

**FINANCE, LICENSE & REGULATION COMMITTEE**  
**TUESDAY, OCTOBER 3, 2017 – 6:00 PM**  
**MEETING ROOM 2A, CITY HALL**

Alderman Kordus called the meeting to order at 6:00pm.

**Roll Call.** Present: Aldermen Halverson, Hedlund, Kordus, Skates. Absent (excused): Ald. Howell. Also Present: Mayor Kupsik, City Administrator Oborn, City Clerk Waswo, Asst. City Clerk Elder, Ald. Flowers.

**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.**

Bridget Leech, BID District Executive Director, present to reference item 8 2018 Business Improvement District Plan.

Ald. Flower 533 Huscan Street, Commented on item 7a. Cindy believes staff pay increases should be straight performance based evaluation and raises.

**Approval of Minutes.** Ald. Hedlund motion to approve the Regular Finance, License and Regulation Committee Meeting minutes of September 19, 2017, as prepared and distributed. Motion second by Ald. Halverson. Motion carried unanimously.

**Licenses & Permits**

**Discussion/Recommendation on a Park Reservation Permit application filed by the Alzheimer’s Association of Southeast Wisconsin for the “12<sup>th</sup> Annual Walk to End Alzheimer’s” event at Library Park, from 7:00am to 1:00pm on September 15, 2018** *(recommended by the Board of Park Commissioners on Sept. 27, 2017).*

Discussion Ald. Kordus stated the City of Lake Geneva doesn’t have authority over shore path. Hedlund confirmed the City of Lake Geneva doesn’t have jurisdiction to approve or not approve the shore path only park use. Motion by Ald. Skates, second motion by Ald. Halverson. Motion carries unanimously.

**b. Discussion/Recommendation on a Park Reservation Permit Application filed by Greg Bunge to use Seminary Park for a family reunion on July 14, 2018 from 4:00pm to 8:00pm** *(recommended by the Board of Park Commissioners on Sept. 27, 2017).* Motion by Ald. Hedlund, second motion by Ald. Skates. Motion carries unanimously.

**c. Discussion/Recommendation on a Park Reservation Permit Application filed by Richard Holt on behalf of Lakeland Community Church to use Flat Iron Park and the Brunk Pavilion for a worship service on July 1, 2018 from 7:00am to 1:00pm** *(recommended by the Board of Park Commissioners on Sept. 27, 2017).* Motion by Ald. Skates, second motion by Ald. Halverson. Motion carries unanimously.

**d. Discussion/Recommendation on a Temporary Alcohol License Premises Extension application filed by Harbor Shores, 300 Wrigley Drive to serve alcohol in a 30x30 tent set 50 feet off of the sidewalk in Gino’s East parking lot with temporary fencing along the sidewalk on February 3, 2018 and February 4, 2018 from 11:00am to 4:00pm.**

Motion by Ald. Hedlund, second motion by Ald. Skates. Motion carries unanimously.

**e. Discussion/Recommendation on a Temporary Operator License application filed by Jennifer MacIntyre on behalf of the JAMM Family Support Fundraiser held at the Riviera Ballroom on November 12, 2017.**

Motion by Ald. Kordus, second motion by Ald. Halverson. Motion carries unanimously.

**f. Discussion/Recommendation on Original 2017-2018 Operator’s (Bartender) License applications filed by Lilian Montesinos, Omar Forestier, and Michelle Norgard.**

Motion by Ald. Halverson, second motion by Ald. Skates. Motion carries unanimously.

**6. First Reading of Ordinance 17-14, amending the Parade Ordinance to waive all fees except the nonrefundable fee to cover administrative cost of processing the permit for the Memorial Day parade, the 4<sup>th</sup> of July parade, the Badger High School Homecoming parade, and the Christmas Parade** *(approved by council on 6/12/2017)*

## **7. Personnel Recommendations – Pending Oct. 3, 2017 meeting**

**a. Discussion/Recommendation on Compensation Policy Employee Performance Based Increase of up to 3% effective January 1, 2018.** Ald. Hedlund stated this is the same formula they used last year with the exception of up to 3% increase. Discussion Ald. Kordus stated he would recommend use industry standards based on performance to follow, but City Administrator, Oborn that City of Lake Geneva not quite there yet. The differential is to try to get employees to their median pay grade.

Motion to recommend by Ald. Kordus/Hedlund to recommend on Compensation Policy Employee Performance Based Increase of up to 3% effective January 1, 2018 . Motion carries unanimously.

### **b. Discussion/Recommendation on Employee Health Benefits costs and programs including:**

#### **1. Claims Paid 6 Month Rolling Average**

Discussion on increase of claims

#### **2. Aurora Clinic**

Moving ahead with Wednesday and Friday hours with Monday hours added once a location is determined.

#### **3. Pricing Fully Insured plans including direct plans and the State Health Plan**

Administrator filed submitted application to state plan. More discussion to come.

Discussion on increased claims to move ahead with Aurora Clinic.

### **c. Discussion/Recommendation on hiring Schenck for Treasurer support services**

Motion to approve by Ald. Hedlund, second motion by Ald Halverson to recommend hiring of Schenck support services. Motion carries unanimously.

### **d. Discussion/Recommendation on combining the two Part-time Counter Clerk positions into one Full-time Counter Clerk position**

Motion to approve by Ald. Hedlund, second motion by Ald Halverson. Recommend combining the two Part-time Counter Clerk positions into one Full-time Counter Clerk position. Motion carries unanimously

## **8. Discussion/Recommendation on the 2018 Business Improvement District Plan**

It was acknowledged the BID is open to paying some of the downtown shuttle.

Motion to approve by Ald. Skates, motion second Ald. Halverson. Recommend to approve the 2018 Business Improvement District Plan. Motion carries unanimously.

**9. Discussion/Recommendation on the Breezy Hill Nursery TIF Escrow Draw Request No. 2 in the amount of \$21,967.21 for the Main Street Widening Project – Parkway Lawn Restoration**

Motion to approve by Ald. Hedlund, motion second Ald. Kordus. Motion carries unanimously.

## **10. Discussion/Recommendation on the Lake Geneva Economic Development Corporation TIF Escrow Draw Request No. 2 in the amount of \$7,977.35 for the Traver Hotel Redevelopment per the Development Agreement.**

Motion to approve by Ald. Hedlund, motion second Ald. Skates. Recommend the Lake Geneva Economic Development Corporation TIF Escrow Draw Request No. 2 in the amount of \$7,977.35 for the Traver Hotel Redevelopment per the Development Agreement. Motion carries unanimously.

## **11. Discussion/Recommendation on the RFP for the 2018-2019 Veteran's Park Concessions.**

Motion to approve by Ald. Skates, second by Hedlund to extend RFP for the 2018 Veteran's Park Concessions with third year extension option with attorney review.

## **12. Discussion/Recommendation on the purchase of a new siren from Federal Signal for \$17,143.68 with installation by Emergency Communication Systems Inc. for \$5,800.00 for a total not to exceed \$22,943.68 from the Equipment Replacement Fund.**

Discussion via group that it's an old siren that needs to be replaced. Motion to approve by Ald. Hedlund, motion second Ald. Skates to recommend the purchase of a new siren from Federal Signal for \$17,143.68 with installation by Emergency Communication Systems Inc. for \$5,800.00 for a total not to exceed \$22,943.68 from the Equipment Replacement Fund. Motion carries unanimously.

## **13. Discussion/Recommendation on the 2018 Budget**

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Administrator Oborn noted that there is currently \$444,000 deficit that he will submit recommendation for closing at Special FLR meeting next week. No action taken.

**14. Presentation of Accounts a. Purchase Orders (none)**

**b. Prepaid Bills** in the amount of \$51,791.13

Motion to approve by Ald. Skates, motion second Ald. Hedlund to approve prepaid bills. Motion carries unanimously.

**c. Regular Bills** in the amount of \$146,522.13

Motion to approve by Ald. Hedlund, motion second Ald. Skates to pay regular bills. Motion carries unanimously.

**15. Adjournment**

Motion to approve by Ald. Hedlund, motion second Ald. Skates to adjourn. Motion carries unanimously.

Meeting adjourned at 7:24 pm.

/s/ Nan Elder 10/08/2017

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