

FINANCE, LICENSE & REGULATION COMMITTEE
MONDAY, AUGUST 8, 2016 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL

Chairperson Kordus called the meeting to order at 6:00 p.m.

Roll Call. Present: Aldermen Kordus, Howell, Horne, Gelting and Chappell. Also Present: City Administrator Oborn, Comptroller Pollitt 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. Gelting/Horne motion to approve the Finance, License and Regulation Committee Meeting minutes of July 11, 2016, as prepared and distributed. Unanimously carried.

LICENSES & PERMITS

Gelting/Horne motion to recommend approval of request filed by William Chesen on behalf of the Lake Geneva Fire Bells Rehab Unit #64 to reserve and waive the parking fees for six parking stalls on the east side of the 100 block of Broad Street from the alleyway north to Main Street for the annual Lake Geneva Fire Bells fundraiser on Sunday, September 18, 2016 (continued from July 25, 2016 Council meeting). Unanimously carried.

Horne/Gelting motion to recommend approval of Temporary Operator’s License applications filed by Ryan Stelzer, Craig Evans, Bryan Iwicki, and Josh Spiegelhoff for the Venetian Festival August 17-August 21, 2016 (recommended for approval by the Police Chief). Unanimously carried.

Gelting/Horne motion to recommend approval of Original 2016-2017 Operator’s (Bartender) License applications filed by Kathleen Consolino, Kristen Jensen, Evan Knutson, Amy Maloney, Janet Morrison, Gregory Nichols, Jasmine Swafford. Unanimously carried.

Horne/Gelting motion to recommend approval of Renewal of 2016-2017 Operator’s (Bartender) License applications filed by Gweneth Garber, Jacob McGuire. Unanimously carried.

First Reading of Ordinance 16-11, amending Section 98-407: Substandard Lot Regulations allowing substandard lots that are zoned ER-1 to use SR-4 district standards with a conditional use permit

First Reading of Ordinance 16-12, amending Section 98-706: Exterior Storage Standards for Residential, Office and Commercial Districts, providing for recreational vehicle parking in driveways

First Reading of Ordinance 16-13, amending Section 98-034: Definitions, redefining single family dwelling; and Section 98-206: Commercial Land Uses redefining commercial indoor lodging

First Reading of Ordinance 16-14, amending Chapter 74, Traffic and Vehicles, Section 74-210 adding no parking on Grant Street, southside from Williams Street to Tomike and on and on Campbell Street from South Lake Shore Drive to Wells Street. Alderman Howell would like the City Attorney to redraft the ordinance excluding the parking ban on Grant Street. Mr. Kordus noted that can be done at the second reading. Alderman Chappell questioned why they would waste the City Attorney’s time if something is going to be removed.

Howell/Chappell motion to send back to the City Attorney to redraft and remove the Grant Street section. Mr. Kordus stated this was recommended by the Police Chief as a safety concern. We can override it, but if there are accidents that occur because of the parking situation it kind of puts the onus on us. Ms. Chappell doesn’t think the Chief is a traffic expert. The residents would like to curtail the traffic on that street and would be in favor of stop signs or a no left turn sign. Motion carried 3 to 2 with Alderman Kordus and Gelting voting “no.”

Discussion/Recommendation on recruitment services for Comptroller position

Howell/Gelting motion to send to council without recommendation. Unanimously carried.

Howell/Gelting motion to recommend approval of Kapur & Associates, Inc. TIF4 Escrow Draw Request No. 2 for \$928.00 with overage of \$466.00 from the General Fund. City Administrator Oborn stated they did more work on the signage. Mr. Horne asked if there was a change control before giving the authorization to pay it. The Director of Public Works gave the authorization. Mr. Oborn stated we don't have a change order process for engineering services. When the invoice came last time he held this one for further justification of the overage. Mr. Horne was having a hard time understanding this if there is a contract. They can't bill the City for additional monies unless there is something to validate it has been approved. Mr. Gelting asked if Kapur received a verbal approval from the Director of Public Works. Mr. Oborn said they did an invoice for the whole amount. Mr. Kordus asked if Kapur was authorized before they went over on their hours to go ahead and go over as part of the justification or did they just go over on their own and bill us for it. Mr. Oborn said he did not know, and that would be a question for the Director of Public Works. Mr. Gelting asked what happens if the overage payment is denied. Mr. Oborn said it can be approved minus the \$466 and he can get more justification or look for more controls. Mr. Horne stated it's not the amount; it's the lack of a process that needs to be addressed quickly. Mr. Kordus assumed they could take the City to small claims court. Mr. Gelting stated a bid is created and we agree to pay them a specified amount for the services provided. Mr. Kordus asked if City staff called meetings with them. Mr. Oborn said they are stating we drove it up. Motion carried 3 to 2 with Alderman Horne and Gelting voting "no."

Kordus/Gelting motion to recommend approval of Michael's Signs, Inc. TIF4 Escrow Draw Request No. 1 for \$28,400.00. Mr. Gelting asked since this is \$28,400 of the 56, are they on track to being under budget or within budget. Mr. Oborn answered they had a contractual amount so he would believe they would stay within that amount. He noted there are two contracts. They could say there was more work done than what was initially proposed. This is just the materials for making the sign. On the final payment, they could justify an overage, but that would only be if we ask for additional signs. Mr. Horne asked if we ever ask for a cost to complete tracking so we get verbal commitment as we go through the process. Mr. Oborn noted the program manager is the Director of Public Works and Utility. Mr. Horne asked if there is a formal verbal communication via email. Mr. Oborn answered he would hope the program manager would do that and he will convey that to him. Mr. Kordus noted they do get updates from the Director of Public Works at the Public Works meetings. Mr. Gelting doesn't recall seeing a variance to the budget. Mr. Kordus said it is verbally reported at Public Works. Mayor Kupsik stated they are all hard contracts. Unless the City requests additional services, nothing should be above the contractual amount than what was set aside. Unanimously carried.

Chappell/Howell motion to recommend approval of Shad Branen – WIN Properties, LLC TIF4 Escrow Draw Request No. 2 for \$73,175.52. Mr. Howell asked how far along the project is. Mr. Kordus had spoken with Mr. Branen who is anticipating on opening at the end of September or early October. There are timelines in the contract with the first deadline being December 31, 2016. One of the hold ups is the state approval, then the Building Inspector's approval. Mr. Gelting asked who is approving this on our side. Mr. Oborn said it is subject to the bank and the Building Inspector reviews the invoices and work. Mr. Gelting followed by asking if lien waivers are being collected by the bank and escrow company. Mr. Oborn replied yes. Mr. Gelting wants to make sure someone other than the contractor is vetting that. From a due diligence stand point he wouldn't rely on the bank or an affidavit from the builder. Motion carried unanimously.

Gelting/Horne motion to recommend approval of Systems Design TIF4 Escrow Draw Request No. 2 for \$1,076.80. Unanimously carried.

Presentation of Accounts – Alderman Kordus

Purchase Orders. None.

Kordus/Gelting motion to recommend approval of Prepaid Bills in the amount of \$30,761.36. Unanimously carried.

Gelting/Horne motion to recommend approval of Regular Bills in the amount of \$175,712.72. Unanimously carried.

Howell/Gelting motion to adjourn at 6:30pm.

/s/ Sabrina Waswo, City Clerk

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