

**FINANCE, LICENSE & REGULATION COMMITTEE MEETING MINUTES  
TUESDAY, JUNE 19, 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 was called to order by Chairperson Howell at 6:48 p.m.

**Roll Call**

Clerk Kropf called the roll and noted that Howell, Hedlund, Proksa, Skates, and Halverson were all present. She added that others present included Mayor Hartz, City Administrator Oborn, Finance Director Hall, and Clerk Kropf.

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

None

Approve the Regular Finance, License and Regulation Committee Meeting minutes of June 5, 2018, as prepared and distributed

Motion by Skates 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 Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding Temporary Class “B”/”Class B” Retailer’s License Application made by VISIT Lake Geneva for the event of Winterfest Magical Evening to be held on January 31, 2019 from 6:30 p.m. to 8:30 p.m. at the Riviera Ballroom

Motion by Hedlund to approve, second by Halverson. Skates said that he wants more city Staff invited to this event in the future. Motion carried 5-0.

**Discussion/Recommendation regarding Renewal of Massage Establishment License applications filed by the following:**

- 1) Aveda Life Salon and Spa, LLC
- 2) The Heartland Spa/ Bella Vista Suites

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

Discussion/Recommendation regarding applications for Temporary Operator Licenses to be used at Venetian Fest held August 15, 2018 through August 19, 2018 for the following: Ryan Stelzer, Nathan Love, Christopher Zegarra, Eric Akucttah, Bryan Iwicki, Douglas Bartz, Ryan Lasch, Gregg Christenson, Franklyn Lasch, Andrew Collins, and Thomas Hove

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

**Recommendations from Public Works Committee- Pending Meeting to be held June 19, 2018**

Discussion/Recommendation regarding the Special Assessment Report for the Cemetery Road Water/Sewer/Curb and Gutter Extension Project and project implementation plan.

Oborn explained that the Public Works Committee’s recommendation was to bid the project and then bring the numbers to exercise special assessments on the affected properties.

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

Discussion/Recommendation regarding Brunk Pavilion Landscaping donation by the Beautification Committee with estimated annual maintenance of \$2,200.00 paid by City

Motion by Hedlund to deny, second by Halverson. Skates asked that the City have a liaison to this committee explain what the City needs and what it is looking for. Mayor Hartz noted he serves on that committee and would take back any information to them. Skates noted that he would like to see this continued to save face. Motion failed 0-5.

Motion by Skates to continue the item for clarification and send to the Public Works Committee for clarification, second by Halverson. Motion carried 5-0.

Discussion/Recommendation regarding potential traffic control device at the intersection of Broad Street and Geneva Street

Motion by Hedlund to recommend to Council to extend the placement of the temporary stop sign and place temporary bump outs and authorize negotiations with an engineering firm not exceed \$5,000 to be paid from the parking fund, second by Proksa. Motion carried 5-0.

**Update regarding new Civic Software Implementation- Finance Director Hall**

Finance Director Hall stated that staff has been training and implementing the new software and everything is going well. As of now we are about 60% complete with the conversion. The City employees should, by the end of the year, be able to view their payroll deductions and payroll stubs. She also explained that the software has two new reports, one that lists payments and checks. A new list will also show the prepaid expenses as we had done in the past. Oborn wanted to thank Finance Director Hall and City Staff for their hard work during the software transitions.

**Discussion/Recommendation regarding Request for Proposals to provide Property Assessment Services**

Motion by Hedlund to direct staff to begin the Request of Proposal project to obtain a 3 year contract, second by Skates. No discussion. Motion carried 5-0.

**Presentation of Accounts**

Purchase Orders

None

Prepaid Bills in the amount of \$1,920.68

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

Regular Bills in the amount of \$316,159.16

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

**Adjournment**

Motion by Skates to adjourn the June 19, 2018 meeting of the Finance, License, and Regulation Committee, second by Hedlund. Motion carried 5-0. The meeting adjourned at 7:20 p.m.

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