

CHAPTER 5

FINANCE

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5.01 PREPARATION AND ADOPTION OF ANNUAL BUDGET.

- (1) Budget. The Village shall annually adopt, appropriate, and, as necessary, modify a budget as required by Section 65.90 of the Wisconsin Statutes. (Amended by Ord. 2012-07 on 10-08-12). As such, the Village Treasurer and President shall annually prepare and submit to the Village Board a budget presenting a financial plan for conducting the affairs of the Village for the ensuing calendar year. The budget shall include the following: 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; an itemized statement 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; an estimate of the amount of money to be raised from general property taxes which, with income from other sources, will be necessary for the proposed expenditures; such other information as may be required by the Village Board.
- (2) Appropriation Ordinance: Hearing. The Village Treasurer 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. 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 Board of Trustees as other ordinances.

- (3) Changes in Final Budget. Upon written recommendation of the Village Treasurer, the Village Board may at any time transfer any portion of an unencumbered balance of the appropriation to any other purpose or object.
- (4) Expenditures Limited by Annual Appropriation. The fiscal year shall be from January 1 to December 31. At the close of each fiscal year, any unencumbered balance of an appropriation shall revert to the general fund and shall be subject to re-appropriation; 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.

5.02 CHARGE TO BENEFITING OWNERS FOR PROFESSIONAL FEES

(Created by Ordinance 2022-1 on April 11th, 2022)

- (A) Professional Fees Charged Back. The Village Treasurer shall charge property owners fees for services, pursuant to Wisconsin Statutes Section 66.0627, in the following circumstances.
 - 1. Whenever a property owner contacts the Village Attorney, Village Engineer and/or other of the Village's professional staff, whether such professional staff is employed by the Village or independently contracted, if said contact and subsequent service results in a charge to the Village of North Bay for that professional's time and services and said service is not a service supplied to the Village of North Bay as a whole the Village Treasurer shall charge all such professional fees incurred by the Village to such property owners(s), only to the extent that the total charge to the Village of North Bay exceeds \$150.00; or
 - 2. Whenever the Village Board, Village Manager, Village Clerk, or other Village official contacts the Village Attorney, Village Engineer, or any of the Village's professional staff, whether such professional staff is employed by the Village or independently contracted, regarding an application received from a property owner, if said contact and subsequent service results in a charge to the Village of North Bay for that professional's time and services and said service is not a service supplied to the Village of North Bay as a whole, the Village Treasurer shall charge all such professional fees incurred by the Village to such property owners(s), only to the extent that the total charge to the Village of North Bay exceeds \$150.00; or
 - 3. Whenever the Village incurs professional fees in considering certified survey maps, subdivision plats, re-zoning petitions, conditional use permit petitions, site development applications, and other petitions related to the development of land in the Village, the Village Treasurer shall charge all such professional fees incurred by the Village to such property owners(s), only to the extent that the total charge to the Village of North Bay exceeds

\$150.00. For purposes of this subsection, “professional fees” shall include any charges incurred by the Village in relation to such application from the Village Engineer, the Village Attorney, or any other of the Village’s professional staff, whether such professional staff is employed by the Village or independently contracted.

4. The applicant may be required to pay a deposit before any review of plans, permits, etc. anticipated to exceed \$150.00.

- (B) Property Owner Allowed Time to Pay or Appeal. The Village Treasurer shall give each property owner billed for current services, as provided for herein, notice that they shall have not less than thirty (30) days to pay. Said notice shall also state that within 15 days of the date of the notice, the property owner may request a hearing before the Village Board regarding the charge against the property. Said notice shall also include an itemized statement of the professional services fees to be charged. Thereafter, if the property owner requests a hearing within the proper time period, the matter shall proceed as described in subsection (C) below, entitled “Appeal to Village Board”. If a hearing is not requested within the required time period, if that charge remains unpaid, the Village Treasurer shall automatically charge that delinquent bill against the next applicable tax bill of the parcel as a special charge as provided by statute.
- (C) Appeal to Village Board. Upon receipt of a timely request for hearing, the Village Board shall hold a hearing regarding the property charges at its next scheduled meeting or as soon as feasible. Such hearing shall be preceded by posted public notice and reasonable notice, via first class mail, to the property owner. In the event a hearing is requested, no charges shall be placed on the tax roll unless and until such hearing has been held and a decision has been rendered by the Village Board approving the itemized professional service charges in whole or in part. Only that part of the itemized charges for special services approved by the Village Board may be placed on the tax roll after the property owner has been given 30 days to pay from the date of the Village Board hearing.
- (D) Permits for Government Organization. Whenever it is requested that the Village of North Bay grant approvals to any other municipality, agency or other governmental body and that permit process requires the assistance of contracted professional staff of the Village, those fees shall also be charged back to the municipality, agency or governmental body seeking the permit in the manner described in this Section 5.02.
- (E) Collection Options. The Village, in addition or instead of the above, may follow any other legal means to collect amounts due and owing under this section.