

FINANCE, LICENSING & REGULATION COMMITTEE
TUESDAY, MARCH 3, 2020 – 6:00 PM
CITY HALL, CONFERENCE ROOM 2A

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

The meeting of the Finance Licensing, and Regulation committee was called to order by Chairperson Howell at 6:00 p.m.

Roll Call

Present: Howell, Halverson, Proksa, Skates, 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

None

Approve the Regular Finance, Licensing and Regulation Committee Meeting minutes of February 18, 2020, as prepared and distributed

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

Licenses & Permits

2019-2021 Original & Renewal Operator License applications filed by various applicants as listed in packet

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

Discussion/Recommendation regarding **Resolution 20-R13** a resolution authorizing the use of Contingency funds for the Building & Zoning Department records scanning project with Kapur & Associates Inc

Motion by Skates to approve, second by Halverson. Finance Director Hall noted that this was already approved and this is the budget amendment. Motion carried 4-0, Hedlund did not vote.

Discussion/Recommendation regarding **Resolution 20-R14** a resolution adopting a 2019 year-end budget amendment authorizing the re-allocation of funds in the 2019 budget for certain expenditures exceeding their 2019 budgets, and balance to be paid from the 2019 Contingency Fund

Motion by Proksa to approve, second by Skates. Finance Director Hall stated that this was done to determine what funds were over budget and that the gap was to be covered by 2019 contingency. Flower asked if this money could be used to cover the 2020 budget gap and Hedlund stated that he would like to see the 2019 contingency carried over to 2020. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 20-R15** a resolution approving the assigned fund balance for the Parks Committee donations account as of December 31, 2019

Motion by Proksa to approve, second by Halverson. Finance Hall Director stated that this is bookkeeping for the end of the year and that an account correction needed to be made. Motion carried 5-0.

Discussion/Recommendation regarding approving an agreement with Automated Parking Technologies to provide Parking Kiosk Maintenance Service for 2020 in an amount not to exceed \$62,900

Motion by Halverson to approve, second by Skates. City Administrator Nord stated that the new kiosks have been ordered but they do need to be installed. He added that the hourly amount for any repairs or troubleshooting is very expensive and based on the number of calls in 2019 this contract approval is well worth it. Hall stated that this will be beneficial with the possible parking rate change. Nord added that the company did not offer any kind of contract proration. Flower expressed concerns with renewing the contract and felt that the new kiosks should be installed right away. Motion carried 4-0, with Hedlund abstaining.

Discussion/Recommendation regarding updating the City of Lake Geneva Policy & Application regarding Issuance of Regular and Reserve Intoxicating Liquor Licenses

Clerk Kropf reviewed the changes that she had made within the Liquor License Issuance policy. She noted that the most significant change to the policy included that an applicant can only apply once for a license in a one-year time frame and

that in the event a license was surrendered the City would publish a Class I notice in the paper, notifying that a license was available. Committee discussion included that the policy changes were favored other than a notice being published. Motion by Skates to approve with the publication language removed and refer to Council for consideration, second by Proksa. Motion carried 5-0.

Discussion/Update regarding Final Draw on 2017 Line of Credit

City Administrator Nord stated that the City is coming up on its final year to draw on a previously approved line of credit. This draw will come to about \$2.7M and the deadline to draw in May 1, 2020 and funds will be used for capital projects. No action taken.

Presentation of Accounts

Prepaid Bills in the amount of \$2,513,994.60

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

Regular Bills in the amount of \$ 149,751.98

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

Adjournment

Motion by Halverson to adjourn, second by Proksa. Motion carried 5-0. The meeting adjourned at 6:24 p.m.