

# **FINANCE, LICENSE & REGULATION COMMITTEE**

**MONDAY, MARCH 9, 2015 - 6:00 PM**

**COUNCIL CHAMBERS, CITY HALL**

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

**Roll Call.** Present: Aldermen Kordus, Kupsik, Wall, Kehoe and Lyon. Also Present: City Administrator Jordan, 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.**

Terry O'Neill, 954 George Street wanted to comment on the accounts payable. Mr. O'Neill stated he was concerned with the debt payment as it does not agree with the budget resolution 14-R44. Mr. O'Neill also stated the Alliant Energies doesn't add up as well but it is a relatively small debt. He requested an explanation on how the numbers add up.

## **Approval of Minutes**

Wall/Kordus motion to approve the Finance, License and Regulation Committee Meeting minutes of February 23, 2015, as prepared and distributed. Unanimously carried.

## **LICENSES & PERMITS**

**Park Reservation Permit application filed by Brandon Stevens on behalf of the Lake Geneva Jaycees to use Seminary Park for the annual Jaycees Easter Egg Hunt on Saturday, April 4, 2015 from 8:00am to 2:00pm (recommended by the Board of Park Commissioners on March 4, 2015)**

Kupsik/Kehoe motion to recommend approval. Unanimously carried.

**Park Reservation Permit application filed by Deidre Glasgow for a Wedding Ceremony on Monday, May 4, 2015 at Flat Iron Park from 2:00pm to 5:00pm (recommended by the Board of Park Commissioners on March 4, 2015)**

Kupsik/Kehoe motion to recommend approval. Unanimously carried.

**Park Reservation Permit application filed by Barbara Foss for a Family Picnic on Saturday, June 13, 2015 at Seminary Park from 10:00am to 6:00pm (recommended by the Board of Park Commissioners on March 4, 2015)**

Kupsik/Wall motion to recommend approval. Unanimously carried.

**Park Reservation Permit application filed by Kimberly Rybicki and Peter Olesen for a Day After Wedding Gathering on Sunday, August 30, 2015 at Flat Iron Park from 10:00am to 3:00pm (recommended by the Board of Park Commissioners on March 4, 2015)**

Kupsik/Kehoe motion to recommend approval. Unanimously carried.

**Renewal of Massage Establishment License application filed by Meridian Condominium Association d/b/a Bella Vista Suites Hotel, 335 Wrigley Dr., Lake Geneva**

Kordus/Wall motion to recommend approval. Alderman Kehoe questioned the license approval process. Alderman Lyon stated this committee would have the final approval. City Clerk Waswo stated the Police Chief also reviews the application and has recommended it for approval. Unanimously carried.

**Original Massage Establishment License application filed by RAW Lake Geneva, LLC d/b/a RAW Salon and Spa, LLC, 706 Main St., Lake Geneva**

Kordus/Kupsik motion to recommend approval. Unanimously carried.

**Original 2014-2015 Operator's (Bartender) License applications filed by Trevor Carlson, Mary Lou Gilmore, and Anna Orsi.**

Wall/Kordus motion to recommend approval. Unanimously carried.

## **RESOLUTIONS**

**Resolution 15-R07, authorizing the 2014 transfer of monies from the Designated Fund Balance-PD Vest Donations account to the Undesignated Fund Balance account in the amount of \$1,299.88**

Kordus/Wall motion to recommend approval. Unanimously carried.

**Resolution 15-R08, authorizing the 2014 transfer of monies from the Designated Fund Balance –PD State Seizures account to the Undesignated Fund Balance account in the amount of \$1,118.83**

Wall/Kordus motion to recommend approval. Unanimously carried.

**Resolution 15-R09, authorizing the 2014 transfer of monies from the Designated Fund Balance-PD Uniform Allowance account to the Undesignated Fund Balance account in the amount of \$775.59**

Kupsik/Kordus motion to recommend approval. Unanimously carried.

**Resolution 15-R10, authorizing the 2014 transfer of monies from the Designated Fund Balance-PD Donations account to the Undesignated Fund Balance account in the amount of \$4,458.00**

Wall/Kordus motion to recommend approval. Unanimously carried.

**Resolution 15-R11, authorizing the 2014 transfer of monies from the Undesignated Fund Balance account to the Designated Fund Balance-Fire CPR Revenue account in the amount of \$469.44**

Wall/Kordus motion to recommend approval. Unanimously carried.

**Resolution 15-R12, authorizing the 2014 transfer of monies from the Undesignated Fund Balance account to the Designated Fund Balance-Fire Donations account in the amount of \$4,328.71**

Kupsik/Wall motion to recommend approval. Unanimously carried.

**Resolution 15-R13, authorizing the 2014 transfer of monies from the Designated Fund Balance-EMS Act 102 Program account to the Undesignated Fund Balance account in the amount of \$3,367.73**

Wall/Kordus motion to recommend approval. Unanimously carried.

**Resolution 15-R14, a 2015 budget amendment authorizing the carry-forward of the Police and Fire 2014 Capital Projects Budget balances, totaling \$120,959.00**

Kordus/Wall motion to recommend approval. Unanimously carried.

**Resolution 15-R15, a 2015 budget amendment authorizing the carry-forward of the unspent 2014 Capital Project balances totaling \$1,044,644.00**

Kordus/Kupsik motion to recommend approval. Unanimously carried.

**Resolution 15-R16, a 2015 budget amendment authorizing additional 2015 Capital Projects, totaling \$716,942.00**

Kupsik/Kordus motion to recommend approval. Unanimously carried.

**Resolution 15-R17, authorizing the 2014 transfer of monies from the Undesignated Fund Balance account to Designated Fund Balance-Grants account in the amount of \$3,500.00**

Kupsik/Kordus motion to recommend approval. Unanimously carried.

**Resolution 15-R18, a resolution proclaiming the second Saturday in the month of May as “International Migratory Bird Day” in the City of Lake Geneva**

Wall/Kordus motion to recommend approval. Administrator Jordan stated a resolution was initially passed at the original implementation and now they have decided that a resolution needs to be passed every year to maintain the Bird City status. Unanimously carried.

**Resolution 15-R19, a resolution amending the City’s Schedule of Fees**

Kordus/Wall motion to recommend approval. Alderman Kehoe questioned if there is a certain time of year the fee schedule is normally approved. Administrator Jordan stated it is usually at budget time, but it could be amended throughout the year if there are any changes. Unanimously carried.

**Discussion/Recommendation on Annual Traffic Signal Maintenance Contract Renewal with Tapco to be funded from Traffic Control**

Kordus/Kupsik motion to recommend approval. Director of Public Works Winkler stated the traffic control company Tapco services our controllers and traffic signals. They have been brought in every year for decades and manufacture the equipment. Mr. Winkler stated they are in the best position to do the service work and believes they are the best in the business. He said it most likely is proprietary as he could not think of anyone else who could do the work. Alderman Kupsik stated in looking at the service contract, it is just for the basic services. He questioned if Tapco programs the signals and is this something they would follow up on or is this something the Street Department does. Mr. Winkler stated it is specialized programming in regards to the progressions and the settings that Tapco checks as part of the diagnostics. Changing the settings would be a special service and cost at an hourly rate. Unanimously carried.

**Discussion/Recommendation on Sale of Mechanical Parking Meters**

Alderman Kordus asked if the individual made an offer. Administrator Jordan stated the individual quoted \$10 but Mr. Jordan stated he did not think the Council would approve that amount. He stated he would consider asking the council to approve \$15. The reasoning being is most of the meter heads in good shape have been sold and the ones left are not in perfect condition and may have replacement parts. He stated they have sold about 60 to 70 meters and have around 80 remaining.

Kordus/Wall motion to sell the meters at \$15 per piece, sold in bulk and to direct City Administrator to make the proposal to the buyer. Unanimously carried.

**Discussion/Recommendation on agreement for beach and pond treatment to control aquatic weed and algae growth**

Wall/Kordus motion to recommend approval. Director of Public Works Winkler stated Bio-Aquatic Services has done this for the past 20 years and provided the same quote as last year. He received a second bid which was about 70-80% higher than Bio-Aquatic. Alderman Kordus asked what the DNR charges. Alderman Lyon stated it is \$200 as listed in the packet. Unanimously carried.

**Discussion/Recommendation on creating an account and accepting dog park donations**

Alderman Kordus stated as he knows Badger Leadership Dynamics is taking donations. Alderman Kordus made a recommendation to open an account. Comptroller Pollitt stated it would not be a separate bank account, only a general ledger account.

Kordus/Wall motion to open a general ledger account to place proceeds from fundraising for the dog park. Alderman Kupsik asked if anyone can make donations. Alderman Lyon and Comptroller Pollitt responded that is correct. Mr. Kupsik said the group came before the Park Board with a list of items they would like to do. Mr. Winkler explained that Badger Leadership Dynamics have come up with interesting ways to obtain donations. He also stated there could be a donation box at the park with a list of amenities paid for by these funds, taxpayer free. Mr. Winkler said the City could purchase the amenities as tax exempt. Mr. Kupsik said the Park Board Meeting discussed fees and the consensus was that there should not be fees for the first year, which is why the donations are needed. Alderman Wall asked if dogs have to be licensed to get into the park. Mr. Kupsik stated yes they would. Unanimously carried.

**Presentation of Accounts**

Kordus/Wall motion to approve Purchase Order in the amount of \$19,250.00. Alderman Kupsik asked Mr. Winkler if this was a Craftsman workbench. Mr. Winkler stated no, these are the garden benches with backs for the downtown. The Business Improvement District is purchasing 8 and 2 for donations. He stated this is a pass through. Unanimously carried.

Kordus/Kupsik motion to approve Prepaid Bills in the amount of \$38,310.69. Alderman Lyon asked about the Ewald Hartford invoice which Comptroller Pollitt stated was for the purchase of a new squad car. City Administrator Jordan stated one car is being sold and one is being handed down. Unanimously carried.

Kordus/Kupsik motion to approve Regular Bills in the amount of \$1,052,800.02. Alderman Wall asked Comptroller Pollitt to address Mr. O'Neill's question from earlier in the meeting. Comptroller Pollitt stated the \$890,000 is one debt payment. She said the City has three debt issues that interest and principal are being paid on and this is just one. Debt payments are paid twice a year in March and September. She stated this amount is not a total conclusive amount and does equal what is in the budget for debt payments. Unanimously carried.

Kupsik/Kordus motion to accept the Monthly Treasurer's Report for November 2014. Unanimously carried.

Kordus/Wall motion to accept the Monthly Treasurer's Report for December 2014. Unanimously carried.

**Adjournment**

Kordus/Wall motion to adjourn at 6:37 p.m. Unanimously carried.

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/s/ Sabrina Waswo, City Clerk

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