

**CITY OF MUSKEGO  
FINANCE COMMITTEE MINUTES**

**Approved 2/9/2010**  
Audio Recording Available

**Monday, January 25, 2010  
Muskego City Hall, Aldermen's Room**

Mayor Johnson called the meeting to order at 4:30 p.m. Present: Committee Members Ald. Fiedler, Snead, and Werner, Clerk-Treasurer Janice Moyer, Finance Director Mueller and Ald. Borgman. Those present recited the Pledge of Allegiance. The Clerk stated that the meeting was noticed in accordance with the open meeting law.

**APPROVAL OF MINUTES**

**Ald. Snead moved for approval of the January 13, 2010 minutes. Ald. Werner seconded; motion carried.**

**LICENSE APPROVALS**

**Ald. Werner moved to recommend approval of a regular Operator's License for Daniel Adamak, Heather Adams, Jared Anderson, Kaitlenn Beatka, Stephanie Ermis, Paulette Gehling, Karissa Guthrie, Whitney Hamilton, Kerry Heideman, Amy Hirt, Jacob Hlavacek, Douglas Hoelz, Sherry Koch-Pawlowski, Kris Kordus, Lisa Krahn, Shannon Liberto, Chris March, Milena Markison, Mark Mueller, Trisha Ody, Deborah Prohaska, Catherine Rice, Carolyn Rihtarshick, Caleb Rosenbalm, Renee Slottke, Debra Storms, Tonya Trzecinski, Christina Troyanek and Caren Zinner subject to the licensing requirements being completed prior to issuance. Ald. Snead seconded; motion carried.**

**Ald. Fiedler moved to approve the renewal of a Dog Fancier License for Jamie and Catherine Geske, S78 W16772 Spinnaker Drive. Ald. Snead seconded. The Clerk stated no issues were brought forward. Motion carried.**

Mr. Brandon Tanner was present on behalf of Special Olympics Wisconsin. The Muskego Polar Plunge event is scheduled for January 31, which will benefit Special Olympics. The organization intends to sell wine and fermented malt beverages. The Mayor stated that the organization must ensure that underage individuals are not served. Mr. Tanner stated that different colored wristbands would be used this year.

**Ald. Fiedler moved to recommend approval of a Temporary License to Sell Wine and Fermented Malt Beverages for Special Olympics Wisconsin for the January 31, 2010 Polar Plunge. Ald. Snead seconded; motion carried.**

Ms. Sue Werner and Ms. Amy Waltz were present on behalf of the Atonement Lutheran Church Senior League. Ms. Werner stated that a dinner event was planned in conjunction with Valentine's Day. The organization would like to serve wine with dinner. The event will benefit a youth group so underage individuals will be present; however, adults will serve the wine. The event will only be held if there is a significant response. Ms. Werner acknowledged that a licensed operator would need to be present. **Ald. Fiedler moved to recommend approval of a Temporary License to Sell Wine for the Atonement Lutheran Church Senior League for February 13, 2010. Ald. Snead seconded. Motion carried with Ald. Werner abstaining.**

## **UNFINISHED BUSINESS**

### **Recommendation Regarding Proposed Amendments to Chapter 30 - Building Code**

Ald. Fiedler stated that he worked with Community Development Director Muenkel to develop a policy to address the application of new fees to transferred permits or re-inspections. **Ald. Fiedler moved to recommend the proposed amendments to Chapter 30 (Building Code) and the attached policy. Ald. Werner seconded; motion carried.**

## **NEW BUSINESS**

### **Approval of Request of Little Muskego Yacht Club to Place Temporary Race Course Markers**

**Ald. Fiedler moved to approve the annual request of the Little Muskego Yacht Club to place temporary race course markers on Little Muskego Lake from May 1 through September 30, 2010. Ald. Snead seconded; motion carried.**

### **Approval of Payment to Waukesha County for Edgewood Contractors**

Mayor Johnson stated that a rezoning petition submitted by Edgewood Contractors was denied in November of 2006. Edgewood has disputed a bill for legal services from 2006. The amount was eventually placed on the tax roll. The taxes became delinquent with payment subsequently made by Waukesha County. The Mayor supports a partial reimbursement for the legal services that occurred after the November, 2006 denial date. He recommends that \$561, which includes interest and penalty be paid to Waukesha County. **Ald. Fiedler moved to approve the payment. Ald. Werner seconded; motion carried.**

### **Approval of Claims Administration Agreement**

The Mayor stated that the City's current insurance carrier (League of Wisconsin Municipalities Mutual Insurance) has requested that the City enter into a "Claims Administration Agreement" with Midwest Claims Service, Inc. Midwest will provide claim administration for the City. The Mayor stated the agreement language was standard. **Ald. Fiedler moved to approve the agreement. Ald. Snead seconded; motion carried.**

### **Recommendation Regarding Letter of Credit Release for Woodland Creek Estates and Woodland Creek Estates Addition #1**

Mayor Johnson stated that the City Engineer has recommended a full release for Woodland Creek Estates in the amount of \$97,160 and a full release for Woodland Creek Estates Addition #1 in the amount of \$75,000. **Ald. Fiedler moved to recommend approval. Ald. Werner seconded; motion carried.**

### **Recommendation Regarding Dedication and Acceptance of Improvements in and for Forest Glen Subdivision**

The Mayor stated that the City Engineer recommends the dedication of public improvements for the Forest Glen Subdivision. **Ald. Werner moved to recommend the dedication and acceptance of improvements in and for Forest Glen Subdivision. Ald. Snead seconded; motion carried.**

**Recommendation Regarding Reduction to the Letter of Credit for the Commerce Center East II Development**

Mayor Johnson stated that the City Engineer is also recommending a reduction to the Letter of Credit for the Commerce Center East II Development in the amount of \$710,256. **Ald. Werner moved to recommend approval. Ald. Snead seconded; motion carried.**

**Recommendation Regarding the Revised *Employee Discipline Policy***

Mayor Johnson stated a discipline policy was established in 2006. The policy is now being revised. He would like to include the examples listed in the 2006 policy as "Unacceptable Conduct" in the revised policy. Ald. Fiedler expressed concern that some language needed further clarification. He requested that the City's labor attorney review the proposed policy. The Committee did not take any action at this time.

**VOUCHER APPROVAL**

**Ald. Fiedler moved to recommend approval of Utility Vouchers in the amount \$344,372.65. Ald. Snead seconded; motion carried.**

**Ald. Fiedler moved to recommend approval of General Vouchers in the amount of \$428,948.59. Ald. Snead seconded; motion carried.**

**Ald. Fiedler moved to recommend approval of Tax Vouchers in the amount \$150,819.82. Ald. Snead seconded; motion carried.**

**FINANCE DIRECTOR'S REPORT**

Ms. Mueller stated that working copies of the 2010 capital budget are available.

**ADJOURNMENT**

**Ald. Snead moved to adjourn the meeting at 4:55 p.m. Seconded by Ald. Fiedler; motion carried.**

Minutes Transcribed by Jill Blenski, Deputy Clerk

(Attached to 1/25/2010 Finance Committee Minutes)

Hello,

Please find below a policy that Alderman Fiedler and myself developed to further clarify the proposed changes in the Chapter 30 Building Code (30.08(4)). I can discuss this further at the Finance meeting.

Thanks,  
Jeff

**Community Development Department – Building Division Policy**

***Applying New Fees to Transferred Permits or Re-Inspections***

*Every permit has an associated fee that covers the amount of inspections usually involved for that permit. Fees above and beyond the normal permit fee are only charged in events that cause an inspector to re-visit an inspection multiple times before the contractor/owner complies with ordinance/statutes overseeing the permitted item.*

*It is the policy of the Building Division of the Muskego's Community Development Department to only charge additional permit or inspection fees when a contractor/owner fails to meet inspection compliance requirements multiple times. In most cases, additional fees are only mandated after the third and subsequent re-inspections. In the case of a transferred permit, additional fees may need to be assessed if the past permit holder already had multiple inspections above and beyond the amount usually required.*

*Building Inspectors have, and will, make every effort to guide a contractor/owner through a permit process and let them know the requirements necessary to receive a passed inspection.*

*The Building ordinance is purposely written to give the Building Inspector discretion in assessing further fees, in the event of a transferred permit or re-inspections, as many different scenarios can exist. This policy is in place for current and future staff to assure that any fee assessment above regular permit/inspection fees is done in accordance with current/past practices.*