FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
TUESDAY, JANUARY 18, 2022 – 4:30 PM
CITY HALL, COUNCIL CHAMBERS

Committee Members: Chairperson Ken Howell, Alderpersons: Joan Yunker, Mary Jo Fesenmaier, John Halverson, and Rich Hedlund

Chairperson Howell called the meeting to order at 4:30 p.m.

Roll Call
Present: Howell, Fesenmaier, Hedlund, Yunker, and Halverson
Absent:

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
Kent Martzke; 1144 Rolling Ln; Spoke in favor of the Lake Geneva Boat Line lease and would be available for questions.

Approve the minutes of the January 4, 2022 Finance, Licensing, and Regulation Committee meeting as prepared and distributed
Motion by Yunker to approve, second by Hedlund. No discussion. Motion carried 5-0.

Licenses & Permits
NONE

Discussion/Recommendation regarding Change Order #5 filed by Selzer-Ornst Construction Co for the Library Renovation project in an amount not to exceed $20,277.00
Motion by Halverson to approve, second by Hedlund. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding a pay request filed by Hougan Environmental for work completed on the Library Renovation Project; 80% of contract work completed in an amount not to exceed $58,756.00
Motion by Halverson to approve, second by Yunker. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding possible publication of Delinquent Personal Property Tax Businesses
Howell noted that this was discussed at a prior meeting and the committee asked staff to identify the cost to publish. Finance Director Hall explained that the list included 2019 and 2020 delinquent taxes and it would cost around $55.00. Motion by Hedlund to direct staff to send a letter to the delinquent businesses indicating that they pay the back taxes within 30 days or a notice of their delinquent taxes will be published, second by Halverson. Motion carried 5-0.

Discussion/Recommendation regarding proposals received for Impact Study and Facility Needs Assessment RFP
City Administrator Nord stated that the City had received four proposals and he recommended the Ruekert Mielke firm from Madison; they were the lowest amount bid as well. Hall added that there is money in the budget but that it is not enough to cover the lowest bid. Hedlund stated that this necessary and it needs to be updated.
Motion by Hedlund to approve the proposal of Ruekert Mielke with additional unbudgeted funds to come from the contingency fund, second by Yunker. Motion carried on a roll call vote 5-0.

Discussion/Recommendation regarding the Civil Engineering Service Draft RFP
City Administrator Nord stated that this in its draft form for review currently. Flower asked for certain service areas to be added such as: special assessment and asset management. Flower did ask that this be advertised as a RFQ to start the process. Nord asked that there be a meeting with the pertinent Leadership Team Staff including Alderperson Flower.

Motion by Howell to continue to the February 1, 2022 meeting, no second was offered. Motion failed for a lack of second.

Flower recommended that the page count be limited and possibly limiting the number of firms contacted for qualifications. She added that it may be helpful as many committees and the Council will need to vet the qualifications received.

Motion by Fesenmaier to the Council to include Alderperson Flower's recommendations, second by Halverson. Fesenmaier would like the Council to discuss possible limiting the number of firms to contact. Motion carried 5-0.

Discussion/Recommendation regarding Lake Geneva Boat Line lease
Yunker stated that there had been several changes that needed to be added.
Motion by Hedlund to allow Kent Martzke to address the committee, second by Howell. Motion carried 5-0.
Martzke stated that he had not reviewed the amended contract since the changes had been made.
Motion by Fesenmaier to refer to the Council without recommendation, second by Howell.
Flower stated that she didn't agree with the allowance of subleasing and the collection of parking fees. Motion carried 5-0.

Discussion/Recommendation regarding use of Viply and Park Mobile Apps for boat launch fees
Motion by Howell to approve, second by Hedlund. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding cashless beach admission requiring use of credit card or Viply App
Motion by Yunker to approve, second by Halverson. Howell stated that he is favor of this, but still has reservations about going cashless. Motion carried 5-0.

Discussion/Recommendation regarding procedures for timelines, agendas, supporting documents for packet, and referrals/recommendations from committees for consistent, clear, and transparent communication for the elected leaders, staff, and community
Fesenmaier stated that the current policies for how agendas are crafted, need to apply to all of the committees, commissions, and boards. She cited issues with packet materials either being provided too late or not at all. Clerk Kropf stated that the current policies would well, but that any amendment would not apply to the Planning Commission, Library Board, Police & Fire Commission, and the Utility Commission.
Motion by Fesenmaier direct to staff to draft a policy, second by Howell. Motion carried 5-0.

Discussion regarding the December Treasurer's Report and Budget versus Actual
Finance Director Hall reviewed the December Treasurer's Report and the budget versus actual report. No action taken.

Presentation of Accounts
Prepaid Bills in the amount of $ 57,359.08
Motion by Yunker to approve, second by Hedlund. No discussion. Motion carried 5-0.

Regular Bills in the amount of $122,490.45
Motion by Yunker to approve, second by Halverson. No discussion. Motion carried 5-0.

Adjournment
Motion by Halverson to adjourn, second by Yunker. Motion carried 5-0. The meeting adjourned at 5:11 p.m.