



FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, MARCH 24, 2014 – 6:00 PM

COUNCIL CHAMBERS, CITY HALL

MINUTES

1. **Chairwoman Hill called the meeting to order at 6:01pm.**
2. **Roll Call**
Present: Hill, Mott, Kupsik, Lyon
Not Present: Hougen
Also Present: Comptroller Pollitt, Clerk Neubeck, Administrator Jordan, Director of Public Works Winkler
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**
Richard Peterson, 300 S Edwards Blvd #57, has questions about the concessionaire contract for Dunn Field and the operator not providing a significant amount of money back to the City to operate. He then asked what the fund levels will be in the parking fund after the transfer.
4. **Approve the Finance, License and Regulation Committee Meeting minutes of March 10, 2014 meeting as distributed.**
Motion #1: Alderman Kupsik moved to approve the Finance, License and Regulation Committee Meeting minutes of March 10, 2014 meeting as distributed, Alderman Mott seconded, and the motion passed unanimously.
5. **LICENSES & PERMIT**
 - A. **Original 2013-2014 Operator (Bartender) License applications filed by Gail Rempert, Renee Hildebrandt, Breana Smith, Jill Delcorps, Kimberly Diekow**
Motion #2: Alderman Kupsik moved to recommend the City Council approve Original 2013-2014 Operator (Bartender) License applications filed by Gail Rempert, Renee Hildebrandt, Breana Smith, Jill Delcorps, Kimberly Diekow, Alderman Lyon seconded, and the motion passed unanimously.
 - B. **Street Use Permit Application filed by Sean Payne on behalf of the Lake Geneva Farmer's Market to take place at Horticultural Hall, 330 Broad Street, from May 8th to October 30th, 2014 from 6:00AM to 1:30PM**
Motion #3: Chairwoman Hill moved to suspend the rules to let Alderman Kupsik temporarily chair as she wished to recuse herself, Alderman Mott seconded, and the motion passed unanimously.

Motion#4: Alderman Lyon moved to recommend the City Council approve a Street Use Permit Application filed by Sean Payne on behalf of the Lake Geneva Farmer's Market to take place at Horticultural Hall, 330 Broad Street, from May 8th to October 30th, 2014 from 6:00AM to 1:30PM, Alderman Mott seconded, and the motion passed 3-0-1 with Chairwoman Hill abstaining.

C. Park Reservation Permit Application filed by Ryan Lasch on behalf of the Lake Geneva Jaycees to use Seminary Park for the annual Jaycees Easter Egg Hunt on April 19, 2014 from 9:00am to 1:00pm (recommended at 3/12/14 Board of Park Commissioners meeting)

Motion #5: Alderman Kupsik moved to recommend the City Council approve a Park Reservation Permit Application filed by Ryan Lasch on behalf of the Lake Geneva Jaycees to use Seminary Park for the annual Jaycees Easter Egg Hunt on April 19, 2014 from 9:00am to 1:00pm, Alderman Lyon seconded, and the motion passed unanimously.

6. Discussion/Recommendation on consideration of sale of North Edwards Boulevard property

Chairwoman Hill said the sale of this property would aid the replenishment of the Equipment Replacement Fund.

Administrator Jordan explained if the Council approves, it would direct staff to do so. The sale would have to go through the Plan Commission to approve its proposed use. He then explained which parcels would be up for sale.

Alderman Mott asked if Administrator Jordan thinks the value of the property has gone up over the past few years.

Administrator Jordan replied it may as there are not many vacant parcels left within the City. He said the assessed value has never been done because there has not been private use since WE Energies owned it prior.

Motion #6: Chairwoman Hill moved to recommend the City Council authorize staff to look into options to sell City property on North Edwards Boulevard, and Alderman Kupsik seconded.

Alderman Kupsik asked if there has been any interest in the property.

Chairwoman Hill replied there is, especially with development in adjacent properties.

Alderman Mott asked how Chairwoman Hill knows there is activity.

Chairwoman Hill replied it is due to her position as a realtor in the City.

Motion #6 passed unanimously.

7. Discussion/Recommendation on authorization of sale of surplus property – holiday decorations (recommended at 3/13/14 Public Works Committee meeting)

Director Winkler said this was recommended by the Public Works Committee due to the age and unsightliness of the decorations, especially with new light poles being put up in the near future.

Chairwoman Hill thanked Director Winkler for considering the beautification of the City.

Motion #7: Alderman Kupsik moved to recommend the City Council authorize the sale of surplus holiday decorations, Alderman Mott seconded, and the motion passed unanimously.

8. Discussion/ Recommendation on approval of concessionaire contract for Dunn Field (recommended at 3/12/14 Board of Park Commissioners Meeting)

Motion #8: Alderman Kupsik moved to recommend the City Council approve a concessionaire contract with Tanya Kasten for Dunn Field, and Alderman Lyon seconded.

Alderman Kupsik said the Board of Park Commissioners anticipates there being a lot of use due to the new development of nearby park amenities as well as a vendor who would keep the area clean.

Alderman Mott asked how the enforcement of cleanliness of the area by the concessionaire will work.

Alderman Kupsik explained there is a section in the contract as to cleanliness and garbage removal.

Administrator Jordan said not many bids are received when these concessionaire contracts are put up for bid.

Motion #8 passed unanimously.

9. Discussion/Recommendation on approval of concessionaire contract for Veterans Park (recommended at 3/12/14 Board of Park Commissioners Meeting)

Chairwoman Hill explained this contract has similar terms to the aforementioned contract besides price.

Motion #9: Alderman Kupsik moved to recommend the City Council approve the concessionaire contract with R-Della, Inc. for Veterans Park, and Alderman Lyon seconded.

Alderman Mott voiced his concern over the enforcement of the vendor cleaning the facilities and surrounding area.

Motion #9 passed unanimously.

10. Resolution 14-R09, authorizing the decrease of the Designated Fund Balance – EMS Act 102 Program account in the amount of \$10,236.94 (continued from 3/10/14 Finance, License and Regulation Committee meeting)

Comptroller Pollitt explained this Resolution is contingent on Police and Fire Commission approval.

Motion #10: Alderman Kupsik moved to recommend the City Council approve Resolution 14-R09, authorizing the decrease of the Designated Fund Balance – EMS Act 102 Program account in the amount of \$10,236.94, Alderman Lyon seconded, and the motion passed unanimously.

11. Resolution 14-R22, authorizing a transfer to the General Fund, at year end 2013, an amount of \$275,048.94 from the Lakefront Special Revenue Fund and an amount of \$566,642.69 from the Parking Lots and Meters Special Revenue Fund

Chairwoman Hill explained the number figures changed in this Resolution per Comptroller Pollitt and read off the correct amounts. She explained the revenue generated from these funds.

Comptroller Pollitt explained the past practices for maintaining fund balances after the transfers occur.

Chairwoman Hill voiced her concern about the transfer of these funds to the General Fund and suggested expenses for maintenance of the piers and LUKE machines to be paid from those funds instead.

Motion #11: Chairwoman Hill moved to recommend the City Council approve authorizing a transfer to the General Fund, at year end 2013, an amount of \$281,787.46 from the Lakefront Special Revenue Fund and an amount of \$566,657.69 from the Parking Lots and Meters Special Revenue Fund with the exception the lakefront purchases be taken from the fund balance, Alderman Lyon seconded, and the motion passed unanimously.

12. Presentation of Accounts

A. Purchase Orders (None)

B. Prepaid Bills \$10,258.07

Motion #12: Alderman Kupsik moved to recommend the City Council approve Prepaid Bills in the amount of \$10,258.07, and Alderman Lyon seconded.

C. Regular Bills in the amount of \$1,130,002.60

Comptroller Pollitt explained the bulk of that is for debt service payments and read off the rest of the bills over \$5,000. She explained bond payments are primarily due in February and September and are done through electronic transfer, and the amounts are always known in advance.

Chairwoman Hill asked why workers compensation liability insurance payment was not bid out.

Administrator Jordan explained it is through the Wisconsin League of Wisconsin Municipalities, and they provide the best rate.

Motion #13: Alderman Kupsik moved to recommend the City Council approve Regular Bills in the amount of \$1,130,002.60, Chairwoman Hill seconded, and the motion passed unanimously.

D. Acceptance of Monthly Treasurer's Report for February 2014

Motion #14: Alderman Mott moved to recommend the City Council accept the Monthly Treasurer's Report for February 2014, Alderman Kupsik seconded, and the motion passed unanimously.

13. Adjournment

Motion #15: Alderman Lyon moved to adjourn, Alderman Kupsik seconded, and the motion passed unanimously.

The meeting adjourned at 6:44pm

Tim Neubeck, City Clerk

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