



FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, APRIL 28, 2014 – 6:00 PM

COUNCIL CHAMBERS, CITY HALL

MINUTES

1. **Chairman Lyon called the meeting to order at 6:00pm**
2. **Roll Call**
Present: Lyon, Wall, Kordus, Kehoe, Kupsik
Also Present: Clerk Neubeck, Administrator Jordan, Director of Public Works Winkler, Comptroller Pollitt, Attorney Draper
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 April 14, 2014 meeting as distributed.**
Motion #1: Alderman Kupsik moved to approve the Finance, License and Regulation Committee Meeting minutes of April 14, 2014 meeting as distributed, Alderman Wall seconded, and the motion passed unanimously.
5. **LICENSES & PERMIT**
 - A. **Original 2013-2014 Operator (Bartender) License applications filed by Amanda Dudley, Rikki Jepsen, Sherry Koehn, Sarah Papineau, Kelsey Ibarra.**
Motion #2: Alderman Kupsik moved to recommend the City Council approve Original 2013-2014 Operator (Bartender) License applications filed by Amanda Dudley, Rikki Jepsen, Sherry Koehn, Sarah Papineau, Kelsey Ibarra; Alderman Wall seconded; and the motion passed unanimously.
 - B. **Massage Establishment application filed by Clear Waters Salon/Spa, 734 Main Street, Lake Geneva WI 53147**
Motion #3: Alderman Kupsik moved to recommend the City Council approve the Massage Establishment application filed by Clear Waters Salon/Spa, 734 Main Street, Lake Geneva WI 53147, Alderman Wall seconded, and the motion passed unanimously.
6. **Discussion/Recommendation on Pond and Beach Treatment Project bids**
Director Winkler explained the City provides algae control at locations throughout the City, and the low bidder has satisfactorily provided services during his tenure.

Motion #4: Alderman Wall moved to recommend the City Council approve a contract with Bio-Aquatic Services, LLC for \$4,675 plus the cost of a permit from the Department of Natural Resources for pond and beach treatment, Alderman Kehoe seconded, and the motion passed unanimously.

7. Discussion/Recommendation on Riviera Sidewalk Replacement Change Order #1

Director Winkler explained the contractor working at the Riviera encountered thicker base under the sidewalk as well as other abnormalities. He explained the subsurface clay piping was damaged and needed to be repaired and added the piping was upwards to eighty years old.

Alderman Kupsik asked where this project was being funded.

Administrator Jordan replied it is being paid from the TID.

Director Winkler said this is the only change order estimated from the contractor

Motion #5: Alderman Kupsik moved to recommend the City Council approve Change Order #1 of the sidewalk replacement project at the Riviera, Alderman Wall seconded, and the motion passed unanimously.

8. Discussion/Recommendation on a contract with Government Payment Services, Inc. for credit card transaction services

Comptroller Pollitt explained City Hall, the Municipal Court, and Police Department will be able to utilize credit card payment. The City will not be charged; rather, payers will be charged. She estimated this will be saving the City a couple thousand dollars a year in fees.

Motion #6: Alderman Wall moved to recommend the City Council approve a contract with Government Payment Services, Inc. for credit card transactions, Alderman Kupsik seconded, and the motion passed unanimously.

9. Discussion/Recommendation on a contract with Tom Earle for Assistant Director of Public Works
(recommended at the April 24, 2014 Personnel Committee meeting)

Administrator Jordan explained he put together a contract because of past practice, and the City Attorney explained this may not be needed because of the new employee handbook. He outlined Mr. Earle would be an exempt, at-will employee.

Motion #7: Alderman Wall moved to recommend the City Council hire Tom Earle as Assistant Director of Public Works as an exempt employee as outlined in the employee handbook, and Alderman Kupsik seconded.

Alderman Kupsik explained the Personnel Committee interviewed Mr. Earle, and he felt Mr. Earle will be a great asset to the City.

Motion #7 passed unanimously.

10. Discussion/Recommendation on capital project borrowing for 2014-2016 in the amount of \$ 2,499,000

Administrator Jordan explained the Council met for its seconded capital project workshop, changes were made as a result, and put into this packet.

Motion #8: Alderman Kehoe moved to recommend the City Council approve the attached list of projects for 2014-2016 in the amount of \$ 2,499,000, and Alderman Kupsik seconded

Alderman Kupsik asked if the Library will get bids for the blinds project.

Administrator Jordan replied the Library will.

Chairman Lyon said all projects listed will be subjected to the competitive bidding process.

Motion #8 passed unanimously.

11. Presentation of Accounts

A. Purchase Orders (None)

B. Prepaid Bills \$3,293.74

Motion #9: Alderman Wall moved to recommend the City Council approve Prepaid Bills in the amount of \$3,293.74, Alderman Kordus seconded, and the motion passed unanimously.

C. Regular Bills in the amount of \$126,110.74

Motion #10: Alderman Kupsik moved to recommend the City Council approve Regular Bills in the amount of \$126,110.74, Alderman Wall seconded, and the motion passed unanimously.

12. Adjournment

Motion #11: Alderman Wall moved to adjourn, Alderman Kehoe seconded, and the motion passed unanimously.

The meeting adjourned at 6:21pm.

Tim Neubeck, City Clerk

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