

**FINANCE, LICENSE & REGULATION COMMITTEE  
TUESDAY, APRIL 18, 2017 – 6:00 PM  
MEETING ROOM 2A, CITY HALL**

Alderman Kordus called the meeting to order at 6:21pm.

**Roll Call.** Present: Aldermen Kordus, Skates, Halverson, Hedlund and Howell. Also Present: City Administrator Oborn, Comptroller Slater, City Clerk Waswo and Mayor Kupsik.

**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 to be limited to 5 minutes.**

Nan Elder, VISIT Lake Geneva at 527 Center St, requested VISIT Lake Geneva pay the same fees for the Restaurant Week street banners as last year.

Kevin Fleming, 1032 Wisconsin St, spoke on the Taste of Lake Geneva and Oktoberfest permit applications. He requested the fees to be waived for both events.

Dick Malmin, N1991 S Lake Shore Dr, spoke in opposition of the proposed Muck-Suck event.

**Approval of Minutes.** Skates/Hedlund motion to approve the Regular Finance, License and Regulation Committee Meeting minutes of April 4, 2017, as prepared and distributed. Motion carried unanimously.

**LICENSES & PERMITS**

**Park Reservation Permit application filed by Harry Katch to use Library Park for a Celebration of Life on May 7, 2017 from 12:30pm to 4:30pm or Seminary Park on May 7, 2017 from 12:30pm to 4:30pm if there is bad weather with request for waiver of fees (*This has not been approved by the Board of Park Commissioners due to timing*)**

Kordus/Howell motion to waive the fees on this event except for the application fee and security deposit. City Clerk Waswo noted they wanted to use the pavilion in Seminary Park in case of rain. Mr. Hedlund suggested charging the resident rates for this event. He feels they should have to pay for one park. Mr. Kordus withdrew his motion. Mr. Skates proposed waiving all the fees except the application fee and asking the family to choose one park. If they do want a backup, they would be charged for the park at the resident rate.

Skates/Hedlund motion to approve the use of either park of their choosing with waiver of fees excluding the application fee, if they want to use the backup park, they would be charged the resident rate for that park. Motion carried unanimously.

**Park Reservation Permit application filed by Kirk La Du on behalf of Junior Badger Baseball to use Field 5 at Veterans Park Monday through Friday evenings starting April 24, 2017 through July 21, 2017 from 5:00pm to 9:00pm for the Junior Badger 12U Season (*Recommended by the Board of Park Commissioners on April 5, 2017 for Monday, Wednesday and Friday only*)**

Mr. Oborn stated the Park Board did not address the fees for this. He spoke with the Public Works staff and does not feel it will require any extra time or call out for the evenings. He recommends waiving the fee. Mr. Skates stated this is in coordination with the YMCA. He felt they should waive the fees for field use but feels otherwise for tournaments. Mr. Oborn noted the YMCA is not charged to use the park either.

Howell/Skates motion to approve the use for Monday, Wednesday, and Friday. Motion carried unanimously.

**Park Reservation Permit application filed by Kirk La Du on behalf of Junior Badger Baseball to use Fields 1, 2, 3, and 4 at Veterans Park May 27-28, 2017 and June 17-18, 2017 from 9:00am to 6:00pm for the Junior Badger Baseball Tournament (*Recommended by the Board of Park Commissioners on April 5, 2017*)**

Mr. Oborn spoke with Public Works staff and came up with a fee of \$600 per 2 day weekend. Mr. Skates feels this is a good starting point. Mr. Oborn feels the security deposit can be rolled over. If the City draws from it, more money can be requested.

Skates/Hedlund motion to approve the Park Reservation Permit for the two tournaments at \$300 per day plus a \$1,000 security deposit and \$25 application fee. Motion carried unanimously.

**Street Banner Display Permit application filed by VISIT Lake Geneva to use 11 banner poles starting May 2, 2017 through June 11, 2017 with request for waiver of fees**

Mr. Kordus noted he had a lengthy discussion with the City Attorney about waiving fees. The ordinance on the banners says, “this fee shall be charged.” It doesn’t give wiggle room for waiver. All banner fees should be charged. The ordinance would have to be changed to say “may” if they want to waive fees.

Howell/Halverson motion to approve the request without waiver of fees.

Mr. Kordus would like the fee ordinances discussed on the next Committee of the Whole agenda.

Motion carried unanimously.

**Park Reservation Permit application filed by Ryan Bensheimer on behalf of Mt. Zion Christian Church to use Flat Iron Park including the Brunk Pavilion on May 26, 2017 from 4:00pm to 11:00pm for a Worship Service (Recommended by the Board of Park Commissioners on April 5, 2017)**

Hedlund/Skates motion to approve. Motion carried unanimously.

**Park Reservation Permit application filed by Christian Jensen on behalf of My Team Triumph to use Library Park on May 28, 2017 from 8:00am to 5:00pm for the Muck-Suck event (Recommended by the Board of Park Commissioners on April 5, 2017)**

Mr. Halverson feels this is a bad idea. There is a stretch where the path is 2 inches from a cliff and there is an area that is just rocks to step on. Mayor Kupsik stated the path never came up in the Park Board meeting as they were only discussing the use of Library Park. They don’t have jurisdiction over the path. Mr. Skates thinks this is a great idea. It is a partial relay, and everyone around the lake is on board. Mr. Halverson asked if the City would have any liability. Mr. Oborn answered, not that he was aware of.

Skates/Hedlund motion to suspend the rules to allow Bridget Leech to speak and answer questions regarding the event. Motion carried unanimously.

Bridget Leech, W1336 Maureen Ct, stated this is not a race. It is a run with a silly name as it is meant to be a fun run. It is not timed. It is on Memorial Day weekend because they want people to come and stay. It is a great way to attract people to the area. She stressed it is not a competitive run. It is a relay that can be ran solo or with teams up to 4 people. Williams Bay has approved it. Fontana has given verbal confirmation. Linn Pier Road has been denied, so Mr. Jensen is speaking with private homeowners on the south shore for an exchange point. There is currently a mix of teams. Mr. Halverson asked if this is being advertised on any running websites. Ms. Leech said it is. Ms. Leech noted she will be removing herself from this event because of her employment with the BID but will pass along all of the information. Mr. Halverson requested they remove the word “race” when advertising if it truly is a fun run.

Skates/Hedlund motion to approve. Motion carried 4 to 1 with Ald. Halverson voting “no.”

**Temporary Class “B”/“Class B” Retailer’s License application filed by My Team Triumph for the sale of fermented malt beverages at the 900<sup>th</sup> block of Main St (Library Park), Lake Geneva, for the Muck-Suck event on May 28, 2017 from 10:00am to 2:00pm**

Skates/Hedlund motion to approve. Mr. Kordus feels apprehensive about roping off a portion of Library Park on one of the busiest weekends of the year as well as how the beer sales will be restricted to people participating in the event. Motion carried 4 to 1 with Ald. Kordus voting “no.”

**Park Reservation Permit application filed by Len Jegerski on behalf of the American Legion Post to use Flat Iron Park on May 29, 2017 from 10:00am to 11:30am for a ceremony after the Memorial Day Parade with request of waiver of fees (Recommended by the Board of Park Commissioners on April 5, 2017. Parade and Street Use Permits were approved by Council on March 27, 2017)**

Mr. Kordus said this is a continuation because it was set at the Riviera. Last year the event moved to Flat Iron Park due to the construction at the Riviera, and they liked it there. They have already paid an application fee for the parade. Kordus/Skates motion to approve and waive all fees. Motion carried unanimously.

**Park Reservation Permit application filed by Sherm Lindsey on behalf of Midwest Action Cycle Inc. to use Flat Iron Park on August 5, 2017 from 9:00am to 9:00pm and August 6, 2017 from 9:00am to 5:00pm for the Viva Lake Geneva Scooter Rally (Recommended by the Board of Park Commissioners on April 5, 2017)**

Hedlund/Howell motion to approve. Motion carried unanimously.

**Park Reservation Permit application filed by Larry Kundert on behalf of Friends of the Library to use Library Park on August 12, 2017 from 9:00am to 3:00pm and August 13, 2017 from 11:00am to 3:00pm for a book sale**  
*(Recommended by the Board of Park Commissioners on April 5, 2017)*

Skates/Hedlund motion to approve. Motion carried unanimously.

**Park Reservation Permit application filed by the Lake Geneva Business Improvement District for Taste of Lake Geneva with setup beginning on Sept 7, 2017 at noon and event held on Sept 8, 2017 and Sept 9, 2017 from noon to 10:00 pm at Flat Iron Park with use of Brunk Pavilion and request to waive all fees**  
*(Recommended by the Board of Park Commissioners on April 5, 2017)*

Hedlund/Halverson motion to charge the same fees as last year which would be \$1155.00 plus a \$100 security deposit. Motion carried unanimously.

**Parking Stall Bag request filed by the Lake Geneva Business Improvement District for Taste of Lake Geneva to close Center Street lot and reserve 25 parking stalls therein on Saturday, Sept 9, 2017 with request to waive all fees.** Mr. Kordus stated this is moot as it was approved in the last motion. The fee will be \$400.

**Temporary Class “B”/“Class B” Retailer’s License application for the sale of fermented malt beverages and wine filed by the Lake Geneva Business Improvement District for the Taste of Lake Geneva on Sept 9, 2017 from 11:00am to 6:00pm in Flat Iron Park.** Hedlund/Skates motion to approve. Motion carried unanimously.

**Park Reservation Permit application filed by the Lake Geneva Business Improvement District to use Flat Iron Park and the Brunk Pavilion for Oktoberfest beginning on Oct 7, 2017 at 7:00am and ending on Oct 8, 2017 at 7:00pm with request for additional equipment, fork lift operator and request for waiver of fees**  
*(Recommended by the Board of Park Commissioners on April 5, 2017)*

Kordus/Halverson motion to charge the proposed fees for 2017 minus the Brunk Pavilion fee and to charge the forklift operator fee after it is determined. Motion carried unanimously.

**Street Use Permit application filed by the Lake Geneva Business Improvement District for closure of the 200 block of Broad Street from Main Street to Geneva Street beginning on October 7, 2017 at 7:00am to 7:00pm on October 8, 2017 and utilizing downtown area sidewalks and alleys on the 200 block of Broad Street for Oktoberfest with request to waive fees**

Hedlund/Skates motion to charge the application fee and waive the permit fee. Motion carried unanimously.

**Parking Stall Bag request filed by the Lake Geneva Business Improvement District to close Center Street lot and use the 25 parking stalls from 7:00am to 7:00pm on October 8, 2017 (1 day) for Oktoberfest with request for waiver of fees**

Hedlund/Halverson motion to suspend the rules and allow Kevin Fleming to speak. Motion carried unanimously. Kevin Fleming stated they requested the Center Street Lot for Sunday, October 8<sup>th</sup> which is 25 stalls for the pumpkin weigh in. On Saturday and Sunday they request that all the parking fees are waived for all of the meters on the 200<sup>th</sup> block of Broad Street.

Hedlund/Skates motion charge \$500 for parking for the 1 day to close the Lower Center Street lot on October 8th. Motion carried unanimously.

#### **POLICE & FIRE COMMISSION** *(Recommended on April 6, 2017)*

**Discussion/Recommendation on request for Host Street Water Tower temporary communication equipment relocation due to painting, in the amount of \$19,000 from the Contingency Account**

Howell/Kordus motion to approve. Mr. Skates questioned if this is a Utility Commission cost. Mr. Oborn said no, it is our cost. This is to pull the wires down and put them back up. Chief Rasmussen stated the City goes through GenCom who services all of the radio communication gear, so they didn’t look at any other providers. Our system is very unique. He doesn’t know what would happen with warranties if someone else moved it. The City is hoping to piggy-back with Verizon on their temporary tower. Motion carried unanimously.

**Discussion/Recommendation on request for unbudgeted Contract Sick Time & Retirement Payout in the amount of \$24,000 from the Contingency Account**

Mr. Oborn stated the budget was done in October, and in January the contracts were settled. In the contracts, the City wanted to limit future liabilities for sick leave buyouts so it was cashed out. A similar thing was done with the City employees. This was discussed at the Police and Fire Commission. They recommended adjusting the budget accordingly. He recommends that their budget is augmented for that cash out so the Chief can focus on the items that were budgeted for.

Howell/Hedlund motion to approve. Mr. Skates asked what the relationship is with the PFC account and the City account. He questioned if they have access to the PFC accounts. Mr. Oborn said yes, they make the recommendations but the City controls the purse strings. Mr. Kordus said this money will be put into the PD budget. Motion carried unanimously.

**PUBLIC WORKS COMMITTEE (Pending consideration from PWC on April 18, 2017)**

**Discussion/Action/Recommendation on annexation of City owned Hillmoor Heights Park property on Lockwood Blvd in the Town of Lyons (Recommended by the Board of Park Commissioners on Sept 7, 2016)**

Mr. Oborn did not put a cost in as there may be surveying that needs to be done. Mr. Kordus added it does include the right of way by the bike path. Mr. Oborn said there is also a right of way in the middle as well. The City will take the right of way to the west, the one in the middle, but we won't take the right of way on Lockwood.

Skates/Hedlund motion to approve. Motion carried unanimously.

**Discussion/Recommendation of Payment Request No. 2 to The Wanasek Corp. for the South Lake Shore Drive (Parking Lot I) Project in the amount of \$14,146.90 funded from the Parking Fund**

Mr. Hedlund noted the City is retaining \$10,000 for completion.

Hedlund/Skates motion to approve. Motion carried unanimously.

**Discussion/Action/Recommendation on 2017 Capital Projects**

Public Works approved the Manning Way playground, the Visitor's Center restrooms, the shop generator, the capital roads project, the street crack filling, and the storm sewer line repairs. Mr. Oborn added the City Hall items. He stated they are doing the borrowing. A dollar amount was approved of up to \$3,500,000 but the Council or committees never finalized the particular projects. He wants approval for the two City Hall items, the parking lot landscaping, the City Hall office changes, the Fire Department wall hydrant repair, Fire Department bay light switches, and the Police Department second ALPR. Mr. Kordus requested leaving out the City Hall Office Changes item as he would like to see more specifics.

Hedlund/Howell motion to approve the Capital Projects for the parking lot landscaping, the wall fire hydrant repair, the bay light switches, the Manning Way playground, the Visitor's Center restrooms, the second ALPR, the shop generator, the capital road projects, the street crack filling, and the storm sewer line repairs.

Motion carried unanimously.

**Discussion/Recommendation on additional funding for the Treasurer/Sr. Financial Analyst position for \$34,000 from the Contingency Account**

Howell/Halverson motion to approve. Motion carried unanimously.

**Presentation of Accounts**

**Purchase Orders (none)**

**Hedlund/Skates motion to approve the Prepaid Bills in the amount of \$29,714.63.** Motion carried unanimously.

**Hedlund/Skates motion to approve the Regular Bills in the amount of \$210,116.47.** Motion carried unanimously.

**Adjournment** – Hedlund/Skates motion to adjourn at 8:00pm. Motion carried unanimously.

/s/ Stephanie Gunderson, Assistant City Clerk

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