

FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, JANUARY 14, 2013 - 6:00PM

COUNCIL CHAMBERS, CITY HALL

Chairperson Hill called the meeting to order at 6:00 p.m.

Roll Call. Present: Aldermen Kupsik, Tolar, Hougen and Hill. Absent: Krohn (excused). Also Present: City Administrator Jordan, DPW Winkler, Comptroller Pollitt and City Clerk Hawes.

Approval of Minutes

Tolar/Kupsik motion to approve Finance, License and Regulation Committee meeting minutes of December 10, 2012, as distributed. Motion carried by vote of 4 to 0.

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.

Ryan Stelzer approached the Committee as President of the Lake Geneva Jaycees. Mr. Stelzer asked the Committee's support for the Street Use Permit and Park Permit applications filed for Venetian Festival. He noted there are no substantial changes planned for the event in 2013.

Terry O'Neill, 954 George Street, Lake Geneva, talked about Item #7 on the agenda regarding a Cook Street traffic signal study. Mr. O'Neill expressed concern that once the City begins the initial steps for this project, it won't stop. He suggested the City does not need traffic signals at the corner of Cook and Main Streets.

LICENSES & PERMITS

Original Class "B"/Class "C" fermented malt beverage license and wine license application filed by Delish Corporation d/b/a Delish Pizzeria, 150 Center St., Lake Geneva, Jessica Regester, Agent

Kupsik/Tolar motion to recommend approval. Motion carried by vote of 4 to 0.

Temporary Class "B" License application submitted by Jessica Pacholczak on behalf of St. Francis Parish Life for the sale of fermented malt beverages at St. Francis Parish Life, 148 W. Main Street, Lake Geneva, for Chili Cook Off on February 2, 2013

Hougen/Kupsik motion to recommend approval. Motion carried by vote of 4 to 0.

Temporary Class "B" License application submitted by Ryan Stelzer on behalf of Lake Geneva Jaycees for the sale of fermented malt beverages at Flat Iron Park parking lot, 100 block of Center St., Lake Geneva, for Venetian Festival on August 13-19, 2013

Tolar/Kupsik motion to recommend approval. Motion carried by vote of 4 to 0.

Park Permit Application submitted by Ryan Stelzer on behalf of Lake Geneva Jaycees to use Flat Iron, Library and Seminary Parks for Venetian Festival on August 12-19, 2013 (recommended by Board of Park Commissioners 1/2/13)

Kupsik/Tolar motion to recommend approval. Motion carried by vote of 4 to 0.

Street Use Permit Application submitted by Ryan Stelzer on behalf of Lake Geneva Jaycees to use Wrigley Dr. from Center St. to Broad St. and parking stalls on west side of Center St. from Wrigley Dr. to 150 Center St. for Venetian Festival on August 12-20, 2013

Kupsik/Tolar motion to recommend approval. Chairperson Hill noted the applicant is requesting the park fees be waived. She also noted that the City would not be charging for use of the parking stall. Motion carried by vote of 4 to 0.

Street Use Permit Application submitted by William Thornborough on behalf of Genoa City Lions Club to use a parking stall on the northwest corner of Main St. and Broad St. for Harley-Davidson Raffle on April 6, 2013 through July 28, 2013, from 7 a.m. to 6 p.m.

Kupsik/Tolar motion to forward to Council without recommendation. Chairperson Hill said it is not clear on the application what days exactly they are requesting to use the parking stall. City Clerk Hawes said he spoke to the applicant and he verified they are requesting use of the stall for weekends and holidays only. Motion carried by vote of 4 to 0.

Original 2012-2013 Operator License applications filed by Brandee L. Walton, Kristina A. Conlin, Kayla J. Skomski, Tallulah L. McKimmy and Theodore Harig

Kupsik/Hougen motion to recommend approval. Motion carried by vote of 4 to 0.

Discussion/Recommendation on agreement with Crispell-Snyder for Riviera Seawall Inspection services in the amount of \$5,500.00 (recommended by Public Works Committee 12/17/12)

DPW Winkler explained that the concrete wall at the Riviera around the water line is eroding. He said the Public Works Committee asked staff to get a proposal from Crispell-Snyder to inspect the seawall and provide a report with recommendations on how to fix it. Crispell-Snyder has proposed to do the inspection for \$5,500.00.

Kupsik/Hougen motion to recommend approval in the amount not to exceed \$5,500.00 funded by TIF. Alderman Kupsik said he reviewed pictures of the seawall and this project appears to be long overdue. Motion carried by vote of 4 to 0.

Discussion/Recommendation on agreement with Crispell-Snyder for Cook Street Traffic Signal Analysis and Design (Items 1 and 2) in the amount not to exceed \$2,000.00 (recommended by Public Works Committee 12/17/12)

DPW Winkler said the Public Works Committee recommended completing an initial traffic study at the intersection of Cook Street and Main Street. The purpose of the study would be to determine the need for traffic signals at the intersection. Mr. Winkler said Crispell-Snyder submitted a quote for the initial study in the amount of \$2,000.00. The resulting study would be submitted to the Department of Transportation (DOT) and they would make a determination on whether traffic signals would be appropriate. Mr. Winkler noted that Crispell-Snyder would conduct the study during a normal day and time, not when it is abnormally busy or slow.

Chairperson Hill noted the project would be funded by TIF. Alderman Hougen suggested it would be worthwhile to explore whether the City should hire an additional staff engineer. He said the City paid Crispell-Snyder \$170,000.00 for engineering work last year. Mr. Hougen expressed favor for conducting the initial traffic study at the Cook Street intersection. Alderman Kupsik asked how long the traffic study would be good for. DPW Winkler said the DOT keeps this data for 10 years so we could consider it accurate for five to 10 years.

Kupsik/Hougen motion to recommend approval of the agreement with Crispell-Snyder for Cook Street Traffic Signal Analysis and Design (Items 1 and 2) in the amount not to exceed \$2,000.00 funded by TIF. Motion carried by vote of 4 to 0.

Discussion/Recommendation on award of bid to Humphreys Contracting for Riviera Counter Top Replacements project (in quartz) in the amount of \$24,050.00 (recommended by Public Works Committee 12/17/12)

Chairperson Hill said the Public Works Committee recommended the alternate bid which includes a pipe protection enclosure in the new countertops. She said Humphreys submitted the lowest bid at \$24,050.00. Alderman Tolar asked if the City received sealed bids for this project. DPW Winkler said that sealed proposals were submitted to the Utility Commission. He said they received three bids and nobody knew anyone else's bid. Alderman Kupsik asked if the project would disrupt any events at the Riviera. DPW Winkler said it wouldn't; he said the project should only take a day.

Kupsik/Hougen motion to recommend approval of award of bid to Humphreys Contracting for Riviera Counter Top Replacements project (in quartz) in the amount of \$24,050.00 to be funded by TIF. Motion carried by vote of 4 to 0.

Discussion/Recommendation on revised intergovernmental agreement with the Geneva Lake Law Enforcement Agency

Chairperson Hill said this is an update to the current agreement which was established in 1998. She said City Attorney Draper reviewed the revised agreement. Mayor Connors approached the Committee to explain that the revised agreement gives procedures for the creation of bylaws. Chairperson Hill asked why the dollar amount is not established in the agreement. Mr. Connors said the dollar amount is set through the budget process each year.

Tolar/Kupsik motion to recommend approval. Motion carried by vote of 4 to 0.

Discussion/Recommendation on revised emergency services agreement with the Town of Geneva for the term of January 1, 2013 to December 31, 2013 (recommended by Police & Fire Commission 1/10/13)

Chairperson Hill said the revised agreement includes two typographical corrections with regard to the agreed payment installment dates.

Kupsik/Hougen motion to recommend approval. Motion carried by vote of 4 to 0.

Discussion/Recommendation on directing staff to issue a Request for Proposals (RFP) to design a disc golf course on the City-owned portion of the former Hillmoor golf course (recommended by Committee of the Whole 1/7/13)

Alderman Hougen expressed concern with using volunteers to help with building the disc golf course. Chairperson Hill said volunteers would only be used with installing the equipment. She said the City would solicit proposals for the design from qualified designers. The Committee discussed whether a dog park would be included within the design. DPW Winkler said the design would identify a dog park area but would not specify details such as fencing. Alderman Hougen asked if public input would be considered during the design process. DPW Winkler said there will be public meetings for the public to have input on the design, similar to the process using during the skate park design.

Kupsik/Hill motion to recommend directing staff to issue a Request for Proposals (RFP) to design a disc golf course on the City-owned portion of the former Hillmoor golf course. Motion carried by vote of 4 to 0.

Discussion/Recommendation on disallowance of claim filed by Karen Steiner for alleged injury caused by a trip and fall in Flat Iron Park on August 16, 2012, pursuant to Wis. Stat. 893.80(1g)

City Clerk Hawes said the City's insurance carrier investigated the claim and determined there was no negligence on the part of the City.

Kupsik/Hougen motion to recommend disallowing the claim. Motion carried by vote of 4 to 0.

RESOLUTIONS

Resolution 13-R02, establishing wages, salaries and benefits for non-represented and part-time (non-seasonal) employees for the 2013 budget year

Chairperson Hill said the resolution includes a 2% raise for non-represented and part-time (non-seasonal) as reflected in the 2013 budget.

Kupsik/Tolar motion to recommend approval. Motion carried by vote of 4 to 0.

Presentation of Accounts

Tolar/Kupsik motion to recommend approval of Prepaid Bills in the amount of \$14,562.82. Motion carried by vote of 4 to 0.

Tolar/Hougen motion to recommend approval of Regular Bills in the amount of \$330,471.70. Motion carried by vote of 4 to 0.

Kupsik/Hill motion to recommend acceptance of the Monthly Treasurer's Report for October 2012. Motion carried by vote of 4 to 0.

Adjournment

Kupsik/Hougen motion to adjourn at 6:56 p.m. Motion carried by vote of 4 to 0.

/s/ Michael D. Hawes, City Clerk

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED
BY THE FINANCE, LICENSE & REGULATION COMMITTEE**