

FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
TUESDAY, DECEMBER 21, 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, Fesenmaier, Halverson, Yunker, and Hedlund

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

Gary Millet, Wrigley Drive; Spoke in favor of the CivicPlus Software for the website upgrade and agenda management software.

Approve the minutes of the December 7, 2021 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 **Resolution 21-R80** a resolution adopting a 2021 budget amendment authorizing the re-allocation of funds in the 2021 capital projects budget for 2022 expenditures completed in 2021

Finance Director Hall stated that this resolution would allow the budgeted money from 2022 capital to 2021, for capital expenses.

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

Discussion/Recommendation regarding **Resolution 21-R81** a resolution authorizing the write off of 2019 delinquent personal property taxes in the amount of \$254.57 deemed uncollectible

Hall added these couldn't be charged back and have tried to collect several times without luck. Hedlund expressed concerns with these not being paid, especially as they are still in business. Hall stated that she could try to send it through collections. Clerk Kropf added that sometimes these can be captured if the business applies for a business license, but sometimes businesses don't apply for a license to be able to catch it.

Motion by Howell to publish the names of the businesses in the Lake Geneva Regional News, second by Yunker. Motion was withdrawn.

Motion by to continue to the January Finance meeting, second by Howell. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 21-R82** a resolution authorizing the 2022 Pay Scale Grades and Pay Scale for Part-Time Non-Represented Employees

Hall stated that there is no change to the scales, per the Personnel Committee.

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

Discussion/Recommendation regarding **Resolution 21-R83** a resolution authorizing the 2022 Pay Scale Grades and Pay Scale for Full-Time Non-Represented Employees

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

Discussion/Recommendation regarding Change Order # 3 filed by Selzer-Ornst for the Library Restoration Project in an amount not to exceed \$4,700.00

Motion by Yunker to approve, second by Fesenmaier. Halverson stated that this is for some wiring at the library. Library Director Emily Kornak noted that some of the wiring was cut through the abatement and will be reimbursed. Motion carried 5-0.

Discussion/Recommendation regarding purchase of chiller and two chilled water pumps for City Hall Air Conditioner, from Mared Mechanical in an amount not to exceed \$68,225.00

City Administrator Nord stated that the City Hall roof came in under budget which leaves money left over. The City Hall building needs new chillers for the air conditioner. Nord stated that only two proposals were received and this one was the lowest.

Motion by Howell to approve, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation regarding approval of contract with CivicPlus for purchase of CivicEngage for a website upgrade/redesign and of CivicClerk for an Agenda/Minute Management software in an amount not to exceed \$19,999.00

Motion by Yunker to approve, second by Howell. Clerk Kropf added that multiple vendors had been reviewed and this product really rose to the top. This upgrade would make the City website responsive and ADA Compliant. This contract would also include the agenda/minute management software, CivicClerk. This purchase is within the budget for 2022 and that if approved, we would take delivery in 2022. Motion carried 5-0.

Discussion regarding the November Treasurer's Report and Budget versus Actual

Finance Director Hall reviewed the November Treasurer's Report and the Budget versus Actual. No action taken.

Presentation of Accounts

Prepaid Bills in the amount of \$159,274.24

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

Regular Bills in the amount of \$122,570.11

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

Adjournment

Motion by Yunker to adjourn, second by Halverson. Motion carried 5-0. The meeting adjourned at 4:55 p.m.