

FINANCE, LICENSE & REGULATION COMMITTEE MINUTES
TUESDAY, OCTOBER 2, 2018 – 6:00 PM
CITY HALL, CONFERENCE ROOM 2A

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

Chairperson Howell called the meeting to order at 6:09 p.m.

Roll Call:

Clerk Kropf called the roll and noted that Howell, Proksa, Skates, Halverson, and Hedlund were present.

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

Charlie Lorenzi, of the Tourism Commission; Spoke in favor of the approval of the Events Coordinator Position and the benefits that this positions will bring to the City of Lake Geneva.

Approve the Regular Finance, License and Regulation Committee Meeting minutes of September 18, 2018, as prepared and distributed

Motion by Proksa to approve, second by Skates. 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 of an Event Permit Application filed by Club Scoot Jockeys/Vespa Club of America/Midwest Action Cycle for the event of Amerivespa to be held on June 19, 2019 through June 23, 2019 at Flat Iron Park, Brunk Pavilion, and Wrigley Drive (Approved by the Board of Park Commissioners on August 22, 2018 and tabled by the Finance, Licensing, and Regulation Committee on September 4, 2018)

The Committee discussed that they needed more information about the event and how the street closure will be handled.

Motion by Skates to continue to a future meeting once more information is obtained, second by Howell. Motion carried 5-0.

Discussion/Recommendation of a Parking Stall Reservation Application filed by Lana Kropf, City Clerk, for the event of the November 6, 2018 Fall General Election (Applicant is requesting waiver of all fees)

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

Discussion/Recommendation regarding the City of Lake Geneva Property, Liability and Worker's Compensation Insurance Renewal for 2019

Interim City Administrator Berner introduced this item to the committee. He noted that our Insurance contact, Paul Lessla was available to answer any questions.

Motion by Proksa to suspend the rules to allow Mr. Lessla to address the committee, second by Halverson.

Lessla addressed the committee and noted that the premium amount had increased fairly significantly. This was due to the appraisal amount being increased by approximately \$17 million. He could not locate any records of when the last appraisal would have been completed. He also suggested that the Committee look at renewing the policy with a \$5,000 deductible instead of continuing the deductible at \$1,000.

Motion by Proksa to approve the renewal of the insurance with the \$5,000 deductible, second by Skates. Motion carried 5-0.

Discussion/Recommendation regarding replacement of Oak Hill Cemetery Office furnace

Clerk Kropf explained that this item was coming from the Public Works Director. She added that to get this old furnace fixed, it costs approximately \$650 per service call however, the replacement cost would be approximately \$2,000. Finance Director Hall explained that this would be paid from the Capital Outlay account.

Motion by Skates to approve the replacement to be paid from the Capital Outlay account, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation to approve a payment to Vast Data Concepts, LLC d/b/a WebCemeteries.com in the amount of \$3,397.04 for data entry work completed for digitalization of records for Oak Hill Cemetery (Cemetery Board approved on September 19, 2018)

Finance Director Hall addressed the committee regarding this outstanding invoice from WebCemeteries. She noted that this company was the first one to work on the Cemetery document digitalization project. They had completed their work late 2017 or early 2018 and the former City Administrator had signed off on it. This was still outstanding and that the company had completed their work and was still waiting for payment.

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

Discussion/Recommendation regarding **Resolution 18-R64** a resolution establishing elected officials' salaries for 2019

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

Discussion/Recommendation regarding the Capital Improvement Fund deficit

Hedlund stated that he is not in favor of borrowing to close the deficit. Finance Director Hall stated that there is a healthy general fund surplus and that those monies should be used per the City's fund balance policy.

Motion by Hedlund to approve moving \$800,000 from the general fund to the capital improvement fund, second by Skates. Motion carried 5-0.

Discussion/Recommendation regarding Financing options for Riviera Restoration/Renovation Project

Interim City Administrator Berner explained that the current Riviera project will need to be completed and the City needs to identify how that will be paid for. He suggested that the City transfer \$50,000 from the Lakefront Fund to the Capital Improvement Fund for those identified expenditures.

Motion by Skates to transfer \$50,000 from the Lakefront Fund as discussed, second by Halverson. Motion carried 5-0.

Discussion/Review of Assessment Services Proposals

Clerk Kropf explained that the City's current assessment service contract will be expiring at the end of 2018. She added that the City did send out RFPs and two proposals were returned; one from Accurate (our current firm) and one from Associated. She asked that the committee read the proposals and review for further discussion at the next meeting. No action taken.

Discussion/Recommendation regarding Tourism Commission Event Coordinator Employment Contract

Motion by Hedlund to approve the contract for this independent contractor for the Tourism Commission, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 18-R65** a Resolution to consider Inclusion Under the Wisconsin Public Employers' Group Health Insurance Program (A non-binding resolution indicating the City's intent to further review this potential health benefit option)

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

Discussion/Recommendation regarding a Trial Service Agreement with Total Parking Solutions, INC for the trial testing of a new parking kiosk

Parking Manager Mullally addressed the committee regarding the proposed trial agreement. She added that this would be a free trial to look at newer technologies for the parking kiosks. The new kiosks would have a touch screen and she would like to run the trial when the parking service is shut down for the season. From there she could see how it works

with the current parking management software, parking staff, and the general public. The City will have this free trial for 120 days and the main kiosk will be placed in front of Potbelly's on Main Street.

Motion by Skates to approve and recommend to Council, second by Proksa. Motion carried 5-0.

Presentation of Accounts

Purchase Orders

None

Prepaid Bills in the amount of \$36,901.61

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

Regular Bills in the amount of \$160,237.32

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

Adjournment

Motion by Skates to adjourn, second by Halverson. Motion carried 5-0. The October 2, 2018 meeting of the Finance, License, and Regulation Committee adjourned at 7:16 p.m.

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