

FINANCE, LICENSE & REGULATION COMMITTEE MINUTES
TUESDAY, FEBRUARY 5, 2019 – 6:00 PM
CITY HALL, CONFERENCE ROOM 2A

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

Call to Order by Chairperson Howell at 6:00 p.m.

Roll Call

Clerk Kropf called the roll and noted that Howell, Proksa, Skates, Halverson, and Hedlund were present.

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

David Detrich; Sharon, WI; New Director of Art in the Park; Spoke in favor of the approval of the event permit application for the Art in the Park event.

Approve the Regular Finance, License and Regulation Committee Meeting minutes of January 15, 2019, as prepared and distributed

Motion by Proksa to approve, second by Skates. No discussion. Motion carried 5-0.

Motion by Proksa to move up agenda item related to the discussion/recommendation of the City Event Permit Application process including waiver of fees, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding City Event Permit Application process including waiver of fees

Assistant City Clerk Nany Elder addressed the committee regarding the proposed policy regarding event permitting. She outlined that the proposed policy would have different tiers based on the nature of the event. She also noted that non-profit or not for profit groups would be able to apply for the permits without fees. It was also discussed that any event under a tier two be allowed to be approved internally by City staff. Skates suggested that Veterans Park be excluded from this and that the City create a separate policy that would address the use of that park specifically for tournaments.

Motion by Halverson to direct staff to proceed with the drafting of the policy for further consideration, second by Proksa. Motion carried 5-0.

Licenses & Permits

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

Motion by Skates to approve, second by Proksa. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding an Event Permit Application filed by the Geneva Lake Arts Foundation for the event of Art in the Park to take place on August 10, 2019 (10:00 a.m. to 5:00 p.m.) and August 11, 2019 (10:00 a.m. to 4:00 p.m.) located in Flat Iron Park

Motion by Hedlund to approve as presented, second by Halverson. The committee discussed possibly holding this item until the next meeting to discuss the waiver of fees, but decided to not hold up the event planning/coordination. Motion carried 5-0.

Discussion/Recommendation regarding an Event Permit Application filed by Badger High School for the event of Badger High School Graduation to take place on June 9, 2019 (12:30 p.m. to 3:30 p.m.) located at 600 N Bloomfield Road

Motion by Hedlund to approve, second by Skates. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding an Event Permit Application filed by the Lake Geneva Jaycees for the event of the Easter Egg Hunt to take place on April 20, 2019 (8:00 a.m. to Noon) located in Seminary Park

Motion by Hedlund to approve, second by Skates. Hedlund noted that this is a community event and that the Jaycees do not make any money from the community to host it. Motion carried 5-0.

Discussion/Recommendation regarding a Temporary Class “B”/ “Class B” Retailer’s License Application filed by St Francis De Sales for the event of Italian Fest to be held March 2, 2019 (6:00 p.m. to 10:00 p.m.) located at 148 W Main St- Parish Center

Motion by Proksa to approve, second by Skates. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding a Temporary Operator License Application filed by Phillip Neimeyer for the event of Walworth County Food Pantry 10th Anniversary Celebration to be held April 28, 2019 located at the Lake Geneva Museum, 255 Mill St, Lake Geneva, WI

Motion by Skates to approve, seconde by Proksa. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding a Temporary Class “B”/ “Class B” Retailer’s License Application filed by Brown’s Lake Aquaducks Water Ski Club for the event of Aquaduck Fall Fundraiser to be held November 9, 2019 located at the Riviera Ballroom, 812 Wrigley Dr, Lake Geneva, WI

Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 19-R04** a resolution authorizing the amendment of the 2019 General Fund to reallocate 2019 Health Insurance Costs to City of Lake Geneva department budgets
Finance Director Hall noted that she brought this forward as currently the City’s Health Insurance Costs are in one-line item within the General Fund. As these funds need to be reported to the State it would be easier to calculate and identify if the funds were placed as an individual line item within each departments’ budgets. She further noted that this can be easily tracked and allocated within the new payroll software.

Motion by Halverson to approve, second by Skates. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 19-R05** a resolution authorizing the amendment of the 2019 General Fund and Parking Fund Operating Budgets to utilize contingency funds for increased wages/benefits for the full time Front Counter Clerks and Building & Zoning Administrative Assistant in an amount not to exceed \$19,719
Finance Director Hall stated that the funds to be used were approved in December with the committee approved the grade change from a four to a seven. This resolution would simply be to amend the budget to reflect what the committee had already approved.

Motion by Skates to approve, second by Halverson. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 19-R06** creating a policy for Capital Projects; Specifically increasing the current threshold of \$5,000 to \$10,000

City Administrator Nord noted that he was surprised to see that the amount was so low for a community this size. For the budget year of 2019 the amount will remain at \$5,000, but moving forward he and the Finance Director would like to see that amount increased to \$10,000.

Motion by Hedlund to approve, second by Skates. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 19-R07** a resolution authorizing the Clerk’s Office Part-Time Front Counter Clerk Wage Grade increase from Grade 4 to Grade 7

Motion by Hedlund to approve, second by Skates. Clerk Kropf explained that the two full time front counter clerk positions wage grade changes had been increased from a four to a seven in December. She asked that due to the increased work duties to the position she asked that this position’s wage grade be increased from four to a seven with the unbudgeted wages to be paid from contingency.

Motion carried 5-0.

Presentation of Accounts

Purchase Orders

None

Prepaid Bills in the amount of \$101,574.07

Motion by Proksa to approve, second by Hedlund. Hedlund questioned the charge of \$5,396.00 to Geneva Auto Body and would like to know what that is referencing. Finance Director Hall noted that check was for the truck bed replacement for a Public Works truck. Motion carried 5-0.

Regular Bills in the amount of \$219,681.68

Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 5-0.

Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding employee contracts, pay, and benefits for: 1) Parking Lead Maintenance Position 2) City Hall Part-Time Front Counter Clerk

Motion by Hedlund to convene the Finance Committee into Closed Session and to include all City Staff, second by Proksa. Motion carried 5-0 on a roll call vote. The Finance Committee convened into Closed Session at 6:46 p.m.

Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session

Motion by Skates to reconvene into open session, second by Proksa. Motion carried 5-0 on a roll call vote. The Finance Committee reconvened in Open Session at 6:51 p.m.

Motion by Skates to direct staff to proceed with the item related to the Parking Lead Maintenance Positions as discussed, second by Proksa. Motion carried 5-0.

Motion by Skates to take no action on the item related to the City Hall Part-Time Font Counter Clerk, second by Proksa. Motion carried 5-0.

Adjournment

Motion by Proksa to adjourn the meeting, second by Skates. Motion carried 5-0. The Finance meeting adjourned at 6:52 p.m.