

FINANCE, LICENSE & REGULATION COMMITTEE
MONDAY, NOVEMBER 23, 2015 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL

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

Roll Call. Present: Aldermen Howell, Gelting, Kupsik, Kordus and Wall. 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.

Mary Jo Fesenmaier, 955 George Street, was concerned with past activity regarding credit cards and does not feel it is a good idea to issue credit cards outside City Hall staff. She commented on the park and ride with regard to potentially placing it at Hillmoor.

Approval of Minutes

Wall/Gelting motion to approve the Finance, License and Regulation Committee Meeting minutes of November 9, 2015, as prepared and distributed. Unanimously carried.

LICENSES & PERMITS

Original 2015-2016 Operator's (Bartender) License application filed by Megan Melonas

Gelting/Wall motion to recommend approval. Unanimously carried.

Original 2015-2016 Class "B" Fermented Malt Beverage License application filed by Board and Brush LLC d/b/a Board and Brush Lake Geneva, 252 Center Street, Lake Geneva, Julie Selby, Agent

Gelting/Kordus motion to recommend approval with amending the address to 252 Center Street. Unanimously carried.

First reading Ordinance 15-15 adding a stop sign on Lake View Drive at the first intersection with Orchard Lane

Discussion/Recommendation on Resolution 15-R56, a resolution approving the 2015 tax levy for the City of Lake Geneva. City Administrator Oborn stated the City remained flat with an overall 2% decrease due to one of the school districts lowering their budgets. Kupsik/Howell motion to recommend approval. Unanimously carried.

Discussion/Recommendation on Resolution 15-R54, a resolution updating the schedule of fees to reflect increase in dog license fees. The County raised their rates last year. Currently the City does not make a profit on unaltered tags. The recommendation is to raise the fee to at least \$25. Elkhorn's fee is \$27 and Delavan is \$25. It is minimal revenue but helps offset administrative costs. The City had 7 unaltered dog tags last year; and is required to provide a share of the fee to the County. Alderman Wall questioned if raising the fees will deter people from obtaining licenses.

Kordus/Gelting motion to recommend approval. Mr. Gelting asked if the City has to issue dog licenses and if they did not, what would the County do as it seems like a lot of work for a minimal fee. Mr. Oborn explained cats are optional. Mr. Kupsik commented when obtaining a license, proof of vaccination must be shown. He felt this is a good way of keeping track of that and is not in favor of eliminating it. Also dogs must be licensed and properly vaccinated to use the dog park, which the police will monitor. Mr. Gelting noted there is already non-compliance as only 120 tags were sold. Unanimously carried.

Discussion/Recommendation on utilizing center area of Veteran's Park for adaptive playground equipment (recommended Nov. 4, 2015 by Board of Park Commissioners)

Howell/Gelting motion to recommend approval. The area designated is between the playground and public restrooms.

Kupsik/Wall motion to suspend the rules and allow Ms. Ocampo to speak. Unanimously carried.

Dusti Ocampo stated Kenosha built a 15,000 square foot adaptive playground for people of all ages and abilities. She proposed the City of Lake Geneva build one in Veterans Park. It will take a couple years to complete as the projected

cost is a million dollars. Mr. Kupsik said the City lacks an ADA park and Veteran's Park was earmarked as it has the space needed for the equipment; it will be combined with the existing playground. Unanimously carried.

Discussion/Recommendation on Resolution 15-R57, a resolution establishing a designated fund balance account and transferring \$15,000 of park funds set aside for adaptive playground equipment (recommended Nov. 4, 2015 by Board of Park Commissioners). Howell/Gelting motion to recommend approval. Unanimously carried.

Discussion/Recommendation on the Business Improvement District (BID) Operating Plan, budget and map

This is the same plan submitted yearly with a couple modifications and meets the minimum requirements. The budget is about the same, which the City will levy. According to state statute, funds are kept at the City and the BID submits receipts and invoices for payment. Kordus/Wall motion to recommend approval. Unanimously carried.

Discussion/Recommendation on request from Lake Geneva BID to use the Riviera Grounds (Richard Dreihaus Plaza) and downstairs of the Riviera building during the Festival of Lights ceremony

Kordus/Gelting motion to recommend approval. Unanimously carried.

Discussion/Recommendation on limited issuance of credit cards to City Administrator, City Clerk, Assistant Public Works Director and BID Events Coordinator

Kordus/Gelting motion to recommend approval. The BID Events Coordinator was added, which would have to be approved by their board. Mr. Oborn is confident the checks and balances are in place so it cannot be abused as happened in the past. Comptroller Pollitt explained these will be separate bills that all come to her attention. The City will be issuing P-Cards with a \$2,000 limit. The cards also have an option to place restrictions on what items can be purchased. Ms. Pollitt would like to update the City's credit card policy to be more stringent. The cards are not personal guarantee cards, the liability would be assumed by the City. Each cardholder will have to sign a form. All receipts are submitted to the Finance Department for processing, where they will be matched with the corresponding charge. In response to Mr. Kupsik, Ms. Pollitt said this will not cause a burden for her, but will help cut fewer checks. The City will also receive a percentage back as a rebate on all purchases. In speaking with the County, they buy almost everything on P-Cards and their rebate was almost \$46,000. Mr. Kordus has administered programs like this before and noted certain restrictions may lock down more than anticipated. Unanimously carried.

Discussion/Recommendation on correction of retirement benefits for Ralph Braden with corresponding loan

The City entered the wrong date of retirement for Mr. Braden, a police retiree. The City corrected the date, however due to the antiquated and slow reconciling of the retirement system, it doubled. After 7 months the WRS caught the mistake but did not notify Mr. Braden was being overpaid until 1 year and 9 months later. They gave him the option to take a \$26 per month reduction in his benefit or pay the loan at \$83 per month. Mr. Braden was originally looking for damages. As a goodwill effort, Mr. Oborn is recommending the City provide Mr. Braden with a 5 year loan.

It was explained the debt is owed by Mr. Braden to the retirement system. The City is not making the payment on his behalf. Mr. Braden is currently on the City's health plan and makes monthly payments. Ms. Pollitt noted there are things that can be done if Mr. Braden defaults or passes away. Discussion followed on setting precedence of the City loaning individuals money. Mr. Kordus felt it is not a good practice to get into. Mr. Gelting said it did not make sense to provide a no interest loan with no recourse and no collateral. Mr. Kupsik said the solution is for Mr. Braden to take the lifetime reduction. Mr. Kordus replied it would be a 16 year payback on the loan versus a 5 year loan. The City Attorney could write up a loan agreement that would address the council's concerns.

Howell/Wall motion to recommend City Attorney to review and come up with a loan document. Alderman Kordus questioned the State's timeline and if a delay will force a decision one way or the other. He does not want to jeopardize the situation and force a decision. Mr. Oborn stated it was fairly soon but was unsure if he could continue it to the December 14 meeting. Howell/Wall withdrew motion.

Gelting/Howell motion to send to City Council without recommendation. Unanimously carried.

Discussion/Recommendation on health benefits plan design modification including changing from a self-insured plan to a fully-insured plan. Mr. Oborn still has not received a firm quote. The broker is in negotiation with a health care provider and is hoping to have a 30% reduction. Mr. Kordus is uncomfortable discussing the issue due to their limited time. He noted the trend is to go back to self insured because costs can be controlled differently. He does not know how the wellness program is going to impact costs or how they are going to make an informed decision without

that data. Mr. Oborn would like to make a decision on the health benefit as soon as possible to provide adequate time for employees. The broker had stated the City is probably one of the 20% that would be better off going fully insured. Kupsik/Gelting to send to City Council without recommendation. Unanimously carried.

Discussion/Recommendation on HVAC maintenance agreement for City Hall/Police Department, Museum, and Firehouse. Mr. Oborn provided bids received in May and recommends going with their current vendor, Mared Mechanical. Mr. Kupsik has experience with them and feels they are very good. Howell/Kordus to recommend approval of Mared Mechanical Contractors for a one year service agreement for the City Hall, Police, Museum and fire house equipment for \$5,475. Motion carried 4 to 1 with Alderman Wall voting “no.”

Discussion/Recommendation on EMS medical billing contract (recommended by Police & Fire Commission 11/5/2015). Mr. Oborn explained they were very accommodating and addressed our City Attorney’s concerns. Kordus/Wall motion to recommend approval pending City Attorney review. Unanimously carried.

Discussion/Recommendation on shared services agreement with the Town of Geneva for fire protection and emergency services for the term of January 1, 2016 to December 31, 2017 (recommended by Police & Fire Commission 11/5/2015). This is a renewal of the 2 year contract with a 3% increase. They are adding some vacation home inspections along with simplifying the process by referencing the City’s fees. Kordus/Wall motion to recommend approval. Unanimously carried.

Discussion/Recommendation on Luke maintenance and support contract (recommended by Parking Commission 11/18/15). There was discussion about doing more of the maintenance in-house and getting rid of the contract. If the contract is eliminated, the City would not get the updates. Kordus/Gelting motion to recommend approval of signing the contract pending City Attorney review. Mr. Gelting is comfortable with the service contract. Parts would probably have some obsolescence issues over time and to abandon the contract would be foolish. Unanimously carried.

Discussion/Recommendation on limiting residential parking stickers to 4 per residence with a fee of \$25.00 for each additional sticker over 4 (recommended by Parking Commission 11/18/15)
There were about 84 people that exceed the 4 stickers. The City has issued as high as 11 stickers per residence. During the budget process this was brought up as a fee to look at and limit. The Parking Commission recommended 4 free stickers. The \$25 fee would be the same as what is currently charged for commercial business stickers. Kordus/Gelting motion to recommend approval of a \$25 fee for each additional sticker over 4, including updating the fee schedule. Unanimously carried.

Discussion/Recommendation on approval of Geneva Lake Use Committee Bylaws
Mayor Connors stated this committee had been dissolved and it was desired by the communities to bring it back to discuss the uniform lake law. This will clarify the duties of the advisory committee. There were a number of inter-governmental meetings with the Village of Williams Bay, Town of Linn and Village of Fontana. Kordus/Wall motion to recommend approval. Unanimously carried.

Discussion on proposed closure of TID 4 by May 2016 with escrow for remaining projects
Kupsik/Gelting motion to send to Council without recommendation. Unanimously carried.

Discussion/Recommendation on Resolution 15-R55, a budget resolution appropriating the funding of Tax Incremental District No. 4 (TID 4) remaining proposed projects; and proposed distribution of an advance of surplus funds to taxing jurisdictions
Kupsik/Gelting motion to send to Council without recommendation. Unanimously carried.

Presentation of Accounts – Alderman Kupsik

Purchase Orders. None.

Wall/Gelting motion to recommend approval of Prepaid Bills in the amount of \$4,634.20. Unanimously carried.

Kordus/Gelting motion to recommend approval of Regular Bills in the amount of \$150,251.74. Unanimously carried.

Adjournment

Kordus/Gelting motion to adjourn at 7:04 p.m. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

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