Program to cover costs of administering the program. The program provides no benefits to utility customers and is an unfunded mandate from the State of WI (WDNR).

### 3. Background:

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- 1) Village Planning & Development staff have been working with Express Bill Pay and Evolve to provide an online payment system for the Village's permitting and licensing software modules through Evolve. Credit card companies charge businesses that take credit cards transaction fees. Typically, in the private sector, the businesses take on those fees as a cost of doing business. The Village however, is unable to pay these fees as we are using taxpayer dollars. We therefore have to charge a convenience fee to cover the costs.
- 2) The Village includes requirements and conditions for customers of the water utility to retain private water supply wells, a.k.a. "garden wells," for irrigation and other outdoor uses (Weston Municipal Code, Chapter 86, Article III "Wells.") These requirements and conditions are referred to as the private well ordinance and are mandated by the Wisconsin Department of Natural Resources (NR 810.16). The WDNR, thus, has delegated what would otherwise be its own responsibility to public water utilities. This delegation of administrative oversight amounts to an unfunded mandate. Administration of a private well program is a time-consuming activity and does not benefit customers of the water utility who do not have private wells. There are currently 358 private wells being tracked by the Village and 5,000+ water utility customers. The DPW Director believes that the permit fee should be adequate to cover all costs incurred by Village staff in administering this program. The current fee is \$115.00 for a five-year permit which includes the Village's time (without limit) and collection and delivery of one water sample. Additional samples, if needed are billed at a cost of \$40.00 with a current lab fee of \$27.00. There is an additional requirement for a licensed pump installer to verify the well construction complies with NR 812 at every other permit renewal cycle (10-year interval). The Village requires private well owners to accomplish these inspections at their own cost and furnish documentation to the utility.

### 4. Issue Analysis:

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- 1) Different types of credit cards charge different fees for transactions. If a customer uses a Visa card there may be a higher transaction fee than if they used a Mastercard. In working with Express Bill Pay, Village staff ran scenarios using the average rate of all types of credit cards

to that will be accepted. In order to recover the convenience fee cost for our smaller permit fees (ie \$25), it was determined the Village will need to charge the customer a convenience fee of 3.25% + \$1.00. If they use an E-check, we are only charged a flat fee of \$.50 so we are just asking to pass this fee on to the customer.

- 2) A review of the fees collected in 2017 vs. permit fees collected in 2017 showed a net credit of \$2,927.48 for administration of 120 permits (though 34 remain overdue with additional work to complete). Staff reviewed the activities required for a typical permit and estimates the cost to be \$171. It is apparent that staff has not included an allocation of cost for vehicle use in the accounting for this program. At current rates an hour of vehicle allocation should be reimbursed at \$13.80. It is also not clear whether all operational staff involved in inspections and sampling report 100% of the time devoted to private well permitting. The Director feels the \$115.00 private well permit fee should be increased. The minimum increase should cover the estimated vehicle time (\$128.80). The maximum should cover the estimated cost of \$171.03 as estimated by staff. Additional samples will still cost \$27.00 to analyze but, including vehicle time and staff time in collection and delivery for ½ hour would add \$33.57 to this cost for a total of \$60.57. Sample collection and delivery to the lab is typically for single samples. The Director recommends the 5-year private well permit fee be increased to \$135.00 with the cost of a 2nd (and subsequent) sample increased to \$60.00. The fees for private well permits were last increased in 2012.

## **5. Fiscal Impact:**

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1. The convenience fees proposed will cover the fees the credit card companies would charge the Village for a transaction.
2. Collections of additional fees will assist in offsetting the costs to administer the program for the state. It is a user fee and will only impact those that want to have a private well.

## **6. Legal Impact:**

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None. The Village Ordinances allow the Board to set fees within the Fee Schedule. We are following all FDIC requirements as it relates to credit/debit card transactions.

## **7. Prior Review:**

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1. Staff has worked with our credit card processing company to come up with the fees to ensure that we are following all the regulations that come with accepting this form of payment.
2. Public Works and Utility Committee reviewed the request by Public Works Donner at their meeting on 5/14/18. The Committee recommended approval of increasing the Private Well Fees as recommended by Staff with a vote of 3-2. Prior to this vote of affirmation, a motion to not change the fees was rejected with a vote of 2-3.

## **8. Policy Choices:**

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- 1) Recommend the approval of the Fee Schedule as proposed by the Public Works & Utility Committee and Staff;
- 2) Recommend the approval of the Fee Schedule with changes made by the BOT; or

- 3) Recommend the denial of the Fee Schedule as proposed by the Public Works & Utility Committee and Staff.

**9. Recommendation:**

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I recommend that the BOT approve the Fee Schedule as proposed by the Public Works & Utility Committee and Staff.

**10. Attachments:**

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Exhibit 'A' – Village Fee Schedule