

FINANCE, LICENSE & REGULATION COMMITTEE
MONDAY, JANUARY 25, 2016 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL

Chairperson Kupsik called the meeting to order at 6:02 p.m.

Roll Call. Present: Aldermen Howell, Kupsik, Kordus and Wall. Arrived late: Alderman Gelting. Also Present: City Administrator Oborn, Comptroller Pollitt, Director of Public Works Winkler and City Clerk Waswo.

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.

Darien Schaefer, on behalf of Visit Lake Geneva at 527 Center Street, spoke regarding the Restaurant Week banner permits and requested the City's support in waiving the fees as they did in 2015.

Alderman Gelting arrived at 6:04 pm.

Mary Jo Fesenmaier, 955 George Street, commented on the TIF project widening of Main Street as it does not show all the way to Curtis Street in the packet. She disputed a project or line item being added to TIF and questioned where the separate statements are and at what public hearing were those projects added. She is not commenting on the project, just the process used. The TIF consultant admitted amounts can be moved but projects cannot be added. Resolution 16-R2 doesn't have that project in there legally. This decreases funds to the White River Trail project and wondered how the project would be finished. She noted the Flat Iron park pavilion construction was to be cost free to the City; however that does not seem to be the case. She feels pre-paid bills should be decreased.

Approval of Minutes. Wall/Kordus motion to approve the Finance, License and Regulation Committee Meeting minutes of January 11, 2016, as prepared and distributed. Unanimously carried.

LICENSES & PERMITS

Kordus/Gelting motion to approve Banner Permit application filed by Visit Lake Geneva for use of 11 banner poles May 2 – June 12, 2016 for Restaurant Week and request to waive all fees. Unanimously carried.

Kordus/Gelting motion to approve Temporary Class "B"/"Class B" License application for the sale of fermented malt beverages and wine at St. Francis de Sales Church, 148 W. Main Street, Lake Geneva, for Italian Fest on February 6, 2016. Unanimously carried.

Wall/Kordus motion to approve Temporary Operator License application filed by Carole Nevin on behalf of St. Francis de Sales Church for Italian Fest on February 6, 2016. Unanimously carried.

Kordus/Gelting motion to approve Temporary "Class B"/Class "B" Wine and Fermented Malt Beverage License application filed by the Lake Geneva Symphony Orchestra Inc for the sale of fermented malt beverages and wine at the Riviera Ballroom, 812 Wrigley Drive, Lake Geneva for the Lake Geneva Symphony Orchestra "Evening in Paris" Gala on February 13, 2016, 6:30pm to 11:30pm. Unanimously carried.

Wall/Gelting motion to approve Temporary Operator License application filed by Jennifer Hansen on behalf of the Lake Geneva Symphony Orchestra for the Lake Geneva Symphony Orchestra "Evening in Paris" Gala on February 13, 2016. Unanimously carried.

Kordus/Gelting motion to approve Original 2015-2016 Operator's (Bartender) License applications filed by Kimberly Blink, Monojeet Ghosh, Nadine Giller, Teresa Schneider, Laurel Streich, Alok Sharma and Angela Williams. Unanimously carried.

Discussion/Recommendation to authorize payment of tax overages pertaining to assessor's palpable error of \$1,862.91 on tax key ZLM 00003 and \$4,164.17 on tax key ZTT 00002 (continued from January 11, 2016 Council

Meeting). City Administrator Oborn stated the contract does not limit the liability and the City can hold them accountable and has discussed the issue with their Representatives. He is confident the two filings will recover 75% from the other taxing jurisdictions. The issue is the 25% of the City's liability. They can pursue and hold Accurate accountable for the whole thing.

Kordus/Wall motion to move forward with the payment of the overage but hold Accurate Appraisal accountable for any losses incurred by the City including the 25% that would either be refunded from them or deducted from their payment. Alderman Howell questioned if they are sure the payment of their contract can be withheld. Mr. Oborn felt this is clearly their error and he will negotiate that with them. They will probably disagree more on the other property as there was negligence of the property owner by ignoring the letter. Mr. Kupsik said it would be in our best interest to at least negotiate something with Accurate and see what we can get back. It was noted Accurate Appraisal has admitted to the error on the larger of the two amounts. Unanimously carried.

Kordus/Kupsik motion to approve award of bid to Web Cemeteries in the amount of \$16,986 for data entry services from fund balance in the Cemetery fund *(recommended by Cemetery Board on January 13, 2016)*

Mr. Oborn recommended using fund balance as the amount approved in 2015 is using almost \$20,000 of the \$25,000. There was a surplus from last year, and the fund is really healthy. Due to timing, we have to process this way. Alderman Kordus said this has been long needed. We were trying to get the front half done with last year's budget, but because of issues with the contractor, it's all being taken from this year's budget. The data could have been done in-house, but the vendors needed to know which way they were going to load the software. It was noted it was all budgeted last year and this year. Unanimously carried.

Discussion/Recommendation on approval of equipment purchases of \$10,000 for commercial mower and \$11,000 for ½ ton 4x4 pickup from fund balance in the Cemetery fund *(recommended by the Cemetery Board on January 13, 2016)*.

They are still working on integrating the cemetery into the equipment replacement fund cycle. This was not budgeted which is why it is coming out of fund balance. The Assistant Director of Public Works did substantiate the need. Mr. Kupsik questioned since the Cemetery falls under Public Works, why they would need an additional ½ ton 4x4 truck. Mr. Oborn replied it is replacing that one that is there. Mr. Kordus stated they use that for day-to-day operations so they don't want to tie up a City truck in the cemetery. Mr. Kupsik noted last year money was approved for a new one-ton pickup truck for picking up leaves and snow plowing. He questioned why they would need an additional truck if they already have the one ton truck. Comptroller Pollitt clarified they did get a new truck but it was in 2014. Mr. Oborn stated they do more snowplowing than just the Cemetery so there is more integration. Alderman Wall commented this is January and we are already using non-budgeted items. He asked why this wasn't thought of ahead of time and questioned how many pieces of equipment we need. Mr. Oborn explained it will be integrated beyond the cemetery.

Kordus/Howell motion to continue the purchase of the ½ ton 4x4 pickup to be brought back to the Cemetery Board. Unanimously carried.

Alderman Kordus stated they have a heavy duty residential mower that needs to be replaced. It was questioned why it wasn't budgeted, which Mr. Oborn replied they are not in the equipment replacement plan. If we wouldn't have the timing issue on the software, we would have the funds. They normally have around \$10,000. When the Cemetery Commission was eliminated and turned into a committee, the cemetery equipment was never added into the City budget and never became part of the equipment replacement fund. The cemetery fund can be dissolved as all the money comes from the general fund. Discussion followed with the consensus that the department needs to be integrated in next year's budget and to include the cemetery's equipment in the equipment replacement fund. The old mower is pretty much worthless and they are going to try to sell the old pickup truck.

Howell/Kordus motion to approve commercial mower and additional equipment. Motion carried 3 to 2 with Alderman Wall and Gelting voting "no."

Kordus/Gelting motion to approve award of bid to Payne and Dolan, Waukesha, WI for 2015 street maintenance program in the amount of \$361,967.47 funded from capital projects fund *(recommended by the Public Works Committee on January 13, 2016)*. Director of Public Works Dan Winkler stated they opened bids on Dec. 10th but held off a month to award it until there was an opportunity to look at the supplemental price schedule and the

anticipated extra work that isn't quantified in there. This is for the 2016 street maintenance program but is a 2015 bid. As it turns out, the amount of curb and gutter is much less than the Consultant originally projected. Mr. Oborn noted this was budgeted. Unanimously carried.

Kordus/Howell motion to approve contract with Kapur & Associates, Inc. for downtown signage engineering services in the amount of \$22,756 funded by TIF 4 *(recommended by the Public Works Committee on January 13, 2016)*. Unanimously carried. Public Works felt it made sense to do the comprehensive study to include all the signage.

Discussion/Recommendation on adding Main Street (Curtis to Wells) Lighting project for \$100,000 to TIF 4 2016 plan *(recommended by the Public Works Committee on January 13, 2016)*

Mr. Winkler stated removing the overhead wires and poles also removes the street lights. Public Works looked at replacing them with timber posts with the cobra arm light fixtures or doing something better. The recommendation was to select something better. It would be the same light fixtures that grace the City from the east entrance coming down the hill. The conduit would be laid for the street lights if you decide to do this at the same time. We would save material cost and the installation cost to the conduit. We would still have to pick those up where they leave the duct bank and run them into new poles, bases and wiring.

Discussion/Recommendation on adding Main Street (Curtis to Wells) Widening project for \$500,000 to TIF 4 2016 plan *(recommended by the Public Works Committee on January 13, 2016)*

Discussion/Recommendation on approval of contract with Kapur & Associates, Inc. for street widening contract services in the amount of \$45,676 funded by TIF 4 *(recommended by the Public Works Committee on January 13, 2016)*

Discussion/Recommendation on Resolution 16-R2, a budget amendment for approved TIF projects and closing plan

Kordus/Gelting motion to move items 11 – 14 to Council without recommendation.

Kordus/Gelting motion to approve Discussion/Recommendation on award of bid to Humphrey's Contracting, Lake Geneva in the amount of \$4,875 for roof repairs to the Street Department building from capital borrowing *(recommended by the Public Works Committee on January 13, 2016)*

This is an emergency issue as the roof is leaking. It was not budgeted. Unanimously carried.

Presentation of Accounts – Alderman Kupsik

Purchase Orders. None.

Gelting/Kordus motion to recommend approval of Prepaid Bills in the amount of \$6,092.91. Unanimously carried.

Kordus/Wall motion to recommend approval of Regular Bills in the amount of \$213,699.28. It was noted the Century Fence bill is covered by insurance. Mr. Gelting questioned why the share for the DPW Director was not amortized over the year. Mr. Kordus replied it was discussed to be one payment at the last meeting. Unanimously carried.

Kordus/Gelting motion to recommend acceptance of Treasurer's Report for September 2015. Unanimously carried.

Adjournment

Kordus/Gelting motion to adjourn at 6:50 p.m. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

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