

FINANCE, LICENSE & REGULATION COMMITTEE MINUTES
TUESDAY, JANUARY 15, 2019 – 6:00 PM
CITY HALL, CONFERENCE ROOM 2A

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

Chairperson Howell called the meeting to order at 6:00 p.m.

Roll Call

Present: Howell, Proksa, Skates, Halverson, and Hedlund

Absent: None

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

Ryan Stelzer; 215 Skyline Dr; Spoke to the agenda item relating to the event permit process including the waiver of fees. He encouraged that non-profits within the City should not be charged the fees as they have the community's best interest in mind when holding these events. He further added that the occurrence of events increases the room tax dollars generated along with the parking funds generated. He further cited all of the ways that the money generated aids the City.

Bridget Leech, N3230 Highland Dr; Spoke in favor of waiver of fees for events and cited that the events generate money for the City.

Approve the Regular Finance, License and Regulation Committee Meeting minutes of January 2, 2019, as prepared and distributed

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

Licenses & Permits

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

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

Discussion/Recommendation regarding 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 Halverson to continue to the next FLR meeting, second by Proksa. Halverson would like to continue this discussion until the fee structure has been identified. Motion carried 5-0.

Discussion/Recommendation regarding pay request #2 to Payne and Dolan for 2018 Street Improvement Project in an amount not to exceed \$106,504.25

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

Discussion/Recommendation regarding payment request #5 to Sonrise Construction, INC for the Disc Golf Bridge Course Pedestrian Bridge Replacement Project in an amount not to exceed \$15,764.40

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

Discussion/Recommendation regarding final payment request to Sonrise Construction, INC for the Disc Golf Bridge Course Pedestrian Bridge Replacement Project in an amount not to exceed \$5,684.10 less \$684.10 for retainage; Final payment amount to be \$5,000.00

Motion by Proksa to approve, second by Halverson. Hall noted that the full amount is in the payables, but has been amended to this change. Motion carried 5-0.

Discussion/Recommendation regarding log sale on Wisconsin Surplus; Funds generated to be designated to the purchase of trees

Motion by Proksa to approve, second by Halverson. Proksa applauded Public Works for thinking ahead and generating more money for future tree plantings. Motion carried 5-0.

Discussion/Recommendation regarding increasing minimum amount of purchase within the City of Lake Geneva Capital Improvement Plan from \$5,000 to \$10,000

City Administrator Nord stated that the process for the CIP had been started in 2018 with a \$5,000 threshold. He stated that with a community this size that it would make more sense to budget for items over \$10,000. Finance Director Hall noted that this will go into effect in 2020 for a plan that will cover 2020-2024.

Motion by Howell to allow Alderperson Flower to speak, second by Halverson. Motion carried 5-0.

Flower asked what types of things would be the general budget versus the CIP. Nord noted that there were several items that were placed in the CIP that shouldn't have been, in that they do not meet the criteria.

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

Discussion regarding City Event Permit Application process including waiver of fees

Discussion regarding Treasurer's Report and Budget versus Actual

Finance Director Hall noted that she did not have the budget to actual as she is trying to close out the 2018 year.

Presentation of Accounts

Purchase Orders

None

Prepaid Bills in the amount of \$145,925.91

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

Regular Bills in the amount of \$379,398.19

Motion by Hedlund to approve, second by Halverson. New amount less the retainage held from Sonrise Construction is \$378,714.09. Motion carried 5-0.

Adjournment

Motion by Hedlund to adjourn, second by Halverson. Motion carried 5-0. The meeting adjourned at 7:15 p.m.