



FINANCE, LICENSE & REGULATION COMMITTEE
MONDAY, NOVEMBER 25, 2013 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL
MINUTES

1. Call to Order

Chairwoman Hill called the meeting to order at 6:02pm.

2. Roll Call

Present: Kupsik, Mott, Hougen, Lyon, Hill

Also Present: Administrator Jordan, Department of Public Works Director Winkler, Attorney Draper, Treasurer Klein, and Clerk Neubeck

3. 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

4. Approve the Finance, License and Regulation Committee Meeting minutes of November 11, 2013 meeting as distributed.

Motion #1: Alderman Lyon moved to approve the Finance, License and Regulation Committee Meeting minutes of November 11, 2013 meeting as distributed, Alderman Kupsik seconded, and the motion passed unanimously.

5. LICENSES & PERMITS

A. Original 2013-2014 Operator (Bartender) License applications filed by Cariese M. Hayden, Zachary N. Swangstu, Trevor A. Gillett, Sara J. Lesch, Shahana Syed, and Jonathan A. Mueller.

Motion #2: Alderman Lyon moved to approve Original 2013-2014 Operator (Bartender) License applications filed by Cariese M. Hayden, Zachary N. Swangstu, Trevor A. Gillett, Sara J. Lesch, Shahana Syed, and Jonathan A. Mueller; Alderman Hougen seconded; and the motion passed unanimously.

B. Event Permit Application for Carrie Swatek for the Lake Geneva Hope Walk on September 27, 2014

Motion #3: Alderman Mott moved to approve the Event Permit Application for Carrie Swatek for the Lake Geneva Hope Walk on September 27, 2014, Alderman Kupsik seconded, and the motion passed unanimously.

C. Event Permit Application for Nikki Marsicano for the Geneva Lake Art Association's Art in the Park on August 9 & 10, 2014

Motion #4: Alderman Kupsik moved to approve the Event Permit Application for Nikki Marsicano for the Geneva Lake Art Association's Art in the Park on August 9 & 10, 2014, and Alderman Lyon seconded.

Chairwoman Hill asked if all necessary fees have been paid.

Administrator Jordan replied the necessary fees have been paid.

Chairwoman Hill asked why the park fees were waived.

Alderman Kupsik said that at the last Park Board meeting, the applicants asked to waive the deposit as an issue came up regarding their budget.

Chairwoman Hill expressed her concern about blocking off Center Street on a Saturday.

Alderman Kupsik said that in the past, it is closed just for loading and unloading.

Administrator Jordan said Center Street then opens up afterwards for through traffic. The applicants reserved 93 parking spaces as well.

The motion passed 4-0 with Alderman Hougen abstaining.

6. Discussion/Recommendation on Resolution 13-R59 - 2014 West End Pier, Lagoon Slip, Buoy, Dinghy and Kayak Rack Rates

Motion #5: Alderman Lyon moved to recommend the City Council approve Resolution 13-R59 - 2014 West End Pier, Lagoon Slip, Buoy, Dinghy and Kayak Rack Rates, and Alderman Kupsik seconded.

Motion #6: Alderman Hougen moved to suspend Robert's Rules of order for Alderman Wall to give an update from the Piers, Harbors, and Lakefront Committee, Alderman Mott seconded, and the motion passed unanimously.

Alderman Mott said the Resolution includes 3% increase over last year's fees. The Committee felt it was justified and still a good deal compared to other piers in the area

Alderman Hougen asked if public input was involved.

Alderman Wall responded the public had the opportunity to comment, but no members of the public attended the meeting.

Alderman Kupsik asked when the last time fees were increased.

Alderman Wall replied it had increased five percent the year prior.

Motion #5 passed unanimously.

7. Discussion/Recommendation on Resolution 13-R67 to amend the 2013 Capital Projects Budget to include additional street improvements

Director Winkler said the additional street improvements include Platt Avenue as well as other streets as decided on by the City Council.

Motion #7: Alderman Kupsik moved to recommend to the City Council Resolution 13-R67 to amend the 2013 Capital Projects Budget to include additional street improvements, and Alderman Mott seconded.

Alderman Kupsik asked if the repairs on Dunn Field will be completed this year.

Director Winkler replied that particular project has already been completed.

Motion #7 passed unanimously.

8. Discussion/Recommendation on Discussion/Action on Resolution 13-R68 to Create an Equipment Replacement Fund

Motion #8: Alderman Mott moved to recommend the City Council approve Resolution 13-R68 to Create an Equipment Replacement Fund, and Alderman Kupsik seconded.

Administrator Jordan informed the Committee the purpose of this fund will be to fund vehicle replaced as outlined in his memo to the City Council. He also provided a list identifying vehicles to be replaced, their amortization rate, and the amounts set aside each year to keep the fund going. He added this will provide a blueprint for replacement schedules for equipment, but by no means is the list he provided exhaustive.

Chairwoman Hill asked what the emergency management sirens pertained to.

Administrator Jordan replied that siren system is the tornado siren.

Alderman Hill said a fund was set up last year for the 911 communication system and asked where that line is.

Administrator Jordan replied that line was accidentally cut out when he was shrinking the PDF.

Alderman Hill asked if the Committee would approve the list of vehicles if it approved Resolution 13-R68.

Administrator Jordan replied the list is an update at this time, and a vote on Resolution 13-R68 will not approve the list of vehicles to be replaced. He added a request for proposal (RFP) will go out in January for the aforementioned 911 communication system.

Chairwoman Hill explained the original funding came from a really good year parking in 2012, and asked Administrator Jordan how else this vehicle replacement fund will be funded.

Administrator Jordan replied it will still be partially funded from parking funds; however, he will have a more definitive answer after the audit is completed.

Chairwoman Hill asked if the fund cannot be fully financed up front, why create it at all.

Administrator Jordan explained it sets aside funding for vehicles, and staff can see how much needs to be put in each year after selling property, vehicles, etc.

Chairwoman Hill asked if he had other tactics for financing the vehicle replacement fund.

Administrator Jordan replied it can come from excesses from the parking fund or from the levy.

Alderman Hougen asked if a proposal to sell City property can be put in front of the Plan Commission.

Administrator Jordan replied all sale of City property goes in front of the Plan Commission, and it is up to the City Council ultimately to make a decision going forward.

Alderman Kupsik said in the past, property was sold and then the new owners had to go back to the Plan Commission in the event a permit is needed. He then asked if creating this fund means future Councils could not alter the plans.

Administrator Jordan replied future Councils may do as they please; however, this fund sets a plan going forward on when and how vehicles will be replaced.

Director Winkler said the vehicle list may not be all-inclusive at the moment, but he would like the Council to commit and then a priority level be set. Some vehicles may last longer than others. He suggested a comprehensive look at future replacement of City property, and this list and the creation of the fund is a start.

Chairwoman Hill asked how this fund would blend with the existing capital improvement fund.

Administrator Jordan replied the two funds would not blend as the capital improvement fund focuses on infrastructure projects.

Motion #8 passed unanimously.

9. Discussion/Recommendation on Sidewalk Repairs – Safe Step Proposal

Director Winkler informed the Committee this project intends to shave tripping hazards on City sidewalks, there currently exists ten thousand dollars in budget to fund it, and the project then will allocate two and a half thousand dollars per aldermanic district per priorities. He added Safe Step is a great company to work with.

Motion #9: Alderman Kupsik moved to recommend to the City Council approve the Safe Step Proposal for sidewalk repairs, Alderman Hougen seconded, and the motion passed unanimously.

10. Discussion/Recommendation on Riviera Concrete Replacement & 2014 Sidewalk Replacement Bids

Director Winkler said the Public Works Committee had staff bid out the repairs which include 2/3 of the sidewalk horseshoe in front of the Riviera, and seven bids were received with Mohr Construction being the lowest bidder at \$20,538. He added Mohr Construction did the library bathroom remodeling. Furthermore, the Beautification Committee may pay to extend bricks from the fountain so it is more inviting to the main entrance.

Alderman Kupsik asked if the Beautification Committee puts in brick and the concrete is recessed if that is mentioned in the bid.

Director Winkler replied it is not; however, a change order would be done in the event the Beautification Committee approves to do the brick work.

Motion #10: Alderman Kupsik moved to recommend the City Council approve the Concrete Replacement & 2014 Sidewalk Replacement Bid from Mohr Construction in the amount of \$20,538, Alderman Mott seconded, and the motion passed unanimously.

11. Discussion/Recommendation on Fire Station Exhaust Bids

Director Winkler explained the system will have pipes that magnetically connect to tailpipes which will ease in public safety vehicles leaving and overall safety in firehouse.

Chairwoman Hill asked why this was not done in the past and if fire impact fees can be used.

Attorney Draper explained as long as there is an increase in population to justify the expenditure fire impact fees can be used. Because of this increase in population, the City now requires more fire employees to remain on site in the event of an emergency.

Alderman Kupsik added this project will save energy in the firehouse as it will eliminate opening doors and fanning out the entire building.

Attorney Draper said impact fees cannot be used to correct deficiencies; rather, they can only be used to offset the costs associate with the impact of new development.

Motion #11: Chairwoman Hill moved to recommend the City Council approve the bid for the Fire Station Exhaust system, Alderman Kupsik seconded, and the motion passed unanimously.

12. Presentation of Accounts

A. Purchase Orders.

None

B. Prepaid Bills in the amount of \$1,213.16

Motion #12: Alderman Kupsik moved to recommend the City Council approve Prepaid Bills in the amount of \$1,213.16, Alderman Hougen seconded, and the motion passed unanimously.

C. Regular Bills in the amount of \$288,668.16

Motion #13: Alderman Kupsik move to recommend the City Council approve Regular Bills in the amount of \$288,668.16, Alderman Lyon seconded, and the motion passed unanimously.

13. Adjournment

Motion #14: Alderman Hougen moved to adjourn, Alderman Kupsik seconded, and the motion passed unanimously.

The meeting adjourned at 6:56pm.

Tim Neubeck, City Clerk

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