

FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, NOVEMBER 24, 2014 - 6:00 PM

COUNCIL CHAMBERS, CITY HALL

Chairperson Lyon called the meeting to order at 6:03 p.m.

Roll Call. Present: Aldermen Lyon, Kordus, Kupsik and Wall. Absent: Alderman Kehoe. Also Present: City Administrator Jordan, Comptroller Pollitt, Public Works Director Winkler 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. None.

Approval of Minutes

Wall/Kordus motion to approve the Finance, License and Regulation Committee Meeting minutes of November 10, 2014, as prepared and distributed. Motion carried 4 to 0.

LICENSES & PERMITS

Original of 2014-2015 Operator's (Bartender) license applications filed by Morgan Tisa.

Kupsik/Wall motion to recommend approval. Motion carried 4 to 0.

Discussion/Recommendation on schedule of Banner Fees in relation to the BID and Chamber of Commerce.

(Continued from November 10, 2014 Council).

Administrator Jordan pointed out that the 2014 total revenue should be listed as \$1,900 for banner fees. Mr. Jordan had spoke with the Assistant Director of Public Works Tom Earle at the Street Department, who stated that costs for putting up the banners are approximately \$150 per hour. There are 11 banner poles with brackets and it requires two men and one bucket truck. In perfect conditions, it takes about 10 minutes; however, if there are any cars, they are unable to use the bucket truck, and would have to use a ladder. Weather also could be a factor. The 11 banners would generally take about an hour and a half, with a total cost of \$225. Mr. Jordan stated Council set a fee of \$20 for a 2 week time period and charges are also based on the amount of banner poles requested.

Kordus/Kupsik motion to recommend waiving the fee for putting up and taking down the banners for the Chamber of Commerce and the BID District only. Alderman Kupsik stated if they would hire a contractor to put up the banners, there would be some type of cost and this fee is now falling back on the taxpayers. Alderman Kordus stated he believes this is an enhancement to the city and waiving the fee offsets their contributions to the city. Mr. Kupsik pointed out that the total revenue the city would lose would be around \$1,320. Alderman Wall stated the city should get the costs back as he does not feel the taxpayers should supplement the cost. Mr. Kupsik stated he appreciates what the chamber does for the city; however, the city's truck and labor are being used. He further stated there should be a minimum fee of \$300 for installation to cover the city's costs. There was further discussion on the fee schedule and how the banner fees are charged.

Kordus/Kupsik motion an amendment to waive the banners fees for the Chamber of Commerce and the BID District for the 2014-2015 calendar year. Motion carried 3 to 1 with Alderman Wall voting "no."

Discussion/Recommendation on waiving fees on previously issued permits for Geneva Lake Chamber of Commerce events.

Administrator Jordan stated there are still fees outstanding on the Taste of Lake Geneva, Oktoberfest and the Christmas Parade permits for a total of \$1,100.

Kordus/Kupsik motion to suspend the rules and have a representative from the Chamber explain the issue. Motion carried 4 to 0.

Darien Schaefer stated the permit fees for the Christmas parade just recently came up. He stated the barricade fee is something new that was not charged in the 2012 or 2013 permits and was an expense they were not aware of at the time of

permitting. Erin Thornburgh stated the request for the banner fees to be waived was submitted back in May. The item was on the agenda in June; however, it has been set aside month after month, which is why it is being reviewed now. She said when the permits were initially turned in, the Chamber was never told of any specific fees. It wasn't until after the event that they were notified of fees.

Alderman Kupsik asked if this was the first year that barricades were being charged. Administrator Jordan stated the city is now charging for barricades, but most of the fees the Chamber has, have been paid in the past. City Clerk Waswo stated these permits were all submitted back in April to the prior clerk and there were no fees collected on them at that time. Normally, when permits are submitted, all fees are collected up front. If an applicant would want the fees waived, they would submit a request and it would come before council. She stated due to new staff in both departments, payment of the fees was missed at the time of submittal. Alderman Kordus stated based on the prior motion, \$620 of those fees are for the banner installation. Alderman Lyon stated keeping with the prior agenda item and waiving the banner fees would reduce the amount owed to \$480.

Alderman Kupsik said he was concerned that the Chamber did not pay the fees up front and had not been treated the same as anyone else that would come in to get a permit. He further stated he has no objection to waiving all the fees for the Christmas parade, but he is concerned with waiving the fees for the Taste of Lake Geneva and Oktoberfest as the events are already over. Mr. Schaefer questioned why the Chamber had not been invoiced. Alderman Kordus stated there seems to be some clerical issues on both sides when these permits were applied for and issued.

Kordus/Lyon motion to create an invoice to the Chamber and BID for the outstanding \$480 to be paid upon receipt. Alderman Wall asked if the last agenda item on the waiver of banner fees is to be retroactive. Alderman Kordus stated the motion is for 2014 to 2015. Mr. Wall asked if we would refund the fees back from January 1, 2014. Mr. Schaefer stated the Chamber is only questioning the fees based on what is in front of them. He further stated that the chamber uses the banner system as a marketing tool; however, they do have other avenues for marketing.

Ms. Thornburgh stated over the 4th of July the BID put up an American Flag banner to make the City look nice. The cost of those 11 banners was nearly \$700. She stated the BID is purchasing those and asking the city to put them up as their part. Mr. Wall stated he was concerned with using the taxpayer's money to pay for something that slightly benefits them. Ms. Thornburgh stated their part is making the city look nice, which does benefit the entire city, including the taxpayers.

Alderman Kupsik stated he would like an amendment to the motion to divide the fees in half to \$550. He stated he doesn't believe the Chamber should be treated any differently than anyone else. No matter whose fault it is, there is an outstanding balance and he would like at least half of that paid.

Kordus/Lyon motion an amendment to invoice the Chamber for \$550. Motion carried 3 to 1 with Alderman Wall voting "no."

Discussion/Recommendation on award of bid to Glen Fern Construction of Lake Geneva, WI for the Cobb Park Bathroom Remodel project in the amount of \$18,875.00 funded by the Capital Improvements Fund.

Kupsik/Kordus motion to recommend approval. Director of Public Works Winkler stated staff recommends Glen Fern Construction as the low bidder. Mr. Winkler stated Greg Oden, was the superintendent of Scheer Construction who has now formed his own company. He had been involved in the remodeling of the Riviera as well as the Geneva and Cook Church elevator addition. Mr. Winkler stated the remodel for Cobb Park will include new plumbing fixtures, replacing a sidewalk, painting, new electrical fixtures, installing bathroom fans, a new electrical panel and redoing the fireplace. Motion carried 4 to 0.

Discussion/Recommendation on award of bid to Glen Fern Construction of Lake Geneva, WI for the Flat Iron Park Pavilion in the amount of \$411,271.64 funded by private donations and funds raised by the Committee for the Beautification of Lake Geneva.

Kordus/Wall motion to recommend approval. Alderman Kordus stated this is just a pass through, and it is not taxpayer funded. He stated the funds are from private donations and the Beautification Committee. Comptroller Pollitt stated the city has not received any money for the funding of the project. As advised by City Attorney Draper, she would not be able to sign any contract stating that the city has the money to pay the contract when in fact; the city does not at this time.

Kordus/Wall motion an amendment to accept the Glen Fern Construction bid, contingent on the city receiving the funds from the Beautification Committee to fully pay for the contract. Motion carried 4 to 0.

Resolution 14-R46, a resolution amending the 2014 Capital Projects Fund Budget for the City of Lake Geneva.

Kupsik/Kordus motion to recommend approval. Comptroller Pollitt stated these two capital projects were not on the previous budget amendment amending the capital projects as they did not think they would be done in 2014. That assumption has changed, which means the city needs to fund the borrowing. Motion carried 4 to 0.

Resolution 14-R47, establishing the 2015 West End Pier, Lagoon Slip, Buoy, Dinghy and Kayak Rack Rates.
(Referred by Piers, Harbors & Lakefront Committee 11/20/14)

Kordus/Wall motion to recommend approval. Alderman Lyon clarified that this fee schedule is unchanged from this year. Motion carried 4 to 0.

Discussion/Recommendation on renewal of CD in the amount of \$463,160.84 plus interest, maturing on November 30, 2014 from BMO Harris Bank of Lake Geneva.

Comptroller Pollitt recommended keeping the CD with BMO Harris Bank at a rate of 0.15% for a 9 month term. Alderman Wall asked what affect this would have if the TIF is closed. Ms. Pollitt stated is should not have any affect as the TIF can't actually be closed until there is a full audit, which will probably take through the summer to complete. She stated no more increment would be collected.

Kupsik/Wall motion to recommend approval. Motion carried 4 to 0.

Discussion/Recommendation on Dog Park Fence Funding. *(Referred by the Board of Park Commissioners 11/5/14)*

Alderman Kupsik stated this has been an ongoing discussion that the Park Board has had over the last few years. The dog park would be the final project that was earmarked for Dunn Field. The biggest cost of the dog park would be a fence; the last bid was around \$20,000 to \$30,000. The Park Board has impact fees and park fees in excess of \$56,000, which is what would be used to fund the fencing.

Kupsik/Wall motion to recommend approval of the Dog Park Fence funding from Impact Fees. Mr. Winkler stated this fits naturally with the desires of the public as the dog park was the number one recommendation of the public in the Park Use and Open Space Plan survey. Motion carried 4 to 0.

Presentation of Accounts

Purchase orders. None.

Kupsik/Kordus motion to recommend approval of Prepaid Bills in the amount of \$10,905.10. Motion carried 4 to 0.

Kupsik/Kordus motion to recommend approval of Regular Bills in the amount of \$298,905.46. Motion carried 4 to 0.

Kupsik/Kordus motion to recommend acceptance of Monthly Treasurer's Report for August 2014. Motion carried 4 to 0.

Adjournment

Kordus/Kupsik motion to adjourn at 7:02 p.m. Motion carried 4 to 0.

/s/ Sabrina Waswo, City Clerk

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