

Title 3

REVENUE AND FINANCE

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- 3.04 Village Budget System**
- 3.06 Fees, Charges, And Deposits**

Chapter 3.04

VILLAGE BUDGET SYSTEM

Sections:

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3.04.010 Annual Statements.

On or before October 1st of each year, each Officer, department or Board shall file with the Village Clerk/Treasurer an itemized statement of disbursements made to carry out the powers and duties of such Officer or department during the preceding fiscal year, and a detailed statement of the receipts and disbursements on account of any special fund under the supervision of such Officer or department during such year, and of the condition and management of such funds; also detailed estimates of the same matters for the current fiscal year and for the ensuing fiscal year. Such statements shall be presented in the form prescribed by the Village Clerk/Treasurer and shall be designated as "Departmental Estimates," and shall be as nearly uniform as possible for the main division of all departments. (Prior code § 13.01).

3.04.020 Budget--Recommendation.

The Village President shall consider such departmental estimates in consultation with the department head, and shall then determine the total amount to be recommended in the budget for such department or activity. (Prior code § 13.02).

3.04.030 Budget--Contents.

A. On or before the twentieth (20th) day of October of each year, the Village President shall prepare and submit to the Village Board a proposed budget presenting a financial plan for conducting the affairs of the Village for the ensuing calendar year. The budget shall include the following information:

1. The expense of conducting each department and activity of the Village for the ensuing fiscal year and corresponding items for the current year and last preceding fiscal year, with reasons for increases and decreases recommended as compared with appropriations for the current year;
2. An itemization of all anticipated income of the Village from sources other than general property taxes and bond issues, with a comparative statement of the amounts received by the Village from each of the same or similar sources for the last preceding and current fiscal years;
3. An estimate of the amount of money to be raised from general property taxes which, with income from other sources, will be necessary to meet the proposed expenditures;
4. Such other information as may be required by the Village Board.

B. The Village Board shall provide a reasonable number of copies of the budget thus prepared, for distribution to citizens. (Prior code § 13.03).

3.04.040 Budget--Public Hearings.

The Village President shall submit to the Village Board, at the time the annual budget is submitted, the draft of an Appropriation Ordinance providing for the expenditures proposed for the ensuing fiscal year. Upon the submission of the proposed Appropriation Ordinance to the Village Board it shall be deemed to have been regularly introduced therein. The Village Board shall hold a public hearing on the budget and the proposed Appropriation Ordinance as required by law. Following the public hearing the proposed Appropriation

Ordinance may be changed or amended and shall take the same course in the council as other Ordinances. (Prior code § 13.04).

3.04.050 Appropriations--Transfer.

Upon written recommendation of the Village President, the Village Board may at any time by a two-thirds (2/3) vote of the entire membership transfer any portion of an unencumbered balance of an appropriation to any other purpose or object. Notice of such transfer shall be given by posting of said Resolution. (Prior code § 13.05).

3.04.060 Appropriations--Disposition.

No money shall be drawn from the Treasury of the Village nor shall any obligation for the expenditure of money be incurred, except in pursuance of the annual Appropriation Ordinance, or of such Ordinance when changed as authorized by Section 3.04.050. At the close of each fiscal year, any unencumbered balance of an appropriation shall revert to the General Fund and shall be subject to reappropriation; but appropriations may be made by the Village Board, to be paid out of the income of the current year, in furtherance of improvements or other objects or works which will not be completed within such year, and any such appropriation shall continue in force until the purpose for which it was made shall have been accomplished or abandoned. (Prior code § 13.06).

3.04.070 Accounting Procedure.

The aggregate amount of state, county, school and local taxes shall be carried in a single column in the tax roll opposite the parcel or tract of land against which the tax is levied, or in the case of personal property, in a single column opposite the name of the person, firm or corporation against which the said tax is levied; and such taxes shall be carried to a single column on the tax bill or receipt, and each tax bill or receipt shall show the purpose for which such taxes are to be used by giving the percentage for each state, county, school and local tax so levied. (Ord. passed 9/11/67: prior code § 13.07).

Chapter 3.06

FEES, CHARGES AND DEPOSITS

Sections:

3.06.010 Fees, Charges And Deposits.

3.06.010 Fees, Charges And Deposits.

A. Board of Appeals:

1. Variance Fees -- \$900.00
2. Reappearance/Continuance Fee -- \$185.00
3. Public Notice Sign -- \$26.00 (refundable deposit)

B. Charges are as follows:

1. All requests for letters advising as to taxes, special assessments and other charges levied against a specific parcel of land will pay fees as follows:

- a. One (1) day turnaround -- fifty-five dollars (\$55.00).
- b. Two (2) day turnaround -- thirty dollars (\$30.00).
- c. Faxing of documents -- two dollars (\$2.00) for the first page; one dollar (\$1.00) for each subsequent page.

2. Public records are available by request. Procedure and fees are outlined in the Village's Public Records Release Policy (P-4) which is available for review in the Village Clerk's office.

3. Review and compiling real estate tax amounts after tax bill has been mailed -- per entry: two dollars and fifty cents (\$2.50);

4. Administration Fees -- will be included on any statement/invoice of charges due the Village (for such notification related to delinquent personal property taxes, noxious weeds, etc.): thirty dollars (\$30.00);

5. Village maps (not an official map) as may be available: small: three dollars (\$3.00); large: eight dollars (\$8.00);

6. NSF Checks Returned. A charge for each check in payment of fees, services, or taxes that is not honored by payment on the drawer bank shall pay a NSF fee to the Village of thirty dollars (\$30.00) per check.

7. There shall be no charge for copies of individual real estate tax bills provided to the property owner, official minutes of the most recent meeting of any Board, Committee, Commission or other public bodies when the Village Clerk is the custodian of such records;

C. Cemetery Plots:

1. Plots for residents, property owners, renters of Village property: \$400.00 each
2. Plots for nonresidents, non-property owners: \$600.00 each
3. Cremation plots for residents, property owners, renters of Village property: \$100.00 each
4. Cremation plots for non-residents, non-property owners: \$200.00 each
5. Baby graves (in Baby Section): \$ 30.00 each

D. Design Review and Plan Commission:

1. Design Review Committee -- All actions requiring appearances before the Committee. Multiple appearances on the same item require only one (1) fee payment; two hundred fifty dollars (\$250.00). Exception: Temporary Sign Requests, when being considered at a meeting during which another matter (other than another Temporary Sign) will be considered;

2. Plan Commission -- All actions requiring appearances before the Commission. Multiple appearances on the same item require only one (1) fee payment; two hundred fifty dollars (\$250.00);

3. Lot Combination Fee. Fifty dollars (\$50.00) per combination form inclusive of recording costs. Recording costs which exceed the fee will be directly charged to the applicant.

E. Street Privilege and Street Cut Permits: one hundred ten dollars (\$110.00).

F. Business Licensing Related Fees:

1. Pawnbrokers, Secondhand Article Dealers and Secondhand Jewelry Dealers:

Pawnbroker: Annual - 1/1--12/31	\$210.00
Secondhand Jewelry Dealer: Annual - 1/1--12/31	\$ 30.00
Secondhand Article Dealer: Annual - 1/1--12/31	\$ 30.00
Mall/Flea Market: 2 year - 5/1--4/30	\$165.00
2. Taxicabs and Limousines:
 - a. Annual Business License -- nonrefundable: \$ 20.00 each vehicle
 - b. Chauffeur's License -- nonrefundable: \$ 20.00 each driver
3. The annual fee for licenses shall be paid by the 15th day of June each licensing year.
 - a. Class A intoxicating liquor license: \$500.00
 - b. Class A fermented malt beverage license: \$100.00
 - c. Class B intoxicating liquor license: \$500.00
 - d. Class B fermented malt beverage license: \$100.00
 - e. Special Event/Temporary Class B/Picnic License
 - f. Cigarette License: \$10.00
 - g. Amusement License: \$100.00 for one (1) to three (3) machines
each additional machine \$25.00
 - h. Pool Table License only: \$ 25.00
 - i. Cabaret License: \$100.00
 - j. Premise extensions and other special permits or permission: \$ 30.00
 - k. Provisional Retail License, in conjunction with regular Class A/Class B Fermented Malt Beverage/Intoxicating Liquor License: additional \$ 20.00 Nonrefundable
 - l. Successor Agent: \$ 35.00 Nonrefundable
(Inclusive of publishing and background investigation costs)
4. Operator's licensing fees shall be paid at time of application.
 - a. Regular Operator's License, two (2) year- nonrefundable, records check for Operator's License in fee: \$50.00
 - b. Provisional Operator's License in conjunction with Regular License: an additional \$15.00, nonrefundable.
 - c. Annual duplicate licenses requested: \$10.00
5. Weights and Measures License Fee: The Village adopts the weights and measures inspection fee set by the State of Wisconsin.
- G. Boating and Water Related Fees:
 1. Buoy, Raft, Pier Permits.
New -- fifteen dollars (\$15.00) (includes new property owners) (payable with application, nonrefundable).
Renewals -- ten dollars (\$10.00) (payable with application, nonrefundable).
 2. Launch Fees

Daily boat launch fees	\$8.00
Annual launch pass (non-resident)	\$75.00
Annual launch pass (resident senior)	\$20.00
Annual launch pass (resident)	\$50.00
Annual launch pass (non-resident senior)	\$30.00
Multiple launch pass-additional stickers	\$10.00 each additional watercraft registered to same owner
Commercial (resident)	\$50.00
Commercial (non-resident)	\$75.00
 3. Marina slip rental fees.

Annual slip rental \$1,250.00

Slip #1 and #2 annual rental fee (shallow) \$500.00

H. Animal Related Fees: (Effective April 1, 2012)

1. Annual Registration Dog Tags.

a. Male \$10.00 Neutered Male \$5.00

b. Female \$10.00 Spayed Female \$5.00

2. Shipping of tags -- One dollar (\$1.00)

3. Late Fees -- Five dollars (\$5.00).

4. Duplicate License -- Ten dollars (\$10.00).

5. Impoundment Fees -- First day of impoundment: thirty dollars (\$30.00); each day thereafter: twenty dollars (\$20.00) or actual costs charged by outside provider, plus Administration Fee as shown in this section.

I. Peddlers, Solicitors, Canvassers and Transient Merchant Fees: There shall be no fee prorations.

1. Application Fee -- ten dollars (\$10.00).

2. Annual Fee -- one hundred dollars (\$100.00) (expiring December 31st of each year).

J. License for Sale of Permitted Fireworks: There shall be no fee prorations.

1. Application Fee -- ten dollars (\$10.00) (nonrefundable).

2. Annual Fee -- one hundred dollars (\$100.00) (expiring July 14th of each year).

K. Village Facility Rental Fees:

1. Lance Park Amphitheater – Residents \$75.00, Non-Residents \$150.00

2. Scout House – Residents \$75.00, Non-Residents \$150.00

3. Millennium Park – Residents \$50.00, Non-Residents \$100.00

4. Village Hall – No Fee for meetings only per the user agreement and approval by the Village Administrator

5. All Village Facility Rentals require a \$100.00 security deposit which will be refundable upon inspection of the premises after rental period expires.

L. Miscellaneous Services/Fees:

1. Fingerprinting -- twenty dollars (\$20.00) for all nonresidents; five dollars (\$5.00) for residents- (Exemptions: fingerprinting related to Twin Lakes elementary and Wilmot High schools employment requirements).

2. Retired Police Officer Identification -- thirty-five dollars (\$35.00) annually including firearms certification, identification card or document and issuance costs.

3. Uniform Address Signs (including galvanized post and installation):

a. New sign: \$31.00

b. Replacement sign: \$36.00 (installation by Village personnel)

M. Development and Assessor Related Fees:

1. Property Record Maintenance Fee (to be paid with building permit fees).

Permit Type	Residential/ Agricultural up to 3 Dwelling Units; Each Unit	Residential Condominiums Units; Building Base	Residential 4+ Each Unit	Multi-Family Residential Units; Building Base	Multi-Family 4+ Each Unit	Commercial Buildings
	New Residential Dwellings	\$200.00	\$350.00	\$ 50.00	\$400.00	\$ 50.00
New Commercial Buildings						\$400.00
Structural Addition	\$ 80.00		\$ 80.00		\$ 80.00	\$165.00
Structural Alteration	\$ 80.00		\$ 80.00		\$ 80.00	\$110.00

Permit Type	Residential/ Agricultural up to 3 Dwelling Units; Each Unit	Residential Condominiums Units; Building Base	4+ Each Each Unit	Multi-Family Residential Units; Building Base	4+ Each Each Unit	Commercial Buildings
	Non-Structural					
Alterations	\$ 80.00		\$ 80.00	\$ 80.00	\$ 110.00	
Accessory Structures Porch, Deck, Patio, Canopy, Gazebo	\$ 30.00		\$ 30.00	\$ 30.00	\$ 30.00	\$ 50.00
HVAC Addition/Upgrade	\$ 15.00		\$ 15.00	\$ 15.00	\$ 20.00	
Electrical Addition/Upgrade	\$ 15.00		\$ 15.00	\$ 15.00	\$ 20.00	
Fireplace	\$ 15.00		\$ 15.00	\$ 15.00	\$ 20.00	
Exterior Siding	\$ 15.00		\$ 15.00	\$ 15.00	\$ 20.00	
Swimming Pool	\$ 15.00		\$ 15.00	\$ 15.00	\$ 20.00	
Building Demolition	\$ 15.00		\$ 15.00	\$ 15.00	\$ 15.00	

(Ord. 2015-12-5; Ord. 2015-11-2; Ord. 2014-11-3; Ord. 2013-6-1 (F-4); Ord. 2011-12-1; Ord 2010-12-2 (D-3); Ord. 2009-7-1; Ord. 2009-4-3; Ord. 2007-7-12; Ord. 2006-11-2; Ord. 2006-4-1; Ord. 2006-2-2; Ord. 2005-3-2 § 2; Ord. 2005-2-2 § 2; Ord. 2005-1-2; Ord. 2004-11-2; Ord. 2004-9-1; Ord. 2004-6-1; Ord. 2004-5-1 § 2; Ord. 2004-3-1; Ord. 2004-1-1 § 3; Ord. 2003-12-1 § 4; Ord. 2003-10-3 § 3; Ord. 2003-10-4 § 6; Ord. 2003-7-4 § 4; Ord. 2003-7-1; Ord. 2003-6-1 § 2; Ord. 2003-5-2 § 4; Ord. 2003-4-2; Ord. 2002-12-1; Ord. 2002-8-4; Ord. 2002-6-2; Ord. 2001-8-1)(Ord. 2016-11-3)(Ord. 2017-5-1)(Ord. 2017-6-2)(Ord. 2017-10-2).