

FINANCE, LICENSE & REGULATION COMMITTEE MINUTES
TUESDAY, JULY 17, 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 meeting of the Finance, License, and Regulation Committee was called to order by Chairperson Howell at 6:00 p.m.

Roll Call

City Administrator Oborn called the roll and noted that Alderperson Howell, Skates, Proksa were present with Halverson and Hedlund being absent and excused. Others in attendance included City Administrator Oborn, Finance Director Hall, Library Director Kornak, Parking Manager Mullally, and Avian Committee Member Beverly Leonard

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

Beverly Leonard; 1504 Dodge St; Spoke in favor of the creation of the GoFundMe page for donations for the Avian Committee.

Approve the Regular Finance, License and Regulation Committee Meeting minutes of July 3, 2018, as prepared and distributed

Motion by Skates to approve the July 3, 2018 minutes, second by Proksa. Motion carried 3-0.

Licenses & Permits

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

Motion by Proksa motion to approve the operator licenses as listed, second by Skates. No discussion. Motion carried 3-0.

Discussion/Recommendation regarding Event Permit Application filed by the Lake Geneva Public Library for the event of a Book Sale to be held August 10-12, 2018 to be held at the library and outside the Wrigley Dr. entrance (Applicant is requesting waiver of all fees)

Motion by Skates to approve the Book Sale Event Permit with waiver of all fees, second by Proksa. No discussion. Motion carried 3-0.

Discussion/Recommendation regarding renewal of Taxi Cab Company License for Lakefront Shuttle: W3746 Lakeview Drive., Lake Geneva, WI 53147

Motion by Skates to approve the renewal of the Taxi Cab license for Lakefront Shuttle, second by Proksa. No discussion. Motion carried 3-0.

Recommendations from Public Works Committee- Pending Meeting to be held July 10, 2018

Discussion/Recommendation regarding adjustment to Capital Borrowing as it pertains to the replacement/installation of exhaust for \$22,000 and lights for \$10,000 at the Public Works Department, 1065 Carey St with corresponding 2018 Capital Budget adjustment

City Administrator noted that this was approved at the Public Works Committee.

Motion by Proksa to approve, second by Skates. Motion carried 3-0.

Discussion/Recommendation regarding replacement of lawn tractor, John Deere 850, with a Kubota Tractor not to exceed \$25,057.47, for Veterans Park Maintenance with corresponding 2018 Equipment Replacement Budget adjustment

Skates noted that this has been talked about for some time and he wondered if it was necessary to replace it at this time. Oborn noted that DPW Director Earle wouldn't bring the replacement forward if it wasn't needed. Proksa noted that the John Deere comparable was far more expensive and that the Kubota has a universal hydraulic attachment which will save the City money on implements/attachments.

Motion by Skates to approve, second by Proksa. Motion carried 3-0.

Discussion/Recommendation on additional costs to raise elevation of pedestrian bridge in Disc Golf Course, not to exceed \$4,750 with corresponding 2018 Capital Budget adjustment

City Administrator Oborn noted that this change is due to the overall increase in water levels and was approved at the Public Works Committee Meeting. In order to keep the bridge out of water in the event of a flood it needs to be raised per the specifications in the proposal.

Motion by Proksa to approve, second by Skates. Motion carried 3-0.

Discussion/Recommendation regarding the creation of a GoFundMe donation account from the Avian Committee linked to a separate bank account established through the City of Lake Geneva Finance Department

Finance Director Hall explained to the committee that the Avian Committee is taking donations for the Purple Martin Project and felt that an online campaign would be successful. She added that she talked to the City Auditors about this issue and the auditors felt that this could be done by the City, but would like a separate repository for these donations. All donations and expenses would be tracked through the City's Finance Department and all withdrawals would be referred to the Finance, License, and Regulation Committee and the Common Council. She warned that GoFundMe does keep 5% of the donations to be collected, but this could be waived by GoFundMe if the organization is a non-profit.

Motion by Skates to approve, second by Proksa. Motion carried 3-0.

Discussion/Update regarding budgets/funds used to date

Finance Director Hall reviewed a report of the 2018 budget and the funds used to date. She added that the report outlines the percentage of budget used by each department. Each department should be running at about 50% of their budget thus far and she noted that all departments are looking good. She is planning to bring this report to the committee every month. No action was taken.

Discussion/Recommendation regarding a parking pilot app with the company ParkPNP

Parking Manager Mullally explained that this would be an additional parking app for mobile devices that would allow merchants in the downtown to give coupons and promotions. She would like to test it and offer it to the public on a trial basis.

Motion by Howell to approve the pilot program for ParkPNP contingent upon City Attorney review, second by Proksa. Motion carried 3-0.

Discussion/Action regarding Resolution amending the Plan Sponsor Advisory Administrative Agreement and Service Agreement Fee Schedule for the City of Lake Geneva Security Benefit 457(b)

Finance Director Hall explained that the City currently has a deferred comp plan with Security Benefits. She added that the City's Financial Advisor with Security Plan suggested that the City review the plan as the City may be able to lower the fees that are paid by the participants of the plan. She noted that the City currently pay \$30 per participant per year just to maintain the account. Some of the funds used by Security Benefits are being removed and being replaced with different various funds.

Motion by Skates to approve, second by Proksa. Motion carried 3-0.

Presentation of Accounts

Purchase Orders

None

Prepaid Bills in the amount of \$10,468.98

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

Regular Bills in the amount of \$137,426.99

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

Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session with regard to selection of Real Estate Broker for the Sale of City property located at N. Edward Blvd and Sheridan Springs Rd

Motion by Skates to convene the Finance, License, and Regulation Committee into closed session and to allow the City Administrator, Finance Director, and City Mayor to remain for the discussion, second by Proksa. Motion carried 3-0. The Finance, License, and Regulation Committee convened into closed session at 6:29 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 the Finance, License, and Regulation Committee into open session, second by Proksa. Motion carried 3-0. The Finance, License, and Regulation Committee reconvened at 6:41 p.m.

Motion by Skates to refer the item discussed in closed session to the Council without a recommendation, second by Proksa. Motion carried 3-0.

Adjournment

Motion by Proksa to adjourn the July 17, 2018 meeting of the Finance, License, and Regulation Committee, second by Skates. Motion carried 3-0. The meeting adjourned at 6:43 p.m.