

FINANCE, LICENSE & REGULATION COMMITTEE MINUTES
TUESDAY, SEPTEMBER 18, 2018 – 5:30 PM
CITY HALL, POLICE TRAINING ROOM

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

Chairperson Howell called the meeting to order at 5:30 p.m.

Roll Call:

Clerk Kropf called the roll and noted that all five members of the Finance Committee were present. Others in attendance included: Interim City Administrator Berne, Finance Director Hall and City 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 September 4, 2018, as prepared and distributed

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

Discussion/Recommendation of a Temporary Class “B”/ “Class B” Retailer’s License Application filed by the Club Scoot Jockeys of Midwest Action Cycle for the event of Skootoberfest to take place on October 6, 2018 from 10:00 a.m. to 7:00 p.m. in Cobb Park

Motion by Proksa to approve, second by Skates. Hedlund inquired if the group was legally qualified for this type of license. Clerk Kropf added that since the group is a bonafide club, they are eligible for this type of license. Motion carried 5-0.

Discussion/Recommendation to approve Pay Request #4 to Sonrise Construction in the amount of \$4,000 for work completed on the White River Disc Golf Pedestrian Bridge Replacement Project

Motion by Skates to approve, second by Hedlund. Committee discussion encompassed what the extra payment was for as this particular project’s scope has been amended numerous times. The Committee asked that Public Works Director Earle attend the Council meeting to explain further. Motion carried 5-0.

Discussion/Recommendation to approve invoice #1773 to Ellena Engineering Consultants, LLC in the amount of \$750 for additional construction management engineering services for work completed on the White River Disc Golf Pedestrian Bridge Replacement Project

Motion by Hedlund to approve, second by Proksa. Skates indicated that this engineering work for the bridge had been approved by the Public Works Committee and now we are just paying the bill. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 18-R62** a resolution establishing a policy for Capital Projects

Motion by Hedlund to approve, second by Proksa. Interim City Administrator Berner explained that his resolution would outline what would be considered a Capital Project within the City’s budget. He noted that currently, there are several projects and items included in this fund that do not belong. This policy would only allow items/projects to be included if they are \$5,000 or more. Motion carried 5-0.

Discussion/Recommendation regarding the Capital Improvement Fund deficit

Finance Director Hall addressed the committee regarding the City's deficit to the Capital Improvement Fund. She noted that it was previously approved to borrow for various City projects. However given the General Fund has a healthy surplus, she inquired if the money should be borrowed or taken from the General Fund. Hall added that the total amount of the deficit was approximately \$500,000. Halverson expressed that this should be discussed further and would like to carry it over to the next meeting.

Motion by Skates to continue until the next Finance, Licensing, and Regulation Committee meeting, second by Halverson. Motion carried 5-0.

Discussion/Recommendation regarding a Riviera Concourse Shop Lease (Space D) transfer from Vivian Smith to Sol Kaniuk

Interim City Administrator Berner noted that this request had come to him. He identified that Vivian Smith had sold her business to Sol Kaniuk, which also included the transfer of the Riviera space from her to him. Berner added that he had conferred with Attorney Draper and that the City needs to approve the transfer per the terms of the lease. He also added that this matter would only need to go to Finance and the Council; That Piers and Harbors did not need to be included.

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

Presentation of Accounts

Purchase Orders

None

Prepaid Bills in the amount of \$26,427.43

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

Regular Bills in the amount of \$75,798.04

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

Adjournment

Motion by Hedlund to adjourn, second by Proksa. Motion carried 5-0. The Finance, Licensing, and Regulation Committee adjourned at 5:51 p.m.

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