

FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, NOVEMBER 26, 2012 - 6:00PM

COUNCIL CHAMBERS, CITY HALL

Chairperson Hill called the meeting to order at 6:01 p.m.

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

Approval of Minutes

Tolar/Hougen motion to approve Finance, License and Regulation Committee meeting minutes of November 12, 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.

Martin Smith, 330 Oakwood Lane, Lake Geneva, approached the Committee as Chairperson of the Parking Commission. He commented on Item #7 regarding the parking study proposal. Mr. Smith explained the process the Parking Commission took to select a proposal for recommendation. He said the Commission selected Rich & Associates because of the firm's expertise and open approach that uses public meetings and surveys as part of the data collection process.

Ryan Stelzer, 400 S. Edwards Blvd., Lake Geneva, addressed the Committee as President of the Lake Geneva Jaycees. Mr. Stelzer spoke in reference to Item #6 regarding the Jaycees' request for \$4,500.00 in additional funds for the Venetian Festival fireworks display. He said the purpose of the funding increase is to help improve the fireworks display so that it's on par with neighboring communities.

LICENSES & PERMITS

Change of Agent Application filed by Cove Condominium Association d/b/a The Cove of Lake Geneva, 111 Center Street, Lake Geneva, to Patrick J. McCarthy, 100 Kingswood Circle, Verona, WI ("Class A" license)

City Clerk Hawes said The Cove is transitioning to a new management group and they have submitted applications to change the agent on their alcohol licenses. Mr. Hawes said the Change of Agent application was approved by the Police Chief and requires approval from the Finance, License and Regulation Committee and the Council. Chairperson Hill expressed concern with approving the change of agent request when The Cove is currently behind on utility payments and room tax payments. City Attorney Draper addressed the Committee, stating that the Committee most likely does not have the ability to deny a change of agent based on other outstanding obligations to the City. However, he said this could be a factor in deciding to renew or revoke an alcohol license.

Hougen/Krohn motion to recommend approval. Alderman Kupsik asked what type of license this was for. City Clerk Hawes said it is a "Class A" license to sell packaged liquor and wine. Unanimously carried.

Change of Agent Application filed by Cove Condominium Association d/b/a The Cove of Lake Geneva, 111 Center Street, Lake Geneva, to Patrick J. McCarthy, 100 Kingswood Circle, Verona, WI ("Class B"/Class "B" license)

Kupsik/Hougen motion to recommend approval. Unanimously carried.

Original 2012-2013 Operator License applications filed by Sydney M. Jansen and Nicole C. Cupp

Tolar/Hougen motion to recommend approval. Unanimously carried.

Original Taxi Driver License application filed by Donna L. Kloster (approved by Police Chief; informational only)

Informational only; no action taken.

Discussion/Recommendation on additional funding to the Lake Geneva Jaycees for Venetian Festival fireworks display from the 2013 Lakefront Fund

Hill/Kupsik motion to suspend the rules to allow Ryan Stelzer, President of the Lake Geneva Jaycees, to address the Committee. Unanimously carried. Mr. Stelzer said the request is for the City to increase its funding from \$5,500.00 to \$10,000.00 in 2013. Chairperson Hill said this is almost a 100% increase; she asked how the Jaycees arrive at this figure. Mr. Stelzer said the Jaycees looking at what type of fireworks display other communities around the lake invest in. He said the increased funding would help ensure the Jaycees are able to produce a fireworks display that is on par or better than their 50th anniversary display, which cost just more than \$20,000.00. Mr. Stelzer explained the Jaycees also rely on its own funds and contributions from the businesses to pay for the fireworks display. Alderman Kupsik said that if the City, businesses and Jaycees each contributed \$7,500.00 they would have \$22,500.00 to work with. Mr. Stelzer agreed, but said they couldn't guarantee how much would be raised from the businesses. Alderman Tolar said he supported the additional funding, stating that it would ultimately benefit the City.

Hougen/Kupsik motion to recommend funding an additional \$4,500.00 to the Lake Geneva Jaycees for Venetian Festival fireworks display with funding source yet to be determined. Alderman Krohn asked if there is excess funds in the lakefront account for 2013. Comptroller Pollitt said the 2013 budget is already set so we would have to find available funds. She said the Piers, Harbors and Lakefront Committee is deciding whether to increase pier and buoy lease fees, which could potentially offset the fireworks funding. Administrator Jordan suggested the funds could be taken out of the lakefront reserves until we know what will happen with buoy and slip rates. Unanimously carried.

Discussion/Recommendation on award of contract with Rich & Associates, Inc. for the Downtown Parking Needs Study in the amount not to exceed \$26,500.00 funded by the Parking Fund (*recommended by the Parking Commission 11/20/12*)

Chairperson Hill gave a recap of the request for proposals process. She said the Parking Commission believed Rich & Associates provided the best proposal and was most competent. Ms. Hill said Rich & Associates also gave the lowest cost proposal at \$26,325. She suggested the consultant notifies the City when they have reached their limit on fees.

Chairperson Hill expressed support for doing the comprehensive study. She said by understanding the entire parking situation, we can make better reasoned decisions about parking, such as whether to proceed with something like a parking structure. She said the last study was completed in 1996 by the Southeastern Wisconsin Regional Planning Commission (SEWRPC). Alderman Krohn said there was a study done in the early 2000s about whether to construct a parking structure behind the Keefe building downtown. She said the study concluded that a parking structure was not advisable. Administrator Jordan said the study was not commissioned by the City and was for a particular property.

Alderman Tolar said there have been past studies on parking in Lake Geneva and he believed parking and traffic will be an issue no matter what. Chairperson Hill said the issues go beyond downtown parking; there are other factors that come into play such as impacted residential neighborhoods.

Hill/Kupsik motion to suspend the rules for the Mayor to address the Committee. Unanimously carried. Mayor Connors said the parking study would also look at parking management. He said the study is not just about whether we need to build a parking garage. Mr. Connors said we need to keep an open mind toward what changes will be recommend to improve parking and management operations.

Alderman Hougen said he liked how the proposal looks at the larger picture of transportation, including other forms of transportation and traffic routes.

Kupsik/Hougen motion to recommend approval of award of contract on with Rich & Associates, Inc. for the Downtown Parking Needs Study in the amount not to exceed \$26,500.00 funded by the Parking Fund. Comptroller Pollitt asked if it would be a 2012 or 2013 project. Chairperson Hill said it is 2012 because the study would commence before January 1. Motion carried by a vote of 3 to 2, with Aldermen Krohn and Tolar opposed.

Discussion on Committee review of financial reports

Chairperson Hill said she asked Comptroller Pollitt to provide year-to-date budget reports for the Committee to review. Alderman Kupsik agreed the reports were helpful for seeing where we're at for the year. He asked how often the reports would be provided. Chairperson Hill suggested once a month. She said the numbers may be misleading depending on the timing of certain payments. Alderman Hougen agreed the reports are helpful because it gives a picture of the financial flow and operations. Comptroller Pollitt noted that the budget document includes a description of every account and what's in them. Administrator Jordan suggested that Committee members ask staff questions about the reports in advance of the Committee meeting.

Presentation of Accounts

Kupsik/Tolar motion to recommend approval of Prepaid Bills in the amount of \$1,240.07. Unanimously carried.

Hougen/Kupsik motion to recommend approval of Regular Bills in the amount of \$191,952.23. Unanimously carried.

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

Adjournment

Kupsik/Hougen motion to adjourn at 6:59 p.m. Unanimously carried.

/s/ Michael D. Hawes, City Clerk

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