

# **FINANCE, LICENSE & REGULATION COMMITTEE**

**MONDAY, OCTOBER 22, 2012 - 6:00PM**

**COUNCIL CHAMBERS, CITY HALL**

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

Roll Call. Present: Aldermen Kupsik, Krohn, Tolar, Hougen and Hill. Also Present: City Administrator Jordan, Comptroller Pollitt, DPW Winkler and City Clerk Hawes.

## **Approval of Minutes**

Tolar/Krohn motion to approve Finance, License and Regulation Committee regular meeting minutes of October 8, 2012, as distributed. Unanimously carried.

## **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.**

Michael Ploch, President of Lake Geneva YMCA, approached the Committee to express support for the installation of new scoreboards at Veteran's Park.

## **LICENSES & PERMITS**

### **Park Permit Application filed by Carrie Swatek for Lake Geneva Hope Walk using Library Park on September 28, 2013 from 6 a.m. to 2 p.m., including the waiving of permit fee**

Chairperson Hill noted the applicant requested the permit fees be waived. Ms. Hill said she isn't comfortable with waiving the fees for some non-profits and not others. She said she also wondered if it is appropriate for an applicant to be applying for the permit this far in advance. Chairperson Hill said the Board of Park Commissioners will be revisiting its fee restructure for park permits.

Kupsik/Hill motion to recommend sending back to Board of Park Commissioners for reconsideration of fees. Alderman Kupsik mentioned it is not unusual for organizers to apply for a permit a year in advance. Unanimously carried.

### **Massage Establishment License application filed by Beth O'Connor Roling, 612 S. Wells St. #G, Lake Geneva, Bethani R. O'Connor, Owner**

City Clerk Hawes said the applicant has met the application requirements and the Police Chief has approved the background check.

Kupsik/Hougen motion to recommend approval. Unanimously carried.

### **Original 2012-2013 Operator License applications filed by Amanda K. Jafuta, Christine A. Boelkow, Frederick R. Clement, Eric D. Rullman, Nancy M. Cherney, Amy E. Sadler, Christina M. Sieraski, April E. Barrett, Courtney C. Rosecrans, Harriet E. Schoenberg, Sue D. Spencer, Michael T. Martin, Andrew M. Wesolowski**

Kupsik/Hougen motion to recommend approval. Unanimously carried.

## **RESOLUTIONS**

### **Resolution 12-R68, amending the Fee Schedule**

Tolar/Hougen motion to recommend the fee schedule amendment as drafted. Unanimously carried.

### **Discussion/Recommendation on purchase and installation of Laserfiche electronic document management software from Computer Technologies of Wisconsin in the amount of \$6,479.00**

Chairperson Hill said she was involved in assisting with the selection of the vendor. She said the members of the review committee all selected the Computer Technologies of Wisconsin as their first choice. City Clerk Hawes explained the features of the system and potential add-ons in the future, including an online public access component.

Kupsik/Hougen to motion to recommend approval. Unanimously carried.

**Discussion/Recommendation on renewal of cellular phone service contract with U.S. Cellular for a period of 24-months**

Chairperson Hill said this contract includes the new rates as negotiated by the State for public entities. Alderman Hougen asked if the City ever does a competitive bidding process for cellular phone contracts. Administrator Jordan said the State bids the contract out on behalf of public entities. Alderman Kupsik asked if the new rates will result in cost savings. Administrator Jordan said it would save about \$45.00 per month.

Hougen/Tolar motion to recommend renewal of cellular phone service contract with U.S. Cellular for a period of 24 months.

**Discussion/Recommendation on purchase of five scoreboards from All American in the amount of \$20,600.00 funded by the Park Fund (*recommended by Public Works Committee 10/11/12*)**

Chairperson Hill said delivery and installation of the scoreboards is quoted at \$4,200.00 Alderman Hougen if there was a bidding process. DPW Winkler said he solicited proposals from three vendors. He said the vendors are comparably priced. All-American is a good Wisconsin manufacturer. Mr. Winkler said the Public Works Committee felt it was important for the scoreboards to have LED lights and timers. Administrator Jordan stated he will be soliciting donations from service organizations to reimburse some of the cost for the scoreboards. In return they would have the name of their organization on a small sign above the scoreboards. Alderman Tolar asked about the removal of the existing boards. DPW Winkler said the removal and disposal of the old scoreboards is included in the \$4,200.00 quote. He said that was an advantage to having a vendor provide the installation as opposed to the City Electrician.

Hougen/Hill motion to recommend approval of the purchase and installation of the five scoreboards from All-American in the amount of \$24,800.00 funded by the Park Fund, including training of how to operate the scoreboards. Unanimously carried.

**Presentation of Accounts**

Tolar/Krohn motion to recommend approval of Prepaid Bills in the amount of \$1,113.14. Unanimously carried.

Kupsik/Hougen motion to recommend approval of Regular Bills in the amount of \$282,795.27. Unanimously carried.

Kupsik/Tolar motion to accept the Monthly Treasurer's Report for August 2012. Unanimously carried.

**Adjournment**

Tolar/Kupsik motion to adjourn at 6:30 p.m. Unanimously carried.

---

/s/ Michael D. Hawes, City Clerk

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