

FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
TUESDAY, FEBRUARY 1, 2022 – 4:30 PM
CITY HALL, COUNCIL CHAMBERS

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

CITY HALL WILL BE OPEN TO THE PUBLIC DURING ALL MEETINGS. THE CITY OF LAKE GENEVA IS HOLDING ALL MEETINGS VIRTUALLY AS WELL AS IN PERSON. IF YOU WISH TO LISTEN OR WATCH THE MEETING YOU MAY DO SO BY USING THE FOLLOWING:

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

Roll Call

Present: Howell, Fesenmaier, Hedlund, and Halverson

Absent: Yunker (excused)

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

Terry O'Neill; 954 George St; Spoke in regards to Ordinance 22-01 the residency of certain City employees/committee members.

Charlene Klein; 817 Wisconsin St; Spoke in regards to Ordinance 22-01 the residency of certain City employees/committee members.

Approve the minutes of the January 18, 2022 Finance, Licensing, and Regulation Committee meeting as prepared and distributed

Motion by Fesenmaier to approve, second by Hedlund. No discussion. Motion carried 4-0.

Licenses & Permits

Discussion/Recommendation regarding a Tier II Event Permit filed by The Lake Geneva Regional News for the event of the 2nd Annual Bacon Fest to be held May 14, 2022 and May 15, 2022 located in Flat Iron Park – Clerk Kropf

Motion by Halverson to approve, second by Hedlund.

Motion by Hedlund to allow the representative from the Regional News to address the committee, second by Halverson. Hedlund questioned if the parking fees were being waived. Ireland confirmed that the parking fees will not be waived.

Motion carried 4-0.

Discussion/Recommendation regarding a Temporary Class “B”/ “Class B” Retailer’s License filed by the Walworth County Food & Diaper Bank for the event of Bacon Fest to be held May 14, 2022 and May 15, 2022 located in Flat Iron Park– Clerk Kropf

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

Discussion/Recommendation regarding a Temporary Operator License filed by John Hughes for the event of Bacon fest to be held on May 14, 2022 and May 15, 2022 located in Flat Iron Park– Clerk Kropf

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

Discussion/Recommendation regarding **Resolution 22-R06** a resolution approving the assigned fund balance for the Avian Committee donations account as of December 31, 2021 -*Finance Director Hall*

Finance Director Hall stated that these are for the year end fund balances for the audit.

Motion by Hedlund to approve, second by Halverson. Fesenmaier thanked the Finance Director for the backup information to the resolutions. Motion carried 4-0.

Discussion/Recommendation regarding **Resolution 22-R07** a resolution approving the assigned fund balance for the Historic Preservation Committee donations account as of December 31, 2021 -*Finance Director Hall*

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

Discussion/Recommendation regarding **Resolution 22-R08** a resolution approving the assigned fund balance for the Parks Committee donations account as of December 31, 2021 -*Finance Director Hall*

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

Discussion/Recommendation regarding **Resolution 22-R09** a resolution approving the Pay Scale Grades and Pay Scales for Part-time Non-Represented employees effective January 1, 2022 -**Finance Director Hall**

Motion by Hedlund to approve, second by Fesenmaier. Finance Director Hall noted this is housekeeping. Two additional positions were approved in the budget and needed to be added to the resolutions. The Riviera Janitor position would be under the direction of the Public Works Department. This position would work most weekends and summer holidays. DPW Director Earle stated that the Administrative Assistant position would take over most of clerical work for the department. Motion carried 4-0.

Discussion/Recommendation regarding **Resolution 22-R10** a resolution approving the Pay Scale Grades and Pay Scales for Full-time Non-Represented employees effective January 1, 2022- **Finance Director Hall**

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

Discussion/Recommendation regarding **Resolution 22-R11** a resolution authorizing the amended 2022 Library Operating Budget as approved by the Library board- **Library Director Kornak**

Motion by Halverson to approve, second by Hedlund. Halverson stated that the Library is slated to be open in April. Kornak stated that construction should be done at the end of February, but that the Library will be closed for finishing touches and shelving. Kornak added that there is an interim children's staff, but that the job has not been posted for a permanent position. Motion carried.

Discussion/Recommendation regarding Pay Request #4 filed by Selzer-Ornst for work completed on the Library Renovation Project in an amount not to exceed \$66,509.98- **Library Director Kornak**

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

Discussion/Recommendation regarding Change Order #3 filed by Wolf Paving Co, Inc for a completion date extension for the 2021 Street Improvement Project- **DPW Director Earle**

Motion by Hedlund to approve, second by Halverson. DPW Director Earle stated that this was approved at the last Public Works meeting. Motion carried 4-0.

Discussion/Recommendation regarding Pay Request #3 filed by Wolf Paving Co, Inc for the 2021 Street Improvement project in an amount not to exceed \$175,751.50- **DPW Director Earle**

Motion by Hedlund to approve, second by Halverson. Finance Director Hall stated that once this is approved, the 2021 Street Improvement project will be over budget; this is due to the additional engineering needed for the project. City Engineer Rausch explained that the additional engineering was for the pedestrian signals that were added. Hall stated that the overage would be approximately \$26,000.00. Motion carried 4-0.

Discussion/Recommendation regarding the bid award for the 2022 Crack Filling & Sealing Project to Fahrner Asphalt- **DPW Director Earle**

Motion by Hedlund to approve, second by Halverson. Hedlund stated that Fahrner had the middle-cost bid, but that they would be completing all of roads listed in the bid specifications. Motion carried 4-0.

Discussion regarding ordinance change for Snow Removal on Pedestrian Paths- **DPW Director Earle**

Attorney Draper explained that there is not statutory authority for the City to impose such an ordinance. He added that these are public facilities and cannot be the responsibility of an adjacent home owner. Fesenmaier questioned if those paths could be changed to sidewalks and special assess the adjacent property owners. Earle clarified that the Park Board had indicated that they wanted shared-use paths to be cleared, not sidewalks. Draper added that there is current case law to forbid such an action. Earle stated that the DPW does clear some of the paths, but only based on the availability of staff.

Motion by Fesenmaier to refer to the Public Works Committee, second by Hedlund. Motion carried 4-0.

Discussion regarding ordinance change for Brush Collection- **DPW Director Earle**

Earle explained that the Public Works Committee had approved changing the ordinance to match the current practice.

Motion by Fesenmaier to continue, second by Halverson. Motion carried 4-0.

Discussion/Recommendation regarding approval of the Lexipol Agreement for use of Subscription Material- **City Administrator Nord**

Motion by Hedlund to approve, second by Howell. City Administrator Nord stated that the contract is within the packet for review. This will be an overhaul of the City's policies. Motion carried 4-0.

Discussion/Recommendation regarding an agreement with Innovation Design for Disc Golf Park Tee Markers to be paid for through advertisement/sponsorship - City Administrator Nord

Motion by Fesenmaier to continue, second by Halverson. Fesenmaier stated that she would like to see the minutes from the Park Board meeting where this was approved. Motion carried 4-0.

Discussion/Recommendation regarding renaming Four Season Nature Preserve to Mary Koutsky Four Seasons Nature Preserve- Alderperson Fesenmaier

Fesenmaier explained that the Park Board had approved this change. The reason for this change is in coordination of her work within the preserve.

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

Discussion/Recommendation regarding **Ordinance 22-01** an ordinance repealing Section 2-183, Residency Requirement, Division 6, Administrator, Article III, Officers and Employees, Chapter 2, Administration, of the City of Lake Geneva Municipal Code; as it relates to the residency requirement for the City of Lake Geneva City Administrator – Clerk Kropf

Attorney Draper stated that the state statute takes precedence and a City can only mandate residency for Police & Fire employees. It was confirmed that the City Administrator did move to the City for a time, but then moved away. He added that, even though his contract allowed a moving stipend, he was not paid any money to move.

Motion by Hedlund to approve, second by Halverson. Motion carried 4-0.

Presentation of Accounts

Prepaid Bills in the amount of \$2,153,992.79

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

Regular Bills in the amount of \$ 288,079.63

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

Adjournment

Motion by Hedlund to adjourn, second by Howell. Motion carried 4-0. The meeting adjourned at 5:10 p.m.