

# FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, MARCH 26, 2012 - 6:00PM

COUNCIL CHAMBERS, CITY HALL

Alderman Marsala called the meeting to order at 6:02 p.m.

Roll Call. Present: Aldermen Krohn, O'Neill, Hartz and Marsala. Absent: Chairman Krause (Excused). Also Present: Comptroller Pollitt, Administrator Jordan and City Clerk Hawes.

## Approval of Minutes

Hartz/Krohn motion to approve Finance, License and Regulation Committee regular meeting minutes of March 12, 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.

## RESOLUTIONS

### **Resolution 12-R28, authorizing transfers from the Lakefront and Parking Lots and Meters Funds to the General Fund in the 2011 Operating Budget**

Comptroller Pollitt said this is an annual transfer involved with closing the books on the prior year. She said \$394,920.11 would be transferred from the Lakefront Fund to the General Fund (at year end 2011). An amount of \$475,584.22 would be transferred from the Parking Lots and Meters Fund to the General Fund (at year end 2011). Ms. Pollitt said \$75,000 would be left in each of the Lakefront and Parking Lots and Meters Special Revenues Funds as regular practice. Hartz/O'Neill motion to forward to Council for approval. Unanimously carried.

### **Resolution 12-R29, authorizing the transfer of monies from the 2011 Contingency Account to Fire Dept. Retirement Expense in the amount of \$21,713.87**

Administrator Jordan explained the City and firefighters' union agreed to set up a 401(a) retirement plan for the firefighters. He said the plan took 2-3 years to implement. He said the City was recently informed that it needed to fund the account for the period that it took to implement the plan. Resolution 12-R29 would transfer the funds necessary to fund the retirement account for that period. Alderman Krohn asked if this would bring the account up to date. Administrator Jordan confirmed that it would. Hartz/Krohn motion to forward to Council for approval. Unanimously carried.

### **Resolution 12-R30, authorizing a write-off of Delinquent Personal Property Taxes in the amount of \$21,211.57 and authorizing a budget transfer from the 2011 Contingency Account**

Comptroller Pollitt said Resolution 12-R30 would remove a list of delinquent personal property taxes dating back to 2004 from the City's receivables. She said the accounts will stay with the collections agency, but it was recommended during the audit to write them off in order to more accurately reflect the current accounts. Administrator Jordan said the list includes some businesses that are out of business or went bankrupt. Alderman O'Neill noted there are some that haven't paid for multiple years. Alderman Hartz noted there are businesses on the list that are still in operation. Alderman Marsala asked why business licenses are being issues to businesses that are delinquent on personal property taxes. Administrator Jordan said staff is working on improving its processes to ensure that business licenses won't be issued to businesses that are delinquent with their taxes. Comptroller Pollitt said staff will be addressing delinquent personal property taxes on an annual basis in the future. Hartz/O'Neill motion to forward to Council for approval. Unanimously carried.

## LICENSES AND PERMITS

**Amendment of "Class B"/Class "B" Intoxicating Liquor and Fermented Malt Beverage License for sidewalk café premises extension filed by Gleneagles LLC, d/b/a Sopra, 724 W. Main Street, Alastair Cumming, Agent**

City Clerk Hawes explained the applicant has applied for a sidewalk café permit. He said the DPW Director and Police Chief have approved the application, however the serving of alcohol in the sidewalk café area requires approval from the Finance, License and Regulation Committee and the Common Council. Mr. Hawes said Sopra currently has a Class B combo license, allowing them to serve liquor, wine and beer in the indoor restaurant area. He said this amendment would extend their license to the sidewalk café area. Administrator Jordan said he reviewed the City of Madison's policies and procedures relating to alcohol and sidewalk café areas. He suggested the City look at adopting similar policies at a future time. Hartz/O'Neill motion to forward to Council for approval. Unanimously carried.

**Operator License applications filed by Kimberlee Rowehl, Barbara Winden and Deneen Lichtenauer.**

Hartz/Krohn motion to forward to Council for approval. Unanimously carried.

**Discussion/Recommendation on contract with Action Sport Design/Development for Skate Park construction administration services**

Administrator Jordan said this is a contract for Action Sport Design/Development to inspect the construction of the skate park. He said they will conduct a pre-construction meeting and then hold a series of meetings throughout the construction process. The contract is for \$18,200 which includes a total of 10 visits. Mr. Jordan indicated this amount includes travel costs. Hartz/Krohn motion to forward to Council without recommendation. Unanimously carried.

**Discussion/Recommendation on CD renewal/reinvestment**

Comptroller Pollitt said the City's CD with Walworth State Bank is up for renewal. She said the City should move the CD to a different bank because the City is in the process of switching to Walworth State Bank for its general accounts. She referenced a comparison of current investment rates with various banks. She recommended reinvesting the CD with M&I Bank (BMO Harris) for six months at a rate of 0.25%. Ms. Pollit noted BMO Harris currently has a four star bank rating. Hartz/Krohn motion to recommend reinvesting the CD in the amount of \$458,500.69 with BMO Harris for six months at a rate of 0.25%. Unanimously carried.

**Discussion/Action on disallowance of claim filed by Abra Prentice Wilkin Trust for alleged excessive real estate tax assessment pursuant to Wis. Stats. 893.80 (1g)**

Alderman Marsala said this item is withdrawn from the agenda.

**Presentation of Accounts**

Hartz/Marsala motion to recommend approval of the Purchase Order in the amount of \$17,583.00 to American Custom Metal for parking stall signs. Alderman Marsala noted this would be funded by the TIF parking fund. Alderman Hartz asked how this price compared to the budget for the new parking system. Administrator Jordan said \$60,000 was budgeted for the markers, yokes and stickers. He said the yokes will be about \$5,500 and the stickers will be \$2,000. He said these items should come in well under budget. Unanimously carried.

Hartz/Krohn motion to recommend approval of Prepaid Bills in the amount of \$22,279.71. Unanimously carried.

Hartz/O'Neill motion to approve Regular Bills in the amount of \$136,124.27. Unanimously carried.

Hartz/Krohn motion to accept Treasurer's Report of December 2011. Unanimously carried.

**Adjournment**

Krohn/Hartz motion to adjourn at 6:31 pm. Unanimously Carried.

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/s/ Michael D. Hawes, City Clerk