

FINANCE, LICENSE & REGULATION COMMITTEE
MONDAY, JULY 11, 2016 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL

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

Roll Call. Present: Aldermen Kordus, Howell, and Gelting. Absent: Aldermen Horne and Chappell. Also Present: City Administrator Oborn, Comptroller Pollitt and Assistant City Clerk Gunderson.

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.

Approval of Minutes. Gelting/Howell motion to approve the Finance, License and Regulation Committee Meeting minutes of June 27, 2016, as prepared and distributed. Unanimously carried.

LICENSES & PERMITS

Gelting/Howell motion to recommend approval of Park Reservation Permit Application filed by Adam Young to use Seminary Park and Pavilion on July 30, 2016 from 9:00am to 7:00pm for a 1st birthday party (recommended by the Board of Park Commissioners on July 6, 2016). Unanimously carried.

Gelting/Howell motion to recommend approval of Park Reservation Permit Application filed by Dixit Patel to use Flat Iron Park on August 6, 2016 from 9:00am to 6:00pm for a family picnic. Unanimously carried.

Gelting/Howell motion to recommend approval of Park Reservation Permit Application filed by Pam & Jim Georgalas to use Samuel Donian Park on September 30, 2016 from 3:00pm to 5:00pm for a wedding ceremony Unanimously carried.

Gelting/Howell motion to recommend approval of Change of Agent Application filed by Popeyes Galley & Grog LTD d/b/a Popeyes, 811 Wrigley Dr, to Dimitrius Anagnos, 148 Cass St, Lake Geneva. Unanimously carried.

Gelting/Howell motion to recommend approval of Temporary Alcohol License Premises Extension Application filed by American Legion post #24, 735 Henry St, to include fenced outdoor yard and garage areas during car show on Saturday, July 30, 2016 from 8:00am to 4:00pm
Alderman Kordus noted the garage is included for storage of extra beer. Unanimously carried.

Gelting/Howell motion to recommend approval of Original 2016-2017 Operator's (Bartender) License applications as listed in packet. Unanimously carried.

Gelting/Howell motion to recommend approval of Renewal of 2016-2017 Operator's (Bartender) License applications filed by Chad Arnett, James Georgalas, Jay McNulty, Adam Miskie and John Renko. Unanimously carried.

Gelting/Howell motion to recommend approval of Renewal Massage Establishment License application filed by Lake Geneva Massage Therapy. Unanimously carried.

Renewal Taxi Driver License application filed by Brandon Frank (approved by Police Chief; informational only)

First Reading of Ordinance 16-07, amending Chapter 62, Sidewalks and Other Public Places, adding Sections 62-300 through 62-327, Article X. Right of Way Occupancy and Permitting

First Reading of Ordinance 16-08, amending Chapter 54, Parks and Recreation, Article II. Rules of Conduct and Behavior, Section 54-34(5), Fires, to restrict grilling to Seminary Park and Donian Park

First Reading of Ordinance 16-09, amending Chapter 74, Traffic and Vehicles, Article IV. Bicycles, Skateboards, Roller Skates, Section 74-157, Riding in Certain Areas Prohibited, to include the Brunk Pavilion

First Reading of Ordinance 16-10, amending Chapter 74, Traffic and Vehicles, Article VI, Traffic Code, Section 74-210, Parking Regulations, subsection (a)1 No Parking, Standing or Stopping Zones, adding no parking in front of 322 Warren Street

Gelting/Howell motion to recommend approval of Dan Larson Landscape TIF4 Escrow Draw Request No 2 for \$6,129.00. Unanimously carried.

Gelting/Howell motion to recommend approval of Down To Earth Contractors TIF4 Escrow Draw Request No 1 for \$4,551.00. Unanimously carried.

Gelting/Howell motion to recommend approval of Systems Design TIF4 Escrow Draw Request No 1 for \$1,708.47. Unanimously carried.

Discussion/Recommendation on Compensation Policy *(recommended by Personnel Committee on June 30, 2016)*

Kordus/Gelting motion to approve Option #2. City Administrator Oborn explained the first option was not selected by the Council as they wanted to see more weighted options. Option #2 is a hybrid. Alderman Howell asked if it was a bonus or increase. Mr. Oborn replied it is an increase. There is a provision that if an employee is at the max, they just get a yearly bonus. Adjusting the table with COLA increases will keep people from hitting the max. It is based off of merit. Mr. Kordus asked for a recommendation because it ties into the budget. Mr. Howell noted this is what was approved at personnel. Mr. Gelting said it is evolving in the right direction as this will help to educate managers how to evaluate employees and adjust wages for staff. Mr. Oborn said most people are over the midpoint. The idea is to accelerate all levels to mid. Unanimously carried.

Howell/Gelting motion to recommend approval of Police Department Civilian Employee Handbook *(recommended by Personnel Committee on June 30, 2016)*. This mirrors the City handbook. Mr. Gelting is working with the Library for consistency with the whole City. Mr. Kordus felt it is a step in the right direction. Mr. Oborn added it is a good compromise. Unanimously carried.

Discussion/Action on Resolution 16-R41, revising the Part-time Staff Pay *(recommended by Personnel Committee on June 30, 2016)*. The interim Fire Chief was already previously approved. The range was already done for part-timers and the PD Reserves but this puts it in a resolution. The Code Enforcer position is vacant at this time. This gives Mr. Oborn flexibility rather than having a flat amount. Mr. Gelting asked if this is setting a minimum and letting the City Administrator to negotiate. Mr. Oborn continued once this is in place salaries won't be seen anymore, only ranges. Gelting/Howell motion to approve. Unanimously carried.

Discussion/Action on Riviera lease advertising services with corresponding listing agreement *(recommended by Piers, Harbors and Lakefront Committee on June 30, 2016)*. This is to advertise for space B in the concourse, the largest space. There have been a number of showings but not anything successful. Mr. Oborn was asked by the Piers, Harbors and Lakefront Committee to solicit a proposal from a realtor to advertise.

Kordus/Gelting motion to recommend listing agreement. Mr. Gelting added he doesn't see much information about the agent provided. He asked if there is more known of his experience on this type of listing. Mr. Oborn added this will allow us to advertise in Lake and Country magazine. It will also get web exposure. Large spaces would call for a more national term but this is fitting for this type of space. It is less work for us and will hopefully widen the marketing. Mr. Gelting questioned if interviews were done. Mr. Oborn answered he was directed to use this specific Realtor. He is one of the key people who knows how to advertise in Keefe's magazine. The agreement is a 6 month contract which Mr. Oborn was comfortable with due to the City's seasonality.

Kordus/Gelting motion an amendment to list with Mark Larkin for a 6 month term starting within 30 days pending City Attorney review of contract agreement. Unanimously carried.

Gelting/Howell motion to recommend approval of hiring an additional full time Police Officer until March 2017 Alderman Kordus questioned if it would be hard to find someone to only work for a limited term. Mr. Oborn explained it is permanent but in March the Assistant Chief will retire as well as two more Officers. Mr. Kordus stated this is a roll in so we are back filled so they are trained when the time comes. Mr. Oborn continued that this is

allowing us to have more sworn Officers through March. It is more of a training period. He hopes it will be a wash on the budget side. Unanimously carried.

Presentation of Accounts – Alderman Kordus

Purchase Orders. None.

Gelting/Howell motion to recommend approve of Prepaid Bills in the amount of \$2,351.22. Unanimously carried.

Gelting/Howell motion to recommend approve of Regular Bills in the amount of \$404,939.64. Alderman Gelting questioned the Gage Marine and drawings for Elmer’s Pier. Mr. Oborn noted Gage drew the drawings and they are just getting around to invoicing the City. They did build it themselves, but it did go out to bid. They helped with the permit process as well. Mr. Gelting asked if this was negotiated as part of the lease extension. Mr. Kordus explained this was the pier that was collapsing. Mr. Oborn said shifting the location made it go up about \$2,000. The pier is the City’s. The tenant waived their right to go after the City for loss of income. Mr. Gelting stated it was then somewhat negotiated. Mr. Oborn stated it was designed both ways and was bid out both ways. Mr. Kordus noted the drawings were done for bidding purposes. Mr. Oborn said there may have been a large variance, so it was done to see what the options would be. A large part of cost was the installation. Unanimously carried.

Adjournment. Gelting/Kordus motion to adjourn at 6:30 pm. Unanimously carried.

/s/ Stephanie Gunderson, Assistant City Clerk

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