

# Licenses and Fees Committee Meeting Minutes

City of Superior, Wisconsin



The meeting was called to order by Vice Chair Herrick at 3:31 pm on September 26, 2022 in Government Center Room 217.

## 1 ROLL CALL

COUNCILORS PRESENT: Brent Fennessey (Chair), Mike Herrick (Vice Chair), Jack Sweeney

COUNCILORS ABSENT: Lindsey Graskey (Alternate)

CITY STAFF PRESENT: City Clerk Ramos, Deputy Clerk Heidi Blunt, Chief Building Inspector Peter Kruit, Assistant Police Chief John Kiel, Battalion Chief Howard Huber and Lead Fire Inspector Daniel Sertich.

OTHERS PRESENT: Shelley Nelson

## 2 APPROVAL OF MINUTES

### 2.1 Licenses & Fees Committee (Meeting held September 12, 2022)

*MOTION by Councilor Sweeney to approve, seconded by Vice Chair Herrick, carried.*

## 3 OLD BUSINESS

## 4 NEW BUSINESS

### 4.1 Health Department & Police Department Recommendations for Short Term Rental Licenses

Assistant Chief Kiel advised that the background check be removed from the application since the PD could not legally recommend denial of a license unless the applicant had previously been convicted of a crime which involved the business and/or the location of the business on the application.

*MOTION, to remove the background check requirement from the STR application by Councilor Sweeney, was seconded by Chair Fennessey and carried.*

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

While there were no representatives from the Health Department in attendance, everyone agreed that they were clearly interested in having us continue collecting the \$15 inspection fee from the applicant, which we would later pass on to them. Clerk Ramos is waiting to hear back from the county on how and when the \$15/inspection rate was established.

*MOTION, to hold in committee until we get more information from the Health Department, by Councilor Fennessey, was seconded by Councilor Sweeney and carried.*

#### **4.1.1 Total City Licenses Requiring HD Approval**

*NO ACTION.*

#### **4.1.2 Inspection Lists**

*MOTION, to accept the Fire Department list by Vice Chair Herrick was seconded by Chair Fennessey, then there was no objection to having it withdrawn.*

The committee discussed pros and cons of self-inspections and courtesy inspections. Chief Inspector Kruit felt that an initial inspection should be done for new applicants.

Clerk Ramos was asked to look into how the Fire Departments of other Wisconsin municipalities.

She was also asked to consolidate inspection lists from the health dept, the Superior Fire Department, and Building Inspection into a one and/or create an FAQ that could be supplied to property owners with the license application.

*MOTION, to hold in committee until next regular meeting, by Councilor Sweeney was seconded by Vice Chair Herrick and carried.*

#### **4.1.3 Current City of Superior Short Term Rental Properties**

*NO ACTION.*

#### **4.1.4 Review of Short-Term Rental Application**

Clerk Ramos will be updating the application, to remove the background check and update the term so that it coincides with all other license applications that require approval from the Douglas County Health Department (annual period beginning July 1 and ending on June 30 of the following calendar year), and so renewal applications are due by March 1<sup>st</sup>.

#### **4.2 Propose Future Meeting Topics**

*NO ACTION.*

### **5 ADJOURNMENT**

Meeting was adjourned at 5:00 pm.

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*Respectfully submitted by Camila Ramos, City Clerk*