

FINANCE, LICENSE & REGULATION COMMITTEE
MONDAY, NOVEMBER 22, 2010 - 6:00PM
COUNCIL CHAMBERS, CITY HALL

Chairman Krause called the meeting to order at 6:00pm.

Roll Call. Present: Aldermen Hartz, Marsala, Fesenmaier and Krause. Absent: Alderman Krohn was excused. Also Present: Administrator Jordan, Comptroller Pollitt, DPW Winkler, Treasurer Klein, and Clerk Reale.

Marsala/Hartz motion to approve Finance, License and Regulation Committee minutes of November 8, 2010 as distributed. Unanimously carried.

Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes. None.

RESOLUTIONS

Resolution 10-R62, a resolution adopting a revised schedule of fees, effective January 1, 2011

Marsala/Hartz motion to remove from the table. Unanimously carried.

Chairman Krause reported that the revised fee schedule included changes to the original proposal that had been recommended by the committee at its previous meeting. He briefly outlined these recommended changes. It was noted that the committee had recommended instituting a license for carriage drivers with accompanying annual fee of \$25.00. While this fee was included on the proposed schedule, Chairman Krause stated that the Council would also need to adopt an ordinance to provide for the licensing of carriage drivers and any necessary requirements. He also reported that it had been proposed to amend City ordinances to make senior parking stickers renewable in odd-numbered years, adding that this provision would need to be changed in the fee schedule as well. On the subject of cat licenses, he stated that the Clerk had researched pet license fees in other area municipalities and had recommended that the committee's initial proposal to increase those fees to amounts equivalent with dog license fees be revised to a lesser amount. The Clerk had recommended setting cat license fees at \$4.00 for altered and \$8.00 for unaltered animals, as these rates would be comparable to other those charged in other communities. Alderman Fesenmaier noted that the Park permit fees would be reviewed by the Board of Park Commissioners for any recommended adjustments.

Marsala/Hartz motion to forward to Council with recommendation for approval of Resolution 10-R62, as amended. Unanimously carried.

Resolution 10-R66, a resolution establishing the 2011 West End Pier, Lagoon Slip, and Buoy Rates

Alderman Marsala presented the proposed rates, as had been recommended by the Piers, Harbors and Lakefront Committee. The proposal included various rate increases, ranging from approximately 3 percent on buoys to nearly 20 percent on the slips, with Alderman Marsala noting that the increases amounted to a 17.6 percent average increase across the board. The resolution also included a provision to increase rates for kayak and canoe racks to \$200.00. It was noted that this rate included sales tax, which would need to be backed out.

Marsala/Krause motion to forward to Council with recommendation for approval of Resolution 10-R66. Motion carried by vote of 3 to 1, with Alderman Fesenmaier opposed.

Resolution 10-R67, a resolution determining stalls to be designated as "Compact Car Only" parking

Chairman Krause stated that this resolution was needed to designate the appropriate stalls for compact car parking in accordance with Ordinance 10-11. He noted that stalls C-19 through C-28 did not presently have signage indicating this designation and that the necessary signs would be installed upon passage of the resolution. Alderman Marsala added that signage also needed to be placed at stalls L-58 and L-59. Alderman Hartz inquired if funding was available for the necessary signs. Administrator Jordan responded that funds were available and total costs were expected to be less than \$400.00. The new signage would match the signs that had already been posted at the other "compact car only" stalls and would be compliant with any standards contained in the *Manual on Uniform Traffic Control Devices* (MUTCD).

Marsala/Fesenmaier motion to forward to Council with recommendation for approval of Resolution 10-R67. Unanimously carried.

Resolution 10-R68, a final resolution declaring intent to exercise special assessments powers under Section 66.0703, Wisconsin Statutes, for improvements in the City of Lake Geneva related to the proposed Conant Street reconstruction project

Administrator Jordan stated that this was the final resolution necessary to begin the process of collection of the special assessments for the Conant Street curb and gutter project. He noted that the affected property owners had been sent letters by the City, with some having already set up their payment arrangements through the City Clerk's office. He added that special assessment charges would be invoiced to the property owners rather than being placed on the tax roll.

Hartz/Fesenmaier motion to forward to Council with recommendation for approval of Resolution 10-R68. Unanimously carried.

Resolution 10-R69, a resolution authorizing the extension of the Ad Hoc Committee on Policy and Procedure

Chairman Krause reported that the Ad Hoc Committee on Policy and Procedure was approaching the end of its initial six-month authorization. The proposed resolution would extend the authorization of the committee for an additional five months, to provide the members with sufficient time to conclude their review of the City policies and procedures. It was noted that ad hoc committees could be created by resolution for a period not to exceed one year, unless otherwise authorized by ordinance.

Marsala/Hartz motion to forward to Council with recommendation for approval of Resolution 10-R69. Unanimously carried.

Resolution 10-R70, a resolution designating the public depositories for the City of Lake Geneva

Chairman Krause reported that this resolution would officially designate the public depositories for the City, as initially approved at the Council organizational meeting in April. Clerk Reale noted that the Council had approved the list of depositories by motion; however, statutes required approval to be in the form of a resolution. It was recommended that Hometown Bank be added to the list of depositories to cover the Lifequest billing account, and that the reference to First Banking Center be changed to "First Bank of Michigan". Alderman Hartz asked about the possibility of passing a resolution to expand the scope of approved public depositories beyond the boundaries of the City. Chairman Krause responded that the City would look at other banking institutions within a slightly expanded area. Alderman Fesenmaier also noted that the Ad Hoc Committee on Policy and Procedure had discussed developing a system for rating prospective banking institutions.

Hartz/Marsala motion to forward to Council with recommendation for approval of Resolution 10-R70, as amended. Unanimously carried.

Resolution 10-R71, a resolution approving and adopting the 2011 operating and capital budgets for the City of Lake Geneva

Fesenmaier/Marsala motion to forward Resolution 10-R71 to Council without recommendation. Unanimously carried.

Resolution 10-R72, a resolution approving the 2010 tax levy for the City of Lake Geneva

Fesenmaier/Marsala motion to forward Resolution 10-R72 to Council without recommendation. Unanimously carried.

ORDINANCES

First Reading of Ordinance 10-14, amending Chapter 74 Traffic and Vehicles of the Lake Geneva Municipal Code, Parking Meters

Chairman Krause noted that this ordinance would provide for the two-year renewal of senior parking stickers in odd-numbered years, as previously discussed. Additional changes would also be made to the ordinance to remove any

language referencing specific fee amounts and replace it with general language stating that amounts would be determined by resolution of the Council.

LICENSES & PERMITS

Clerk Reale noted that an application for renewal of Taxi Cab Driver license for Wayne R. Sertzel had been received and recommended for approval by Chief Rasmussen. This item was presented for information only, as no Council action would be required on the application.

Marsala/Fesenmaier motion to forward to Council with recommendation for approval of original Operator Licenses for the following applicants: Karlene Sullivan and Anna Beckum. Unanimously carried.

Fesenmaier/Marsala motion to forward to Council with recommendation for approval of Park Board application from Pamela B. Thomas, representing Walco Composite Squadron Civil Air Patrol, for wreath laying ceremony at Veterans Memorial in Library Park on December 11, 2010, from 10:30am to 12:00pm. Alderman Fesenmaier noted that additional information on the "Wreaths Across America" event could be found on the website (www.wreathsassamerica.org), including opportunities for wreath sponsorships. Unanimously carried.

Fesenmaier/Hartz motion to forward to Council with recommendation for approval of Park Board application from Carol Smith, representing the Geneva Lake Art Association, for 31st Annual "Art in the Park" event at Flat Iron Park beginning August 12, 2011 at 6:00pm and ending August 14, 2011 at 6:00pm. Alderman Fesenmaier reported that the event had relocated to Flat Iron Park for the previous year and it had proven to be a very successful venue. Alderman Marsala commented on the parking situation. Unanimously carried.

Hartz/Fesenmaier motion to forward to Council with recommendation for approval of Park Board application from Pat Schroeder, representing Lake Geneva Sports, for Lake Geneva marathon road races at Library Park on May 7, 2011 from 5:00am to 3:00pm, including staff recommendations. Chairman Krause read a memorandum from Chief Rasmussen requesting that approval of the permit for the event be contingent upon payment of \$241.00 for additional police services. Alderman Fesenmaier noted there was some confusion as to whether the recommendation for this payment was tied to the Park Board application or to the Parade and Public Assembly permit application. She suggested that the request not be included as part of the motion, as it had not been part of the original application considered by the Board of Park Commissioners. Administrator Jordan noted that staff was discussing changing City policies to require a bond or some type of payment for additional costs associated with these special events. Motion carried by vote of 2 to 1, with Alderman Marsala opposed and Alderman Fesenmaier abstaining.

Fesenmaier/Marsala motion to forward to Council with recommendation for approval of Park Board application from Carrie Swatek, representing Lake Geneva Hope Walk, for Lake Geneva Hope Walk at Library Park on September 24, 2011 from 6:30am to 2:00pm. Unanimously carried.

Marsala/Fesenmaier motion to forward to Council with recommendation for approval of Park Board application from Cristen Marzula, representing Universal Cheerleaders Association, for cheerleading staff training at Seminary Park on June 1-4, 2011 from 8:00am to 8:00pm. Alderman Fesenmaier noted that the proximity of this event to the residential area had created some issues in the past; however, these issues had been resolved over the last couple years. Alderman Marsala remarked that this group had been coming to the City for years and had always been very cooperative. Unanimously carried.

Discussion/Recommendation on proposals for Main Street Tunnel repairs

DPW Winkler reported that he had obtained four quotes for the emergency repairs to the tunnel, as previously authorized by Council. Humphreys Contracting had provided the most favorable quote for the amount of \$8,350.00.

Marsala/Hartz motion to forward to Council with recommendation for approval of proposal from Humphreys Contracting in the amount of \$8,350.00. Alderman Hartz offered a friendly amendment stipulating that the proposal would include a one-year guarantee on repairs. This amendment was accepted as friendly. DPW Winkler stated that the contractor would most likely have no objection to including such a provision. Alderman Fesenmaier inquired about the procedure for opening the bids. DPW Winkler responded that the City was not required to go through the

bidding process for this type of repair project and, as such, there had not been a formal bid opening. He added that the formal bidding process would be utilized for the larger scale repairs to the tunnel that were anticipated in the future. Unanimously carried.

Discussion/Recommendation on purchase and installation of flashing stop sign at Sheridan Springs Road and Edwards Boulevard

Chairman Krause noted that this item had been referred by the Public Works Committee, in light of concerns about the visibility of the existing sign for westbound traffic approaching the intersection on Sheridan Springs Road. DPW Winkler had obtained TAPCO pricing for the sign in the amount of \$1,700.00, with installation costs not to exceed \$300.00. Chairman Krause stated that TID funding could be used for the new signage. Alderman Hartz questioned if the goal of improved visibility could be achieved by adding a streetlight at the intersection. DPW Winkler responded that it was already planned to install a streetlight at that location. He noted that the addition of a lighted sign would draw the attention of motorists coming across the bridge on the curved approach to the intersection at Edwards Boulevard. Alderman Fesenmaier asked if staff had verified that the signage would meet the new standards. It was confirmed that the new sign would conform to MUTCD standards.

Marsala/Fesenmaier motion to forward to Council with recommendation for approval of purchase and installation of a 36-inch solar-powered flashing stop sign for a total amount not to exceed \$2,000.00. Unanimously carried.

Discussion/Recommendation on the replacement of sidewalk along Baker Street at Seminary Park using TIF funding

The committee reviewed photographs of the sidewalk in question, noting that a significant section of the walkway had settled to the point of tilting toward Baker Street. Of the entire 300 feet of sidewalk running parallel to Baker Street, it had been recommended by the Public Works Committee to replace 225 feet, plus the sidewalk and ramps at the southeastern corner of Seminary Park. Chairman Krause asked if staff had obtained any cost figures for the replacement. DPW Winkler responded that he would solicit proposals if the Council determined that it wanted to proceed with the project. He estimated that the replacement cost would total between \$7,500.00 and \$8,000.00. Alderman Marsala asked if it might be more cost effective to replace the entire 300-foot section of sidewalk along Baker Street. DPW Winkler stated that the remaining 75 feet of sidewalk was in acceptable condition.

Fesenmaier/Marsala motion to forward to Council with recommendation for approval and to authorize staff to obtain proposals for the project. Unanimously carried.

Discussion/Recommendation on possible amendment to Chapter 70 Taxation of the Lake Geneva Municipal Code, to provide for monthly collection of Room Tax returns

Chairman Krause stated that the intent behind the proposal to shift from quarterly to monthly collection was to resolve some of the issues that the City had been experiencing with late payments. It was believed that a monthly collection schedule would also encourage hotels to better budget for these tax payments. The committee reviewed data that Administrator Jordan had obtained from other Wisconsin municipalities with respect to their collection of room tax returns. Among the municipalities that collected on a monthly basis were: the City of Waupaca, City of Oconomowoc, Village of Caledonia, Village of Pleasant Prairie, City of Port Washington, and City of Pewaukee. Chairman Krause noted that it would require an ordinance to effect a change in the City's collection schedule. Alderman Marsala asked if monthly collections would be more cost effective or create more work for City staff. Treasurer Klein responded that it would likely increase the workload; however, she stated that she would prefer monthly collection as it would even out the cash flow for the city and get hotel businesses into a routine of paying on a regular basis.

Fesenmaier/Hartz motion to refer this item to staff with direction to prepare an ordinance for consideration. Unanimously carried.

Presentation of Accounts, Alderman Krause.

Purchase Orders. None.

Treasurer's Report. Comptroller Pollitt noted that the practice of presenting Treasurer's Reports to the Council had been suspended for a time due to being behind in the City's accounting. With all accounting now being current, she had worked with Treasurer Klein to develop a monthly informational report for the committee and Council designed

to provide City officials with an overview of the City's current cash situation. Chairman Krause stated that he welcomed these monthly updates, adding that the reports should be made available on the City website as well. Alderman Hartz agreed that the report would give the Council a sense of where the City stands financially, noting that the City appeared to be doing a good job of staying within FDIC and state limits on insurance. Comptroller Pollitt stated that staff planned to provide these reports at the second regular meeting of each month.

Hartz/Marsala motion to recommend approval of Prepaid Bills in the amount of \$2,442,20. Unanimously Carried.

Marsala/Hartz motion to recommend approval of Regular Bills in the amount of \$666,640.79. Noting that the City had received a bill from Reesman's, Alderman Hartz stated that he had inquired of DPW Winkler about the City's position on the Edwards Boulevard project in terms of budget. It was reported that the project costs were under budget. Alderman Hartz added that he would like to have some type of accounting to show Council where the City stands with respect to budget on major projects in progress. Comptroller Pollitt responded that the Council could be provided with copies of draw payments on a monthly basis. Unanimously Carried.

Adjournment

Marsala/Hartz motion to adjourn at 6:59pm. Unanimously Carried.

/s/ Jeremy A. Reale, City Clerk