FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
TUESDAY, OCTOBER 5, 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, Fesenmaier 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
None

Approve the minutes of the September 21, 2021 Finance, Licensing, and Regulation Committee meeting as prepared and distributed
Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 4-0.

Licenses & Permits
NONE

Discussion/Recommendation regarding amending the City of Lake Geneva Fee Schedule to remove resident corporate rental rate for the Riviera Ballroom- ***Mayor Klein***
Stephanie Copsey, Event Coordinator for the Riviera Ballroom explained that the increased rate for 2022 showed a resident rate and non-resident corporate. She added that this was an oversight and that one corporate rate for peak or off peak seasons.

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

Discussion/Recommendation regarding temporary Library patron parking on Cook Street- ***Parking Manager Elder***
Parking Manager Elder noted that there was a request to add patron parking stalls on Cook Street through the Library restoration project; approximately end of January. Hedlund expressed issues as this area is heavily used for parking currently and they would be taking away revenue from the City. Elder stated that the total number of stalls is currently at twelve for construction vehicles and library staff; located on Main Street. Elder noted that the parking stall reservation are not being paid for.

Motion by Fesenmaier to approve the two stalls through the end of January 2022, second by Halverson. Fesenmaier added that the City should be collecting fees from the construction vehicles. Motion carried 3-1, with Hedlund voting no.

Discussion/Recommendation regarding Proposals for Assessment Services for the years 2022-2024- ***Clerk Kropf***
Clerk Kropf explained that the City's current assessment services contract is set to expire at the end of the year. She added that representatives from both firms were available for questions.
Motion by Howell to allow Chris Plamann, from Accurate Appraisal and Mark Brown, from Associated Appraisal to speak, second by Fesenmaier. Motion carried 4-0.

Both firms presented their proposals to the Committee for consideration. Committee discussion included concerns with continuing to do full maintenance assessments and some of the discrepancies with the current assessment services firm. Associated Appraisal did note that there would be an additional $5,000 for data conversion software that would be on top of the annual contract cost.

Motion by Hedlund to approve the proposal with AAC for the Annual Maintenance Assessment Services including the CAMA Software conversation for the $5,000, second by Halverson. Motion carried 4-0.

Discussion/Recommendation regarding 2021 Street Improvement Project Change Order #1 for work to be completed Edwards Blvd/Geneva Pkwy North in an amount not to exceed $ 24,245.00 and contract with TAPCO for materials and installation of flashing beacons, not to exceed $10,634.50, at proposed crosswalk at the intersection of Edwards Blvd./Geneva Parkway North- ***DPW Director Earle***

Naomi Rausch, with Kapur Engineering addressed the committee regarding the change order that was approved at the Public Works Committee and noted that the prices listed on the agenda have changed. Rausch stated that there are options to work towards as the price change is substantial.

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

Discussion/Recommendation regarding 2021 Street Improvement Project Change Order #2 for striping to be done on Edwards Blvd and Hwy 50 Intersection- ***DPW Director Earle***

Naomi Rausch explained the change order #2 for the striping on the north leg of Edwards Blvd. She added that the total cost for this is $15,335.50. Hedlund would like to see the southbound Edwards Blvd traffic, left hand turn lanes onto Hwy 50 be maybe reduced to one.

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

Discussion/Recommendation regarding Sidewalk Maintenance Policy- ***DPW Director Earle***

Director of Public Works Earle addressed the committee regarding the proposed policy and it was referred to this committee from the Public Works Committee. He added that she reviewed it further and noticed that the policy doesn't match the current City ordinances.

Motion by Fesenmaier to suspend the rules to allow Alderperson Flower to speak, second by Hedlund. Flower stated that she wanted this committee to consider this policy and asked that the concept be approved.

Motion by Howell to direct the City Attorney, City Administrator and Public Works Director to review and bring it back to the committee, second by Halverson.

Motion to amend by Fesenmaier to continue to the next Finance, Licensing, and Regulation Committee meeting, second by Halverson. Flower noted that there are many things within the policy that would need to be addressed in regards to trees destroying sidewalks and that the committee could make a determination that staff could follow right away. Motion carried 4-0.

Original motion as amended carried 4-0.

Discussion/Recommendation regarding approving use of Library Park Sidewalk Capital Improvement Project funds for the 2022 Phase of the Sidewalk Maintenance Program- ***DPW Director Earle***

DPW Director Earle stated that this was approved by the Public Works Committee. These funds would be taken from the CIP fund to fund this. Finance Director Hall stated that this money was borrowed and that the City needs to use the funds to only replace sidewalks; sidewalk maintenance would be a different situation.

Motion by Hedlund to approve, no second was offered. Howell stated that this use seemed

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

Discussion/Recommendation regarding **Resolution 21-R65** a resolution establishing Ward Boundaries to reflect population changes according to the 2020 Census of Population- ***Clerk Kropf***

Clerk Kropf explained that this is a necessary part of the required redistricting for the City wards. She added that there was one minor change that would only affect Ward 1 and Ward 2, but that the Aldermanic District that these two belong in, would remain unchanged.

Motion by Fesenmaier to approve, second by Howell. Motion carried 4-0.

Discussion/Recommendation regarding amending City Ordinances to adopt the Wisconsin Municipal and Related Records Retention Schedule- ***Clerk Kropf***

Clerk Kropf stated this change would give the City the ability to adopt the State's records retention program, more specifically the email retention. This would also allow the City to retain documents digitally along with physically, if need be.

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

Discussion/Possible Recommendation regarding draft of Forensic Audit Request for Proposals – ***Administrator Nord***
Motion by Fesenmaier to approve the draft of the Forensic Audit Request for Proposals, second by Halverson. Committee discussion included whether the City or the Downtown Business Improvement District (BID) would be paying for the audit. City Administrator Nord stated that the committee would need to decide if the audit would include that last three years or seven years. Howell stated that the City should not be responsible for this audit, but that the BID should be. Fesenmaier stated that she feels that an audit of the last three years would be sufficient and that it won't cost the City any money to obtain proposals. General consensus for number of years to be reviewed was three years. Motion carried 3-1, with Hedlund voting no.

Presentation of Accounts

Prepaid Bills in the amount of $ 34,851.65
Motion by Hedlund to approve, second by Howell. No discussion. Motion carried 4-0.

Regular Bills in the amount of $118,935.74
Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried.

Adjournment
Motion by Hedlund to adjourn, second by Fesenmaier. Motion carried 4-0. The meeting adjourned at 5:44 p.m.