

FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, APRIL 13, 2015 - 6:00 PM

COUNCIL CHAMBERS, CITY HALL

Chairperson Lyon called the meeting to order at 6:04 p.m.

Roll Call. Present: Aldermen Lyon, Kordus, Kupsik, Wall and Kehoe. Also Present: City Administrator Jordan, Comptroller Pollitt, Director of Public Works Winkler, 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. None.

Approval of Minutes

Wall/Kordus motion to approve the Finance, License and Regulation Committee Meeting minutes of March 23, 2015, as prepared and distributed. Unanimously carried.

LICENSES & PERMITS

Temporary “Class B”/Class “B” Wine and Fermented Malt Beverage License application filed by Pat Gee on behalf of the Geneva Lake Museum for the sale of fermented malt beverages and wine at 255 Mill Street, Lake Geneva, WI for “The Roaring 20’s Speakeasy Party” on May 22, 2015, 6:00pm to 8:30pm

Kupsik/Wall motion to recommend approval. Unanimously carried.

Original Massage Establishment License application filed by Body Logic Fitness Inc., 709 Main Street, Lake Geneva, WI

Kordus/Wall motion to recommend approval. Unanimously carried.

Park Reservation Permit application filed by Michelle Anomaly for a 70th Birthday Party at Veterans Park using the Pavilion on April 18, 2015 from noon to 4:30pm (recommended by the Board of Park Commissioners on 4/8/15)

Kupsik/Kordus motion to recommend approval. Unanimously carried.

Park Reservation Permit application filed by Cristen Marzula on behalf of Universal Cheerleaders Association to use Seminary Park June 3 – June 5, 2015 from 8:00am to 9:00pm for UCA Midwest Instructional Staff Training (recommended by the Board of Park Commissioners on 4/8/15)

Wall/Kupsik motion to recommend approval. Unanimously carried.

Park and Public Assembly Permit application filed by Heather Foulkes on behalf of Lakeland Community Church to use Veteran’s Park for a Church Service on July 5, 2015 from 8:00am to 2:00pm

Kupsik/Kordus motion to recommend approval. Unanimously carried.

Park Reservation Permit application filed by Heather Foulkes on behalf of Lakeland Community Church to use Veteran’s Park for a Church Service on July 5, 2015 from 8:00am to 2:00pm

Kupsik/Kordus motion to recommend approval. Unanimously carried.

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, using the east end of the alleyway between Broad Street and Cook Street and request for 24 bagged parking stalls with fee waived from May 7th to October 29th, 2015 from 8:00am to 1:00pm

Kupsik/Kehoe motion to recommend approval. Alderman Lyon stated there is a request for waiver of parking fees. According to the material in the packet, it was waived last year. City Clerk Waswo explained that the memo states that they are requesting specifically the parking bag fees to be waived. Alderman Kordus feels this is a good service to the community and brings people into downtown Lake Geneva. These are not spots where people are typically parked all day long. The only thing Alderman Kordus would like to point out was that they should specify that it

would be Thursdays only between May 7th and October 29th. City Administrator Jordan stated he would like this included in a tally so that they know at the end of the year the total waived for all these events.

Kordus/Lyon motion an amendment to state Thursday's only between May 7th and October 29th. Unanimously carried.

Original of 2014-2015 Operator's (Bartender) License application filed by Alfred Howe, Susan Jacobson, Mark Ranum, Cynthia Wisniewski

Wall/Kordus motion to recommend approval. Unanimously carried.

Discussion/Action on award of contract to Dan Larsen Landscape of Cedarburg, WI for the 2015 Spring Tree Planting in the amount of \$18,231.00 funded by the Capital Projects Fund

Wall/Kordus motion to recommend approval. Alderman Kordus pointed out that this was approved at Public Works. Alderman Kupsik asked if the Tree Board has any input on the planting of these trees; or is this the City's replacement list for the infected or removed trees due to the Emerald Ash Borer. Director of Public Works Winkler stated the trees that are removed are based on the Tree Board's approved list along with citizen requests, if possible. Mr. Winkler stated there were ash trees that were taken down and are included on the list for replacement. Unanimously carried.

Discussion/Action on award of contract to Oil Equipment Company, Inc. of Madison, WI for replacement of the Fuel Pump System Electrical Controls in the amount of \$13,473.00 funded by the Capital Projects Fund

Kordus/Kupsik motion to recommend approval. Alderman Kordus stated this was approved by Public Works. Director of Public Works Winkler stated the existing control system is outdated and driven by an old personal computer with software that is no longer supported. This project replaces the fuel control system, not the tanks. The software will be updated to current software that is run out of the Assistant DPW's office so it can be monitored. We can be a lot more efficient about how we generate bills. Also at Public Works, the use of key/fobs was discussed and both police and fire approved using the keys. Unanimously carried.

Discussion/Action on award of contract to Mohr Construction of Pleasant Prairie, WI for replacement of the Exterior Doors at 1065 and 1070 Carey Street in the amount of \$16,400.00 funded by the Capital Projects Fund

Kordus/Wall motion to recommend approval. Alderman Kordus stated this was also approved by the Public Works Committee. Unanimously carried.

Discussion/Action on purchase of a City Hall Copy Machine in the amount of \$8,145 from Rhyme Inc. of Milwaukee, WI

Kordus/Kupsik motion to recommend approval. Alderman Kordus asked if anyone had looked into lease options versus buying and the cost effectiveness of one over the other. City Administrator Jordan stated that City Clerk Waswo looked into that and the consensus was that it would be better to purchase the equipment. Mr. Jordan stated there was \$7,000 budgeted for this project mainly because we did not realize we could afford a color copier. Mr. Kordus stated that he assumed this was a copier that contained a number of different options. Ms. Waswo stated that it is and also has fax option and would replace the one that is currently in the office. Mr. Jordan thanked Ms. Waswo for all the hard work and time she put into this project. Alderman Wall asked if there is any trade-in value to the current copier. Mr. Jordan stated that it will be moved back by the Planning Department because the printer back there is really in bad shape. It will be used as a backup in case something happens to the one we have. He requested the copy machine in the Planning Department be disposed. Ms. Waswo noted that Rhyme could dispose of the machine as well as wipe the hard drive for the city. Unanimously carried.

Discussion/Action on Flat Iron Park Pavilion Fees

Alderman Kordus asked if we are currently charging for the existing gazebo. Alderman Kupsik stated if someone requests Flat Iron Park, they automatically use the gazebo. This came up at the Park Board as to whether or not there would be an additional charge to use the new pavilion. The Park Board decided it would be appropriate to charge to use the park, and using the pavilion would be an additional cost. Director of Public Works Winkler said the Park Board discussed the fees and he checked around the state for comparable rates, finding a range of \$50 to \$260. The Park Board settled on \$125 for residents and \$250 for non-residents for the use of the Brunk Pavilion. Alderman Kordus asked if that would be in addition to the Park Reservation fees. Mr. Winkler confirmed that it would be. Alderman Kupsik stated it would fall under the same rules and regulations to use the parks. Mr. Kordus approves of

charging an additional fee for the pavilion. Alderman Wall asked if there is a limit on the hours for use. Mr. Winkler stated no it would be a daily use. Alderman Lyon stated the memo in the packet states \$125 for residents and non-profit organizations and \$250 for others. Mr. Kupsik stated that a wedding usually goes from 4 to 6 hours which could include set up time and feels it is a reasonable price. Mr. Kupsik does not think functions normally go more than 8 hours. Alderman Lyon recommending voting on the pavilion fees with a rate \$125 for residents and non-profit organizations and \$250 for all others.

Kupsik/Kehoe motion to recommend approval on the pavilion fees with a rate \$125 for residents and non-profit organizations and \$250 for all others. Unanimously carried.

Presentation of Accounts

Purchase orders. None.

Kupsik/Kordus motion to recommend approval of Prepaid Bills in the amount of \$45,126.33. Alderman Lyon stated the significant item was the 50% down payment to ShoreTel for the new telephone system. City Administrator Jordan stated the parts are ordered, the library is being customized, and the Fire Department has been completed. He is hopeful it will be completed within the next 30 days. Unanimously carried.

Kordus/Kupsik motion to recommend approval of Regular Bills in the amount of \$158,603.65. Alderman Kupsik asked for an update on Glen Fern Construction/Cobb Park. Director of Public Works Winkler stated they have done the demolition work and are working on the interior. It has been rewired and should be complete, as will the pavilion, around Memorial Day. Unanimously carried.

Kordus/Wall motion to recommend acceptance of Monthly Treasurer's Report for January 2015. Unanimously carried.

Adjournment

Kordus/Wall motion to adjourn at 6:33 p.m. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

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