

**FINANCE, LICENSE & REGULATION COMMITTEE
TUESDAY, JUNE 20, 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: Mayor Kupsik, City Administrator Oborn, Comptroller Slater, 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.

Beverly Leonard explained the Park Board voted unanimously to approve the Avian Committee accept donation of up to \$2,000 per individual. She also asked Alderman Kordus to report to the Avian Committee when he sees purple martins when they return in the spring.

Approval of Minutes. Skates/Halverson motion to approve the Regular Finance, License and Regulation Committee Meeting minutes of June 6, 2017, as prepared and distributed. Unanimously carried.

5. LICENSES & PERMITS

City Clerk Waswo noted items a, b, c would need to be removed and discussed.

d. Temporary “Class B” Retailer License application filed by Geneva Lake Arts Foundation for the sale of wine during the Art Gallery Open House at 223 Broad Street, Lake Geneva, on July 7, 2017, from 6:00pm to 9:00pm contingent upon Police Chief approval

e. Temporary Operator License application filed by Sarah McConnell on behalf of Geneva Lake Arts Foundation for the Art Gallery Open House on July 7, 2017 contingent upon Police Chief approval

f. Change of Agent application filed by PH Hospitality Group LLC d/b/a Pizza Hut, 801 Williams St, Lake Geneva to Kate Rath, 424 James St, Burlington

g. Original 2017-2018 Class “B” Fermented Malt Beverage & “Class C” Wine License application filed by D&D Restaurant Group, Inc d/b/a Flat Iron Tap, Edward Muisenga, Agent, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds

h. Renewal “Class B”/Class “B” Intoxicating Liquor & Fermented Malt Beverage License application filed by Oakfire LLC d/b/a Oakfire Pizzeria & Restaurant, 831 Wrigley Dr, David Scotney, Agent, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds

i. Renewal Class “B” Fermented Malt Beverage application filed by KNMG Hotels LLC d/b/a Comfort Suites, 300 E Main St, Eric Schmitt, Agent, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds

j. Renewal Class “B” Fermented Malt Beverage & “Class C” Wine License applications filed by Plaza Media LLC d/b/a Geneva Theater, 244 Broad St, Shad Branen, Agent, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds

k. Renewal of Sidewalk Café Permit application filed by Oakfire Pizzeria & Restaurant, 831 Wrigley Dr (approved by Police Chief and Director of Public Works; informational only)

l. Original 2017-2018 Operator’s (Bartender) License applications as listed in packet

m. Renewal of 2017-2018 Operator's (Bartender) License applications as listed in packet

n. Renewal Taxi Company License application filed by A-1 Lake Geneva Limousine & Taxi

o. Original Creamery Permit applications filed by the following: *(approved by Director of Public Works; informational only)*

1) **Claire & Mary Claire Confectioners LLC d/b/a Constant Cravings, 152 Broad St**

2) **LG Sweets LLC d/b/a Kilwins Lake Geneva, 772 Main St**

Hedlund/Skates motion to approve items d. through o. Unanimously carried.

a. Park Reservation Permit application filed by Mt. Zion Church to rent Flat Iron Park and the Brunk Pavilion on Sunday, July 30, 2017 from 6:00am to 1:00pm for the Mtzn@Park church service *(Recommended by Board of Park Commissioners on June 7, 2017)*

City Clerk Waswo noted they also have a beach permit application that will be on the Piers & Harbors agenda. Howell/Skates motion to approve. Unanimously carried.

b. Parade application filed by the American Legion Auxiliary for the Fourth of July Kids Parade on July 4, 2017 from 10:00am to 10:30am, beginning at Eastview School and ending at the American Legion Hall with request to waive all fees

City Clerk Waswo spoke with Mary who is the Treasurer for the American Legion Auxiliary. They are withdrawing their application and cancelling the parade. They voted at their county meeting due to the application process, the fees, and feel that it was difficult to deal with the City. Mr. Hedlund noted the tone of the letter leaves a lot to be desired. The fees were waived last year. Ms. Waswo said they were charged the full \$90.00. That is done with everyone and the fees are refunded if waived. Ms. Waswo explained she informed Mary that they are currently in discussions about waiving the fees and explained there is an ordinance going through that is looking to waive all the fees for this specific parade.

Howell/Skates motion to approve and waive all fees.

Mr. Hedlund added last year there was a special Council meeting to approve a function for them. He feels the City Council has jumped through hoops for them. Mayor Kupsik will speak to the legion and let her know what was discussed. Unanimously carried.

c. Street Use Permit application filed by the American Legion Auxiliary for the Fourth of July Kids Parade on July 4, 2017 from 10:00am to 10:30am, beginning at Eastview School and ending at the American Legion Hall with request to waive all fees

Howell/Skates motion to approve. Ms. Waswo asked permission to refund all of the fees that were paid even if the event is not held. The consensus was that the Clerk's Office should refund all fees even if this event is cancelled. Unanimously carried.

Public Works Recommendations – Pending June 20, 2017 meeting

a. Discussion/Recommendation on proposal from Vandewalle & Associates for the 2017 Bicycle and Pedestrian Plan, not to exceed \$25,000 funded from Capital Projects

Mr. Kordus noted there was a tie vote in Public Works, so the motion was lost. Mayor Kupsik knows it is a lot of money but thought the City was moving in a direction to be more bike friendly. Brian with Vandewalle & Associates gave a brief overview of the proposal. Mr. Kordus feels this will be telling the City something they already know. The money would be better spent on capital projects. Mr. Skates believes this would benefit families riding from their homes into town, and is a great long-term investment. Mr. Howell questioned if a viable bike path could bring people in for overnight stays. If it could, the Tourism Commission could put money toward this. Mr. Hedlund worries the City will spend the money on this plan, and it will sit on a shelf. Mr. Skates said access and getting around town is a huge issue.

Skates/Halverson motion to approve. Mr. Kordus feels this will be a couple hundred thousand dollars to implement. It is nice to have, but it is not a need. Motion carried 4 to 1 with Kordus voting "no."

b. Discussion/Recommendation on Kapur & Associates, Inc. Task Order No. 9 for the 2017 Capital Road Projects Engineering Services for an amount not to exceed \$53,468.00

Mr. Oborn stated in order to do the road project, some engineering has to be done.

Hedlund/Halverson motion to approve. Unanimously carried.

c. Discussion/Recommendation on Payne & Dolan TIF Escrow Draw Request No. 2 for the Main Street Widening project in the amount of \$175,779.35

Howell/Skates motion to approve. Unanimously carried.

d. Discussion/Recommendation on Kapur & Associates, Inc. TIF4 Escrow Draw Request No. 6 for the Main Street Widening Engineering in the amount of \$623.00

Kordus/Hedlund motion to approve. Unanimously carried.

e. Discussion/Recommendation on adding the Public Works construction permit fees to the City's Schedule of Fees Resolution Including:

- 1) **Curb Cut/Driveway Approach Fee \$10.00**
- 2) **Right-of-Way Excavation Fee \$10.00**
- 3) **Storm Sewer Connection Fee \$10.00**
- 4) **Sanitary Sewer Connection Fee \$10.00**

Mr. Kordus noted the amounts were amended at public works. The curb cut/driveway approach fee was amended to \$25.00, right-of-way excavation fee was amended to \$25.00, storm sewer connection fee was amended to \$25.00, and sanitary sewer connection fee was amended to \$25.00. Mr. Kordus said this is a matter of housekeeping. They are currently charging a fee of \$10.00 but it is not on the fee schedule.

Skates/Halverson motion to approve with the \$25.00 fee for 1, 2, 3, and 4. Unanimously carried.

Board of Park Commissioners Recommendations from June 7, 2017

a. Discussion/Recommendation on Purple Martin Bird Houses including grants and donations for City parks and City property (Also recommended by Avian Committee on May 22, 2017)

Mr. Oborn said the Park Board can approve up to a \$2,000 donation. They are going to look at other locations as well. Mr. Kordus questioned why there would be a cap on what can be donated. Mr. Skates suggested the donations be approved by Council. He would like the houses to go on City property.

Howell/Halverson motion to allow the Avian Committee to solicit grants and donations of up to \$2,000 per individual for purple martin bird houses. Unanimously carried.

b. Discussion/Recommendation on acceptance of donation of \$3,000 from the We Energies Foundation for the Avian Committee's Purple Martin Project

Howell/Halverson motion to approve. Mr. Oborn thanked Nikki Scott for her work on this. Unanimously carried.

Police and Fire Commission Recommendations from June 8, 2017

a. Discussion/Recommendation on fingerprinting fee, \$15 for city resident, \$15 individual employed in business in city limits or working for city licensed business, and non-residents \$60

Mr. Oborn said the Police & Fire Commission was informed people were coming from as far as Chicago for fingerprinting. The idea is to put a nominal fee for people who live or work here and a larger fee to discourage others. Skates/Halverson motion to approve. Unanimously carried.

b. Discussion/Recommendation on the Lake Geneva Police Department reserving the Riviera for next year's Annual Police Department Awards Ceremony with waiver of all fees

Hedlund/Skates motion to approve. Unanimously carried.

Discussion/Recommendation on appointing Russ J. Ceschi as the City's primary Commercial Electrical Inspector contingent upon receiving an indemnity and hold harmless agreement together with naming the City as an additional insured

Mayor Kupsik asked why the City is taking on an Electrical Inspector. Mr. Oborn said this inspector is less expensive and it is on an as needed basis. Ms. Waswo stated Jim DeLuca was hired between Mr. Brugger and Mr. Robers. There was a contract for him during that time period. He was still needed when Mr. Robers was hired, and was used on an as needed basis.

Howell/Hedlund motion to approve. Unanimously carried.

Discussion/Recommendation on adoption of An Ordinance Amending Joint Uniform Lake Law Ordinance of Geneva Lake

Kordus/Halverson motion to approve. Unanimously carried.

Discussion/Recommendation on the transition of Public Works and Treasurer functions from the Utility Commission to City Hall effective January 1, 2018

Mr. Oborn said the individual has not decided if they will be coming with the position yet. The Public Works functions currently done by the Office Manager will come to City Hall as well.

Kordus/Halverson motion to approve. Unanimously carried.

Discussion/Recommendation on consideration of Accounting Software upgrade and Financial System uniformity with the Utility Commission by 2018

Mr. Kordus asked if there is enough time to get a general ledger system and have them combined by 2018.

Comptroller Slater stated the lead time on most of the systems is within the correct time frame. Two have already been demonstrated. She added the Utility's software is just as antiquated as the City's. They would like to purchase one system for both the City and Utility Commission.

Kordus/Hedlund motion to continue until the decision on software is complete. Unanimously carried.

Presentation of Accounts

Purchase Orders (none)

Howell/Skates motion to approve the Prepaid Bills in the amount of \$17,172.18. Unanimously carried.

Hedlund/Halverson motion to approve the Regular Bills in the amount of \$352,268.40. Unanimously carried.

Adjournment

Skates/Hedlund motion to adjourn at 7:42pm. Motion carried unanimously.

/s/ Stephanie Gunderson, Assistant City Clerk

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