

**FINANCE, LICENSE & REGULATION COMMITTEE MINUTES**  
**TUESDAY, SEPTEMBER 4, 2018 – 6:00 PM**  
**CITY HALL, MEETING 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 6:00 p.m.

**Roll Call**

Clerk Kropf called the roll and noted that five alderpersons were present. She added that others present included: Mayor Hartz, Alderperson Flower, Interim City Administrator Berner, 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**

Charlene Klein 817 Wisconsin St; Spoke in regards to the payment to Gage Marine and would like clarification to the amount.

Mary Jo Fesenmaier; 1085 S Lakeshore Dr; Spoke in regards to Gage Marine and spoke to the City Administrator's authority to approve certain bills and work done. She also spoke in favor of moving the Finance meeting to occur on the same days as the Council meetings.

**Approve the Regular Finance, License and Regulation Committee Meeting minutes of August 21, 2018, as prepared and distributed**

Motion by Skates to approve the minutes of the August 21, 2018 Finance, License, and Regulation Committee meeting, 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 Hedlund. 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)**

Motion by Proksa to approve, second by Skates.

Motion by Skates to suspend the rules to allow Sherm Lindsey to address the Committee, second by Halverson. Motion carried 5-0.

Sherm Lindsey addressed the Committee and noted that Wrigley Drive would only be closed on June 21, 2019 and June 22, 2019. He also added that this event would mirror the one that occurred in 2012 and that the street closure came as a request of the Police Chief. Hedlund noted that there is no mention of bagging meters within the application and wondered if the club would pay for those fees as the meters will not be generating money as the street will be closed. He also inquired about why the Brunk Pavilion is being rented at a rate for a resident and if they will be applying separately for the banner display.

Original motion failed 0-5, with all committee members voting no.

Motion by Skates to continue to the next meeting to discuss further the need for bagging meters on Wrigley Drive, barricades, and discussion on closing Wrigley Drive, second by Halverson. Motion carried 5-0.

**Discussion/Recommendation of an Event Permit Application filed by the Club Scoot Jockeys for the event of Skootoberfest 10 to be held on October 6, 2018 at Cobb Park during the hours of 11:00 a.m. to 8:00 p.m. (Approved by the Board of Park Commissioners on August 22, 2018)**

Motion by Proksa to approve, second by Skates. Clerk Kropf added the application did indicate alcohol, and noted that the group would have to apply separately. The original application did state that Flat Iron Tap would be serving the alcohol; she indicated that the business couldn't do that as it is outside of their premise description. She noted that they

have turned in their application for that and it is in the process of being approved by the police department. Motion carried 5-0.

Discussion/Recommendation of a Park Reservation Permit filed by SCW Walworth/Ryan Dover for use of Veterans Park, North Side Soccer Fields to be used the following dates and times: Practices (5:00 to 7:30 PM): 8/14, 8/21, 8/28, 9/4, 9/11; and Games: 9/8 (3:00 PM), 9/16 (3:00 PM), 9/22 (10:00 AM) (June 25, 2018 Park Board Discussion-SCW Walworth Soccer: Motion Olsen/Straube to recommend approval of the use of Vets Park during the months of August and September 2018, (Tuesdays in August and Tuesdays and Saturdays in October) for SCW Walworth Soccer practice and games, contingent on permits being prepared and forwarded to City Council. Motion Carried. Mr. Dover to return next month with additional permits for the soccer season; Approved by the Board of Park Commissioners on August 22, 2018)

Motion by Skates to approve, second by Proksa. Skates indicated that this event is filling the gap for a program that doesn't essentially exist. Flower would like to see the Park Board review the applications relative to fees, as this event generated the need to purchase the new soccer goals. Motion carried 5-0.

Discussion/Recommendation of a Park Reservation Permit filed by Brittany Speckman for use of Flat Iron Park and Brunk Pavilion for the event of Speckman/Israil Wedding to be held on July 27, 2019 from 1:30 p.m. to 3:30 p.m. (Approved by the Board of Park Commissioners on August 22, 2018)

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 Lake Geneva Rotary Club to be used at the event of Oktoberfest on October 6, 2018 and October 7, 2018 at the 200 block of Broad St. and Geneva St.

Motion by Howell to approve, second by Skates. Clerk Kropf noted that the BID who is hosting the event had to find a non-profit or bona fide club as the BID is not eligible to apply for such licenses. Motion carried 5-0.

Discussion/Recommendation to approve a payment to Gage Marine in the amount of \$29,831.37 as part of the 2016-2018 Pier Maintenance Contract

Motion by Proksa to approve, second by Skates. Karen explained the charges that were being invoiced by Gage Marine. She explained that the work is completed in the spring and fall and the invoices are split. She added that the former City Administrator had approved the additional work via email without taking it to committee or council. She added that she contacted Gage Marine and indicated that their invoices needed to be more detailed and need to match the estimates provided. Motion carried 5-0.

Discussion/Recommendation regarding the purchase of four new soccer goals with nets, removable lever lifting wheels, and caster wheel dolly kit in an amount not to exceed \$7,235.00; funding to be paid from the Park Fund

Motion by Hedlund to approve, second by Skates. Finance Director Hall noted that there is approximately \$50,000 in the park fund, which will cover the expense. Motion carried 5-0.

Discussion/Recommendation of Ordinance 18-08 amending subsection (1)(a) meeting of Section 2-249, Finance, Licensing, and Regulation Committee, Generally of Article II City Council of Chapter 2, Administration of the Municipal Code of the City of Lake Geneva; Relating to the days and times of meetings for the Finance, Licensing, and Regulation Committee

Motion by Skates to approve, second by Halverson. Clerk Kropf stated that the only change made to the ordinance was to hold the meetings on the second and fourth Mondays of the month before the Council meetings. Motion carried 4-1, with Hedlund voting no.

Discussion/Recommendation to schedule a Joint Meeting of the Personnel Committee and the Finance, Licensing, and Regulation Committee for September 18, 2018 at 6:00 p.m.

Motion by Skates to approve, second by Proksa. Committee discussion included the joint committee's appointing a chairperson to run the meeting. Motion carried 5-0.

Discussion/Recommendation of Resolution 18-R61 a resolution establishing a Fund Balance Policy for the City of Lake Geneva

Finance Director Hall noted that the City's current fund balance policy is one line contained within a resolution. The City auditors recommended that the current policy be rescinded and a new, more comprehensive policy be adopted.

Hall added that this policy would follow the GASB guidelines more closely and that having this policy would give the City more flexibility to spend money in an undesignated fund at year end.  
Motion by Hedlund to approve, second by Skates. Motion carried 5-0.

#### Discussion/Recommendation regarding the definition of capital projects

Interim City Administrator Berner explained that when he interviewed, he shared how he has implemented the use of a capital improvement project plan. He added that a capital project should be identified as, "project should be new construction, expansion, renovation, or a replacement project for an existing facility or facilities. The project must have a total cost of at least \$5,000 and have a useful life of more than one year. Project costs can include the cost of land, engineering, architectural planning, and contract services needed to complete the project."

He then outlined what would be considered and placed in the equipment replacement fund. Those were identified as, "equipment replacement fund and capital outlay should be a total cost of at least \$5,000 with a useful life of at least 1 year to include: major equipment and facilities such as HVAC equipment and controls, computer hardware and software, trucks, vehicles, and lawn mowers."

Flower indicated that she had questions as to why certain things were included in the capital projects budget and she would like to see a guideline outlining what purchases get applied to certain funds. Skates noted that the City should have someone come in to evaluate the condition of the City owned buildings so that their maintenance be added to the capital as well.

Motion by Howell to continue for further discussion at the next Finance, License, and Regulation meeting to be held on Tuesday, September 18, 2018 at 5:30 p.m., second by Skates. Motion carried 5-0.

#### **Presentation of Accounts**

##### Purchase Orders

None

##### Prepaid Bills in the amount of \$82,148.81

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

##### Regular Bills in the amount of \$79,756.38

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

##### 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:

-Assistant City Clerk

Motion by Halverson to convene the Finance, License, and Regulation Committee in closed session, second by Skates. Closed session to include Alderperson Flower, Mayor Hartz, Interim City Administrator Berner, Finance Director Hall, and City Clerk Kropf. Motion carried on a roll call vote. The committee convened into closed session at 7:09 p.m.

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

Motion by Howell to reconvene the committee in open session, second by Skates. Motion carried on a roll call vote 5-0. The committee reconvened into open session at 7:33 p.m.

Motion by Howell to proceed as discussed in closed session, second by Hedlund. Motion carried 5-0.

#### **Adjournment**

Motion by Hedlund to adjourn, second by Skates. Motion carried 5-0. The meeting of the Finance, License, and Regulation Committee adjourned at 7:34 p.m.

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