

FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, FEBRUARY 25, 2013 - 6:00PM

COUNCIL CHAMBERS, CITY HALL

Chairperson Hill called the meeting to order at 6:01 p.m.

Roll Call. Present: Aldermen Kupsik, Krohn, Tolar, Hougen and Hill. Also Present: City Administrator Jordan and City Clerk Hawes.

Approval of Minutes

Hougen/Krohn motion to approve Finance, License and Regulation Committee meeting minutes of February 11, 2013, 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.

Terry O'Neill, 954 George Street, Lake Geneva, commented on the Notice of Final Acceptance for the Main Street Traffic Signal project. He suggested the City bring the contractor back in the summer to make sure the signals work with the summer traffic flow. Mr. O'Neill also asked the Committee to vote down the bid for the 10 additional pier slips because the City did not receive additional bids to compare it to.

LICENSES & PERMITS

Street Use Permit application submitted by Brandon Presern on behalf of RAM Racing to use S. Lake Shore Drive in front of Big Foot State Park for Big Foot Triathlon on June 23, 2013 from 7 to 11 a.m., including the payment of additional personnel fees prior to issuance of the permit

Hougen/Tolar motion to recommend approval. Alderman Hougen noted the applicant will be asked to pay \$1,072.00 for additional police personnel. Chairperson Hill said the applicant will be reimbursed if less police personnel is used. Alderman Hougen asked if they needed to submit a petition from property owners along the route. Chairperson Hill said there are no residents along the route. Unanimously carried.

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 Irish Night on March 16, 2013

Tolar/Kupsik motion to recommend approval. Unanimously carried.

Discussion/Recommendation on Notice of Final Acceptance with Payne and Dolan, Inc. for 2011 Street Maintenance contract

Tolar/Hougen motion to recommend approval. Alderman Kupsik noted the project was completed \$13,000.00 under budget. Unanimously carried.

Discussion/Recommendation on Notice of Final Acceptance with Pieper Electric, Inc. for Main Street Traffic Signal Improvements contract

Tolar/Hougen motion to recommend approval. Alderman Kupsik asked if there is a warranty period on the traffic signal equipment. Administrator Jordan said there is a one year warranty on the equipment. He added that adjustments can be made to the signals this summer as part of the contract. Alderman Tolar asked if anyone from City is familiar with the new equipment. Administrator Jordan said staff is in the process of learning the equipment. Unanimously carried.

Discussion/Recommendation on award of bid to Gage Marine for furnishing and installing 10 additional pier slips at the West Pier in the amount of \$59,687.00

Chairperson Hill referenced the memorandum in the agenda packet explaining that five companies were solicited for bids. The City received one bid from Gage Marine for \$59,687.00. Administrator Jordan said staff contacted the other companies and they said this is during their busy season and they may not be able to do the work. Chairperson Hill said it

is unfortunate to receive only one bid but Gage Marine submitted a competitive bid as if other companies would be bidding. Administrator Jordan said staff is interested in getting the slips installed by June 1.

Tolar/Hougen motion to recommend approval. Unanimously carried.

Discussion/Recommendation on disposal of surplus Street Department equipment (*recommended by Public Works Committee 2/21/13*)

Chairperson Hill referenced minutes from the Public Works Committee meeting of February 21. She said the Public Works Committee recommended selling the surplus Street Department equipment through an auction service. Ms. Hill said Street Superintendent Carstensen is requesting that the funds be used toward the purchase of a new Street Department vehicle. After discussion, there was consensus that they would not determine how the monies from the surplus equipment would be used at this time.

Kupsik/Tolar motion to recommend approval of sale of surplus equipment. Unanimously carried.

Discussion/Recommendation on award of bid to McCormack and Etten for Dunn Field Restroom design in the amount of \$15,000 (*recommended by Public Works Committee 2/21/13*)

Chairperson Hill said McCormack and Etten submitted the lowest bid for the project. She said they also went above and beyond the bid requirements and submitted initial drawings. Alderman Kupsik noted the bid does not include project management services which would be an additional cost. Mr. Kupsik asked if the Board of Park Commissioners would be involved with approving the design. Chairperson Hill said the Park Commissioners should continue to have input on the project.

Kupsik/Hougen motion to recommend the award of bid to McCormack and Etten for Dunn Field Restroom design in the amount not to exceed \$15,000 funded by TIF. Chairperson Hill asked about the process for demolishing the current restrooms building. Administrator Jordan said the City would be soliciting bids for removing the structure. Unanimously carried.

Discussion/Recommendation on additional downtown sidewalk work on north area of Broad Street (*recommended by Public Works Committee 2/21/13*)

Hougen/Kupsik motion to recommend approval of the additional work with Humphreys in the amount of \$16,986 funded by TIF. Chairperson Hill said this is effectively a change order to a current contract for downtown construction work. Administrator Jordan said the costs would be shared with property owners. He stated the City's portion after the cost share would be \$9,246. Unanimously carried.

RESOLUTIONS

Resolution 13-R07, a resolution granting an extension of 2012 sidewalk café permits and establishing parameters for issuing new sidewalk café permits before June 30, 2013

City Clerk Hawes said that the recent sidewalk café amendments included changing the annual permit dates to July 1 through June 30 of the following year. He said the purpose of Resolution 13-07 is to provide parameters for issuing permits between now and June 30, 2013. The resolution provides that businesses with sidewalk café permits in 2012 would be granted an extension to June 30. Any new permits would be issued at a prorated fee. Kupsik/Krohn motion to recommend approval. Unanimously carried.

Resolution 13-R12, a budget amendment appropriating funds to purchase six LUKE pay stations

Kupsik/Hougen motion to recommend approval. Chairperson Hill said the Council recently approved purchasing the six new pay stations; the purpose of Resolution 13-R12 is to transfer the funds necessary to make the purchase. Unanimously carried.

Presentation of Accounts

Kupsik/Tolar motion to recommend approval of Prepaid Bills in the amount of \$20,926.50. Unanimously carried.

Kupsik/Krohn motion to recommend approval of Regular Bills in the amount of \$151,668.16. Unanimously carried.

Kupsik/Tolar motion to accept the Monthly Treasurer's Reports for November 2012, December 2012 and January 2013. Unanimously carried.

Adjournment

Kupsik/Hougen motion to adjourn at 6:48 p.m. Unanimously carried.

/s/ Michael D. Hawes, City Clerk

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