

FINANCE, LICENSE & REGULATION COMMITTEE MINUTES
TUESDAY, AUGUST 7, 2018 – 6:00 PM
CITY HALL, MEETING ROOM 2A

Committee Members: Chairperson Ken Howell, Alderpersons: Selena Proksa, Doug Skates, John Halverson, and Rich Hedlund

The August 7, 2018 meeting of the Finance, License, and Regulation Committee was called to order by Chairperson Howell at 6:00 p.m.

Roll Call

Finance Director Karen Hall called the roll and noted that three alderpersons were present with Hedlund and Proksa being absent and excused. Others present included: Mayor Hartz and Finance Director Hall

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, 1085 S Lakeshore Dr; She inquired if there was a spreadsheet or chart to identify what organizations have received a waiver of permit fees. She also inquired what the change would be with the ShoreTel Contract and also the internet provider for the Riveria.

Approve the Regular Finance, License and Regulation Committee Meeting minutes of July 17, 2018, as prepared and distributed

Motion by Skates to approve the minutes, second by Halverson. No discussion. Motion carried 3-0.

Licenses & Permits

2018-2019 Original & Renewal Operator License applications filed by various applicants as listed in packet

Motion by Skates to approve, second by Halverson. No discussion. Motion carried 3-0.

Discussion/Recommendation regarding a Park Reservation Permit filed by Cecilia Buch for the event of Pictures for Buch/Wrobel Wedding to take place on May 4, 2019 at the Gazebo at Flat Iron Park between the hours of 3:00 p.m. to 6:00 p.m. (Approved by the Board of Park Commissioners on July 25, 2018)

Motion by Skates to approve, second by Halverson. No discussion other than that date be reflected to show 2019, not 2018 as indicated on the agenda. Motion carried 3-0.

Discussion/Recommendation regarding a Parade Permit Application filed by VISIT Lake Geneva for the event of 43rd Electric Christmas Parade to take place on December 1, 2018 on Broad Street through Main Street between the hours of 3:00 p.m. to 6:30 p.m.

Motion by Skates to approve, second by Halverson. Skates noted that this is one of the parades that is listed in the ordinances that only has to pay the \$25 application fee and then waiver of all other fees. Motion carried 3-0.

Discussion/Recommendation regarding a Parade Permit Application filed by Badger High School for the event of the Annual Homecoming Parade to take place on October 12, 2018 through downtown Lake Geneva between the hours of 4:30 p.m. to 5:00 p.m.

Motion by Skates to approve, second by Halverson. No discussion. Motion carried 3-0.

Discussion/Recommendation regarding a Street Use Permit Application filed by the Badger High School for the event of Badger High School Homecoming Fireworks Display to take place on October 12, 2018 at 600 N Bloomfield Rd between the hours of 9:00 p.m. to 10:00 p.m.

Motion by Skates to approve, second by Halverson. No discussion. Motion carried 3-0.

Discussion/Recommendation regarding a 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 E. South St., on October 12, 2018 between the hours of 9:00 p.m. and 10:00 p.m. (recommended for approval by the Fire Chief)
Motion by Skates to approve, second by Halverson. Motion carried 3-0.

Discussion/Recommendation regarding Sidewalk Permit and Alcohol Premises Extension Permit filed by D&D Restaurant Group (d/b/a Flat Iron Tap) located at 150 Center Street; Additional seating and alcohol license premise extension to apply to outdoor seating on south side of building in alley
Finance Director Hall noted that Clerk Kropf stated that the Public Works Committee still needs to review this; approval should be contingent upon their approval.

Motion by Skates to approve contingent upon the Public Works Committee approval of the alley use, second by Halverson. Motion carried 3-0.

Discussion/Recommendation regarding the Parking License Agreement with AT & T for 10 parking spaces located at 645 Main Street. (Per the agreement, the City is exercising its option to extend the term five (5) additional years by providing written notice)
Motion by Skates to approve, second by Halverson. Finance Director Hall stated that this pertains to the ten stalls behind City Hall that employees are allowed to use with no cost to the City, but the City will be required to maintain it. City Attorney Draper reviewed the contract and found it to be proper. Motion carried 3-0.

Discussion/Recommendation regarding technical support quote for ShoreTel phone system for a one-year term amount not to exceed \$6,439.16
Finance Director Hall noted that Jeff Miskie indicated that ShoreTel was recently purchased by MiTel and will be providing support to all ShoreTel customers. Miskie indicated that this would only be for one year and the purchase by MiTel is new. The City needs this in the event that the phone system would fail. Hall noted that a percentage of the cost would be paid for by the Utility Commission; that percentage had not yet been determined.
Motion by Skates to refer to the Council without a recommendation, second by Halverson. Motion carried 3-0.

Discussion/Recommendation regarding an updated agreement between the City of Lake Geneva and Ice Castles LLC for the Ice Castle Display to occur at Riviera Beach (City Attorney has reviewed and recommends changes as outlined in the agreement; Approval of agreement contingency upon DNR permitting approval)
Skates noted that this was approved by the Piers and Harbors Committee.
Motion by Skates to approve, second by Halverson. Motion carried 3-0.

Discussion/Recommendation regarding acceptance of a donation from the Tourism Commission in the amount of \$4,500 for the installation and twelve months of service for Wi-Fi Internet Service at the Riviera Ballroom (\$1,000 for installation and \$3,500 for twelve months of service) (Approved by the Piers, Harbors, and Lakefronts Committee on July 18, 2018)
Skates noted that this was also approved by the Piers and Harbors Committee and this would not cost the City anything. Skates added that the Tourism Commission had reached out to Spectrum to solidify the cost and installation.
Motion by Skates to approve, second by Howell. Motion carried 2-1, with Halverson voting no.

Discussion/Recommendation regarding acceptance of a donation from the Tourism Commission in the amount of \$500 to conduct a Riviera Ballroom Virtual Tour (Approved by the Piers, Harbors, and Lakefronts Committee on July 18, 2018)
Skates explained that the Piers and Harbors committee also approved this and it would serve as a great way to market the Riviera with minimal cost to the City.
Motion by Skates to approve, second by Halverson. Motion carried 3-0.

Discussion/Recommendation regarding setting a date and time for Annual City of Lake Geneva Trick or Treating through the City (2017 Trick or Treat Date and Hours approved by Council on August 14, 2017 was October 31, 2017 from 5:00 p.m. to 8:00 p.m.)
Howell noted that Halloween is on a Wednesday this year and is opposed to having it on a weekday for safety reasons. He also added that parents have expressed that they would like to have it on Sunday so they can enjoy it with their children. Skates added that he hadn't heard too many complaints from parents and that most people that he had talked to had requested it to be on the actual holiday itself.
Motion by Skates to hold City Wide Trick or Treating on Wednesday, October 31, 2018 from 5:00 p.m. to 7:00 p.m., second by Halverson. Motion carried 3-0.

Discussion regarding 2019 Budget Process/Timeline and Goals

Finance Director Hall explained that she had worked with the City Administrator and the Mayor to develop the timeline. All budget requests will need to be to her no later than September 21, 2018, with a budget workshop meeting following the September 27, 2018 Finance Committee meeting. The committee then reviewed the goals; the goals pertaining to not raising the levy limit. The committee also discussed that another goal of the budget is that management will receive an automatic 2% raise and that all non-management will automatically receive a 1% raise with the ability to receive another 2% based upon a favorable evaluation. No action taken.

Discussion/Recommendation regarding the proposal for Public Administration LLC to provide recruitment services for hiring an interim and permanent City Administrator (Personnel Committee recommended approval 4-0 on August 2, 2018)

Motion by Skates to approve, second by Halverson. No discussion. Motion carried 3-0.

Presentation of Accounts

Purchase Orders

None

Prepaid Bills in the amount of \$35,552.28

Motion by Skates to approve, second by Halverson. No discussion. Motion carried on a roll call vote 3-0.

Regular Bills in the amount of \$149,442.05

Motion by Howell to approve, second by Halverson. No discussion. Motion carried on a roll call vote 3-0.

Adjournment

Motion by Skates to adjourn, second by Halverson. Motion carried 3-0. The meeting of the Finance, License, and Regulation Committee adjourned at 6:37 p.m.

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVE BY THE FINANCE, LICENSE, AND REGULATION COMMITTEE