

Licenses and Fees Committee Meeting Minutes

City of Superior, Wisconsin



The meeting was called to order by Vice Chair Graskey at 3:31 pm on September 12, 2022 in Government Center Room 217.

1 ROLL CALL

COUNCILORS PRESENT: Brent Fennessey (Chair), Lindsey Graskey (Vice Chair), Jack Sweeney, and Mike Herrick (Alt)

COUNCILORS ABSENT: N/A

CITY STAFF PRESENT: City Clerk Ramos

OTHERS PRESENT: Environmental Health Specialist Celeste Hemphill-Welter, MS, REHS/RS and Shelley Nelson

2 APPROVAL OF MINUTES

2.1 Licenses & Fees Committee (Meeting held July 11, 2022)

MOTION by Councilor Herrick to approve, seconded by Councilor Sweeney, carried.

3 OLD BUSINESS

4 NEW BUSINESS

4.1 Selection of Vice Chair

MOTION, to accept Vice Chair Graskey's resignation by Councilor Herrick, was seconded by Councilor Sweeney and carried.

MOTION to nominate Councilor Herrick as Vice Chair by Councilor Sweeney was seconded by Councilor Graskey. After the motion carried, there was no objection for Councilor Graskey to allow Vice Chair Herrick to chair the meeting; Chair Fennessey was initially attending virtually.

4.2 Discussion with Douglas County Health Department Representatives on the acquisition of health inspection costs for various city licenses.

Clerk Ramos volunteered to send the HD a copy of the email template we use to request approval annually.

Specialist Hemphill-Welter promised to report back to the committee after obtaining their input on accepting proposed fee acquisition process, where they would obtain the \$15 fee from the applicant which we currently obtain on their behalf.

Councilor Sweeney wanted to know how many city licenses require HD approval and the total amount we currently collected and then passed on to the HD, when the City was invoiced for their inspection.

NO ACTION.

4.2.1 Recap Sales & Business License for required updates

The HD needed more time to decide on proposed change; none of the code was modified.

NO ACTION.

4.3 Recap of Massage Therapy Business/Practitioner licenses for recommended updates

There was no objection for Chair Fennessey to chair the meeting upon his arrival.

MOTION by Chair Fennessey to approve adding the Massage Therapy Business license exemptions listed on page 36 (from Godfrey, IL) to our code, seconded by Councilor Sweeney and carried.

4.3.1 Licensing Businesses without City of Superior business address

NO ACTION.

4.4 Requested information on licensing Direct Seller/Peddlers

4.4.1 Regulation of Traveling Sales Crews

4.4.2 Municipal Clerks who license Schwan's as DS/Peddlers

NO ACTION.

4.5 Approval of Short-Term Rental Application

The HD needed more time to decide on proposed change; application to be revisited ASAP.

Councilor Fennessey requested Clerk Ramos bring the committee inspection lists from entities required to approve Short Term Rental application (both for apps with 1-2 units and with 3 or more): Police Department, Fire Department, Building Inspection & DC Health Department.

Clerk Ramos was asked to reach out to the Finance Department to see if the Clerk's Office could access mailing addresses for the 42 or so property owners who currently operate short term rental(s) in Superior.

NO ACTION.

4.6 Propose Future Meeting Topics

Due to rapidly approaching STR application due date (November 1), committee requested a special meeting to finalize the process an application after the Health Department advised on how they wanted to proceed. The special meeting was scheduled for September 26th at 3:30 p.m.

Nothing new proposed.

5 ADJOURNMENT

Meeting was adjourned at 5:02 pm.

Respectfully submitted by Camila Ramos, City Clerk