



FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, JANUARY 27, 2014 – 6:00 PM

COUNCIL CHAMBERS, CITY HALL

MINUTES

- 1. Call to Order at 6:00pm**
- 2. Roll Call**
Present: Hill, Hougen, Mott, Kupsik, Lyon
Also Present: Comptroller Pollitt, Administrator Jordan, Clerk Neubeck
- 3. 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
- 4. Approve the Finance, License and Regulation Committee Meeting minutes of January 13, 2014 meeting as distributed.**

Motion #1: Alderman Hill moved to continue the approval of January 13, 2014 meeting minutes to the next meeting due to a page missing, Alderman Hougen seconded, and the motion passed unanimously.

5. LICENSES & PERMITS

A. Original 2013-2014 Operator (Bartender) License applications filed by Alyxandra Barkwill and Kirsten Gardner

Motion #1: Alderman Kupsik moved to approve Original 2013-2014 Operator (Bartender) License applications filed by Alyxandra Barkwill and Kirsten Gardner, Alderman Lyon seconded, and the motion passed unanimously.

6. Discussion/ Recommendation on a proposal for the disc golf course signage

Director Winkler said funds are allocated in the designer's contract. He contacted D.B. Event Signage who offered to donate 46 wood carved signs. He offered another eight wayfaring signs. The cost includes donations and installation, and the bid came in at \$3,980. Whatever is left will be paid from park impact fees.

Alderman Kupsik said the signs are professional and will be a good addition for the disc golf course.

Motion #2: Alderman Hill moved to accept the proposal from D.B. Event Signage in the amount of \$3,980 to be funded from the designer's contract of Watch It Bend and Park Impact fees, and Alderman Kupsik seconded.

Alderman Hougen asked which side of the river this course is on.

Director Winkler replied it is on both sides of the river.

The motion passed unanimously.

7. Discussion/ Recommendation on Lake Geneva Boat Line pier lease

Administrator Jordan explained the lease should have been renewed in 2012, but the previous lease from the 1990s has had numerous addendums. Attorney Draper reviewed. The GL Boat Line asked for an additional 100 feet along the pier. Initially, the footage was 90 feet then 120 feet, and now they have 220 feet to the east of the piers.

Chairwoman Hill asked what the Boat Line charges for the day and nighttime boat parking at the Riviera.

Administrator Jordan said he does not know but will find out.

Chairwoman Hill asked why an employee is not used to do this when the City has the Beach area manned.

Administrator Jordan explained this practice has been in effect for as long as he can recall.

Chairwoman Hill asked why the applicant has such exclusive rights to the Riviera.

Administrator Jordan replied this section has been in the contract since its beginning.

Alderman Kupsik asked if there are other companies who have requested to operate.

Administrator Jordan replied Geneva Boat Line has operated there for forty years and does not recall any other company wishing to do so.

Chairwoman Hill asked if any other leases have built-in increases.

Administrator Jordan replied they do, but some have different terms depending on the length of their contracts.

Motion #3: Alderman Kupsik moved to recommend the City Council approve the Lake Geneva Boat Line pier lease as presented, and Alderman Hougen seconded.

Chairwoman Hill verified the lease would have begun retroactively in 2012 and would then expire in 2022.

Alderman Kupsik asked why this lease has taken so long to negotiate.

Administrator Jordan replied it was to remove the addendums put in each time the lease was approved. Attorney Draper also realized there is no map exhibit, and that had to be created among other items.

The motion passed unanimously.

8. Discussion/ Recommendation on Riviera shop leases

Administrator Jordan said this is for the shops on the first floor and each has a 3% increase each year. Due to disagreements between tenants, the City had to put in a section regarding cooperation amongst the tenants in order to iron out such disagreements similar to what malls do. When the leasees come in to sign, they will be given a letter with the terms. This now means the City will be able to take action against the lessees if there are problems.

Chairwoman Hill asked how tenants get space.

Administrator Jordan explained many are long term lessees, and if someone leaves, the City vets potential candidates. The City does not bid this out, but he keeps a list of companies wishing to open up a shop should a space be available.

Chairwoman Hill asked how this process came to be.

Administrator Jordan replied it was a practice put into place by the Piers and Harbor Committee.

Chairwoman Hill verified the price differences are based upon square footage.

Administrator Jordan replied she is correct.

Motion #4: Alderman Kupsik moved to recommend the City Council approve the Riviera shop leases as presented, Alderman Lyon seconded, and the motion passed unanimously.

9. Discussion/ Recommendation on a maintenance contract for the LUKE parking system with APT in the amount of \$67,100

Administrator Jordan gave an update on labor and parts APT has done in 2013. He noted some of the labor costs can come down should the City have a Parking Operations Supervisor who is mechanically inclined. APT gives upgrades, and he wants to ensure the City receives them in order to not become antiquated. However, it will be a new employee in a new position, so it remains to be seen if they will be able to defray the costs.

Chairwoman Hill said most of the cost is for maintenance. She then brought up a bill for wireless communication between the LUKE machines.

Comptroller Pollitt explained the bill in that it ensures the LUKE machines talk to each other, process credit cards, and communicate with the ticket writers' handheld machines.

Alderman Mott voiced his concern of having a year long contract when the City plans to hire someone to do the maintenance and oversee the system.

Administrator Jordan said it is due to the learning curve of the system and he wanted to ensure the system is taken care of in the mean time.

Alderman Kupsik added APT does not do contracts less than a year. If the City were to not renew, there would be no guarantee for maintenance or upgrades.

Chairwoman Hill asked if the previous Council knew about these costs.

Alderman Kupsik said the Council knew about this as the intricate system needs to be maintained.

Alderman Hougen voiced his displeasure of having a maintenance contract and having a Parking Operations Supervisor.

Chairwoman Hill said the maintenance portion and overseeing the parking operation should be kept a little bit further apart as the parking operations is much broader than the LUKes as well as the difficulty of understanding proprietary software and hardware.

Alderman Kupsik said, while the position is being advertised, it has yet to be determined whether qualified applicants will apply, and he wants to make sure a contract is in place to take care of the system. Until a person is hired and trained, the City should have this contract to keep the LUKE system operating optimally.

Alderman Lyon agreed with Alderman Kupsik to ensure the City has adequate support. He added due to the hours put in by APT in the last year, someone could come in and maintain the system as maintaining the system is not full-time. He said that, later on, the contract can be for just software and upgrades.

Alderman Mott voiced his displeasure about the situation regardless.

Motion #5: Alderman Kupsik moved to recommend the City Council approve a maintenance contract for the LUKE parking system with APT in the amount of \$67,100, and Alderman Lyon seconded.

Alderman Kupsik verified this contract includes hardware and software upgrades.

Administrator Jordan said yes. He added APT sends out people to repair the system rather than the City sending out defective parts and waiting for it to come back.

Alderman Mott asked if Alderman Kupsik as Personnel Committee Chair is comfortable with hiring someone and if it will save the City money.

Chairwoman Hill said the City should not focus so much on that aspect of the Parking Operations Supervisor.

The motion passed 3-2 with Aldermen Mott and Hougen voting no.

10. Presentation of Accounts

A. Purchase Orders.

None

B. Prepaid Bills in the amount of \$5,576.60

Motion #6: Alderman Mott moved to approve Prepaid Bills in the amount of \$5,576.60, Alderman Hougen seconded, and the motion passed unanimously.

C. Regular Bills in the amount of \$109,079.38

Comptroller Pollitt read off items over \$5,000 which were for John's Disposal Service, Inc. for January refuse and recycling, Alliant Energy for December electric bills, Humphrey's Contracting for concrete projects and repairing Riviera pipes, and Timeless Flooring for Riviera floor refinishing.

Alderman Kupsik asked about the pipe repair bill.

Director Winkler explained it was to fix burst pipes in the men's room.

Chairwoman Hill asked what the pond maintenance is for.

Director Winkler said it is for winterization at the pond by the Museum and taking care of drainage issues.

Motion #7: Alderman Hougen moved to approve Regular Bills in the amount of \$109,079.38, Alderman Kupsik seconded, and the motion passed unanimously.

11. Adjournment

Motion #8: Alderman Kupsik moved to adjourn, Alderman Lyon seconded, and the motion passed unanimously.

The meeting adjourned at 6:47pm.

Tim Neubeck, City Clerk

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