

FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
TUESDAY, NOVEMBER 19, 2019 – 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 was called to Order by Chairperson Howell at 6:00 p.m.

Roll Call

Present: Howell, Halverson, Proksa, and Skates

Absent: Hedlund

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 November 5, 2019, as prepared and distributed

Motion by Skates to approve the minutes of the November 5, 2019 Finance, Licensing, and Regulation meeting, second by Halverson. Motion carried 4-0.

Licenses & Permits

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

Motion by Skates to approve, second by Proksa. No discussion. Motion carried 4-0.

Discussion/Recommendation regarding an Application for a Temporary Premises Extension Application filed by Harborshores Hotel- Gino's East to be used on Saturday, February 1, 2020 for a Winterfest Food & Beverage Tent to be located off the sidewalk in the parking lot located at 300 Wrigley Drive

Motion by Howell to approve, second by Skates. No discussion. Motion carried 4-0.

Discussion/Recommendation regarding a Public Assembly Permit application filed by Knockerball Southern Lake LLC to reserve Flat Iron Park for every Saturday and Sunday from May 30, 2020 through September 1, 2020 to conduct Knockerball in the Park

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

Discussion/Recommendation approving the City of Lake Geneva Engagement Letter with Clifton Larson Allen to provide 2019-year end auditing services

Finance Director Hall noted that she has not received the letter from the manager and is asking that this be tabled until the next meeting.

Motion by Skates to table until the next meeting, second by Halverson. Motion carried 4-0.

Discussion/Recommendation regarding **Resolution 19-R73** adopting a 2019 budget amendment authorizing the transfer of funds from the General Fund to the Equipment Replacement Fund and approving the use of existing Equipment Replacement Funds for the replacement of a fire vehicle

Motion by Skates to approve, second by Proksa. Fire Chief Peters explained that their previous interceptor vehicle had been involved in a crash this past summer and is looking to replace it. He added that some money had been received from the insurance company, some would come from the 2% fire dues, some from EMS Act 102 funds, and then the balance would be covered by equipment replacement funds. Finance Director Hall noted that the total amount to be used from the equipment replacement fund is \$13,258.42. Motion carried 4-0.

Discussion/Recommendation regarding Contract Change Order #1 for Payne and Dolan for the 2019 Street Improvement Project in the amount of \$10,391.03

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

Discussion/Recommendation regarding amending the City of Lake Geneva Employee Handbook related to Personal Time Off (PTO) pay off rates

Finance Director Hall noted that the employee handbook currently states that if you carry over any PTO that carried over PTO will be paid at your previous year rate. Hall added that by doing this, employees will not be paid their full salary. The library and the police get their carried over PTO at their current rate and it is difficult track.

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

Discussion/Recommendation regarding approval of the Riviera Event and Wedding Cancellation Policies

Motion by Proksa to approve, second by Halverson. City Administrator Nord stated that this would give the Riviera Events Coordinator the ability to charge a higher rate for any cancellations. He added that this will deter people from holding the Riviera, finding something else, and then canceling last minute. Motion carried 4-0.

Discussion regarding October Treasurer's Report and Budget versus Actual Report

Finance Director Hall reviewed the October Treasurer's Report and Budget versus Actual report. No action taken.

Presentation of Accounts

Prepaid Bills in the amount of \$173,359.24

Motion by Skates to approve, second by Proksa. Finance Director Hall noted that the payment to WPS is a down payment for the City to enroll for health insurance. Motion carried 4-0.

Regular Bills in the amount of \$141,397.63

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

Adjournment

Motion by Proksa to adjourn second by Halverson. Motion carried 4-0. The meeting adjourned at 6:20 p.m.