

FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, DECEMBER 10, 2012 - 6:00PM

COUNCIL CHAMBERS, CITY HALL

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

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

Approval of Minutes

Tolar/Hougen motion to approve Finance, License and Regulation Committee meeting minutes of November 26, 2012, 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. None.

LICENSES & PERMITS

Original “Class B”/Class “B” (Hotel Exemption) Intoxicating Liquor & Fermented Malt Beverage License application filed by Harbor Shores Hotel Management, Inc. d/b/a Harbor Shores, 300 Wrigley Dr., Lake Geneva, William Strangeway, Agent.

Chairperson Hill said the applicant asked that this application be continued to the next meeting.

Hill/Kupsik motion to continue to the January 14, 2013 meeting. Unanimously carried.

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 Festival on January 19, 2013

Tolar/Hougen motion to recommend approval. Unanimously carried.

Original 2012-2013 Operator License applications filed by Dorinda K. McCarthy

Kupsik/Hougen motion to recommend approval. Unanimously carried.

Original Taxi Driver License application filed by Natalia V. Ushkova and Bruce A. Spooner (approved by Police Chief; informational only)

No action taken; informational only.

Discussion/Recommendation on Change Order No. 1 for the 2012 Street Improvement Program reducing the contract in the amount of \$25,486.94

Chairperson Hill said the change order reflects a reduction in the contract amount because the contractor did not start work on Tomike St. Ms. Hill said it appears it will be more efficient to complete Tomike St. as part of the 2013 Street Improvement Program.

Hougen/Kupsik motion to recommend approval of Change Order No. 1. Unanimously carried.

Discussion/Recommendation on renewal of emergency services agreement with the Town of Geneva for the term of January 1, 2013 to December 31, 2013 (recommended by Police & Fire Commission 12/6/12)

Chairperson Hill said there are a few differences from the current contract. Rather than being a two year contract, the proposed contract is for a one-year period. She said the City will absorb false alarm charges into the annual retainer fee of \$27,000.00. Ms. Hill also noted that the Town of Geneva will be charged for itemized materials, as outlined in Exhibits 2 and 3. Alderman Hougen asked if City Attorney Draper reviewed the contract. Chairperson Hill said Mr. Draper did review the contract.

Tolar/Kupsik motion to recommend approval of emergency services agreement with the Town of Geneva for the term of January 1, 2013 to December 31, 2013. Alderman Hougen asked why the change to a one-year agreement. City Attorney Draper said it was to coordinate with the length of an ambulance contract that expires after December 2013. Unanimously carried.

Discussion/Recommendation on request to prepay bills before December 31, 2012

Chairperson Hill referenced a memorandum from City Clerk Hawes discussing the options for approving bills before the end of the month. She said she did not favor calling a special meeting to approve bills.

Tolar/Kupsik motion to recommend allowing staff to prepay bills prior to December 31, 2012 on the condition that the Comptroller submits them to the Council members for review prior to payment, and if Council members felt there were any unresolved questions or concerns about any bills a special meeting could be held or bill could be pulled to be discussed at future regular meeting. Alderman Kupsik said it has been this way in the past and there weren't any issues. Unanimously carried.

RESOLUTIONS

Resolution 12-R81, a budget amendment transferring \$26,500.00 for a comprehensive parking study funded by the Parking Fund

Kupsik/Hougen motion to recommend approval. Alderman Kupsik asked if the consultant will begin the study immediately. Administrator Jordan said the next step is signing the contract and setting a schedule. Alderman Krohn said to make sure the contract states that the work will be capped at the approved contract amount. Unanimously carried.

Resolution 12-R82, authorizing a write-off of Delinquent Personal Property Taxes in the amount of \$1,689.76 and authorizing a budget transfer from the Contingency Account

Chairperson Hill said the taxes will still be sent to the collection agency, but this resolution is to write them off our books. Alderman Krohn asked for the name of the delinquent businesses. Comptroller Pollitt said she would provide the name of the businesses to the Council. Alderman Hougen asked if the City already wrote off delinquent personal property taxes this year. Comptroller Pollitt said we wrote off a long list of delinquent personal property taxes from prior years. She said Resolution 12-R82 is just for 2012. Ms. Pollitt said it is better for the City to be writing them off on a more regular basis.

Hougen/Kupsik motion to recommend approval. Unanimously carried.

Resolution 12-R83, amending the City's Fee Schedule to add a provision on overpayment of fees

Chairperson Hill said the resolution will add the underlined provision at top of schedule of fees, which states: "The City of Lake Geneva may retain overpayments of taxes, fees, licenses and similar charges when the overpayment is \$2 or less, unless such refund is specifically requested by the remitter."

Hougen/Kupsik motion to recommend approval. Unanimously carried.

Presentation of Accounts

Tolar/Kupsik motion to recommend approval of Prepaid Bills in the amount of \$3,692.03. Unanimously carried.

Kupsik/Hill motion to recommend approval of Regular Bills in the amount of \$388,366.77. Chairperson Hill said this amount includes adding a bill from Pieper Electric for the Main St. Traffic Signal project in the amount of \$72,387.63 and a bill from Stafford Rosenbaum for Peller case legal fees in the amount of \$6,933.10. Unanimously carried.

Adjournment

Kupsik/Krohn motion to adjourn at 6:23 p.m. Unanimously carried.

/s/ Michael D. Hawes, City Clerk

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