

# **FINANCE, LICENSE & REGULATION COMMITTEE**

**MONDAY, SEPTEMBER 10, 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, DPW Winkler and City Clerk Hawes.

## **Approval of Minutes**

Hougen/Tolar motion to approve Finance, License and Regulation Committee regular meeting minutes of August 27, 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.**

Sam Frederickson, 1740 Summit Drive, Lake Geneva, approached the Committee as chairperson of the Cemetery Commission to discuss Item #13. He said the Cemetery Commission has requested funding for a new truck multiple times. They would like to replace the 1995 truck because it has required considerable maintenance. He noted the City received multiple competitive bids for the truck.

## **LICENSES & PERMITS**

### **Park Permit Application filed by George Hennerley on behalf of the Geneva Lake Area Chamber of Commerce for “Scootoberfest” using Flat Iron Park on Saturday, October 6, 2012 from 1 p.m. to 9 p.m.**

Hougen/Kupsik motion to recommend approval. Alderman Kupsik thanked the applicant for making a presentation to the Board of Park Commissioners. Unanimously carried.

### **Park Permit Application filed by Ben Conley on behalf of the Lake Geneva Jaycees for “Punt, Pass and Kick Competition” using Veterans Park on Saturday, September 29, 2012 from 12:30 p.m. to 2:30 p.m.**

Tolar/Kupsik motion to recommend approval. City Clerk Hawes noted the applicant will need to pay the application fee and security deposit prior to issuance of the permit. Unanimously carried.

### **Fireworks Permit Application filed by Badger High School and J & M Displays for the use of fireworks on the Badger High School soccer field, 220 South St., on October 5, 2012 from 9:00 p.m. to 9:30 p.m. (recommended for approval by the Fire Chief and Police Chief)**

Hougen/Kupsik motion to recommend approval. Unanimously carried.

### **Original 2012-2013 Operator License applications filed by Sandra Stamenkovich and Jeremy C. Hanson**

Kupsik/Krohn motion to recommend approval. Unanimously carried.

## **RESOLUTIONS**

### **Resolution 12-R61, a budget transfer merging the 2012 Street Improvement Capital Projects Fund accounts**

Hougen/Kupsik motion to recommend approval. Unanimously carried.

### **Resolution 12-R62, a budget resolution transferring \$8,000.00 from Beach Revenue to the 2012 Beach Dredging budget**

Alderman Hougen said he is concerned about approving a change order months after the work was performed. City Administrator Jordan said that in rare cases there is an important deadline and there isn't enough time to wait for the next Council meeting to approve a change order. In this case the change order needed to be approved so that the beach dredging could be completed prior to the beach opening for the season. He said the reason for the change order was that there was more sand required to be hauled out than anticipated. Chairperson Hill asked why the contractor was allowed to bill at an hourly rate, instead of a not-to-exceed amount. DPW Winkler said the not-to-exceed approach works when you have a good handle on how much work will need to be carried out. He added that this project is done every five to six years and staff was unsure how many loads of sand would need to be hauled.

Hougen/Hill motion to recommend approval, contingent upon approval of the Change Order No. 1 for 2012 Riviera Beach Dredging. Unanimously carried.

**Discussion/Recommendation on Change Order No. 1 for 2012 Riviera Beach Dredging in the amount of \$3,354.51**

Alderman Hougen expressed concerns with the timeline of the project and the safety issues involving children climbing on equipment that was left out. He asked whether the contractor should be fined for missing the deadline. DPW Winkler said he didn't think it would be fair to assess damages to the contractor the City had given them a late notice to begin the project. He said the City was late in getting the contract to him. Mr. Winkler also added that the contractor had to deal with weather issues that slowed down the project. Alderman Tolar said he felt the last contractor did this project in a more professional way. He asked if Mr. Winkler was satisfied with the result of this year's dredging. DPW Winkler indicated he was satisfied with the contractor's work, noting the this contractor appeared to do a better job on the cross sections than the previous contractor. Chairperson Hill asked if staff had conversations with the contractor about the safety issues with leaving their equipment out. City Administrator Jordan he had conversations with the contractor about the equipment. He explained the equipment had to stay on-site during the project period, but the contractor tried to keep it away from the beach area. Chairperson Hill asked what the total payout was to Crispell-Snyder for the engineering work. Comptroller Pollitt indicated it amounted to about \$6,800.00.

Hougen/Kupsik motion to recommend approval. Unanimously carried.

**Discussion/Recommendation on renewal of CD in the amount of \$142,189.21**

Comptroller Pollitt said the City has a CD coming due at BMO Harris Bank. She recommended renewing the CD along with investment earnings for a total amount of \$142,510.11 for a 13 month special rate of 0.45%.

Kupsik/Hougen motion to recommend renewing the CD in the amount of \$142,510.11 with BMO Harris Bank for a period of 13 months at the rate of 0.45%. Unanimously carried.

**Discussion/Recommendation on award of contract with Hein Electric for 200 ornamental street lighting LED retrofit kits in the amount of \$81,410.00**

DPW Winkler said the Public Works Committee asked him to put this project out to bid. He said that by installing LED retrofit kits in the downtown light fixtures, the City would save money over the next 10 years. Mr. Winkler explained there would be a payback period of about seven years from when the kits are purchased and installed. He said after the payback period, operating cost for the lights would be about one-third what it is currently. He said the Street Superintendent and City Electrician reviewed both the costs of the proposals and the quality of lights that were submitted. They both recommended the holophane kits proposed by Hein Electric for \$81,410.00. DPW Winkler said they felt the quality of lighting more than made up for the \$14,000.00 cost difference compared to the low bid submitted for the Cree retrofit kits. He noted that the holophane lights are currently installed on Cook Street on the block north of Main Street.

Chairperson Hill asked who would be installing the kits. DPW Winkler said the Street Department would install the kits in between other projects. Alderman Tolar asked if the City would be ordering any extras to use as spares. DPW Winkler said the bids include about six spare units. Chairperson Hill said she wasn't sure the light level was enough of a factor to make up the \$14,000.00 difference in the bids between the holophane and Cree lights. Alderman Hougen said he compared the lights and noticed the Cree units had an undesirable blue tint to them. He thought the City might get complaints with the Cree lights and he felt the holophane lights would be worth the price difference.

Kupsik/Tolar motion to recommend purchasing 200 LED retrofit kits from Hein Electric in the amount of \$81,410.00. Comptroller Pollitt noted the purchase would require a budget resolution to be approved at a future meeting. Motion carried by vote of 4 to 1, with Chairperson Hill opposed.

**Discussion/Recommendation on award of contract with C&D Landscaping for 2012 Fall Tree Planting project in the amount of \$26,070.50**

Kupsik/Tolar motion to recommend approval. Chairperson Hill noted that not all of the proposed trees are located within the TID. She indicated that those not in the TID will be funded by the general fund. Unanimously carried.

**Discussion/Recommendation on award of contract with Fahrner Asphalt for 2012 Joint and Crack Cleaning and Sealing project in the amount of \$45,000.00**

Chairperson Hill asked why the City only received one bid. DPW Winkler said a total of four contractors took out bid documents. He said that three of the contractors may have felt they couldn't complete the work in time. He explained that this project was bid out a little differently than most projects. He said that bidders were given a list of streets and they had to check off which streets they could complete within the project budget of \$45,000.00. Mr. Winkler said the lone bidder, Fahrner Asphalt, indicated they could do all of the desired streets within the budget. He said that Fahrner has done great work for the City in the past. He noted that the City may have benefited from the fact that Fahrner will already be in the area to do work in Twin Lakes.

Kupsik/Hougen motion to recommend approval. Unanimously carried.

**Discussion/Recommendation on installation of Wi-Fi at City Hall (recommended by the Communications Committee 8/29/2012)**

Chairperson Hill referenced an email from the City's IT specialist, Jeff Miskie which outlines the one-time hardware investment needed to enable Wi-Fi internet access in the Council Chambers, Room 2A and Senior Center. Mr. Miskie approached the Committee and explained that the service would be set up to be used primarily for office visitors, such as vendors or people giving presentations to the Council. It wouldn't be for public use like a coffee shop or McDonald's. Chairperson Hill said staff would work with the City Attorney to develop a terms of use for users to agree to prior to signing on.

Kupsik/Hougen motion to recommend approval. Motion carried by vote of 4 to 1, with Alderman Krohn opposed.

**Discussion/Recommendation on purchase of 2012 Dodge Ram 3500 with 8' body from Ewald Automotive Group in the amount of \$49,357.00 for the Cemetery Commission**

Chairperson Hill noted the Cemetery Commission agreed to contributing \$8,000.00 toward the purchase. Hougen/Kupsik motion to recommend approval at a price not to exceed \$41,357.00. Chairperson Hill noted the purchase will require a budget resolution. Sam Frederickson, chairperson of the Cemetery Commission, approached the Committee and explained that the Cemetery Commission reviewed all of the bids and determined that the Dodge Ram met all of the specification requirements and came in at the lowest price. Mr. Frederickson added that once the truck is purchased, they will allow someone from the City sell the 1995 per standard procedures. Unanimously carried.

**Presentation of Accounts**

Tolar/Krohn motion to recommend approval of Prepaid Bills in the amount of \$2,038.47. Unanimously carried.

Tolar/Kupsik motion to recommend approval of Regular Bills in the amount of \$267,203.24. Unanimously carried.

**Adjournment**

Kupsik/Tolar motion to adjourn at 7:03 p.m. Unanimously carried.

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/s/ Michael D. Hawes, City Clerk

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