FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
TUESDAY, JULY 6, 2021 – 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, Hedlund, Halverson, Fesenmaier, and Yunker
Absent: None

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
Larry Kundert, 533 Center St; Spoke in favor of the additional funding for the Library Renovation project. He also spoke in favor of the free parking placards for church attendees.

Jill Rodriguez, 701 S Lake Shore Dr; Spoke in favor of the approval for the Rotary Club temporary retailer licenses. She also spoke in favor of the additional funding for the Library Renovation Project.

Soyna Tippins, N1524 Wildwood Rd; Spoke in favor of the free parking until noon on Sundays for church attendance.

Approve the minutes of the June 15, 2021 Finance, Licensing, and Regulation Committee meeting as prepared and distributed
Motion by Halverson to approve, second by Yunker. No discussion. Motion carried 5-0.

Licenses & Permits

Discussion/Recommendation regarding a Temporary Class "B"/ "Class B" Retailer's License filed by the Lake Geneva Rotary Club for use at the Riviera New Year's Eve Gala to be held December 31, 2021 at the Riviera, 812 Wrigley Drive
Motion by Howell to approve, second by Fesenmaier. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding a Temporary Operator License filed by Jill Rodriguez for the event of Riviera New Year's Eve Gala to be held December 31, 2021 at the Riviera Ballroom, 812 Wrigley Drive
Motion by Yunker to approve, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding a Temporary Operator License filed by Jill Rodriguez for the event of String of Pearls Gala to be held August 28, 2021 at the Riviera Ballroom, 812 Wrigley Drive
Motion by Yunker to approve, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding a Renewal Sidewalk Café Permit Application filed by Heart & Sol Café d/b/a Heart & Sol Café located at 264 Center Street
Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding an Original Sidewalk Café Application filed by D & D Restaurant Group d/b/a Flat Iron Tap located at 150 Center Street
Motion by Yunker to approve, second by Howell. City Administrator Nord stated that the applicant is looking to renew their existing sidewalk café and to seek approval for additional seating located on the south side of the building. He added that City staff has reviewed the request with no objections and that the deck proposed to be built would need a permit from the Building & Zoning Department. City Clerk Kropf noted that it had been originally turned in as a renewal, but since that time it had been amended to include the seats on the south side. Due to that change to the site plan, it has been addressed as on original permit. Hedlund and Fesenmaier stated that there were no issues with the renewal of the current sidewalk café permit, but that there would need to be lease drafted to address the seating on the south side of the building. Nord added that the Building and Zoning Administrator had reviewed the request and noted that this would not require any Plan Commission review.
Yunker withdrew the original motion and the seconder agreed.

Motion by Howell to send to Attorney Draper and the City Administrator to draft a lease for the seats located on the south side of the building, second by Halverson. Fesenmaier stated that the lease was not noticed on the agenda and felt it should be voted down.
Committee discussion included the need to approve the existing sidewalk café permit as a renewal and that the south side seating be reviewed by the City Attorney for the lease.

Motion by Howell to withdraw the motion and the seconder agreed.

Motion by Hedlund to approve the renewal of the Sidewalk café to include seating on Center Street, second by Yunker. Motion carried 5-0.

<u>Discussion/Recommendation regarding an Alcohol Premises Extension filed by D & D Restaurant Group d/b/a Flat Iron Tap located at 150 Center Street</u>
Motion by Hedlund to deny, second by Yunker. Hedlund stated that the lease would need to be drafted before this could be considered. Motion carried 5-0.

<u>Discussion/Recommendation regarding an Original Class "C" Wine License application filed by Lake Geneva Egg Harbor LLC a/b/a Egg Harbor Café, Agent, Adeline Buffa, located at 827 Main Street</u>
Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 5-0.

<u>Discussion/Recommendation regarding an Agent Change to Monica Pfeifer, filed by Maxwell Pub LLC d/b/a Maxwell Mansion, located at 304 S Wells Street</u>
Motion by Yunker to approve, second by Halverson. No discussion. Motion carried 5-0.

<u>Discussion/Recommendation regarding Temporary Operator Licenses for the event of Venetian Festival filed by: Eric Akuetteh, Tyler August, Douglas Bartz, Joe Chambers III, Brian Holt, Bryan Iwicki, Franklyn Lasch, Ryan Lasch, Nathan Love, Brian Monahan, Nicholas Ponsonby, Travis Ross, Joshua Spiegelhoff, Michael Springer JR, Ryan Stelzer, and Christopher Zegarra</u>
Motion by Fesenmaier to approve for the dates of August 18, 2021 through August 22, 2021, second by Hedlund. No discussion. Motion carried 5-0.

<u>Discussion/Recommendation regarding **Resolution 21-R51** a resolution authorizing the write off of 2019 delinquent personal property taxes in the amount of $718.93 deemed uncollectible</u>
Finance Director Hall explained that these are personal property tax bills that are deemed uncollectible and needed to be written off.
Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 5-0.

<u>Discussion/Recommendation regarding proposed policy for remote attendance and recording of City meetings</u>
Fesenmaier noted that this item had come from the emergency proclamation and how this needs to be addressed in the future.

Motion by Halverson to approve, second by Howell. Hedlund expressed issues with the elected officials using remote attendance outside of being vacation or being ill. He felt that elected officials should be physically present for the committee and council meetings. Fesenmaier stated that there needs to be considerations made on how officials, staff and applicants can participate remotely for the various meetings.

Motion by Howell to direct the City Administrator to review and draft a policy concerning remote attendance of meetings, second by Hedlund. Halverson expressed concerns with the potential costs of this policy in regards to IT work. Motion carried 5-0.

<u>Discussion/Recommendation regarding bids for the City Hall Roof Project</u>
Director of Public Works Tom Earle addressed the committee regarding the City Hall roof repair project. The City received one bid for this project and that it came in under budget at $82,500.00.
Motion by Yunker to approve awarding the bid to Top Roofing, second by Fesenmaier. Motion carried 5-0.
<u>Discussion/Recommendation regarding bids for the Street Department Roof Projects</u>

Earle stated that the two buildings at the Public Works Department (1055 Carey St and 1065 Carey St) were in need of a roof repair and that the bid was set up to address each building individually. He noted that two bidders placed bids on both projects per the deadline. He recommended that the bid for the roof at 1055 Carey St be awarded to Midwest Roofing and that the roof at 1065 Carey St be awarded to Humphrey's Contracting LLC. He added that he bid these separately in hopes that it could potentially save the City money on these projects.
Motion by Howell to approve awarding the bids for the roof at 1055 Carey St to Midwest Roofing in an amount not to exceed $ 40,480.00 and that the roof at 1065 Carey St be awarded to Humphrey's Contracting LLC in an amount not to exceed $91,650.00, second by Hedlund. Motion carried 4-1, with Fesenmaier voting no.

<u>Discussion/Recommendation regarding RFP's for the 2022 Street Improvement Project</u>
Earle noted that the Public Works Committee recommended MSA.

Motion by Fesenmaier to approve the 2022 Street Improvement project RFP for MSA, second by Hedlund. Motion carried 5-0.

<u>Discussion/Recommendation regarding Pay Request #1 for the 2021 Street program filed by Wolf Construction in an amount not to exceed $150,963.03</u>
Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 5-0.

<u>Discussion/Recommendation regarding Pay Request #2 for the 2021 Street program filed by Wolf Construction in an amount not to exceed $357,733.08</u>
Motion by Hedlund to approve, second by Fesenmaier. No discussion. Motion carried 5-0.

<u>Discussion/Recommendation regarding Pay Request #3 for the 2020 Street program filed by Payne and Dolan in an amount not to exceed $14,865.13</u>
Motion by Yunker to approve, second by Halverson. Earle noted the Public Works Committee recommended that $2,050 be withheld from the payment for ongoing landscaping.
Motion by Fesenmaier to approve pay request #3 to Payne and Dolan in an amount not to exceed $12,815.13, second by Yunker. Motion carried 5-0.

<u>Discussion/Recommendation regarding possible church pass parking permit for Sunday morning for certain area of downtown parking district</u>
Howell noted that he has concerns with allowing free parking in these areas and that the stalls may be taken by non-church goers; he also expressed concerns with how this may be implemented. Fesenmaier added that the parking department could make up yard signs or placards to disburse to church members. Halverson suggested that the Parking Manager review this and come up with a potential solution.
Motion by Halverson to direct the Parking Manager to draft a policy regarding church parking for Sunday morning, second by Fesenmaier. Motion carried 5-0.

<u>Discussion/Recommendation regarding disallowance of claim filed by Alex Knable for alleged damage caused by a piece of asphalt that went through a snow blower on February 3, 2021, pursuant to Wis. Stat. 893.80(1g)</u>
Motion by Fesenmaier to reimburse Alex Knable for damage to the snow blower, no second was offered. Motion failed for a lack of second.
Motion by Hedlund to deny the claim pursuant to Wis. Stat. 893.80(1g), second by Halverson. Fesenmaier stated that there was a water main break in front of this resident's house and that there was patch laid down to fix it. After a snow event occurred, the City plowed the road which loosened some of the cold patch, which then was run through the snow blower by the resident. Motion to deny carried 3-2, with Fesenmaier and Halverson voting no.

<u>Discussion/Recommendation regarding the Library Renovation project related to the use of additional capital funds</u>
Finance Director Hall explained that the Library have been working hard to fundraise money for the renovation project, but that some issues have come up that may require additional funding. She identified the projects that are slated to occur and that there may be extra money within the capital project fund. Other options included American Rescue Act money or fund balance.
Library Director Emily Kornak noted that the actual number needed is currently unknown since the bid numbers have not been received as of yet.
Motion by Howell to continue, second by Fesenmaier. Motion carried 5-0.

Discussion/Recommendation regarding possibly updating City ordinances as it relates to pet licenses
Fesenmaier stated that this came from the Park Board stemming from an incident at the dog park, with a dog not being properly licensed. She would like to see that some language is added to the City code to help enforce licensing requirements and health paperwork.

Motion by Fesenmaier to work with the City Administrator to draft additional language for the City code as it relates to dog licensing, second by Halverson. Motion carried 5-0.

Discussion/Recommendation regarding an Impact Fee Study
Fesenmaier stated that this discussion item was raised by a Plan Commissioner based on the development that is occurring in the City. She added that a request for proposals would be warranted, but was unsure if several items requiring impact fees could be done or if they needed to be done individually.

Motion by Fesenmaier to draft and send out a request for proposals for an all-encompassing impact fee study, second by Hedlund. Motion to amend by Fesenmaier that if in the future an impact fee is identified that it be retro dated to the date of this meeting, if that is allowable, second by Hedlund. Motion to amend carried 5-0.
Original motion as amended carried 5-0.

Discussion regarding 2022 Budget Goals and Timeline
City Administrator Nord noted that the budget timeline and goals have been identified in the packet. He noted that the major change to the process is that some of the outside organizations just provide a written memo of their budget versus presenting in person. No action taken.

Presentation of Accounts

Prepaid Bills in the amount of $923,117.62
Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 5-0.

Regular Bills in the amount of $254,502.01
Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 5-0.

Adjournment
Motion by Hedlund to adjourn, second by Halverson. Motion carried 5-0. The meeting adjourned at 5:54 p.m.