

FINANCE, LICENSE & REGULATION COMMITTEE
MONDAY, JULY 25, 2011 - 6:00PM
COUNCIL CHAMBERS, CITY HALL

Chairman Krause called the meeting to order at 6:01pm.

Roll Call. Present: Aldermen Krohn, O'Neill, Hartz, and Krause. Alderman Marsala was absent (excused). Also Present: Administrator Jordan, Comptroller Pollitt, and City Clerk Reale.

Hartz/Krohn motion to approve Finance, License and Regulation Committee minutes of July 11, 2011 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

Temporary "Class B"/Class "B" Retail License application filed by Geneva Area Foundation/Horticultural Hall, for the sale of wine and fermented malt beverages at "Hort-Couture Garden Gala" on August 5, 2011, at Horticultural Hall, 330 Broad Street, Lake Geneva, WI

Hartz/O'Neill motion to forward to Council with recommendation for approval. Alderman Krohn inquired about the hours proposed for the event. City Clerk Reale responded that the applicant had not indicated the hours of the event on the license application; however, he noted that a temporary licensee would be subject to the same restrictions on hours of service as regular retail licensees. He stated that he would contact the applicant for clarification on the times, and would advise Council accordingly. Unanimously carried.

2011-2012 Renewal Massage Establishment License application filed by Alternative Health Associates, Ltd., 105 Townline Road, Lake Geneva, WI

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

2011-2012 Renewal Operator License applications filed by Barbara Leedle and Robert Clayton

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

Original 2011-2012 Operator License applications filed by Anthony Engle, Mary Camalieri, and Leonard Jegerski

Hartz/O'Neill motion to forward to Council with recommendation for approval. Unanimously carried.

Discussion/Recommendation on award of bid for Riviera roof copper valley replacement project (*continued 7/11/11*)

Administrator Jordan stated that DPW Winkler had drafted a contract, which had been included in the Council packets along with copies of the project specifications from the bidding documents. He noted that the contract had been drawn to include the alternate for a twenty-year warranty, bringing the contract total to \$63,948.00. He mentioned that the copper valleys needed to be addressed as quickly as possible, given the recent damages sustained at the Riviera due to leakages and the expectation of more rain in the coming days. Scherrer Construction, which had been responsible for the interior improvements at the Riviera, had been on site investigating the extent of the damages to the ceiling tiles and insulation. Administrator Jordan noted that Renaissance had completed earlier repairs on some of the clay tile roofing at the site; however, it was presumed that the leakage was connected to the copper valleys and not to any work that had been done previously by the contractor. He added that the City's insurance was expected to cover the damages sustained during the most recent rainstorm.

Hartz/Krohn motion to forward to Council with recommendation for approval of award of bid to Renaissance Roofing in the amount of \$63,948.00, including twenty-year warranty, to be funded by TIF. Unanimously carried.

Discussion/Recommendation on award of bid for Cook Street lighting installation project

Administrator Jordan reported that the Business Improvement District had previously agreed to purchase three additional light poles to be installed along Cook Street, in the block between Main and Geneva Streets. As part of this project, the City had agreed to use TIF funds to cover the costs of electrical routing and installation for the new poles. Geneva Lakes Electric had submitted the low bid for the installation, in the amount of \$6,840.00. Alderman Hartz asked for clarification as to whether this portion of the project also included the necessary sidewalk and alley apron repairs, as previously discussed by Council. Administrator Jordan confirmed that the sidewalk and apron work was included. Alderman O'Neill noted that the contract specified installation of only two poles. There was subsequent discussion as to the number of light poles actually covered under the scope of the bid in question. Mayor Connors presented a copy of the minutes from the March 28, 2011 Council meeting during which the installation of one ornamental light pole had been approved for an amount not to exceed \$3,000.00. City Clerk Reale provided a copy of the April 25, 2011 Council minutes in which it was noted that the Council subsequently had authorized bids to be solicited for the installation of two additional poles. It was therefore confirmed that one pole had already been installed, and this contract would cover the installation of the two remaining lights.

Hartz/Krohn motion to forward to Council with recommendation for approval of award of bid to Geneva Lakes Electric, including the repair of damaged sidewalk and replacement of alley apron, in an amount not to exceed \$6,840.00, to be funded by TIF. Unanimously carried.

Discussion/Recommendation on maintenance contract for City Hall sprinkler and fire alarm systems

Administrator Jordan reported that the City currently had contracts with Simplex Grinnell for the systems at City Hall and the Geneva Lake Museum building, with a yearly maintenance contract for City Hall and a three-year contract for the museum. He noted that the motherboard and software for the system were proprietary; therefore, significant initial costs would be involved to go with a different contractor, as that contractor would most likely need to install its own software for the system. If not, Simplex Grinnell would still have to be contacted to service any problems with the motherboard or software, which would create an additional expense for the City. Administrator Jordan stated that the City had been very satisfied with the services of Simplex Grinnell, and he recommended approving the new one-year agreement. He also mentioned that the three-year agreement for the museum was due to expire in 2012 and the City would pursue combining the contracts for the two buildings at that time.

Alderman Hartz asked if the system in question had been responsible for the leakage issues at City Hall. Administrator Jordan responded that some of the leaking had been caused by condensation resulting from the fact that there had not been enough pitch put in at the time of installation. He noted that none of the leakage issues would be attributable to anything that had been done by Simplex Grinnell. Chairman Krause inquired about potential cost savings for a multi-year contract. Administrator Jordan stated that it did not appear there would be a significant difference in costs between single and multi year agreements. He noted that previous multi-year agreements had included a base price for the first year, with CPI increases built in for each subsequent year. It was also noted that the maintenance contract covered services between the hours of 8:00am and 5:00pm, Mondays through Fridays. Any service calls outside of those times would involve additional charges.

Hartz/Krohn motion to forward to Council with recommendation for approval of maintenance contract with Simplex Grinnell for an amount not to exceed \$5,254.00. Unanimously carried.

Discussion/Recommendation on contract for replacement, narrow-banding, and two-way digital upgrade of emergency sirens

Administrator Jordan reported that the capital borrowing had included funding for the replacement of three emergency sirens, as well as narrow-banding and digital two-way upgrades. He noted that the two-way upgrade would allow for the Police Department to remotely test the sirens for functionality without the need to activate the sirens themselves. The original total budgeted for the entire project had been \$115,978.00, with Federal Signal Corporation ultimately returning with a price of \$111,227.00. In response to a query from Alderman Hartz about other bids for the project, Administrator Jordan noted that the many of the features of the system were proprietary. Therefore, while the pricing had been competitive between the three companies contacted, it would not likely be advantageous to change to a different contractor. He added that all but one of the existing sirens in the City was serviced by Federal Signal.

Chairman Krause inquired about the additional cost to add the voice feature to the siren system. Administrator Jordan stated that he could not recall the exact amount for that feature, adding that it had not been included in the contract because the Council had not included it in the borrowing. Noting that some of the items included in the capital borrowing had come in under budget, Chairman Krause asked what would happen to any leftover funds not expended. Administrator Jordan stated that it would be at the discretion of the Council to reallocate those funds to other projects or direct them toward payment on the debt. Alderman O'Neill added that his understanding of state statute was that any leftover funds were to be directed to the General Fund, and then could be reallocated as needed from the General Fund. He noted that it might be advantageous to have the additional funds available in the event other capital projects exceeded budget.

Administrator Jordan further noted that he had received some questions about the possibility of using the sirens to signal an "all-clear" after emergency situations had passed. Following up on these concerns, he reported that the City's insurance provider had cautioned that this would present a serious liability issue for the City. This was where the possibility of adding the voice feature could be beneficial; however, Administrator Jordan noted that the voice feature would only have about half the coverage area of the siren. Alderman Hartz stated that it would not appear to be cost-effective to purchase the voice feature if coverage was so significantly limited. It was noted that this project would involve the replacement of the existing siren at Badger High School, and installation of sirens on the WE Energies property and in Edgewood Hills. It was also planned to move the existing siren from near the intersection of Maxwell Street and County Highway H to the Fire Station.

Hartz/O'Neill motion to forward to Council with recommendation for approval of contract with Federal Signal Corporation and Unlimited Enterprises for an amount not to exceed \$111,227.00. Unanimously carried.

Discussion/Recommendation on purchase of mowers for the City portion of the Hillmoor property

Administrator Jordan reported that the capital borrowing included funds for a pull-behind mower unit to handle the City's portion of the former golf course property, as well as additional mowers for the park areas. Four bids had been obtained for a pull-behind, tri-deck mower, with Triebold Implement providing the most favorable bid in the amount of \$12,133.00. Two bids had been received for the purchase of two 52-inch Toro stand-up mowers to handle City park areas. The low bid of \$12,280.00 had been submitted by Hwy C Services. He noted that the total amount identified in the capital budget for these items had been \$27,000.00; therefore, the actual bids had returned \$2,587.00 favorable to budget. Alderman Hartz asked if there were any areas other than Hillmoor in which the pull-behind could be utilized. Administrator Jordan responded that he believed it could also be used to more efficiently mow the large areas of City property along Edwards Boulevard. Chairman Krause inquired about the intent to address the maintenance of the portions of Hillmoor not under the auspices of the City. Administrator Jordan stated that he had contacted the property owner, who had indicated that a farmer had been contracted to mow the area.

Hartz/Krohn motion to forward to Council with recommendation for approval of the purchase of pull-behind mower from Triebold Implement for an amount not to exceed \$12,133.00, and two stand-up mowers from Hwy C Services for an amount not to exceed \$12,280.00. Unanimously carried.

Presentation of Accounts, Alderman Krause.

Krause/Hartz motion to recommend denying two purchase orders in the total amount of \$32,180.00. Chairman Krause noted that the purchase orders involved improvements to the Fire Station facility, adding that the projects were to be sent back for bid since they involved a City building. Unanimously carried.

Hartz/Krohn motion to recommend approval of Prepaid Bills in the amount of \$1,308.32. Unanimously carried.

Krause/Hartz motion to recommend approval of Regular Bills in the amount of \$169,432.57. Alderman Hartz noted that no retention was shown on the application for payment from Scherrer. Given that there would typically be retention included, he asked if there was a punch list. Administrator Jordan responded that DPW Winkler and the architect had gone through the punch list and found everything to be complete. Chairman Krause asked about the status of the electric payments for the light at the Geneva Towers. Administrator Jordan stated that Mr. Dimiceli had contacted Alliant Energy and had the billing for the light switched over from the City. Comptroller Pollitt noted that these bills included the City's final payment for electric on that light. Unanimously carried.

O'Neill/Hartz motion to accept the monthly report of the City Treasurer for the month ending February 28, 2011. Comptroller Pollitt noted that the monthly reports had fallen behind as she attempted to get caught up on bank reconciliations. She stated that the reports for March and April had now been completed, and would be included in the packet for the next regular meeting. Unanimously carried.

Adjournment

Hartz/O'Neill motion to adjourn at 6:57pm. Unanimously Carried.

/s/ Jeremy A. Reale, City Clerk

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