

**FINANCE, LICENSE & REGULATION COMMITTEE
TUESDAY, MARCH 21, 2017 – 6:00 PM
MEETING ROOM 2A, CITY HALL**

Alderman Howell called the meeting to order at 6:00pm.

Gelting/Chappell motion to elect Ken Howell as the temporary chairperson. Motion carried 3 to 0.

Roll Call. Present: Aldermen Gelting, Howell, and Chappell. Absent: Ald. Kordus and Horne. Also Present: Mayor Kupsik, City Administrator Oborn, Comptroller Slater, Parking Manager Mullally and City Clerk Waswo.

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.

Kevin Fleming, 1032 Wisconsin Street spoke on behalf of the Lake Geneva Business Improvement District for permit applications on the agenda. He requested waiver of the banner permit fees for Taste of Lake Geneva and Oktoberfest.

Approval of Minutes. Gelting/Chappell motion to approve the Regular Finance, License and Regulation Committee Meeting minutes of March 7, 2017, as prepared and distributed. Motion carried 3 to 0.

LICENSES & PERMITS

Gelting/Chappell motion to approve the Street Use Permit application filed by Lake Geneva Farmers Market using the alley to the south of Horticultural Hall (330 Broad St.) on Thursdays from May 4th to October 26th, 2017 from 8:00am to 1:00pm. Motion carried 3 to 0.

Gelting/Chappell motion to approve the Parking Stall Bag request filed by Lake Geneva Farmers Market to use 13 stalls on the west side of Broad Street on Thursdays from May 4th to October 26th, 2017 (26 days) from 7:00am to 2:00pm with waiver of all parking stall bag fees. Motion carried 3 to 0.

Parade permit application filed by Len Jegerski on behalf of the American Legion Post for the annual Memorial Day Parade on May 29, 2017 from 10:00am to 11:30am with request for waiver of all fees.

City Clerk Waswo noted they are requesting waiver of the application fee as well.

Gelting/Chappell motion to approve and amend to include the \$25.00 application fee only. Motion carried 3 to 0.

Chappell/Gelting motion to approve the Street Use Permit application filed by Len Jegerski on behalf of the American Legion Post 24 for the Annual Memorial Day Parade on May 29, 2017 using Wisconsin and Broad Street to the Riviera with staging at 10:00 am and parade from 11:00 am to 11:30 am with request for waiver of all fees. There was discussion on including the application fee of \$25.00. In the past they have not paid anything for this permit. Ald. Chappell felt by charging the application fee it would be dinging them twice as there is no more additional work since the paperwork is combined into one packet. Mayor Kupsik noted we are trying to get away from waiving the application fee. Motion carried 3 to 0.

Gelting/Chappell motion to approve the Public Assembly Permit application filed by Lake Geneva Business Improvement District for the Lake Geneva Paint-In June 10 – June 11, 2017, 10:00am to 5:00pm requesting use of downtown sidewalks to place tables, chairs and umbrellas for display and sale of artists' drawings and paintings. Motion carried 3 to 0.

Gelting/Chappell motion to approve the Public Assembly Permit application filed by Lake Geneva Business Improvement District for Lake Geneva Maxwell Street Days August 25 – August 27, 2017, 8:00am to 7:00pm requesting use of downtown sidewalks for business sales. Motion carried 3 to 0.

Gelting/Howell motion to approve the Street Banner Display application filed by Kevin Fleming on behalf of the Lake Geneva Business Improvement District to use 11 banner poles for Taste of Lake Geneva starting August 28, 2017 through September 11, 2017 with request for waiver of fees. City Admin. Oborn said the BID events are a big draw to the downtown. Ald. Gelting looks at the BID as the default for the banner poles. Ald. Chappell wants the BID to pay the fees as the Street Department still has to put them up. Motion carried 2 to 1 with Chappell voting “no.”

Gelting/Howell motion to approve the Street Banner Display application filed by Kevin Fleming on behalf of the Lake Geneva Business Improvement District to use 11 banner poles for Oktoberfest starting September 25, 2017 through October 9, 2017 with request for waiver of fees. Motion carried 2 to 1 with Chappell voting “no.”

Gelting/Chappell motion to approve the Original 2016-2017 Operator’s (Bartender) License application filed by Emily Wise. Motion carried 3 to 0.

Gelting/Chappell motion to approve Resolution 17-R08, authorizing the transfer of \$419,304.34 from the Lakefront Special Revenue Fund and an amount of \$637,485.29 from the Parking Special Revenue Fund to the General Fund at year end 2016 which will leave a \$75,000 addition to the fund balance in each of these funds. A resolution was passed some years ago stating every year \$75,000 is added to these funds. The parking fund did well; although the lakefront fund was less than they budgeted. Mr. Oborn would like to do further analysis on the Lakefront fund balance. Motion carried 3 to 0.

Gelting/Howell motion to approve the Main Street Widening Project change order #1 in the amount of \$5,129.84 for Kapur and Associates. This was approved by the Public Works Committee. By extending the date due to AT&T not completing their portion in time, the city had extra expense. They anticipate starting the first week in April. Motion carried 3 to 0.

Discussion/Recommendation on Kapur Task Order #10 for \$12,765, revised from (3) bridges to (1) bridge in the White River Disc Golf Course. Mr. Oborn explained this would come out of the 2017 borrowing. There was some sticker shock with engineering all 3 bridges. Public Works Committee recommended obtaining 2 additional bids.

Gelting/Chappell motion to table. Motion carried 3 to 0.

Discussion/Update on Competitive General Obligation Promissory Note Proposal

Mr. Oborn gave an update on the borrowing. He solicited 11 banks and 4 have shown an interest. Proposals are due March 31, 2017. Staff will have a recommendation with the proposals at the next meeting.

Gelting/Chappell motion to approve the Shad Branen - WIN Properties, LLC Escrow Draw Request No 5 for final payment of \$40,000.00 contingent upon Final Occupancy and required lien waivers. Mr. Oborn explained they have 3 components left. They have already submitted the construction amount but are pending the final occupancy and lien waivers. He anticipates receiving them before the upcoming council meeting. They currently have temporary occupancy. He recommended no deduction as they were showing movies on March 2. Motion carried 3 to 0.

Chappell/Gelting motion to approve the Dan Larsen Landscaping Draw Request No 5 for \$2,230.00 with excess of \$2,230.00 from General Fund Tree Planting Account. Mr. Oborn explained there was an error in the calculation by previous staff. We reserved \$106,635 and it should have been \$119,080, leaving an additional \$12,445 that we could potentially be liable for. If we do not receive all the trees forecasted, it could be less. Upon research, staff has concluded that the \$2,230 being requested is valid and due to the contractor. Motion carried 3 to 0.

Presentation of Accounts – Alderman Kordus

Purchase Orders (none)

Gelting/Chappell motion to approve the Prepaid bills in the amount of \$35,575.01. Motion carried 3 to 0.

Gelting/Chappell motion to approve the Regular bills in the amount of \$257,633.82. Motion carried 3 to 0.

Gelting/Chappell motion to approve the Treasurer’s reports from June through December 2016. Ald. Gelting would like a Treasurer’s report on the 2nd FLR agenda of each month. Motion carried 3 to 0.

Gelting/Chappell motion to approve the Treasurer’s report for January 2017. Motion carried 3 to 0.

Adjournment – Chappell/Gelting motion to adjourn at 6:44pm. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

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