

**FINANCE, LICENSE & REGULATION COMMITTEE MINUTES**  
**TUESDAY, MAY 8, 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 was called to order by Chairperson Howell at 6:11 p.m.

Roll Call: Clerk Kropf called the roll and noted that Alderpersons Howell, Hedlund, Proksa, and Halverson were present with Skates being absent and excused. Others present included City Administrator Oborn, Clerk Kropf, and Finance Director Hall.

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

Dana Trilla; Spoke in favor of the Flat Iron Tap receiving their Sidewalk Café Permit.

Brad Routing; Spoke in favor of the approval of the temporary liquor license to be used for the Girls Night Out Event.

Approve the Regular Finance, License and Regulation Committee Meeting minutes of April 17, 2018, as prepared and distributed

Motion by Hedlund to approve, second by Halverson. Motion carried 4-0.

**Licenses & Permits**

2018-2019 Operator (Bartender) License applications filed by various applicants listed in packet

Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 4-0

Temporary Class “B”/ “Class B” Retailer’s License Application made by Lake Geneva Fresh Air Association (Holiday Home Camp) for the event of Girls Night Out to be held on June 15, 2018 at 214 Broad St, Lake Geneva, WI

Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 4-0.

Temporary Operator License Application made by Karin Bennett to be used at the event Girls Night Out to be held on June 15, 2018 at 214 Broad St, Lake Geneva, WI

Motion by Halverson to approve, second by Hedlund. No discussion. Motion carried 4-0.

Street Use Permit Application made by the American Lung Association for the event of Fight for Air Ride to be held June 9, 2018

Clerk Kropf explained the event to the committee and noted that they were not looking to shut down any streets in the City. She added that the ride would be sending groups of three to five riders out at a time, so not all cyclists would be in the same place all of the time.

Motion by Halverson to approve, second by Proksa. Motion carried 4-0.

Park Reservation Permit Application made by the SC Walworth Soccer Club for the event of SCW Walworth Tryouts to be held on June 11, 2018 and June 18, 2018 at the two soccer fields on the north side of Veterans Park (YMCA representatives confirmed the availability of fields for the two dates)

Clerk Kropf explained that this request was just for the two tryout dates, not the actual event itself.

Motion by Proksa to approve, second by Halverson. Motion carried 4-0.

Fireworks Permit Application made by Spielbauer Fireworks Co for an event in conjunction with the Riviera Ballroom to be held on May 19, 2018 at 9pm; fireworks display to be launched from a boat within the Geneva Lake (Application

currently under review by Police Chief Rasmussen, Fire Chief Peters, Fire Captain Detkowski, and the GLLEA; license approval contingent upon favorable review from all staff and agencies)

Clerk Kropf explained the event and noted that the Fire Department had signed off on the permit and had reviewed the materials that would be used. She asked that this be approved contingent upon approval from the Police Chief and the GLLEA.

Motion by Hedlund to refer to Council without a recommendation, second by Halverson. Motion carried 4-0

Initial Sidewalk Café Permit with Alcohol Application and Alcohol License Premises Extension Application made by Linda Chirouis on behalf of Hogs & Kisses to be used at 149 Broad St, Lake Geneva, WI

Clerk Kropf explained that this was the initial Sidewalk Café Permit along with the premises extension request to include that area. She further added that the permit had been approved by the entities that needed to, but that the Zoning & Code Enforcement Department did not approve of the layout. She noted that the Zoning & Code Enforcement Department did not have the authority to sign off on the initial license, but is responsible for the enforcement of the code attached to the sidewalk café permits.

Motion by Hedlund to approve, second by Proksa. Motion carried 4-0.

Initial Sidewalk Café Permit with Alcohol Application and Alcohol License Premises Extension Application made by Dana Trilla on behalf of Flat Iron Tap to be used at 150 Center St, Lake Geneva, WI (Approval contingent upon favorable review from the City of Lake Geneva Public Works Director)

Motion by Halverson to approve contingent on approval from Public Works Director Earle, second by Hedlund. No discussion. Motion carried 4-0.

Beach Reservation Permit Application made by Ice Castles LLC for the period of October 2018 through April 2019 (Open to the Public December 2018 through February 2019) to display an Ice Castle at Riviera Beach or Seminary Park (Piers, Harbors, and Lakefronts approved the use of Riviera Beach for the display on April 18, 2018 and Park Board Commissioners approved the use of Seminary Park for the display on April 25, 2018; \$20,000 for fees and cost of staff time to be paid by the Tourism Commission)

City Administrator Oborn explained that this item had been reviewed by both the Piers & Harbors Committee and the Park Board. He added that both locations had been approved by the different entities and would like to leave the event location open and then later choose based on the needs and findings of the company that will be building the castle. He also noted that the Tourism Commission will be paying the City for the cost of the ice castle, approximately \$20,000. It was noted that the City would be donating \$5,000 of utilities as well.

Motion by Hedlund to approve contingent upon favorable review by the City Attorney, second by Halverson. Motion carried 4-0.

Park Reservation Permit Application made by Buffalo Grove High School for the event of a Cheerleading Camp to be held June 13, 2018 through June 15, 2018 in Flat Iron Park (Park Board Commission recommended approval at April 25, 2018 meeting)

Motion by Hedlund to approve, second by Proksa. Committee discussion included that this permit is applied for every year and there are no issues to report. Motion carried 4-0.

Park Reservation Permit Application made by Kevin Hoff for the event of Hoff Wedding Party Picnic to be held on July 4, 2018 from 10am through 10pm at the Sam Donian Wetland Park (Park Board Commission recommended approval at April 25, 2018 meeting)

Clerk Kropf noted that this request is for a wedding rehearsal dinner to take place on the 4<sup>th</sup> of July. She added that the applicants know that they are not allowed to have alcohol in the park per City ordinance.

Motion by Halverson to approve, second by Proksa. Motion carried 4-0.

## **Recommendations from the May 8, 2018 Personnel Committee meeting**

Discussion/Recommendation on Employee Health Benefits costs and programs including:

Claims Paid 6 Month Rolling Average

City Administrator Oborn reviewed the City's current numbers for the six month rolling average. No action taken.

Discussion/Recommendation City of Lake Geneva Employee Handbook change in Section 603 for Overtime pay when working on Saturdays and Sundays (Requested by Public Works Committee and Utilities Commission)- page 46 of Employee Handbook

Proksa noted that this was discussed at length in the Personnel Committee meeting and that discussion concluded adding in language to identify that this change would only apply to full time employees. Hedlund expressed that this shouldn't happen, but that the City should hire part time workers to satisfy the requirement to work on Saturdays and Sundays. He feels this option would be cheaper for the City in the long run.

Motion by Hedlund to approve with the addition of language indicating full time employees, second by Halverson. Motion carried 4-0.

Discussion/Recommendation of **Resolution 18-R35** Designating Insurance Proceeds on damaged Veterans Park Playground Equipment to fund 11 00-00-3441, Designated Fund Balance-Parks, in the amount of \$15,471.00

Finance Director Hall explained that this item is in regards to the allocation of funds paid by the insurance company for some vandalism that occurred at Veterans Park. She noted that this was not discovered until after the annual audit was completed. This money would be moved to the parks account for the future purchase of playground equipment.

Motion by Hedlund to approve, second by Halverson. Motion carried 4-0.

Discussion/Recommendation of **Resolution 18-R36** a resolution to write off delinquent personal property taxes deemed uncollectable from the years 2011 through 2015 in the amount of \$2,783.52

Finance Director Hall explained that this resolution would allow the City to write off delinquent personal property taxes that have been deemed uncollectable. These debts have been paid to the City for their portion.

Motion by Halverson to approve, second by Proksa. Motion carried 4-0.

Discussion regarding establishment of criteria and creation of a Reserve Liquor License Issuance Policy

Clerk Kropf addressed the Committee in regards to the creation of a reserve liquor license issuance policy. She noted that she received polices from other municipalities and crafted a memo of her findings. She noted that other municipalities' policies addressed things such as is the applicant licensing a restaurant, is this a new or existing building, what is the current tax base of the property, target demographic, proximity to other licensed establishments, availability of parking, impact of neighborhood, and a business plan. She added that this item was simply for discussion and that the committee did not need to take action on anything at this time. She did, however, add that although the committee would need to take time to discuss what they wanted in a policy they would need to move rather quickly as there are currently applicants waiting for this license.

The committee directed City Clerk Kropf and City Administrator Oborn to work together to draft a policy and to develop a scoring system for businesses to be evaluated on. No action taken.

Discussion/Recommendation on Glen Fern Construction Payment Request No. 3 for \$53,773.67 for Visitors Center Project from Capital Projects

Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 4-0.

**Presentation of Accounts**

Purchase Orders

None

Prepaid Bills in the amount of \$29,415.06

Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 4-0.

Regular Bills in the amount of \$285,344.90

Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 4-0.

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: Jim Flower, Code Enforcement Officer / Assistant Building Inspector

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

The committee did not make a motion to go into closed session.

Motion by Hedlund to continue this item to the next meeting, second by Halverson. Motion carried 4-0.

Adjournment

Motion by Halverson to adjourn the May 8, 2018 meeting of the Finance, License and Regulation Committee meeting, second by Hedlund. Motion carried 4-0. The meeting adjourned at 7:10 p.m.

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