



## FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, MARCH 10, 2014 – 6:00 PM

COUNCIL CHAMBERS, CITY HALL

### MINUTES

**1. Call to Order**

Chairwoman Hill called the meeting to order at 6:01pm.

**2. Roll Call**

Present: Hill, Hougen, Mott, Kupsik, Lyon

Also Present: Comptroller Pollitt, Clerk Neubeck, Administrator Jordan

**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 February 24, 2014 meeting as distributed.**

**Motion #1:** Alderman Kupsik moved to approve the Finance, License and Regulation Committee Meeting minutes of February 24, 2014 meeting as distributed, Alderman Hougen seconded, and the motion passed unanimously.

**5. LICENSES & PERMIT**

**A. Original 2013-2014 Operator (Bartender) License applications filed by Jacob Prickett, Michael Heuser, Kevin Dickey, Adam Hale, Joshua Hurst, Aubrey Rauch, Nancy Troia and Morgan Foley**  
Alderman Mott asked if the applicants paid the necessary fees.

Clerk Neubeck replied the necessary fees were paid.

**Motion #2:** Alderman Hougen moved to recommend the City Council approve Original 2013-2014 Operator (Bartender) License applications filed by Jacob Prickett, Michael Heuser, Kevin Dickey, Adam Hale, Joshua Hurst, Aubrey Rauch, Nancy Troia and Morgan Foley, and Alderman Lyon seconded.

Chairwoman Hill asked how the Operator Licenses are prorated

Clerk Neubeck explained they are prorated from \$50 to \$30 beginning January 1<sup>st</sup>.

**Motion #2** passed unanimously.

**B. “Class B”/Class “B” Temporary Wine and Fermented Malt Beverage License application filed by Sue Tumminello on behalf of the Lake Geneva Symphony Orchestra for the sale of fermented malt beverages and wine at the Riviera Ballroom, 812 Wrigley Drive, Lake Geneva WI for the Lake Geneva Symphony Orchestra City Lights Gala on March 22, 2014, 6:30pm to midnight.**

**Motion #3:** Alderman Kupsik moved to recommend the City Council approve “Class B”/Class “B” Temporary Wine and Fermented Malt Beverage License application filed by Sue Tumminello on behalf of

the Lake Geneva Symphony Orchestra for the sale of fermented malt beverages and wine at the Riviera Ballroom, 812 Wrigley Drive, Lake Geneva WI for the Lake Geneva Symphony Orchestra City Lights Gala on March 22, 2014, 6:30pm to midnight, Alderman Mott seconded, and the motion passed unanimously.

**6. Discussion/Action on a contract with Springsted for a multi-jurisdiction classification/compensation study in conjunction with the Cities of Elkhorn and Delavan**

Administrator Jordan explained the project and funding were approved at the previous City Council meeting, but this item is to approve the contract terms.

Chairwoman Hill said City Attorney Draper reviewed the contract and the cities of Elkhorn and Delavan approved the expenditures as well.

**Motion #4:** Alderman Kupsik moved to recommend the City Council approve a contract with Springsted for a multi-jurisdiction classification/compensation study in conjunction with the Cities of Elkhorn and Delavan, Alderman Lyon seconded, and the motion passed unanimously.

**7. Discussion/ Action on 2014 Riding Mower Replacement bids**

Administrator Jordan explained three vendors submitted five bids, and the recommendation is a 2013 John Deere from Proven Power, Inc. at a price of \$45,991. The mower will be paid from the equipment replacement fund which will be replenished through other means. He noted the fund would necessitate \$330,000 per year to replenish after amortization of the equipment. He suggested the City Council sell a piece of property on Edwards Boulevard.

Chairwoman Hill asked about the priority of this piece of equipment.

Administrator Jordan replied it is important due to the sheer volume of mowing during the summer months which occurs unless there is a drought.

**Motion #5:** Alderman Kupsik moved to recommend the City Council approve the purchase of a 2013 John Deere mower from Proven Power, Inc. for \$45,991 from the City's equipment replacement fund, Alderman Hougen seconded, and the motion passed unanimously.

**8. Resolution 14-R06, authorizing the elimination of the Designated Fund Balance – PD 1033 Program account in the amount of \$244.00**

Comptroller Pollitt explained the money was set aside for the Police Department equipment, and this line item is being eliminated due to the cancelation of the 1033 Program.

Alderman Hougen asked why these Resolutions need to be approved today.

Comptroller Pollitt explained these Resolutions are necessary in order to increase or decrease certain amounts for the year 2013 and are a housekeeping measure as the audit will begin shortly.

**Motion #6:** Alderman Kupsik moved to recommend the City Council approve Resolution 14-R06, authorizing the elimination of the Designated Fund Balance – PD 1033 Program account in the amount of \$244.00, Alderman Lyon seconded, and the motion passed unanimously.

**9. Resolution 14-R07, authorizing the increase in the Designated Fund Balance – PD Donations account in the amount of \$50.00**

**Motion #7:** Alderman Lyon moved to recommend the City Council approve Resolution 14-R07, authorizing the increase in the Designated Fund Balance – PD Donations account in the amount of \$50.00, Alderman Kupsik seconded, and the motion passed unanimously.

**10. Resolution 14-R08, authorizing the decrease in the Designated Fund Balance – PD State Seizures account in the amount of \$2,635.58**

**Motion #8:** Alderman Kupsik moved to recommend the City Council approve Resolution 14-R08, authorizing the decrease in the Designated Fund Balance – PD State Seizures account in the amount of \$2,635.58, Alderman Lyon seconded, and the motion passed unanimously.

**11. Resolution 14-R09, authorizing the decrease of the Designated Fund Balance – EMS Act 102 Program account in the amount of \$10,236.94**

Chairwoman Hill explained the Police and Fire Commission did not approve this Resolution at the last meeting, so this would be approved pending Police and Fire Commission approval.

Alderman Hougen noted the amounts in the Resolution did not add up to the total.

**Motion #9:** Chairwoman Hill moved to continue this item to the next meeting, Alderman Mott seconded, and the motion passed unanimously.

**12. Resolution 14-R10, authorizing the increase in the Designated Fund Balance – Fire CPR Revenue account in the amount of \$1,795.68**

**Motion #10:** Alderman Hougen moved to recommend the City Council approve Resolution 14-R10, authorizing the decrease in the Designated Fund Balance – PD State Seizures account in the amount of \$1,798.68, Alderman Kupsik seconded, and the motion passed unanimously.

**13. Resolution 14-R11, authorizing the increase in the Designated Fund Balance – Fire Donations account by \$6,170.00**

**Motion #11:** Alderman Kupsik moved to recommend the City Council approve Resolution 14-R11, authorizing the increase in the Designated Fund Balance – Fire Donations account by \$6,170.00, Alderman Lyon seconded, and the motion passed unanimously.

Chairwoman Hill expressed her surprise at the low amount spent from this fund.

**Motion #11** passed unanimously.

**14. Resolution 14-R12, authorizing the carryforward of the Police and Fire 2013 capital project budget balances totaling \$15,525.00**

Chairwoman Hill explained the carryforward would allow these items to be spent in 2014.

**Motion #12:** Alderman Kupsik moved to recommend the City Council approve Resolution 14-R12, authorizing the carryforward of the Police and Fire 2013 capital project budget balances totaling \$15,525.00, Alderman Mott seconded, and the motion passed unanimously.

**15. Resolution 14-R13, authorizing the decrease in the Designated Fund Balance – PD Uniform Allowance in the amount of \$671.63**

**Motion #13:** Alderman Kupsik moved to recommend the City Council approve Resolution 14-R13, authorizing the decrease in the Designated Fund Balance – PD Uniform Allowance in the amount of \$671.63, Alderman Hougen seconded, and the motion passed unanimously.

**16. Resolution 14-R14, authorizing the carryforward of the 2013 capital project budget balances in the amount of \$79,513.00**

Comptroller Pollitt explained some projects were already approved and are waiting to receive bills.

**Motion #14:** Alderman Lyon moved to recommend the City Council approve Resolution 14-R14, authorizing the carryforward of the 2013 capital project budget balances in the amount of \$79,513.00, Alderman Kupsik seconded, and the motion passed unanimously.

**17. Presentation of Accounts**

- A. Purchase Orders (None)

**B. Prepaid Bills \$36,616.76**

**Motion #15:** Alderman Hougen moved to approve Prepaid Bills in the amount of \$36,616.75, Alderman Kupsik seconded, and the motion passed unanimously.

**C. Regular Bills in the amount of \$206,338.98**

Comptroller read the bills over \$5,000.

Alderman Mott asked if Comptroller Pollitt examines utility bills year to year.

Comptroller Pollitt explains a spreadsheet is kept, and amounts are compared against each other from months of previous years.

**Motion #16:** Alderman Kupsik moved to recommend the City Council approve Regular Bills in the amount of \$206,338.98, Alderman Lyon seconded, and the motion passed unanimously.

**D. Acceptance of Monthly Treasurer's Report for December 2013 and January 2014**

**Motion #17:** Alderman Kupsik moved to recommend the City Council accept Monthly Treasurer's Report for December 2013 and January 2014, Alderman Hougen seconded, and the motion passed unanimously.

**18. Adjournment**

**Motion #18:** Alderman Hougen moved to adjourn, Alderman Lyon seconded, and the motion passed unanimously.

The meeting adjourned at 6:32pm

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Tim Neubeck, City Clerk

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