

Licenses and Fees Committee Meeting Minutes

City of Superior, Wisconsin



The meeting was called to order by Councilor Fennessey at 1:05 pm on June 13, 2022 in Government Center Room 204.

1 ROLL CALL

COUNCILORS PRESENT: Brent Fennessey (Chair), Lindsey Graskey (Vice-Chair)

COUNCILORS ABSENT: Jack Sweeney, Mike Herrick (Alt)

CITY STAFF PRESENT: Mayor Paine (via teleconference), City Clerk Ramos

OTHERS PRESENT: Shelley Nelson

2 APPROVAL OF MINUTES

2.1 Licenses & Fees Committee (Meeting held May 9, 2022)

MOTION by Vice-Chair Graskey to approve, seconded by Chair Fennessey and carried.

3 OLD BUSINESS

3.1 Review of Former License Type Assignments:

3.1.1 Sales & Business Licenses – Chair Fennessey

There was no objection to Chair Fennessey’s recommendation to focus on the Sales and Business set of city licenses, and leave the other three sets of licenses for future meetings.

Discussion regarding the health inspection approval required by our city code led to various questions that would be better answered by health department staff.

At present, the city clerk’s office charges applicants of multiple city licenses (hotel/motel/rooming house, mobile/manufactured home court, massage therapy business, tattoo establishment) a \$15 health inspection fee, which the county later obtains by invoicing the city a \$15 fee for each inspection.

Councilors requested that Clerk Ramos extend an invitation to a representative of the Douglas County Health Department for the July meeting, to determine whether there is any way that the county obtain that \$15 health inspections fee directly from the applicant in going forward, when applicable.

MOTION by Vice-Chair Graskey to postpone action until meeting with the health inspector, seconded by Chair Fennessey and carried.

3.1.2 Transportation & Mobile Businesses (Vehicles, Trucks, Carts, etc) – Councilor Sweeney

NO ACTION.

3.1.3 Animal & Misc Licenses – Councilor Herrick

NO ACTION.

3.1.4 Entertainment Licenses/Permits and Misc Fees – Vice-Chair Graskey

NO ACTION.

4 NEW BUSINESS

4.1 Review of Short-Term Rental (STR) Proposed Ordinance and License Application

Mayor Paine explained that licensing short-term rentals with a nominal fee ensures that property owners are collecting the appropriate taxes. He also advised that online vacation rental marketplaces like VRBO and AirBnB confirm property owners license their rentals before they are listed, if the local code requires a city license.

Chair Fennessey asked that the cap be removed until the city, with input from the Housing Task force if possible, verifies that limiting the number of short-term rentals in the city would be beneficial to the city in some manner.

MOTION by Chair Fennessey to eliminate section 74-308(b), seconded by Vice-Chair Graskey and carried.

MOTION by Chair Fennessey to strike “(for 3 months of less)” from section 74-305(a), seconded by Vice-Chair Graskey and carried.

MOTION by Chair Fennessey, seconded by Vice-Chair Graskey and carried, to change the first line in section 74-305(a) as follows: “All applications must be filed with applicable filing fee; applications filed after May 1 of each year will be subject to a \$25 late fee.”

MOTION by Chair Fennessey to replace “individual and \$1,000,000.00 aggregate” with “occurrence” in section 74-304(c), seconded by Vice-Chair Graskey and carried.

MOTION by Chair Fennessey to have the annual license term to begin on January 1 and expire on December 31—replace “July 1” with “January 1” in section 74-305(b), and “May 1” with “November 1” in section 74-305(c)—seconded by Vice-Chair Graskey and carried.

MOTION by Chair Fennessey to replace “June 30” with “December 31” in section 74-304(1), seconded by Vice-Chair Graskey and carried.

MOTION by Chair Fennessey to approve the ordinance as amended, seconded by Vice-Chair Graskey and carried.

4.2 City Clerk Ramos is recommending the approval of Outdoor Alcohol Consumption license renewals for the 2022-2023 license period.

Mayor Paine advised that Vice-Chair Graskey might need to abstain from action on this item.

There was no objection to Chair Fennessey’s request to suspend the rules and consider Item 4.3 while the mayor consulted Attorney Prell.

Mayor Paine promptly informed the committee that Attorney Prell agreed. When Vice-Chair Graskey abstained, the committee lost quorum and was unable to make a recommendation.

NO ACTION.

4.3 City Clerk Ramos is recommending the approval of an [Outdoor] Alcohol Consumption License application (due to updated site plan) for Dodge’s East End Tavern, located at 2114 E 5th Street, for the 2022-2023 license period, expiring June 30, 2022.

MOTION by Vice-Chair Graskey to approve, seconded by Chair Fennessey and carried.

4.4 City Clerk Ramos is recommending the approval of Sidewalk Café and Outdoor Alcohol Consumption License applications for Ride or Die Pizzeria, LLC, located at 1623 Broadway Street, for the 2022-2023 license period, expiring June 30, 2022.

MOTION by Chair Fennessey to approve, seconded by Vice-Chair Graskey and carried.

4.5 Clarify 1-Day Cabaret License Requirements

Chair Fennessey and Vice-Chair Graskey agreed that 1-day Cabaret licenses should be issued at the discretion of the city clerk—when there isn’t enough time for Council approval—as long as the Police Department and Fire Department are notified of the event.

Clerk Ramos will be supplying the committee with a proposed ordinance update at their July meeting.

NO ACTION.

4.6 Propose Future Meeting Topics

1. Recap sales and business licenses after discussion with health department representative.
2. Initial run through on second set of licenses—Transportation and Mobile Businesses.
3. Review code update for cabaret licenses.

5 ADJOURNMENT

Meeting was adjourned at 3:06 pm.

Respectfully submitted by Camila Ramos, City Clerk