



**COMMITTEE OF THE WHOLE**  
**MONDAY, JULY 6, 2015 – 6:30 PM**  
**CITY HALL BUILDING, COUNCIL CHAMBERS**

**AGENDA**

1. Council President Kupsik calls the meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes from June 1, 2015 Committee of the Whole Meeting as distributed
5. Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Comments will be limited to 5 minutes. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion and consideration.
6. Presentation on the Business Improvement District including event fees
7. Update from Community Action Inc. on fundraising
8. **STANDING COMMITTEE REPORTS.** The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.
  - a. Finance, License & Regulation Committee, Alderman Kupsik
  - b. Personnel Committee, Alderman Hedlund
  - c. Public Works Committee, Alderman Kordus
  - d. Piers, Harbors, & Lakefront Committee, Alderman Wall
  - e. Board of Review Committee
9. **COMMITTEE, COMMISSION AND BOARD REPORTS.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
  - a. Utility Commission, Aldermen Hedlund & Wall

- b. Tree Board, Alderman Kupsik
- c. Police & Fire Commission, Alderman Gelting
- d. Plan Commission, Alderman Kupsik
- e. Board of Park Commissioners, Alderman Kupsik
- f. Library Board, Alderman Hill
- g. Historic Preservation Commission, Alderman Chappell
- h. Cemetery Commission, Alderman Kordus
- i. Parking Commission, Alderman Gelting
- j. Communications Committee, Alderman Kordus
- k. Avian Committee, Alderman Wall

10. **COUNCIL REPRESENTATIVES SERVING ON OTHER BOARDS AND COMMITTEES.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.

- a. Chamber of Commerce, Alderman Kordus
- b. Geneva Lake Museum, Alderman Chappell
- c. Lake Geneva Economic Development Corporation, Aldermen Gelting & Hedlund
- d. Geneva Lake Environmental Agency, Alderman Wall
- e. Geneva Lakes Family YMCA, Alderman Kupsik
- f. Geneva Lake Use Committee, Alderman Hill

11. Adjourn

*This is a meeting of the Committee of the Whole.  
No official Council action will be taken; however, a quorum of the Council will be present.*

7/2/15 11:27am

cc: Aldermen, Mayor, Administrator, Attorney, Media

**COMMITTEE OF THE WHOLE  
MONDAY, JUNE 1, 2015 - 6:30 PM  
CITY HALL BUILDING, COUNCIL CHAMBERS**

Council President Kupsik called the meeting to order at 6:31 p.m.

Pledge of Allegiance led by Council President Kupsik.

**Roll Call.** Present: Aldermen Chappell, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell. Absent (Excused): Wall. Also present: City Administrator Oborn.

Hedlund/Howell motion for approval of Minutes from May 4, 2015 Committee of the Whole Meeting as distributed. Motion carried 7 to 0.

**Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items.** None.

**Presentation given by David Desimone and Michael Rehberg of Black Point House regarding walking tours of downtown Lake Geneva**

**Standing Committee Reports given:**

Finance, License & Regulation Committee, Alderman Kupsik  
Personnel Committee, Alderman Hedlund  
Public Works Committee, Alderman Kordus  
Piers, Harbors, & Lakefront Committee, no report given

**Committee, Commission and Board Reports given:**

Utility Commission, Aldermen Hedlund  
Tree Board, Alderman Kupsik  
Police & Fire Commission, Alderman Gelting  
Plan Commission, Alderman Kupsik  
Board of Park Commissioners, Alderman Kupsik  
Library Board, Alderman Hill  
Historic Preservation Commission, Alderman Chappell  
Cemetery Commission, Alderman Kordus  
Parking Commission, Alderman Gelting & Kordus  
Communications Committee, Alderman Kordus  
Board of Review, Alderman Gelting  
Avian Committee, no report given

**Other Boards and Committee Reports given:**

Chamber of Commerce, Alderman Kordus  
Geneva Lake Museum, Alderman Chappell  
Lake Geneva Economic Development Corporation, Alderman Gelting & Hedlund  
Geneva Lake Environmental Agency, no report given  
Geneva Lakes Family YMCA, Alderman Kupsik  
Geneva Lake Use Committee, Alderman Hill

Kordus/Hill motion to adjourn the meeting at 7:55 p.m. Motion carried 7 to 0.

/s/ Sabrina Waswo, City Clerk

**THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE COMMITTEE OF THE WHOLE**

**FINANCE, LICENSE & REGULATION COMMITTEE**  
**MONDAY, JUNE 8, 2015 – 6:00 PM**  
**COUNCIL CHAMBERS, CITY HALL**

Chairperson Kupsik called the meeting to order at 6:04 p.m.

**Roll Call.** Present: Aldermen Howell, Gelting, Kupsik, Kordus and Wall. Also Present: City Administrator Oborn, Comptroller Pollitt, and City Clerk Waswo.

**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.**

Sylvia Mullally, Parking Manger spoke regarding Resolution 15-R31 and requested the Committee include the part-time Parking Meter Employees. She explained their duties and stated this past year the staff performed all the meter maintenance which had been contracted out in the past. Ms. Mullally feels her staff is very valuable and requested the Committee include them in the wage increase.

**Approval of Minutes**

Kordus/Gelting motion to approve the Finance, License and Regulation Committee Meeting minutes of May 26, 2015, as prepared and distributed. Unanimously carried.

**LICENSES & PERMITS**

**Park Reservation Permit application filed by Harold Johnson on behalf of the Friends of the Lake Geneva Library for Beachside Bookfest on July 11, 2015 from 8:00 am to 7:00 pm (actual event to run from 10:00 am to 6:00 pm) at Library Park including approval of vendors selling food and merchandise (recommended by the Board of Park Commissioners on June 3, 2015)**

Wall/Kordus motion to recommend approval. Alderman Kordus questioned if the vendors selling food were non-profit organizations. City Administrator Oborn stated the application was filed by the Friends of the Lake Geneva Library which is a non-profit agency. Unanimously carried.

**Street Use Permit application filed by Gertrude Suhajda on behalf of Anchor Covenant Church for Troastapalooza on June 20, 2015 from noon to 8:00 pm closing the westbound lane of Park Row between Maxwell and Clover Street contingent upon payment and placement of barricades**

Howell/Gelting motion to recommend approval. Alderman Kordus stated the application does not request barricades, however, it sounds like they want barricades. City Clerk Waswo stated to obtain a street use permit, an applicant must also request and pay for barricades. This is a relatively new fee, which the applicant may not have been aware of. Ms. Waswo stated she left a voicemail message with the applicant with no response. Unanimously carried.

**Park Reservation Permit application filed by Kimberly Armitage for a 1<sup>st</sup> birthday party on July 25, 2015 from 2:00 pm to 4:00 pm at Veterans Park (recommended by the Board of Park Commissioners on June 3, 2015)**

Kordus/Gelting motion to recommend approval. Unanimously carried.

**Park Reservation Permit application filed by Ray Ortiz for a birthday party on June 20, 2015 from 2:00 pm to 7:00 pm at Seminary Park (recommended by the Board of Park Commissioners on June 3, 2015)**

Kordus/Wall motion to recommend approval. Unanimously carried.

**Alcohol License Premises Extension Application filed by Hogs & Kisses Inc d/b/a Hogs & Kisses, 149 Broad Street, Linda Chironis, Agent, for Sidewalk Café Area, amending 2014-2015 License**

Kordus/Gelting motion to recommend approval. City Clerk Waswo stated this is amending the current license as the year runs from July 1 to June 30 and they are requesting this permit to set out chairs for the remaining month of June. Unanimously carried.

**Alcohol License Premises Extension Application filed by Hogs & Kisses Inc d/b/a Hogs & Kisses, 149 Broad Street, Linda Chironis, Agent, for Sidewalk Café Area, amending 2015-2016 License**

Wall/Gelting motion to recommend approval. Unanimously carried.

**Alcohol License Premises Extension Application filed by Beachside Hospitality Inc d/b/a Barrique Wine and Brew Bar, 835 Wrigley Drive, Nancy Trilla, Agent, for Sidewalk Café Area**

Wall/Kordus motion to recommend approval. Unanimously carried.

**Renewal “Class B”/Class “B” Intoxicating Liquor & Fermented Malt Beverage License applications filed by the following, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds:**

- 1) Harbor Shores Hotel Management Inc d/b/a Harbor Shores on Lake Geneva, 300 Wrigley Drive, William Strangeway, Agent
- 2) Gleneagles LLC d/b/a Sopra, 724 W. Main Street, Alastair Cumming, Agent
- 3) L&B Main Street Inc d/b/a Champs Sports Bar & Grill, 747 W. Main Street, Gregory Bush, Agent
- 4) Jackson Wine LLC d/b/a Studio Winery, 401 Sheridan Springs Road, Kathleen Jackson, Agent (Winery)
- 5) Oakfire LLC d/b/a Oakfire Pizzeria & Restaurant, 831 Wrigley Drive, David Scotney, Agent
- 6) DCR Restaurant Group LLC d/b/a Next Door Pub, 411 Interchange North, Chad Bittner, Agent
- 7) Medusa Grill & Bistro LLC d/b/a Medusa Grill & Bistro, 501 Broad Street, Gregory Anagnos, Agent
- 8) American Legion Post 24, 735 Henry Street, Charles Schlehlein, Agent
- 9) 422 S. Wells St. LTD d/b/a Celebration on Wells, 422 S. Wells Street, Charles Lorenzi, Agent
- 10) Chubby Kitty LLC d/b/a Fat Cat’s, 104 Broad Street, Mark Basil, Agent
- 11) Samson Enterprises LLC d/b/a Carvetti’s, 642 W. Main Street, Eugene Grahler, Agent
- 12) LG Hospitality Group LLC d/b/a Tuscan Tavern & Grill, 430 Broad Street, James Georgalas, Agent
- 13) Pop More Corks Inc d/b/a Pop More Corks, 615-617 W. Main Street, David Biegemann, Agent
- 14) Capitol Geneva LLC d/b/a Sprecher’s Restaurant & Pub, 111 Center Street, Elizabeth Dion, Agent

Kordus/Howell motion to recommend approval. Unanimously carried.

**Renewal Reserve “Class B”/Class “B” Intoxicating Liquor & Fermented Malt Beverage License applications filed by the following, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds:**

- 1) Meridian Condominium Association, d/b/a Bella Vista Suites, 335 Wrigley Drive, Charles Lorenzi, Agent
- 2) Su Wings Corp, d/b/a Su Wings Chinese Restaurant, 743 North Street, Siu Wing Leung, Agent

Wall/Kordus motion to recommend approval. Unanimously carried.

**Renewal Class “B” Fermented Malt Beverage & “Class C” Wine License applications filed by the following, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds:**

- 1) Beachside Hospitality Inc d/b/a Barrique Wine & Brew Bar, 835 Wrigley Drive, Nancy Trilla, Agent
- 2) PH Hospitality Group LLC d/b/a Pizza Hut, 801 Williams Street, Butch Nocek, Agent
- 3) Happy Restaurant Inc d/b/a Happy Café, 526 Wells Street, Min Ting Zhong, Agent

Wall/Kordus motion to recommend approval. Unanimously carried.

**Renewal “Class A”/Class “A” Liquor & Fermented Malt Beverage License applications filed by the following, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds:**

- 1) Cove Condominium Association Inc d/b/a The Cove of Lake Geneva, 111 Center Street, Patrick McCarthy, Agent
- 2) Queso Corp d/b/a The Cheese Box, 801 S. Wells Street, Zbigniew Borowiec, Agent
- 3) Target Corporation d/b/a Target Store T2348, 660 N. Edwards Blvd., Nicholas Schmidt, Agent
- 4) QuickNSave LLC d/b/a Quick N Save, 1231 Grant Street, Jatinder Dhillon, Agent
- 5) Geneva Country Store, 605 Williams Street, Thomas Kaczmarek, Agent
- 6) Kwik Trip Inc d/b/a Kwik Trip 219, 710 Williams Street, Jillian Ricker, Agent
- 7) H&P Enterprises LLC d/b/a Geneva Liquors, 797 S. Wells Street, Kanwal Singh, Agent

Kordus/Gelting motion to recommend approval. Unanimously carried.

**Renewal “Class B”/Class “B” Intoxicating Liquor & Fermented Malt Beverage (Hotel Exemption) License applications filed by the following, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds:**

- 1) **Cove Condominium Association Inc d/b/a The Cove of Lake Geneva, 111 Center Street, Patrick McCarthy, Agent**

Kordus/Gelting motion to recommend approval. Unanimously carried.

**Renewal Class “B” Fermented Malt Beverage License applications filed by the following, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds:**

- 1) **Re-Vive LLC d/b/a Re-Vive Gallery & Studio, 721 Geneva Street, Samantha Strenger, Agent**
- 2) **Geneva Lakes Hotel Group LLC d/b/a Comfort Suites, 300 E. Main Street, Sara Remlinger, Agent**

Kordus/Gelting motion to recommend approval. Unanimously carried.

**Renewal of 2015-2016 Operator’s (Bartender) License applications (located in packet)**

Kordus/Wall motion to recommend approval. Unanimously carried.

**Original 2015-2016 Operator’s (Bartender) License applications (located in packet)**

Howell/Wall motion to recommend approval. Unanimously carried.

**Renewal Taxi Company License application filed by All Star Cab, W1044 Evergreen, Pell Lake**

Kordus/Gelting motion to recommend approval. Unanimously carried.

**Original Taxi Driver License application filed by Matthew Trane** *(approved by Police Chief; informational only)*

**Renewal Taxi Driver License application filed by Ronald Skipper, Sr. and Debra Skipper** *(approved by Police Chief; informational only)*

**Renewal Massage Establishment License application filed by Bella Vista Suites/Heartland Spa, 335 Wrigley Drive**

Kordus/Gelting motion to recommend approval. Unanimously carried.

**Second Reading of Ordinance 15-05, amending Chapter 2, Sec. 2-345 Capital Improvement Referendum for City Capital Expenditures raising the limit to \$1,500,000 with a 2.5% annual increase starting 2016 and including provisions for exempting Capital Expenditures for new utilities, and maintenance, repair or replacement of existing utilities or other infrastructure**

Kordus/Howell motion to recommend approval.

Kordus/Wall motion an amendment to change the 2.5% annual increase to CPI with a baseline of 2015 CPI. Alderman Howell stated he is still in favor of the 2.5% as he likes knowing where they are from year to year. Motion carried 3 to 1 with Alderman Howell voting “no.”

Main motion including amendment: Motion carried 3 to 1 with Alderman Howell voting “no.”

**Second Reading of Ordinance 15-06, amending Chapter 46 Nuisances, to include Article III, Abandoned Property and Section 46-10, Disposal of Abandoned Property**

Kordus/Wall motion to recommend approval. Unanimously carried.

**Discussion/Recommendation on renewal of CD in the amount of \$143,818.73 plus interest, maturing on June 21, 2015 from BMO Harris Bank**

Kordus/Gelting motion to recommend approval of renewal at BMO Harris Bank at 0.35% for a 13 month term. Unanimously carried.

**Discussion/Recommendation on renewal of CD in the amount of \$314,480.01 plus interest, maturing on June 10, 2015 from Associated Bank**

Kordus/Gelting motion to recommend approval of renewal at Associated Bank for 0.33% for a 12-month term. Unanimously carried.

**Resolution 15-R31, authorizing a 1.5% wage increase for full-time, non-union, non-contracted current employees retroactive to January 1, 2015**

Alderman Kupsik stated the Personnel Committee recommended a 1.5% wage increase for all non-contracted employees. He stated there were other contracted and non-contracted employees that were missed in that motion. City Administrator Oborn stated the intention was to leave his position as well as the City Clerk's position out of the motion. He stated the Personnel Committee decided to postpone the discussion on giving raises to part-time employees. Alderman Kordus questioned which part-time, non-seasonal positions would be included. Comptroller Pollitt stated the year round part-time employees are the Harbormaster, Parking Department, Emergency Manager Director, part-time Dispatchers, and part-time Fire Chiefs.

Alderman Gelting asked which positions are being excluded. Ms. Pollitt stated the beach, launch, part-time Street Department, and part-time Cemetery worker would be excluded. Mr. Gelting questioned if there is an hours of service from the previous year that they would have had to work to qualify for the full year for the increase. Ms. Pollitt stated there are four levels of pay. Mr. Kordus felt the seasonal employees should be referred back to Personnel for further review. Mr. Gelting asked if the seasonal employees were budgeted to have the increase or would the City be over budget if these other employees were added. Ms. Pollitt stated almost all of the part-time seasonal employees are not in the general fund; they are in the parking and lakefront funds. Mr. Kupsik remembered them budgeting 1.5% across the board, contingent on the compensation study. Mr. Kordus did not recall seasonal employees being included in the budget. Ms. Pollitt said they are not listed as specific positions, just as a dollar amount.

Kordus/Wall motion to include the Comptroller, Building and Zoning Administrator, Assistant Director of Public Works, Parking Manager, Police Chief, Assistant Police Chief, Police Lieutenant, Police Sergeant Hall, Police Sergeant Way, Police Sergeant Derrick, PD Communications Supervisor, PD Administrative Assistant and all seasonal and non-seasonal employees, all part-time employees, excluding the City Administrator, City Clerk and union employees. Unanimously carried.

**Discussion/Recommendation on adoption of employee health insurance change in plan benefits to \$1,000 single, \$2,000 family deductibles and various other copay increases**

Kordus/Wall motion to recommend approval. City Administrator Oborn stated some of the options are not feasible as the City would need to be on a calendar year to implement them. He stated the taskforce is recommending the Normalized plan which is a 16% reduction in cost; however, this is an estimate. The flex elect will be on a 6 month basis with the Personnel Committee directing staff to come back with further options including an HSA. They are also facing issues with the Stop Loss Insurance, due to the market. He stated there will be continued discussion on addressing all the health insurance issues.

Alderman Gelting questioned if this was a 6 month contract or one year and 6 months. Mr. Oborn stated this would be effective July 1 and additional options will be given over the next couple of months. The City could decide to stay with this plan or amend it again. He feels they should ideally give a 4 month notice to employees for any drastic changes. Mr. Gelting asked if within the next two months the intent is to get another new plan together for January 1. Mr. Oborn confirmed and stated one of the options is to leave this plan in place to give it more time to see the savings. Mr. Gelting commented that this plan annualized will only drop the amount by \$200,000. The expense versus plan last year was over budget by \$340,000. He stated this is only makes a small dent in the overage and leaves them a small window to do anything by the first of the year. He feels they are not able to come to a point where they can make a change that is going to get them back in line.

Mr. Oborn stated they are looking at more of an incremental approach to changing the plan. He noted there are other options that come into place with this amount, including the transparency program that will allow employees to shop around, the wellness plan and the 10% penalty. Mr. Kupsik said ending at a 16% reduction with a goal of 20% was a compromise that both the City and employees were agreeable with. He felt it is best to change in increments rather than one big lump. Unanimously carried.

**Presentation of Accounts – Alderman Kupsik**

Purchase Orders. None.

Wall/Gelting motion to recommend approval Prepaid Bills in the amount of \$12,690.77. Alderman Kordus questioned the Newport West Revenue Share invoice. Comptroller Pollitt stated this invoice was booked back to 2014 as they just received the signed contract from the new owners. Unanimously carried.

Kordus/Gelting motion to recommend approval Regular Bills in the amount of \$120,160.98. Unanimously carried.

Kordus/Wall motion to recommend approval Acceptance of Monthly Treasurer’s Report for April 2015. Unanimously carried.

**Adjournment**

Kordus/Gelting motion to adjourn at 6:52 p.m. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE FINANCE, LICENSE & REGULATION COMMITTEE**

**FINANCE, LICENSE & REGULATION COMMITTEE**  
**MONDAY, JUNE 22, 2015 – 6:00 PM**  
**COUNCIL CHAMBERS, CITY HALL**

Chairperson Kupsik called the meeting to order at 6:00 p.m.

**Roll Call.** Present: Aldermen Howell, Gelting, Kupsik, Kordus and Wall. Also Present: City Administrator Oborn, Comptroller Pollitt, Director of Public Works Winkler and City Clerk Waswo.

**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.**

Mary Jo Fesenmaier, 955 George Street, addressed the Premier Resort Area Tax and felt the report from the new Administrator was very encouraging. She hoped the recommendation would be to schedule the topic for more discussion on the Committee of the Whole and also the first City Council meeting in July to allow for public input. Ms. Fesenmaier questioned the regular bills and asked if the Comptroller can sort and print reports in the software, such as money that was spent on TIF items, to be given out to the public.

Darien Schaefer, Lake Geneva Chamber of Commerce, requested the parking fees be waived for the U.S. Military Army Band who will be performing at the Concerts in the Park on June 25, 2015.

**Approval of Minutes**

Kordus/Wall motion to approve the Finance, License and Regulation Committee Meeting minutes of June 8, 2015, as prepared and distributed. Unanimously carried.

**LICENSES & PERMITS**

**Park Reservation Permit application filed by Misty Fitzpatrick for a wedding ceremony on September 5, 2015 from 8:00 am to 10:00 pm in Flat Iron Park including rental of the Brunk Pavilion** *(recommended by the Board of Park Commissioners on June 3, 2015)*

Kordus/Wall motion to recommend approval. Unanimously carried.

**Park Reservation Permit application filed by Lake Geneva Business Improvement District for Taste of Lake Geneva on September 11 & 12, 2015 from noon to 10:00 pm at Flat Iron Park including waiver of fees for Brunk Pavilion** *(recommended by the Board of Park Commissioners on June 3, 2015)*

Kordus/Gelting motion to recommend approval. Unanimously carried.

**Park Reservation Permit application filed by Lake Geneva Business Improvement District for Lake Geneva Oktoberfest on October 10 & 11, 2015 from 7:00 am to 6:30 pm at Flat Iron Park including waiver of fees for Brunk Pavilion** *(recommended by the Board of Park Commissioners on June 3, 2015)*

Howell/Gelting motion to recommend approval. Unanimously carried.

**Street Use Permit application filed by Lake Geneva Business Improvement District for Lake Geneva Oktoberfest using the downtown area sidewalks, streets and alleys, southwest corner of the Geneva Street lot, Center Street Lot and closing the 200 block of Broad Street on October 10 & 11, 2015 from 7:00 am to 6:30 pm**

Wall/Kordus motion to recommend approval. Unanimously carried.

**Street Use Permit application filed by the American Legion Auxiliary for Fourth of July Parade on July 4, 2015 at 10:00 am**

Kordus/Wall motion to recommend approval. Unanimously carried.

**Parade Permit application filed by the American Legion Auxiliary for Fourth of July Parade on July 4, 2015 at 10:00 am**

Wall/Howell motion to recommend approval. Unanimously carried.

**Street Use Permit application filed by Tara Trent on behalf of the Maple Park Homeowners Association for closure of Geneva Street between Warren and Maxwell Street on June 27, 2015 at 4:00 pm.**

Kordus/Gelting motion to recommend approval. Alderman Gelting stated he had a request from the Association for waiver of the fees but will address it during the Council meeting. Unanimously carried.

**Request for waiver of Parking Stall Bag fees from the Geneva Lakes Chamber of Commerce for Center Street stalls 993 through 1002 to accommodate the U.S. Military Army Band performance Concerts in the Park at Flat Iron Park on June 25, 2015 from 8:00 am to 7:00 pm**

Kordus/Gelting motion to recommend approval. Alderman Wall questioned why the permit is needed for 11 hours.

Kordus/Gelting motion to suspend the rules to allow Darien Schaefer to speak. Unanimously carried. Mr. Schaefer stated the past practice has been to bag the stalls right away in the morning so that the stalls will be available in the afternoon. If they are not bagged at 8am, cars will be in those spots, which would be difficult to bag later and have them open in time for the band to come in.

Main Motion: Unanimously carried.

**Provisional “Class A”/Class “A” Intoxicating Liquor & Fermented Malt Beverage License for New World Wine Inc d/b/a New World Wine, 830 W. Main St, Unit I, Jerry Sibbing, Agent**

Kordus/Gelting motion to recommend approval. Unanimously carried.

**Provisional Class “B”/“Class C” Fermented Malt Beverage and Wine License for Good Vibes LLC d/b/a Good Vibes, 234 Broad Street, Samantha Strenger, Agent**

Kordus/Howell motion to recommend approval. Unanimously carried.

**Alcohol License Premises Extension Application filed by Lake Aire Restaurant, 804 Main Street, George Argiropoulos, Agent, for Sidewalk Café Area**

Wall/Kordus motion to recommend approval. Unanimously carried.

**Renewal “Class B”/Class “B” Intoxicating Liquor & Fermented Malt Beverage License applications filed by the following, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds:**

- 1) Geneva Bay Club LLC d/b/a Maxwell Mansion, 421 Baker Street, Charles Fritz IV, Agent
- 2) Stone Soup LLC d/b/a Baker House, 327 Wrigley Drive, Charles Fritz IV, Agent
- 3) Sandal Inc d/b/a Lake Geneva Lanes, 192 E. Main Street, Franklin Guske, Sr., Agent

Wall/Gelting motion to recommend approval. Unanimously carried.

**Renewal Class “B” Fermented Malt Beverage & “Class C” Wine License applications filed by the following, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds:**

- 1) Guerrero Inc d/b/a Olympic Restaurant, 748 W. Main Street, Yolanda Zavaleta, Agent
- 2) Simple Café LLC d/b/a Simple Café, 525 Broad Street, Thomas Hartz, Agent
- 3) The Bona Group LLC d/b/a Bona’s Italian Kitchen, 848 W. Main Street, Phillip Bona, Agent
- 4) Geneva Java Inc d/b/a Geneva Java, 252 Center Street, Halvar Petersen, Agent

Gelting/Kordus motion to recommend approval. Unanimously carried.

**Renewal Class “A” Fermented Malt Beverage License applications filed by the following, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds:**

- 1) Tienda El Rancho, 1151 Elkhorn Road, Mercedes Jaramillo, Agent

Howell/Gelting motion to recommend approval. Unanimously carried.

**Renewal “Class A”/Class “A” Liquor & Fermented Malt Beverage License applications filed by the following, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds:**

- 1) Brutap LLC d/b/a Bruno’s Liquors, 524 Broad Street, James Sharkus, Agent

- 2) Midwest Fuel, Inc d/b/a Northside Mobil, 501 Interchange North, John Consolino, Agent
  - 3) Walgreen Co dba Walgreens #05600, 351 Edwards Blvd, Suzanne Tiedke, Agent
- Wall/Gelting motion to recommend approval. Unanimously carried.

**Renewal of 2015-2016 Operator's (Bartender) License applications (located in packet)**

Kordus/Gelting motion to recommend approval. Unanimously carried.

**Original 2015-2016 Operator's (Bartender) License applications (located in packet)**

Kordus/Wall motion to recommend approval. Unanimously carried.

**Discussion/Action on Resolution 15-R32 opposing changes to the Room Tax Law inserted into the State Budget and financial impact to the City**

City Administrator Oborn stated this resolution has been recommended by the league with a few changes. He explained the financial impact it has on the City and the potential loss of revenue. Mr. Oborn requested the Council oppose the legislation.

Kordus/Gelting motion to forward to Council without recommendation. Unanimously carried.

**Discussion/Action on Resolution 15-R34 authorizing a 1.5% wage increase for various permanent part-time staff**

City Administrator Oborn stated the excluded positions are a new part-time Patrol Officer, the vacant Assistant Parking Supervisor, Videographer, Chief Inspector Poll Workers, Poll Workers and all the seasonal part-time employees. Some of these excluded positions will be looked at further during the budget process. Alderman Wall asked where the funds would come from. Comptroller Pollitt stated most of these raises were not budgeted for and will come out of the parking fund.

Howell/Gelting motion to recommend approval. Unanimously carried.

**Discussion/Action on Employee Group Medical costs including Stop Loss Insurance Renewal**

Comptroller Pollitt stated the City's insurance consultant is recommending Alternate 1 as it is cheaper for the City in the long run. He did put it out to bid to 6 or 8 firms and none of them choose to bid. They are recommending staying with the current company, Gerber Life. The total fixed cost with the Stop Loss insurance would be \$539,483. Alderman Gelting noticed a slight change to include prescription drugs. Ms. Pollitt said the consultant recommended the City include prescription drugs. If anyone goes over the \$40,000 including prescription drugs, the insurance will kick in, which means more insurance for the City.

Howell/Kordus motion to approve the Employee Group Medical Alternate 1 for Stop Loss Insurance Renewal. Unanimously carried.

**Discussion/Action on applying for DNR Shoreline Permit including a \$603.00 fee (recommended by Public Works Committee on June 11, 2015)**

Howell/Kordus motion to recommend approval. Alderman Kordus stated this is only approval of the \$603 permit fee. There are additional costs in the future that may cause budgetary concerns. The process takes around 90 days and if the permit is not approved now, it would be during the winter months and could potentially face even more erosion. Unanimously carried.

**Discussion/Action on Kocourek Parking Agreement regarding lot ZOP00281 North of 647 Main Street**

Kordus/Gelting motion to recommend approval. Unanimously carried.

**Discussion/Action on an Over the Line Violation and fee**

Kordus/Wall motion to recommend approval. Unanimously carried.

**Discussion/Recommendation of Premium Resort Area Sales Tax Law and related fiscal/statistical analysis**

City Administrator Oborn stated this is the Premier Resort Area Sales Tax Law. This is the start of the discussion to see if they would like him to address the issue further. Mr. Oborn stated the Premier Resort Tax is a half cent sales tax that applies to certain businesses and is the only sales tax available to the City. The county currently has a sales tax

available that collects about \$8.4 million a year. More than 25% of that tax is generated by Lake Geneva, which only accounts for 7% or 8% of the population. Under state law the tax is restricted to be used on infrastructure and cannot be put towards the operating fund. The City does not meet the 40% to automatically implement the tax without an exemption. Five municipalities currently have this exemption written into the legislation. Mr. Oborn stated anything that is taxable at 5.5% would be taxed at 6% based on location of what the legislature defines as tourist related establishments; such as restaurants, hotels, convenience stores, variety stores and some big box stores. The sales tax can be used to fund transportation facilities, including roads and bridges, sewer and water facilities, parking lots and access ways, parks, boats, beaches and other recreational facilities, fire equipment, police vehicles and other equipment and materials dedicated to public safety and public works.

Mr. Oborn explained the process of a legislative exemption. He recommended a nonbinding referendum to inform the voters and see if they would agree to the tax. Once a second binding referendum is passed, the City could declare itself a premier resort area with a corresponding ordinance. The Department of Revenue would then be notified which is done on a quarterly basis with a 6 month notice. Mr. Oborn stated this would be a two to three year process. People who oppose the tax feel it is just another tax and might drive behavior to go outside the City. He believes this is a fairer way to pay for infrastructure as the residential property owners bear a large burden. He estimated 40% to 70% of the revenue collected would be from people outside the city. Road maintenance has been deferred a lot and this revenue stream can help address those maintenance issues. Alderman Kordus stated he would like to continue forward with the research on this process. Mr. Oborn said the earliest it could go for referendum is April of 2016.

Kordus/Kupsik motion to instruct staff to continue further research on the Premier Resort Tax with further discussion. Alderman Howell feels the public needs more information and is in favor of further research. Mr. Kupsik stated this is a good tool they could use. Unanimously carried.

#### **Presentation of Accounts – Alderman Kupsik**

Purchase Orders. None.

Kordus/Wall motion to recommend approval of Prepaid Bills in the amount of \$6,104.61. Unanimously carried.

Kordus/Gelting motion to recommend approval of Regular Bills in the amount of \$259,732.09. Alderman Kupsik asked what repairs were made by Gage Marine for \$18,000. Director of Public Works Winkler stated this is the installation of all the City piers, ramps and wrought iron fence by the beach. Mr. Kupsik asked how far along the Beilfuss Corporation was with the Veterans Park infield rehabilitation. Mr. Winkler stated it is completed. Unanimously carried.

#### **Adjournment**

Kordus/Wall motion to adjourn at 6:51 p.m. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE FINANCE, LICENSE & REGULATION COMMITTEE**

# **SPECIAL PERSONNEL COMMITTEE MINUTES**

**THURSDAY, JUNE 4, 2015 – 4:00 P.M.**

**CITY HALL, COUNCIL CHAMBERS**

Meeting was called to order by Alderman Hedlund at 4:03 p.m.

**Roll Call.** Alderman Hedlund, Chappell, Kupsik, Hill, Wall. Also Present: City Attorney Draper, City Administrator Oborn, Comptroller Pollitt and City Clerk Waswo.

## **Comments from the public limited to 5 minutes**

Jeff Nethery, President of the Police Union and member of the taskforce, as put together by the Mayor, recommended the normalized rate for the health insurance. Mr. Nethery asked the Personnel Committee to give the employees a chance to adjust to the rates. He reminded them of the Mayor's words "win win," and does not feel the whole 20% to 30% should fall on the employees' backs. He stated in 2017 they can further change and adapt the plan to accommodate.

Rich Meinel, 1295 Wilmot Blvd, retired Police Officer, stated they do not get the insurance for free. Retirees contribute almost \$1,000 per month for insurance. Many contributed an excess of \$12,000 in total costs last year for health care. They have taken pay reductions during their time of employment to secure the insurance benefits upon retirement and while employed. Instead of the 4% raise on good years, they took a 2% to ensure the benefits. Mr. Meinel stated they certainly want to be healthier and asked the committee to consider some of the recommendations of the taskforce.

Joanne Wolleger, employee of the Lake Geneva Library and part of the task force, thanked the committee for allowing an Ad Hoc Committee to meet regarding this topic. They have worked really hard to compromise and have appreciated the opportunity. She hoped they can see the savings based on the options put further by the Ad Hoc committee and asked them to consider the recommended plan.

## **Discussion/Recommendation on employee compensation**

City Administrator Oborn explained the history of City employee raises and went over what currently has been approved as well as what has not been implemented for 2015. Alderman Hill stated the employees have accepted nominal to no raises over the years due to the benefit package. Mr. Oborn questioned if the committee wanted across the board raises. Ms. Hill stated they have always done across the board raises and noted this would be retroactive. She noted that at budget time the discussion on raises was for full time employees and stated they normally have separate discussions regarding part time employees.

Hill/Kupsik motion to draft a resolution with across the board raises to full time city employees to 2% retroactive to January 1, 2015.

Alderman Hill stated there is money in contingency, which is noted in the budget hearing minutes from last year. She stated the Comptroller clearly laid out how the City has the money to pay for 2% raises. Alderman Chappell stated a \$93,000 contingency is not a lot of money in an 8 million dollar budget. Ms. Hill answered there is 2.8 million in reserves. Ms. Chappell stated this was in CDs and questioned if it was liquid money, to which Ms. Hill stated it was. Comptroller Pollitt stated the fund balance is 2.4 million. She stated the contingency is money set aside for whatever the Council wants to direct it for. Ms. Chappell stated they only budgeted 1.5%, not 2%. Alderman Wall stated he agrees with Ms. Chappell. The compensation study came back with everyone being average excluding a few above, a few below, and the Library. He further stated, for what they have already done as far as insurance, he thinks 1.5% is fair.

Alderman Hill stated 2% is a nominal amount. She noted the wage schedule was only back to 2009 and prior Councils did not give any raises for a long time. The compensation study is a moot point starting back to January 1 as the study is 15 months late, which the employees should not be penalized for. She feels the 1.5% is insulting. Alderman Hedlund stated the time to have that discussion would have been when they were doing the budget. Ms. Hill stated the only reason they went down to 1.5% is because in one particular round of budget sessions, there was a \$66,000 deficit. When the final numbers came in, there was over \$100,000 in surplus. A fee was associated to the beach tags, parking was raised and compensation was lowered to 1.5% to balance the budget. When the final numbers came in, the beach passes and parking tickets stayed in. She noted in the budget minutes, Ms. Pollitt said they could have gone ahead and approved the budget as it was, otherwise they would have had to have another special meeting. Ms. Hill stated it was discussed that the 2% was fair and there was money to pay for it.

Ms. Chappell stated it is not that employees are not deserving of a raise. However, noted it was only by magic that the budget turned out to be a surplus. She is being cautious to make sure the beach passes and parking tickets actually bring in revenue. She stated at 2%, they were \$66,000 in the hole, which is why the budget was revised to add in additional fees. She noted these fees are not guaranteed, which means the math does not actually work until they know the money is there. She feels 1.5% is what the Council budgeted for as it was the safe route. It is all about being conservative with the budget.

Alderman Kupsik stated he is concerned with the compensation study and agrees they budgeted 1.5%. He has no objection that all employees deserve a raise, but questioned how the 2% will tie into the study. He thought the raise was going to be based on the compensation study and questioned if the study will be used as a reference for all the employees. Ms. Hill noted they hoped to have the study before the last budget season; however, raises would normally go into effect after the budget is approved. She explained the study was received too late, which is not the employees' fault. The Committee has never come to a consensus about what they are going to do with the results of the study. They knew some employees would be over and some below. They never said they were going to decrease wages. The reality is the City does not have the systems in place to give raises based on performance and merit. She does not feel they can take the study as bible or gold. Hopefully a performance evaluation system will happen in the future. It is not the employees' fault the City's expenses have gone up in the last 5 years and the Council has not raised taxes. She stated the Personnel Committee is here to make sure the employees are the City's largest asset and pay them fairly. It is not a matter of revenues necessarily.

Ms. Chappell asked if this meeting is meant to use information from the compensation study or is it meant to be one swooping motion as well as the presumption 2% will be approved. She wondered if the study should be utilized. Mr. Hedlund stated the City paid for it, they should use it, but it probably would not happen before Christmas. He felt the employees should be given what was budgeted.

Mayor Connors asked, based on the audit last week, if the City was over budget. Ms. Pollitt stated the City was over slightly. He noted City Administrator Oborn would be excluded from the raises as he was just hired, as well as City Clerk Waswo since she is under contract. Mr. Connors stated the compensation study needs to be used as before they had no idea of wage ranges.

Mr. Kupsik asked about the Police and Fire Departments as they are still under a union contract. Ms. Hill asked City Attorney Draper how the resolution would affect the Police contract. Mr. Draper stated the resolution would not include the Police as it is a separate issue currently being negotiated. Mr. Kupsik stated dispatchers and the Street Department are no longer in the union and feels they cannot give 2% raises across the board for everybody. Ms. Hill stated she was under the impression that Council gives the PFC a set amount and it is up to them to determine how it is spent. Mr. Draper stated they can only pay out what is in the collective bargaining

agreement. Mr. Oborn stated he thought the intent was to include the dispatchers in the 1.5% or 2% raises. Mr. Draper stated all this body is doing is giving a recommendation.

Hill/Kupsik motion an amendment to give City employees, full-time, non-union, non-contracted a 2% raise retroactive to January 1, 2015 for existing employees.

Mr. Kupsik questioned if the 2% would affect the budget or create a problem in the future. Ms. Pollitt stated it would have to come out of the contingency fund. A rough calculation of 0.5% is about \$28,000. She believes there is \$93,000 in contingency; however, they did negotiate to pay the City Administrator more than what was budgeted. A budget resolution needs to be done to take the money out of contingency to balance the City Administrator budget.

Alderman Wall questioned, if the City is over budget slightly, how would the Council explain to taxpayers a 2% raise when only 1.5% is budgeted. Ms. Pollitt clarified the City was over budget on expenditures, but also over on revenues. The net was favorable at \$13,190 in revenue.

Roll Call: Alderman Hill, Kupsik voted "yes." Alderman Chappell, Wall, Hedlund voted "no." Motion failed 3 to 2.

Chappell/Wall motion an amendment to give city employees, full-time, non-union, non-contracted a 1.5% raise retroactive to January 1, 2015 for current employees.

Roll Call: Alderman Kupsik, Hedlund, Wall, Chappell voted "yes." Alderman Hill voted "no." Motion carried 4 to 1.

#### **Discussion/Recommendation on health insurance and benefits.**

Mayor Connors thanked the employees who participated in the task force. He gave a recap of the City's healthcare costs in 2014. Monthly costs for a single employee, including health and dental, were \$1,077 and family was \$2,445, making yearly costs \$12,924 for single and \$29,340 for family. A 2,080 work year comes to \$6.21 per hour for single and \$14.11 for family coverage. According to the Affordable Care Act which takes effect in 2018, the plans that are deemed as Cadillac plans would be subject to a penalty. If the plan is left unchanged, it is estimated the City would have to pay a penalty to the federal government of \$411,000. He stated the employees are the face of the City and deal with the public on a daily basis. He seldom hears complaints from residents. He suggested a moderate approach to the insurance change and recommended the Committee select one of the plans that came out of the task force along with continued work over the next 6 months toward something beneficial to everyone.

Mr. Connors stated a new plan has to be in place by July 1. He encouraged a 6 month plan rather than 1 year. Mr. Oborn discussed the plans listed in the packet. He said any of the plans proposed should be done on a January 1 basis with 4 months notice to the employees. He stated this is being looked at in a number of phases and recommended the flex elect go on a calendar year. He discussed 2 options. The recommendation of the employees is the normalized plan which would be an estimated 16% reduction in costs. Ms. Chappell questioned if the deductible would fall right on the employee. Mr. Oborn stated discussion was on plan design only. Mr. Connors asked if the proposed plans still have zero premium share, which was confirmed by Ms. Pollitt. The current plan has a \$500 deductible and the proposed is \$1,000. Mr. Kupsik felt this was still free insurance as there are no premiums. Ms. Hill questioned the retiree insurance and was not aware some paid a premium. She wondered what was offered to retirees now and how would the changes affect them. Ms. Pollitt stated the only employees who get insurance after retirement are the Police Department. The percentages paid vary by what contract they were under when they retired. It ranges from 25% to 50% for a family. Single plans are free and 100% paid by the City.

Ms. Hill thanked the employees once again for their openness to the changes that need to be made. She agrees with the Mayor that changes need to be moderate and is in favor of the normalized plan. She questioned the primary care copay, specifically the zero copay for out-of-network. Ms. Pollitt stated it was made that way as comparing the normalized to the current plan, there is a hefty hit for going out-of-network. The copays were dropped as nothing is ever paid at 100% for out-of-network. Mr. Kupsik asked what the savings would be to switching over to the normalized plan. Mr. Connors stated 16% for the normalized plan and 19.4% for the 1250 normalized plan. He followed by saying it would be beneficial to have this completed by this Monday's meeting and felt it would be a penalty to staff to put it off to the second meeting of the month.

Mr. Hedlund felt it was commendable of the task force to get so close to 20% at 19.4%. He wondered if the 16% was just a wish list. Ms. Pollitt stated the task force wanted to get the savings to the City by plan design. They discussed a lot of different scenarios and learned a lot. The changes made were ones they could live with and seemed reasonable. She stated the task force did not know what the percentages were until the numbers came back yesterday. Mr. Kupsik asked if the normalized plan will cover everyone across the board, which Ms. Pollitt confirmed. Mr. Connors wanted everyone to be aware it will still need to be looked at and changed. Ms. Pollitt stated she has a meeting with the broker next week to nail down the stop loss insurance. Mr. Oborn said in the future, they may want to look at pulling out of a self insured plan. He is hopeful the changes can get costs down.

Kupsik/Hill motion to move forward and utilize the normalized plan as discussed.

Mr. Hedlund suggested the motion be amended to change the date to January 1 to allow for a trial period. Ms. Pollitt noted in order to change a plan, it would have to be January but behind the scenes it would still be July 1 for purposes of bidding it out. The plan year really does not change. Ms. Hill asked if the plan would be prorated. Mayor Connors stated credit would be given for what has already been paid this year. Mr. Oborn explained it would not be feasible to implement an HSA plan in a half fiscal year.

Roll Call: Alderman Hedlund, Chappell, Wall, Hill and Kupsik vote "yes". Unanimously carried.

### **Adjournment**

Hill/Wall motion to adjourn at 5:15 p.m. Unanimously carried.

/s/ Stephanie Gunderson, Assistant City Clerk

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE**

# **SPECIAL PERSONNEL COMMITTEE MINUTES**

**THURSDAY, JUNE 18, 2015 – 5:00 P.M.**

**CITY HALL, MEETING ROOM 2A**

Meeting was called to order by Alderman Hedlund at 5:00 p.m.

**Roll Call.** Alderman Hedlund, Chappell, Kupsik, Hill, Wall. Also Present: Mayor Connors (arrived at 5:03pm), Alderman Howell, City Administrator Oborn, Comptroller Pollitt, Chief Rasmussen, Lt. Gritzner and City Clerk Waswo. Other in Attendance: Chris Schultz, Lake Geneva Regional News

**Comments from the public limited to 5 minutes.** None.

**Approval of Personnel Committee minutes for May 5, May 28, and June 4, 2015, as prepared and distributed.** Wall/Chappell motion to approve. Unanimously carried.

## **Discussion/Recommendation on Compensation and Classification Study**

City Administrator Oborn stated the committee needs to determine which pay scale option to use. He recommended using the salary survey averages less employee insurance contributions as employees do not have a premium insurance deduction. He explained the wage scale along with incorporating cost of living increases in the future. Alderman Hill questioned if the committee wanted to take the study as the bible. Mr. Oborn stated the next step would be speaking with Department Heads to determine if their positions meet the grade recommended and he would come back to Personnel with that information. Ms. Hill asked if the compensation study and the insurance have to be tied together. Mr. Oborn stated it is up to the committee. They could go with the lower scale, and in the future, if they decide to implement an insurance contribution, they could always adjust the scale. Alderman Chappell asked when the performance evaluations would start. Mr. Oborn stated the following year would be the performance evaluations; right now they are just discussing the wage scales. Certain classifications are over the midpoint and some are under. He stated they will evaluate the wages and if some are high, those would be redlined. The redlined wages would only receive cost of living adjustments.

Hill/Chappell motion to instruct the City Administrator to assess the employee pool based on the salary survey averages less employee insurance contributions. Unanimously carried.

## **Discussion/Recommendation on Wage Raises for Part-Time Employees**

City Administrator Oborn explained the positions with the 1.5% increases in the 2015 budget. There was discussion on the wages and positions in the parking department. As the Parking Manager has been with the City for a year, they would like to re-evaluate the department. Alderman Hill questioned when the last time beach personnel received raises. Comptroller Pollitt stated two years ago. Mr. Oborn said the beach and street department seasonal receive raises with their step increases. Ms. Hill questioned why the raises are not across the board and why not include seasonal part-time when they have not had a raise within the last two years. Ms. Pollitt stated these positions normally do not stay more than 4 years. Employees work 3 or 4 years and receive the step increase but then leave after graduation. Ms. Hill stated she would like all the permanent part-time employees to get increases, specifically the first year PD reserves. Chief Rasmussen stated they started step increases two years ago where the PD reserves receive one dollar an hour increase upon return the second year. He is looking at revamping their part-time officer wage scale and noted it's easier for his department to do this during budget time. Ms. Hill stated they do not have the mechanism to say positions are overpaid at this point and feels they have to give across the board raises. She assumed the 1.5% raises were for all city employees. Ms. Pollitt stated the full-time employees are budgeted with specific line items. Part-time positions are different as they do not know how many people will be hired each year, they go off of history. Alderman Kupsik stated they started a precedence of going across the board and backing out of it now does not leave Personnel in a good position. Mr. Kupsik noted these positions were not in the wage study. Alderman Chappell said in

fairness we can say 1.5% increase across the board but not all the positions were budgeted for an increase and questioned if they had enough for an across the board increase. Mr. Oborn stated they do an estimate the hours and stated Department Heads could do a few less hours to make it work with the budget.

Hill/Chappell motion to proceed with 1.5% across the board increase on all permanent part-time staff excluding the Chief Inspector Poll Workers, Poll Workers, Videographer, vacant Assistant Parking Manger and new hire Code Enforcement Officer, effective June 29, 2015. Unanimously carried.

#### **Discussion/Recommendation on Employee Health Benefits**

Comptroller Pollitt explained the Stop Loss insurance renewal, which is the reinsurance over the \$40,000 that the City pays. They met with Matthew Chadwick who took the City out to bid for the renewal. She stated as the City had a bad year last year, 6 companies refused to even bid on the City. They currently use Gerber Life, which is the only company that gave a competitive bid. There is a change as the current plan only includes medical claims, whereas the new plan will include a prescription plan. She explained how the company lasers people based on their exposure. Mr. Kupsik asked if money was taken from contingency that had to cover the people who were lasered last year. Ms. Pollitt stated they did not as their revenues were over budget. Alderman Hill questioned if they use a rolling average of claims when doing the budget. Ms. Pollitt stated they usually look back at least 3 years. She stated the Stop Loss has increased due to trending, adding the prescription drug coverage and from a couple high claims that were lasered. Alderman Kupsik questioned what percentage of the budget is healthcare. Ms. Pollitt stated around 20%.

Kupsik/Hill motion to recommend alternate one for approval. Unanimously carried.

#### **Adjournment**

Hill/Wall motion to adjourn at 6:10 p.m. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

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# Public Works Committee

Alderman Bob Kordus Chairman

Alderman Chris Gelting  
Alderman Ken Howell

Alderman Al Kupsik  
Alderman Sarah Hill

Director of Public Works Daniel S. Winkler, P.E.  
Assistant Director of Public Works Tom Earle

City of Lake Geneva      626 Geneva Street      Lake Geneva, WI 53147-1914  
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## June 11, 2015 Meeting Minutes

**DATE:** June 12, 2015

### MEMORANDUM

**TO:** Chairman Bob Kordus & Members of the Public Works Committee

**FROM:** Daniel S. Winkler, P.E. \_\_\_\_\_  
Director of Public Works & Utilities

**SUBJECT:** June 11, 2015 Public Works Committee Meeting Minutes

The Public Works Committee is scheduled to meet at **5:00 PM** at City Hall.

**Members in attendance:**

Chairman Bob Kordus      X    
Alderman Chris Gelting   X    
Alderman Sarah Hill    \_\_\_\_\_  
Alderman Al Kupsik       X    
Alderman Ken Howell   X  

**Staff Present:**

City Administrator Blaine Oborn      X    
Director Daniel Winkler (DPW)      X    
Mayor Jim Connors:                      X  

Other: \_\_\_\_\_ City Attorney Dan Draper \_\_\_\_\_

Public in attendance: \_\_\_\_\_ Mr. Chris Schultz, Richard Malmin, Penny Roehrer \_

**Approval of the Minutes of the Prior (May) Meeting:**

Motion to approve May's meeting by Ald. Gelting and seconded by Ald. Kupsik with approval of the minutes to include a requested clarification that Ms. Fesenmaier was in favor of relocating the entrance to the park to Wells Street. The motion passed 4-0.

**Public Comments:**

Penny Roehrer spoke to salt/sand, bidding out the shoreline work if the project moves forward, and shared concerns with the private drives item. Richard Malmin of the Town of Linn provided a copy of the jurisdictional transfer agreement of South Lakeshore Drive between the DOT and City dating back to 2002.

**Communications.**

1. Projects & Activities Update-DPW Winkler provided an update on all the projects.

### **Agenda Items:**

1. South Lakeshore Drive Shore Erosion Discussion Continued.
2. City Public Works Pick-ups on Private Streets-Discussion.
3. Winter Operations, Salt Versus Sand/Salt Application-Discussion.

#### **1. South Lakeshore Drive Shore Erosion Discussion.**

The DPW shared the pricing he had received on repairs to the shoreline of around \$142,000 based on 1,000 tons of rock. He explained the project cost would go up or down depending upon actual tonnage used. It was discussed that the Street Department could perform the labor but it would take a few weeks and that a 3 or 4 man crew wouldn't be available until fall.

DPW Winker also provided information on permitting required by the DNR. An individual permit would be required and the process takes 90 days and the application cost is \$603. He indicated the permit is time consuming and somewhat expensive and the City would want to be in favor of dedicating the discussed dollars toward the repair.

There was discussion regarding the timing of the work and whether or not the erosion would impact the road before winter or if the work could be done next spring. DPW Winkler wasn't so sure the project could wait until spring without impacting the roadway.

It was moved by Ald. Kupsik and seconded by Ald. Howell to recommend to the Council that staff apply for the DNR shoreline permit including the \$603 fee. The motion passed 4-0.

**(This item needs to go to FLJ and Council for consideration).**

#### **2. City Public Works Pick-ups on Private Streets-Discussion.**

Chair Kordus explained to the PWC that the owners of Somerset have requested the City to perform public works services on their private drives. He pointed out that the City had conducted an exhaustive review of private drives, public services provided, the City Attorney had reviewed and opined on conducting public work on private property, and the Council had adopted an ordinance on how to address private drives in 2011. DPW Winkler noted a concern for whatever is done to change policy on one private drive would have to apply to all private drives.

Mayor Connors quoted Ordinance 11-34 passed in December of 2011 which basically requires private drive owners to upgrade the roadways to a minimum public standard and dedicate the land for right-of-way prior to the City providing municipal services. Attorney Draper added that the City did allow the road standards to be less than typical new public road standards as a compromise.

By consensus the PWC didn't wish to revisit the matter as it was addressed at length in 2011 and 2012. They asked staff to respond to the Somerset association.

#### **3. Winter Operations, Salt Versus Sand/Salt Application-Discussion**

DPW Winkler provided a report describing the advantages, disadvantages, and costs involved with continuing sand/salt at an 80/20 blend versus modifying sand and salt application to address the winter conditions at hand. Cost savings information was provided as was the environmental benefit of only using sand and salt in quantities which best address conditions. Draft ordinance language was also provided and discussed.

It was moved by Chair Kordus and seconded by Ald. Gelting to continue this item for further discussion.

**Motion to Adjourn:**

Motion to adjourn by Ald. Howell, seconded by Ald. Gelting. The motion passed 4-0 and the meeting was adjourned at 5:56 PM.

Cc: Mayor Jim Connors/Blaine Oborn/Sabrina Waswo/Common Council Members not on Committee/File

**PIERS, HARBORS & LAKEFRONT COMMITTEE**  
**THURSDAY, JUNE 25, 2015 AT 6:00 P.M.**  
**CITY HALL, CONFERENCE ROOM 2A**

The meeting was called to order by Chairman Wall at 6:00 p.m.

**Roll Call.** Present: Aldermen Hedlund, Wall, Kordus, Chappell and Hill. Also Present: City Administrator Oborn, City Attorney Draper and Harbormaster Gray

**Approval of Minutes from March 26, 2015 as distributed.**

Kordus/Hedlund motion to approve. Motion carried unanimously.

Kordus/Chappell motion to suspend the rules and move up agenda item #9. Motion carried unanimously.

**Follow up discussion regarding Riviera Tenant disputes and update on lease agreement**

City Attorney Draper asked that this be put on the agenda to clarify the situation. There have been a number of disputes down at the Riviera. Mr. Draper has had discussions with Del Carlson's attorney, who would like to schedule a meeting with the City Administrator and Mr. Draper. Mr. Draper feels the Chair of the Piers and Harbors Committee should be present as well. Mr. Draper stated that there was an assignment of the lease from Del Carlson to her daughters. It was understood that Del Carlson would no longer be running the operations down at the store. It is Mr. Draper's understanding that she has not, however there have been some emergency situations where she has had to be down there. It is not that Ms. Carlson cannot be down there; it is that she should not be running the day to day operations of the business. Mr. Draper would like to have the meeting to get the situation worked out so numerous complaints are not coming in on a regular basis. Alderman Hill asked if the leases have been reassigned and Mr. Draper confirmed that they have been reassigned into the daughter's names. Mr. Draper would like to speak with their attorney and reiterate to them what the agreement was and what is at stake to come to some sort of resolution to the matter.

Ms. Hill asked if there was a written agreement. Mr. Draper stated that the only written agreement was that Ms. Carlson would assign her leases to the daughters and the daughters would run the operations. He stated that there was never a court order or restraining order, which was not the intention. The goal was to have an amicable situation. Mr. Draper explained that this was to alleviate the tensions down at the Riviera. All the leases are coming up next year, so the committee needs to look at the situation and figure out what they want to do to resolve it. He stated it is not a situation of people not liking one another; it is allegations of people doing bad things to one another. This issue has not been resolved yet, but he is working to resolve it.

**Comments from the public limited to 5 minutes.**

Elizabeth Dazzo, Owner of Del Sol, explained a number of issues she is dealing with at the Riviera with regard to parking and tenants including other tenants putting items in the walkway. She had reached out to the City in the past and doesn't feel that the situations were ever resolved.

Mike McHale, member of Nina's Popcorn in the Riviera, expressed his frustration with another business located in the Rivera. He feels that the good neighbor policy is not being followed.

Madison Scolley, employee of KC Enterprises, stated that the tenant problems have been going on for years. She feels that the good neighbor policy is not being followed as well.

Sol Kaniuk, Owner of Creative Glass Blowing, questioned what "banned" meant with regard to this situation. He aired a number of grievances he had regarding the tenant situation.

Beverly Leonard explained the need for additional paddle board and kayak racks. She stated that they had been approved 2 years ago to build additional racks.

Del Carlson, Owner of The Kandy Kove, also explained a number of the issues she is having down at the Riviera and disbursed documents and pictures.

Therese Poetzinger, Owner of Nina's Popcorn, gave a history of her space and the problems she has had with another tenant in the Riviera.

Sarah Hill, 1024 George St, stated that she is displeased with the entire conversation regarding the Riviera business tenants and that all are at risk of losing their leases if the issues continue.

### **Harbormaster's Report**

Harbormaster Chuck Gray stated that all buoy, slips and racks are rented. He did not have to go to the non-resident list to fill those spaces. He also notified the committee that every Friday and Saturday is rented out from now until December at the Riviera for weddings and events. In 2016, all the Saturdays from April to November are rented and all of the Fridays in May and June. They are already reserving dates in June of 2017. Alderman Hill asked if it is anticipated that there will be step increases in rental rates. Mr. Gray stated that the people that are booked now will be grandfathered to the current rate. If the rate changes, everything from that point on would be charged at the new rate. Alderman Hedlund was confused on how parties can be grandfathered in. Alderman Wall asked if a rate increase should be discussed at a future meeting. Mr. Hedlund felt the topic should be addressed. Alderman Chappell asked how many 2017 events have already been booked. Mr. Gray responded there are 7 or 8. City Administrator Oborn asked if the fees are paid 30 days before the event. Mr. Gray confirmed that the fees are due 30 days before the event. Mr. Gray stated that the rates should be taken out of the packet that is handed out. Mr. Hedlund explained that they should put a security deposit down and can be charged off of the schedule of fees 30 days prior to the event. Mr. Gray noted that the last rate increase was in 2008 and explained, at that time, the rate doubled. Mr. Wall stated that a rate comparison was completed and the City is competitively priced.

### **Beachmaster's Report**

Harbormaster Gray stated the total income for the beach through Sunday (June 21, 2015) was \$37,800 compared to last year which was \$51,500 and in 2012 it was \$103,700. This year's income is just above the median of the last 15 years. There has been rain for one third of the beach days this year, which looks like it is going to continue. The boat launch income is \$6,700 to this point which is very close to last year's figures. Alderman Chappell asked if we have seen figures for the beach passes and what that has brought in. Mr. Gray stated that he did not have those figures at this time. Alderman Hill asked who normally gives the Beachmaster's Report. Mr. Gray clarified that George Steffen occasionally does. Ms. Hill questioned what the employees do now that there are kiosks for the day passes. Mr. Gray stated there is a person at the beach that is available to help the visitors. He also notified the committee that there is a gate that is stuck in the up position that covers up the soda machines. The Street Department has looked into it and has ordered a new gate.

### **Discussion/Recommendation on installation of additional racks near the west end pier for non-motorized floatable devices**

City Administrator Oborn explained that he took a tour with Harbormaster Gray. He recommends adding two new stalls which should hold 12 items. It should be done on an integrated basis where the paddle board and kayak list is combined and uses the dates for an order of availability. Alderman Hill asked if the racks have to be designed differently for kayaks versus paddle boards. Mr. Oborn stated the kayaks are a little wider but could do something in between so it could hold either. Upon approval, they would put two in and prorate the payment. Mr. Gray stated that last year 6 dropped off. Alderman Kordus asked if the cost for the racks would come out of the rental portion of the pier lake front fund. Mr. Gray stated Public Works would be building them so it would be a minimal cost.

Hill/Chappell motion to recommend installation of two additional non-motorized racks at the west end pier. Motion carried unanimously.

**Discussion/Recommendation on pier maintenance, installation and removal**

City Administrator Oborn stated there was discussion on the installation. Last time a bid was taken out was in 2009 for 2010, 2011 and 2012. Mr. Oborn explained the installation and removal of the docks is budgeted at \$38,000 for pier maintenance contract and \$8,000 for repairs. The bill for this year's installation was \$17,000. The previous amount was \$25,379 for maintenance. Alderman Chappell asked how long a bid can be open for. Mr. Oborn stated that typically it is about a month.

Kordus/Hill motion to review the contract and expiration; and if there is no contract put the pier maintenance, installation and removal out for bid for 2016.

Kordus offered an amendment to the motion to include any maintenance over \$3,000. Alderman Hill stated the procurement policy should tell them what needs to go out for bid and what doesn't. Harbormaster Gray stated generally when Gage removes the piers in the fall; they put together a proposal of things that need to be repaired for the next season. The proposal then goes to the City Administrator. Mr. Oborn stated they are already over budget as \$8,000 was budgeted and they spent \$25,000. Motion carried unanimously.

**Discussion of agenda items for next meeting**

Alderman Chappell asked to speak about putting signage at the west pier that dogs must remain on leashes. City Administrator Oborn added rates for the Riviera.

**Adjournment**

Kordus/Hill motion to adjourn at 6:50 p.m. Motion carried unanimously.

/s/ Stephanie Gunderson, Assistant City Clerk

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED  
BY THE PIERS, HARBORS AND LAKEFRONT COMMITTEE**

## SECRETARY'S MINUTES

NAME-----Lake Geneva Utility Commission  
MINUTES-----Regular Meeting  
PLACE-----Lake Geneva Utility Commission  
DATE-----June 18, 2015  
TIME-----4:00 P.M.

Regular monthly meeting of the Lake Geneva Utility Commission held at the Lake Geneva Utility Commission, 361 W. Main Street, Lake Geneva, WI.

Regular monthly meeting was called to order by Pres. Brellenthin at 4:00 P.M.

Members present: Pres. Brellenthin, Ald. Jeff Wall and Ald. Rich Hedlund, and Dennis Lyon.

Staff present: Director Daniel Winkler, City Administrator Blaine Oborn.

Motion by Ald. Wall to approve the minutes of the previous meeting as presented, 2<sup>nd</sup> by Hedlund. Passed 4-0.

### **Communications:**

None.

### **Water & Sewer Agenda Items:**

#### **1. Replacement Vehicle -Water**

Director Winkler provided vehicle options and pricing to replace the 1999 Chevy pick-up truck. After some discussion, it was moved by President Brellentin to bid out 2016 models of the utility trucks discussed. The motion was seconded by Ald. Wall and approved 4-0.

#### **2. Gear Drive Replacement, Oxidation Ditch-WWTF.**

Director Winkler provided a price from Motion Industries to replace the 3<sup>rd</sup> gear drive operated by a 50 hp motor. He explained the other that all three were replaced in 2002 and the other two gear drives were already replaced. Ald. Wall mentioned that he would like to see another bid. After some discussion, it was moved by Ald. Hedlund and seconded by Mr. Lyon to get another bid, and if that bid was higher, then to proceed with the Motion Industries price. Otherwise bring the other bid back to the Commission for approval. The motion passed 4-0.

### **Director's Report:**

#### **1. Sludge Storage Tanks Design Update**

Director Winkler reported the design has gone to the DNR for their review and the project is still on schedule to bid out in August.

2. Financials Update

April

Water

EOM Cash Position	\$	1,175,000
Project Commitments	\$	41,000
Projects This Meeting	\$	n/a
Upcoming Projects	\$	TBD

Sewer

EOM Cash Position	\$	2,408,000
Project Commitments	\$	93,000
Projects This Meeting	\$	n/a
Upcoming Projects	\$	TBD

May

Water

EOM Cash Position	\$	1,052,000
Project Commitments	\$	32,000
Projects This Meeting	\$	n/a
Upcoming Projects	\$	TBD

Sewer

EOM Cash Position	\$	2,413,000
Project Commitments	\$	93,000
Projects This Meeting	\$	n/a
Upcoming Projects	\$	TBD

Motion by Ald. Hedlund to approve the financials as presented, 2<sup>nd</sup> Mr. Lyon. Passed 4-0.

**Review and Payment of Bills for April and May:**

Motion by Ald. Wall to approve the bills as presented, 2<sup>nd</sup> Ald. Hedlund. Passed 4-0.

Next meeting is scheduled for July 16, 2015, at 4:00 P.M.

**Adjourn:**

Motion by Mr. Lyon to adjourn the meeting, 2<sup>nd</sup> Ald. Wall. Passed 4-0.

Meeting adjourned at 4:33 P.M.

*Daniel S. Winkler*

Acting Secretary

DSW 06/19/15

# Lake Geneva Tree Board Minutes Meeting 24 Jun 2015

- I.) 6:17PM Candy Kirchberg called the meeting to order, Bob 2nd
- II.) Attendance:  
  
Joe Esposito - present  
Al Kupsik - excused  
Dan Andresen - present  
George Trupis - excused  
Bob Flemming - present  
Clara Jacobs - excused  
Candy Kirchberg - present - quorum not met -  
John Foster - present
- III.) Could not approve minutes from May 27, 2015 meeting due to no quorum
- IV.) No comments from public
- V.) No Park Board Report
- VI.) Jon presented list of approximately 60 trees including Ash Trees that will continue to be removed. Spring planted trees that have shown not to be viable will also be replaced in Fall planting. As discussed at May 27th meeting this is the benefit of Spring planting.  
  
Discussion also included the fact that city tree life is not very long due to Urban stress  
  
Joe inquired about renting city equipment to aid in inoculating city resident privately owned Ash Trees. The pesticide used to inoculate must be administered by a licensed and certified applicator of which Jon is for the city but not privately. Dan brought up the fact that the Ash Borer has reached the Twin Cities now.
- VII.) No new business
- VIII.) Dale Buetler, sign design specialist, attended meeting and volunteered to become the Tree Board liaison with Signs of the Times in Delavan to create and bid on Tree ID tags for trees in Library Park as well as some in Flat Iron Park. He brought samples of substrates and discussion continued on design, size, location and application of tags. Dale will attend and present options during next meeting.
- IX.) Next meeting set for July 22nd 6:00PM

X.) Candy motioned meeting to adjourn and Dan 2nd. Meeting adjourned at 7:27PM

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY JUNE 4, 2015 AT 7:00 P.M.**

This meeting will be held in the City Council Chambers, City Hall, 626 Geneva Street, Lake Geneva, Wisconsin, 53147.

1. Call meeting to order

Meeting was called to order by Commissioner Hartz at 7:04 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Bittner.

3. Roll call

Commissioners Bittner, Pollard and Hartz were present. Commissioner Gramm was excused. Fire Department Liaison Mike Mumford and Police and Fire Commission Liaison Alderman Gelting were also present.

4. Comments from the Public reference agenda items only. Comments are limited to a maximum of five minutes - NONE

5. Acknowledge correspondence - NONE

6. Approval of regular meeting minutes from May 7, 2015.

Pollard motioned to approve the minutes from May 7, 2015, Bittner seconded. Motion carried 3-0.

7. Fire Department Business:

a. Approval of bills for the Month of May 2015, operating in the amount of \$41,016.21, fire hydrant rental \$58,004.07, for a total of \$99,020.28.

Pollard motioned to approve the bills for the month of May 2015, Bittner seconded. Roll call: Bittner –Y, Pollard – Y, Hartz –Y. Motion carried 3-0.

Last month Hartz asked how inspection fees were established and Lieutenant Detkowski provided a sheet with that information. Hartz asked about the use of cell phones in the Fire Department for off duty employees. Chief Connelly noted all phones were assigned to an actual inspector at the time of the inspection and no one else has a department cell phone. Phones are either for the vehicles or the inspectors.

b. Auditors Report and EMS Calls and Billing.

Chief Connelly said that the auditors presented at the city council meeting and he heard some of the comments were negative. The fire department has made changes as requested by the auditor such as payroll corrections, supply usage sheets and new billing sheets. Chief Connelly noted that he will be part of the interview next time. Bittner commended the Fire Department on the audit and feels the Fire Department has made good progress. Alderman Gelting said an auditor's job is to find holes and to have Chief Connelly there to answer questions at the next audit would be a great idea. Chief Connelly said that every month the department will evaluate random reports for correctness.

c. EMS Steering Committee-Action on FY 2015 Recommendations

The Steering Committee accomplished a lot of items in a short amount of time. They looked at different levels of service, costs, etc. A plan was presented to the Police and Fire Commission at the Steering Committee Workshop. Chief Connelly reported that the Fire Department doesn't have enough staff to do the job adequately because less volunteerism, higher call volumes, code setting entities, and additional required training. The Fire Department also does not want their personnel to burnout but also has to meet the needs for the city and the entire county. Some suggestions were to create a district or consolidation of

departments. Pollard asked if discussions have been made with other departments regarding this and have they been receptive. Chief Connelly said the few he has talked to have been receptive to this but others are afraid of losing their power. Bittner agreed it makes sense to combine all the agencies and suggested starting small and adding more departments later. Per Chief Connelly another idea would be automatic aide but because City of Lake Geneva is one of the premiere departments, we would be giving more than receiving

Chief Connelly asked to help with the immediate problem he would like to add additional staff from 7 a.m. to 7 p.m. on Saturdays and Sundays beginning July 1, 2015 to October 31, 2015. The department receives approximately 75 calls on Saturday and approximately 60 calls on Sunday and that does not include ambulance calls. The cost would be approximately \$27,000 with some of the money being recouped but it is hard to determine the amount. It was also suggested at the workshop to establish to set up a feasibility study to create a district or consolidation. This would be done in steps: 1- 3 years start dialogue for consolidation, 4 year establish plans, 5-8 years functional fire district sharing costs, training and administration. Hartz noted that right now the request was to approve additional personnel for 7 a.m. to 7 p.m. Saturday and Sundays from July 1 to October 31, 2015. Bittner agrees to idea but it is a nonbudgeted \$27,000 and he would like to have specific costs, benefits and problems currently for the next four months and have the idea presented to the City before any decisions were made. He would lobby for it but without more information it is difficult to do so. Pollard would also like estimate of what may be recouped with extra staffed hours and questioned where the money would come from with regard to the budget. It was suggested to continue the idea for one month to get better statistics to present to the City Council. Lt. Detkowski presented numbers from 2013 and estimated that there would be an approximate \$11,000 shortfall. Alderman Gelting asked why this item was wasn't forecasted and talked about before this year's budget. Chief Connelly stated his employees are getting burned out because they are going to more calls. Paratech are answering fewer calls at night because they have more transports and the paramedics are required to respond to more calls. That puts more burden on volunteers who have to respond at night and then go to their day time jobs. Chief Connelly noted some weekends are staffed anyway because of various activities throughout the city including Venetian Fest, Art in the Park, Oktoberfest, etc. Pollard wondered if money shortfall will be retrieved from somewhere else. Per Connelly budget savings from the last few years were mostly personnel related so this may be where the costs are retrieved. Pollard said this was a good budget to work off and agreed to push forward knowing that in years past the budget has come in under budget and realizes it is hard to keep employees. Bittner again questioned if council should be told ahead of time what was decided. Alderman Gelting felt if the extra money will be worked in the budget and the fire department is not asking for more money then it seems reasonable to make a decision tonight. Bittner and Hartz also felt comfortable approving the request if money will be covered under budget but Chief Connelly should prepare a letter to present to the City Council regarding what has been done and the plan to cover the costs. Pollard motioned to approve the allotment of \$27,000 to cover additional hours July 1 through October 31, 2015 from 7 a.m. to 7 p.m. on Saturdays and Sundays. Hartz seconded. Roll call: Bittner -Y, Pollard - Y, Hartz -Y. Motion carried 3-0.

d. Set dates for personnel interviews June 2015

Scheduled dates are Monday June 22 and Tuesday June 23 at 5:00 p.m. at Station 1. If any commission members would like to attend they are welcome.

e. Questions on Host Tower Utility Bills

Dan Winkler said there was an agreement in 1996 or 1997 with the Utility Department and the Fire Department to use the Host Tower for \$1.00/year and pay the gas and electric utilities. Costs have gone up significantly over time and they are looking at ways to offset the costs regarding electricity and heating. The rent is currently \$600.00 to \$700.00/month. Winkler is also looking for the actual agreement. Hartz suggested negotiating a new agreement if the original agreement is not found.

f. Scraping of Old Training School Bus.

Larry's Towing submitted a letter stating it would cost \$280.00 to tow the old training bus to Waukesha Iron & Metal, Waukesha, Wisconsin. It was unknown the amount of money that would be recouped from the old training bus. Larry's Towing requested either written approval or a fire department representative accompany them to the scrap yard to accept the transaction of the scrap proceeds. The Commission agreed the Fire Department could send a letter of authorization regarding the money transaction of the scraped vehicle and get an invoice for the transaction.

g. Fire Prevention Ordinance.

Lt. Detkowski presented and discussed the difference between the State and City Fire Prevention Ordinances. Pollard wondered who set up the Fire Department Ordinances and the requirements. Chief Connelly said in 1995 the ordinances were established and they were strict because Lake Geneva is a volunteer department and it took longer to respond to calls. Commission members each offered their concern regarding the ordinances that are established to protect the people but also should not destroy the opportunity for businesses to work in the area. Hartz indicated the reason we are looking at the ordinances is because of the change in the State laws not to change the actual ordinances. The Fire Department is waiting for the State to make a decision on the current ordinances versus State policies. Liaison Gelting stated that if so many variances are being made then perhaps the ordinances do need to be changed. Lt. Detkowski meets with owners to have a reasonable meeting ground regarding variances to the ordinance and then approve it by the planning commission. Lt. Detkowski said the directives work better than changing ordinances because a lot of work goes into changing the ordinances and then the State could potentially deny the ordinance. Currently the city has to enforce at least the State codes and City codes if higher.

h. Monthly Stark and EMS Medical Billing Reports

Hartz inquired about industry standard for collections over 90 days. Eric Keiffer said 9% is the industry standard but 15% is acceptable. Usually Lake Geneva is better than 9%.

i. Monthly Fire Department Activity Report. NO ACTION.

j. Monthly Paratech Report. NO ACTION.

k. Thank you cards/letters. NO THANK YOU CARDS/LETTERS.

l. Items to be forwarded to city council.

Monthly Activity Report and memo regarding additional staffing.

8. Police Department Business:

a. Approval of bills for the Month of May 2015, operating in the amount of \$185,226.87, for a total of \$185,226.87.

Hartz asked about use of phones for retired workers. Two retirees are still on the US Cellular package, but that is controlled by the union. The retirees pay their own bill through the union. Bittner and Pollard are ok with retirees using the union phone plan if they pay the bills. Bittner motioned to approve the bills for the month of May 2015, Pollard seconded. Roll call: Bittner -Y, Pollard - Y, Hartz -Y. Motion carried 3-0.

b. Approve Lexipol Policies and Updates.

Approve Lexipol Policies and Updates:

312 Firearms

314 Vehicle Pursuits

320 Domestic Abuse

- 322 Search and Seizure
- 326 Adult Abuse (Formerly Vulnerable Adult Abuse)
- 336 Victim and Witness Assistance
- 340 Standards of Conduct (Formerly Conduct)
- 342 Information Technology Use (Formerly Department Technology Use)
- 344 Report Preparation
- 378 Public Safety Video Surveillance System (Formerly Public Safety Cameras)
- 380 Child and Dependant Adult Safety
- 391 Department Use of Social Media
- 406 Crime Scene and Disaster Integrity
- 416 Response to Bomb Calls
- 422 Foreign Diplomatic and Consular Representatives (Formerly Diplomatic and Consular Contacts)
- 448 Mobil Data Computer Use
- 464 Homeless Persons
- 466 Fire Amendment Assemblies (NEW POLICY)
- 467 Civil Disputes (NEW POLICY)
- 468 Suspicious Activity Reporting (NEW POLICY)
- 469 Crisis Intervention Incidents (NEW POLICY)
- 470 Medical Aid and Response (NEW POLICY)
- 600 Investigation and Prosecution
- 602 Sexual Assault Investigations (Formerly Sex Crime Victim's Rights)
- 608 Informants (Formerly Confidential Informants)
- 610 Eyewitness Identification
- 710 Cash Handling, Security and Management (Formerly Petty Cash Fund)
- 900 Custodial Searches
- 903 Temporary Custody of Adults (NEW POLICY)
- 1000 Recruitment and Selection
- 1008 Anti-Retaliation
- 1020 Personnel Complaints
- 1058 Employee Speech, Expression and Social Networking

Chief Rasmussen noted that 33 different policies were updated in one year with the new Lexipol System. This process has been much easier because of the Lexipol computer system. All the policies have been made to adapt to changes in society.

Hartz motioned to approve the Lexipol Policies and Updates, Pollard seconded. Roll call: Bittner –Y, Pollard – Y, Hartz –Y. Motion carried 3-0.

c. Thank you letters:

- Wisconsin Sport Bike Riders May 2<sup>nd</sup> Awareness Ride—Lt. Gritzner, Detective Keller, Officers Nethery and Giovannoni.
- Al Exner regarding Awards Ceremony – NO ACTION

d. Monthly reports

2015 Dispatch activity for May: Telephone calls–3,311	911 Calls–204	Window assists–796
2014 Dispatch activity for May: Telephone calls–4,305	911 Calls–273	Window assists– 930
2015 Patrol activity for May: Calls for service-1,653	Arrests-	122
2014 Patrol activity for May: Calls for service-1,811	Arrests-	180

Chief Rasmussen felt the number of phone calls was down because of the recently installed phone system. Liaison Gelting asked about the plate reader and wondered if the number of stops was recorded. Chief Rasmussen said they were checking into this but not sure how to keep track of it. They have recovered a few stolen cars. The fingerprint reader has identified a lot of wanted individuals, several for child support.

e. Items to be forwarded to City Council  
Monthly reports.

11. Agenda items for the next regular meeting July 9, 2015.

Bylaws and Statutes for the Police and Fire Commission.

City Budget/audit

Wage study

Update on Tavern League/Bar checks

Group to Review Fire Ordinance

12. Motion to go into closed session under Wisconsin State Statute 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and 19.85(1)(f), considering financial, medical, social or personal histories, or disciplinary data of specific persons, which if discussed in public would likely have a substantial adverse effect upon the reputation of any person referred to: Specifically Police Department Personnel.

Bittner motioned to go into closed session, Pollard seconded. Motion carried 3-0 at 9:05 p.m.

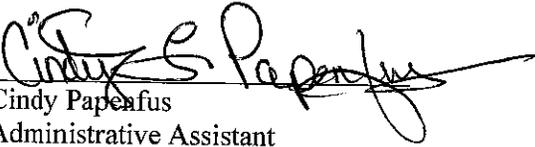
13. Motion to return to open session per Wisconsin State Statute 19.85(2)

Bittner motioned to return to open session, Pollard seconded. Motion carried 3-0 at 9:29 p.m.

15. Adjourn

Pollard motioned to adjourn the meeting, Bittner seconded. Motion carried 3-0 at 9:31 p.m.

Respectfully submitted,

  
Cindy Papenfus  
Administrative Assistant

c: Police Chief

Fire Chief

Commissioners-file

Commission Liaisons

City Administrator

City Clerk

City Comptroller

Council Members - Mayor

**MINUTES ARE NOT OFFICIAL UNTIL APPROVED AT THE NEXT POLICE AND FIRE  
COMMISSION MEETING.**

**CITY OF LAKE GENEVA  
PLAN COMMISSION MEETING**

MONDAY, JUNE 15, 2015 - 6:30 PM  
COUNCIL CHAMBERS, CITY HALL

**MINUTES**

**1. Meeting called to order at 6:30 pm by Mayor Connors.**

**2. Roll Call**

Present: Al Kupsik, John Gibbs, Doug Skates, Cindy Flower, Tyler Frederick,  
Also Present: Planner Mike Slavney, Atty. Dan Draper, Mayor Connors, Inspector Robers, Assistant Gregoles  
Not Present: Sarah Adams

**3. Approve Minutes of May 18, 2015 Plan Commission meeting as distributed.**

**MOTION #1**

Flower/Skates moved to approve the minutes of May 18, 2015 Plan Commission meeting as distributed.  
The motion carried 6/0.

**4. 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 five (5) minutes.**

**PUBLIC SPEAKER #1 – Mary Jo Fesenmaier – 955 George St, LG**

Fesenmaier read the City's mission statement and then stated her concerns regarding the notification process for Comprehensive Plan or Zoning changes. She suggested the rules of notification be changed to expand the area of notification and/or to post signage on a property that will be changing and impacting a specific neighborhood. She stated that she is not against agenda item #11 but feels that now would be a good time to make this change with regards to agenda item #11's request for recommendation to change the Comprehensive Plan.

**5. Acknowledgment of Correspondence.**

An Email from person for item #10 – asking to be continued to July.

**6. Downtown Design Review.**

- A. Application by Halvar Petersen for Geneva Java, 252 Center Street, Lake Geneva, WI 53147 for a new exterior sign at the storefront at Tax Key No. ZOP 00258.**

**DISCUSSION**

Applicant gave brief overview of sign details and there was a brief discussion amongst the Commission to clarify those details.

**MOTION #2**

Kupsik/Skates moved to approve the application by Halvar Petersen for Geneva Java, 252 Center Street, Lake Geneva, WI 53147 for a new exterior sign at the storefront at Tax Key No. ZOP 00258.  
The motion carried 6/0.

- B. Application by Venture Investment Partners, LLP, PO Box 460, Lake Geneva, WI 53147, for new exterior siding and colors at 251 Cook Street, Tax Key No. ZOP00252A.**

**DISCUSSION – Roger Wolff (applicant)**

Applicant gave brief overview of the details and there was a brief discussion amongst the Commission to clarify those details.

**MOTION #3**

Flower/Skates moved to approve the application by Venture Investment Partners, LLP, PO Box 460, Lake Geneva, WI 53147, for new exterior siding and colors at 251 Cook Street, Tax Key No. ZOP00252A. The motion carried 6/0.

- C. Application by Kinga Miceusz for @Properties, 239 Cook Street, Lake Geneva, WI 53147, for new exterior awnings and signage at 880 W Main Street, Tax Key No. ZOP 00337.**

**DISCUSSION - Mr Shay (applicant)**

Applicant gave brief overview of sign details and there was a brief discussion amongst the Commission to clarify those details.

**MOTION #4**

Kupsik/Skates moved to approve the application by Kinga Miceusz for @Properties, 239 Cook Street, Lake Geneva, WI 53147, for new exterior awnings and signage at 880 W Main Street, Tax Key No. ZOP 00337. The motion carried 6/0.

- D. Application by Michelle Woolard N3169 Acacia Road, and Samantha Strenger, 721 Geneva Street, Lake Geneva, WI 53147 for Good Vibes, for new exterior storefront colors and signage for the property at 234 Broad Street, at Tax Key No. ZOP 00257.**

**DISCUSSION – Michelle Woolard (applicant)**

Applicant gave brief overview of sign details and there was a brief discussion amongst the Commission to clarify those details.

**MOTION #5**

Flower/Gibbs moved to approve the application by Michelle Woolard N3169 Acacia Road, and Samantha Strenger, 721 Geneva Street, Lake Geneva, WI 53147 for Good Vibes, for new exterior storefront colors and signage for the property at 234 Broad Street, at Tax Key No. ZOP 00257.

The motion carried 6/0.

- E. Application by Sarah Hamick, for JAYNE, for new exterior signs 771 W. Main Street, Tax Key No. ZOP 00267.**

**DISCUSSION**

Applicant was not at the meeting.

Inspector Robers lead a brief discussion of the details of this application with the Commission.

**MOTION #6**

Kupsik/Skates moved to approve the application by Sarah Hamick, for JAYNE, for new exterior signs 771 W. Main Street, Tax Key No. ZOP 00267. The motion carried 6/0.

- F. **Application for reconsideration by Ronald R Stocking Jr., 32 Orchard Street, Williams Bay, WI 53191, for Urban Cloud Factory, for a new exterior sign at 772 W. Main Street, Tax Key No. ZOP 00321.**

**DISCUSSION**

Applicant gave a brief overview of sign details, logo history and design changes. There was a brief discussion amongst the Commission to clarify those details and to express their desires for change. The city attorney gave some clarification on the logo issues. Flower commented on the location of the sign on the railing. City attorney Draper read from the zoning ordinance for clarification.

**MOTION #7**

Kupsik/Gibbs moved to approve the application for reconsideration by Ronald R Stocking Jr., 32 Orchard Street, Williams Bay, WI 53191, for Urban Cloud Factory, for a new exterior sign at 772 W. Main Street, Tax Key No. ZOP 00321 with the inclusion of a border. The motion carried 4/3 Flower, Skates, Frederick.

7. **Review and Recommendation on an Application for Land Division Review for a Certified Survey Map submitted by Kathleen B. King Trust, Patricia A Weitz, Trustee, 15509 S. Duncan Road, Oak Forest, IL 60452 for the parcel at 406 Curtis Street, Tax Key No. ZA124300002.**

**DISCUSSION – Patricia A Weitz- Trustee/Applicant, 15509 S. Duncan Road, Oak Forest, IL**

Weitz gave a brief overview of the details of this land division application. There was a brief discussion amongst the Commission to clarify those details.

**MOTION #8**

Kupsik/ Gibbs moved to approve the recommendation on an Application for Land Division Review for a Certified Survey Map submitted by Kathleen B. King Trust, Patricia A Weitz, Trustee, 15509 S. Duncan Road, Oak Forest, IL 60452 for the parcel at 406 Curtis Street, Tax Key No. ZA124300002 and to include minor staff & City engineer recommendations. The motion carried 6/0.

8. **Review and Recommendation on an Application for Land Division Review for a Certified Survey Map submitted by Philip & Kay Barrett, 234 W. Main Street, Lake Geneva, WI 53147 for the parcel at 234 W. Main Street, Tax Key No. ZPI 00013.**

**DISCUSSION - Philip Barrett, 234 W. Main Street, LG**

Applicant gave a brief overview of the land division application. There was a brief discussion amongst the Commission to clarify those details.

**MOTION #9**

Skates/Flower moved to approve the recommendation on an Application for Land Division Review for a Certified Survey Map submitted by Philip & Kay Barrett, 234 W. Main Street, Lake Geneva, WI 53147 for the parcel at 234 W. Main Street, Tax Key No. ZPI 00013, including staff and engineering recommendations. The motion carried 6/0.

9. **Continued Public Hearing and Recommendation on a Conditional Use Application filed by Milliette Family LP, 493 Wrigley Drive, Lake Geneva, WI 53147, to install an accessory structure (Pier) closer to the lake shore than the primary structure, within Lakeshore Overlay Zoning District located at 493 Wrigley Drive, Lake Geneva, WI 53147, Tax Key No. ZOP 00369.**

*\*Note this application was removed by the applicant for consideration until DNR approval is obtained.*

*\*Note there were no Public Speakers etc.*

- 10. Public Hearing and recommendation on a Conditional Use Application filed by Scott DeParvine & Ashlee Box agents for Mariane E Weigley, 38137 N. Bolton Place, Antioch, IL 60002, to construct a Single Family Residence using the SR-4 Zoning requirements in an Estate Residential Zoning District (ER-1) located at a vacant lot on Pine Tree Lane, Tax Key No. ZSY 00025.**

Public Hearing – No Comments

**MOTION #10**

Kupsik/Skates moved to continue to the July meeting, the recommendation on a Conditional Use Application filed by Scott DeParvine & Ashlee Box agents for Mariane E Weigley, 38137 N. Bolton Place, Antioch, IL 60002, to construct a Single Family Residence using the SR-4 Zoning requirements in an Estate Residential Zoning District (ER-1) located at a vacant lot on Pine Tree Lane, Tax Key No. ZSY 00025. The motion carried 6/0.

- 11. Review and Recommendation on an Application for a Comprehensive Plan Amendment to change from Single-Family Residential Urban to Institutional and Community Services, and to start the Public Review process and set a Public Hearing on said matter before a joint meeting of the Plan Commission and City Council, submitted by James Gottinger, for Lake Geneva Joint 1 School District, 208 South Street, Lake Geneva, WI 53147 for the parcel at 833 Wisconsin Street, Tax Key No. ZOP 00100.**

**MOTION #11**

Kupsik/Skates moved to suspend the rules to allow Mr. Flitcroft to speak.  
The motion carried 6/0.

**DISCUSSION – Warren Flitcroft, Business Mgr for Lake Geneva Schools**

Flitcroft addressed the Commission regarding the details of this application recommendation. There was a brief discussion amongst the Commission and applicant to clarify those details. There was additional discussion regarding the steps in the process for this recommendation and notification process.

**MOTION #12**

Kupsik/Skates moved to approve the recommendation on an Application for a Comprehensive Plan Amendment to change from Single-Family Residential Urban to Institutional and Community Services, and to start the Public Review process and set a Public Hearing on said matter before a joint meeting of the Plan Commission and City Council, submitted by the Superintendent of Schools for Lake Geneva Joint 1 School District, 208 South Street, Lake Geneva, WI 53147 for the parcel at 833 Wisconsin Street, Tax Key No. ZOP 00100. Including all staff recommendations and public notice to all properties within 300 ft. when the public participation plan is adopted.  
The motion carried 6/0.

- 12. Adjournment**

**MOTION #13**

Skates/Flower moved to adjourn the meeting at 7:46 pm.  
The motion carried 6/0.

*/s/Jackie Gregoles, B&Z Administrative Assistant*

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PLAN COMMISSION.**



# Board of Park Commissioners

Doug Skates - President

Alderman Al Kupsik

Lynn Hassler

Barb Hartigan

Brian Olsen

Peggy Schneider

Dave Quickel

John Swanson

Mayor Jim Connors

Director of Public Works Daniel S. Winkler, P.E., Secretary

City of Lake Geneva

626 Geneva Street

Lake Geneva, WI 53147-1914

[www.cityoflakegeneva.com](http://www.cityoflakegeneva.com)

Phone: (262) 248-3673

## MINUTES OF THE 6:00 PM JUNE 3, 2015 MEETING

City Hall 2<sup>nd</sup> Floor Room 2A

### Call to Order:

The Board of Park Commissioners meeting was called to order by President Skates at 6:00 PM. Secretary Winkler read the roll.

### Roll Call:

President Doug Skates , Lynn Hassler , Barb Hartigan , Peggy Schneider , Dave Quickel , John Swanson , Ald. Al Kupsik , Brian Olsen , Mayor Jim Connors . (7\_ Total).

### Staff & Aldermen Present:

DPW Daniel Winkler , Administrator Blaine Oborn , Alderman Elizabeth Chappell .

### Public Present:

Mr. Chris Schultz, Ms. Erin Thornburgh, Mr. and Mrs. Hrold Johnson, Mr. Abraham Renko.

### Approve the Minutes of the Prior Meeting:

It was moved by Commissioner Hartigan to approve the minutes of the May 6, 2015 meeting, and seconded by Commissioner Swanson. The motion passed 7-0.

### Permits & Park Donations:

DATE 07/11/15      LOCATION Library Park      USE Beachside Bookfest, Friends of the Library

President Skates read the permit. Mr. Johnson described the event providing exposure for local authors. It was moved by Commissioner Quickel to approve, and seconded by Commissioner Hartigan. The motion passed 7-0.

DATE 09/11/15 & 09/12/15      LOCATION Flat Iron Park      USE Taste of Lake Geneva, Chamber of Commerce and BID.

President Skates read the permit. Erin Thornburgh explained the event and needs. It was moved by President Skates to approve, and seconded by Commissioner Hartigan with a waiver of security deposit and use of the pavilion. The motion passed 7-0.

DATE 10/10/15 & 10/11/15 LOCATION Flat Iron Park USE Great Pumpkin Weigh-In at the Parking Lot and Pavilion in Conjunction with Octoberfest (BID)

President Skates read the permit. It was moved by Mayor Connors to approve, and seconded by Commissioner Swanson to include waiver of security deposit and pavilion rental fee. The motion passed 7-0. Note: There was no discussion on parking space use or rentals.

DATE 09/05/15 LOCATION Flat Iron Park Pavilion USE Hanke/Grace Wedding?

President Skates read the permit. It was moved by Commissioner Swanson to approve, and seconded by Commissioner Olsen. Approval included a staff approval of the type of decorations to be temporarily attached to the structure, rental fee and security deposit. Decorations to be removed by 10 PM. The motion passed 7-0.

DATE 07/25/15 LOCATION Veterans Park Pavilion Structure USE Jackson 1<sup>st</sup> Birthday Party

President Skates read the permit. It was moved by Commissioner Swanson to approve, and seconded by Commissioner Schneider. The motion passed 7-0.

DATE 06/19/15 LOCATION Flat Iron Park Pavilion USE Wedding Ceremony

President Skates read the permit. It was moved by President Skates to approve, and seconded by Commissioner Hartigan. The motion passed 7-0.

DATE 06/20/15 LOCATION Seminary Park Pavilion USE Ortiz Party

President Skates read the permit. It was moved by Commissioner Swanson to approve, and seconded by Commissioner Hartigan. The motion passed 7-0.

## **OLD BUSINESS**

### **Ice Skating Rink Location Discussion-BID Erin Thornburgh.**

DPW Winkler explained the Public Works Committee recommendation asking the Commission to consider other alternatives to Flat Iron Park. It was the consensus that there may not be any better options and that the BID wouldn't probably fund the rink elsewhere. It was also recognized that the first year of turf may not be fully developed.

### **Dog Park Fencing/Signage.**

Commissioner Quickel mentioned the park is already opened and inquired as to a dedication. It was moved by President Skates and seconded by Mayor Connors to ask the City Attorney to draft an ordinance to enforce the dog park rules. The motion passed 7-0. DPW Winkler said he is working on the park sign.

### **Display of Temporary Art in the Parks-**

There was much discussion on the topic of temporary art in the parks. Artist Abraham Renko spoke to his proposed ideas but didn't create a model of his idea to show, Alderman Chappell spoke in support of getting something done, Commissioner Swanson said he thought we needed locations before approving anything. The Commissioners all expressed a concern for doing it right the first time whatever they go with and not to rush just anything out along the lakefront. This item was continued after President Skates said it may not happen this summer.

## **Dog Park Fundraising Efforts-Badger Leadership Dynamics**

DPW Winkler provided a status report on the pending Badger Leadership funding items. Once the funds were forwarded to the City, the orders as discussed would be placed.

## **Future Meeting Agenda Items-July 1, 2015 Meeting.**

None.

## **ADJOURN:**

It was moved by President Skates and seconded by Schneider to adjourn. The motion passed 7-0 and the meeting was adjourned at 7:55 PM.

## **Set Next Meeting Date:**

The next regular meeting is scheduled for July 1, 2015.

Respectfully Submitted,

***Daniel S. Winkler***  
***Secretary***

If anyone finds any inaccuracies, errors or needs to adjust the minutes please call or email me prior to the next meeting.)



# Board of Park Commissioners

Doug Skates - President

Alderman Al Kupsik  
Brian Olsen  
John Swanson

Lynn Hassler  
Peggy Schneider  
Mayor Jim Connors

Barb Hartigan  
Dave Quickel

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City of Lake Geneva 626 Geneva Street Lake Geneva, WI 53147-1914

[www.cityoflakegeneva.com](http://www.cityoflakegeneva.com)

Phone: (262) 248-3673

## MINUTES OF THE 6:00 PM JULY 1, 2015 MEETING

City Hall 2<sup>nd</sup> Floor Room 2A

### Call to Order:

The Board of Park Commissioners meeting was called to order by President Skates at 6:00 PM. Secretary Winkler read the roll.

### Roll Call:

President Doug Skates , Lynn Hassler , Barb Hartigan , Peggy Schneider ,  
Dave Quickel , John Swanson , Ald. Al Kupsik , Brian Olsen , Mayor  
Jim Connors . (5 Total).  
a rock with a plaque on it.

### Staff & Aldermen Present:

DPW Daniel Winkler , Administrator Blaine Oborn , City Clerk Sabrina Waswo,  
Assistant City Clerk Stephanie Gunderson.

### Public Present:

None.

### Approve the Minutes of the Prior Meeting:

It was moved by Commissioner Swanson to approve the minutes of the June 3, 2015 meeting, and seconded by Commissioner Olsen. The motion passed 5-0.

### Public Input:

None.

### Permits & Park Donations:

DATE 07/18/15 LOCATION Cobb Park USE Staab Graduation Party

President Skates read the permit. There was discussion regarding the picnic table request, but decided to leave the application as is. It was moved by Commissioner Quickel to approve, and seconded by Commissioner Olsen. The motion passed 5-0.

DATE 08/15/15 LOCATION Flat Iron Park Brunk Pavilion USE Sanchez  
Wedding

President Skates read the permit. There was discussion regarding the deposit and fee for use of the pavilion. It was moved by President Skates to approve, and seconded by Commissioner Quickel. The motion passed 5-0.

DATE 08/02/15 LOCATION Flat Iron Park Brunk Pavilion USE Symphony

President Skates read the permit. It was moved by Commissioner Olsen to approve with the \$100 permit deposit fee, and seconded by Commissioner Quickel. The motion passed 5-0.

### **Park Assignments/Repair Update/Maintenance:**

President Skates requested mulch beneath the play equipment at Rushwood Park.

Commissioner Schneider asked if anything could be done with mulch kicked onto the sidewalk from a newly planted tree near the beach house, and mentioned that there were nicks in the paint on various benches and trash containers in Donian and Library Parks.

Commissioner Swanson provided a typed sheet with odds and ends which need attention primarily at Veterans Park (see attached). The Commission wished to address the player bench and concession building column bases as priorities as time allows.

### **NEW BUSINESS**

None.

### **OLD BUSINESS**

#### **Dog Park Signage and Concrete Discussion.**

DPW Winkler presented a memorandum with attachments. After discussion, it was moved by President Skates to proceed with the purchases of 2 trash containers, drinking fountain, and shade structure with Team Reil using funds raised by Badger Leadership Dynamics, and accept the generous donation offer of Ozinga Ready Mix Concrete of up to 10 cubic yards of concrete, accept the labor price quote of Humphreys Contracting in the amount of \$1,200 to install sidewalk and the bone bench pad, and authorize up to another \$1,000 for other foundations including the waste containers and shade structure, and with additional funding to come from park fee funds. The motion was seconded by Commissioner Olsen and passed 5-0.

#### **Downtown Ice Rink Discussion.**

DPW Winkler provided pricing for the ice rink from Down to Earth Contractors which was \$7,000 to \$8,000 excluding seeding/mulching/watering. Staff estimate to do spring and fall seeding/mulching/watering was around \$3,000 to \$4,000. The Down to Earth price would be good for either Donian or Flat Iron Park. Donian was looked at as an alternate location. The Commission was concerned as was the DPW for restoring the turf in 2016 to some kind of usable condition with all the planned events and activities at Flat Iron Park. The matter was continued to the August meeting for further discussion with input from the BID.

## **Dog Park Fundraising Discussion-Badger Leadership Dynamics.**

President Skates and Commissioner Quickel mentioned the need for an official dedication to include recognition of the Badger group. President Skates will check with them regarding their idea for possibly a rock with a plaque on it.

## **Future Meeting Agenda Items-August 5, 2015 Meeting.**

- Park Operating Budget for 2016.
- Staffing a park and recreation intern for the park system.

President Skates encouraged the Commissioners to contact him for anything else they wish to add.

## **ADJOURN:**

It was moved by Commissioner Schneider and seconded by Commissioner Olsen to adjourn. The motion passed 5-0 and the meeting was adjourned at 7:30 PM.

## **Set Next Meeting Date:**

The next regular meeting is scheduled for August 5, 2015.

Respectfully Submitted,

***Daniel S. Winkler***  
***Secretary***

If anyone finds any inaccuracies, errors or needs to adjust the minutes please call or email me prior to the next meeting.)

**Lake Geneva Public Library Board of Trustees Meetings**  
**918 West Main Street Lake Geneva, Wisconsin 53147 (262) 249-5299**

**Finance Committee**

Thursday, June 11, 2015 at 7:30 a.m. (Director's Office)

Present: Kundert, Oppenlander; Also present: Peterson and Wollaeger

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$54,693.63 in General Funds for the month of May 2015. There were no expenditures from Donated Funds in May 2015.

**Board of Trustees Meeting**

Thursday, June 11, 2015 at 8:00 a.m.

**Minutes**

**Call to order**

Oppenlander called the meeting to order at 8:10 a.m.

**Roll Call**

Members present: Brookes, Dinan, Jones, Kundert, Lafrenz, Oppenlander; Also present: Peterson and Benson

**Adoption/Amendment of agenda**

Oppenlander asked for a motion to adopt the agenda. Kundert made a motion to adopt the agenda. Brookes seconded. Motion carried unanimously.

**Disposition of minutes of previous regular meeting and any intervening special meeting(s)**

Oppenlander asked for a motion to approve the minutes of the Special Meeting on May 12, 2015. Kundert made a motion to approve the minutes as proposed. Brookes seconded. Motion carried unanimously.

Oppenlander asked for a motion to approve the minutes of the May 14, 2015 meeting. Kundert made a motion to approve the minutes as proposed. Brookes seconded. Motion carried unanimously.

**President's Report**

Oppenlander advised the Board that the Library's Friends' Board will discuss liability coverage at an upcoming meeting.

Oppenlander reported that plans for the Smith Meeting Room Open House after Labor Day are in progress with the Dresser family and featured speaker.

**Building & Grounds**

Peterson reported that vendors for lights on the stairs into the Smith Meeting Room will be contacted for prices.

Kundert reported that Phil's Drain conducted their first routing of the outside line for the season and submitted a favorable evaluation.

Kundert reported that representatives from Sarnafill, the manufacturer of the roof, will return to evaluate the roof in early July.

#### **Finance**

Kundert made a motion to approve \$54,693.63 in General Funds for May 2015. Brookes seconded. Motion carried unanimously. There were no expenditures from Donated Funds in May 2015.

#### **Closed Session**

Oppenlander asked for a motion to adjourn to **Closed Session pursuant to WI Statutes 19.85(1) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility.** Kundert made a motion to adjourn to Closed Session. Dinan seconded. Motion carried unanimously.

Oppenlander asked for a motion to come out of **Closed Session.** Lafrenz made a motion to come out of **Closed Session.** Dinan seconded. Motion carried unanimously.

Lafrenz made a motion to provide all staff a 1.5% salary increase retroactive to January 1, 2015 effective immediately. Dinan seconded. Motion carried unanimously.

#### **Personnel**

Oppenlander reported on the new normalized employee health coverage for eligible city employees approved by the City Council on Monday, June 8, 2015. Discussion followed. The new plan will be effective on July 1, 2015.

#### **Director's Report**

Peterson reported the May services statistics, noting the decrease in circulation. She expressed appreciation to the library staff for the hard work they do every day to serve the community.

Benson reported on the adult programming scheduled for the next month. She highlighted the Black Point program on June 24, 2015 and the Local Author Panel on July 8 in conjunction with the BeachFest author event on Saturday, July 11, 2015. She also shared the busy summer schedule for youth programming which includes Summer Reading, StoryWagon, movies, craft workshops and The Book Café.

#### **Adjournment**

Oppenlander asked for a motion to adjourn. Lafrenz made a motion to adjourn at 9:30 a.m. Kundert seconded. Motion carried unanimously.

Respectfully submitted,

Diane Jones  
Secretary

**PLEASE NOTE Next meeting: Thursday, July 16, 2015 at 8:00 a.m.**

## Lake Geneva Historic Preservation Commission Meeting Minutes

June 11, 2015 6:30 P.M. Lake Geneva City Hall

President Ken Etten called the meeting to order at 6:30 p.m. at Lake Geneva City Hall

Present: Ken Etten, Patrick Quinn, Mary Tanner, Jackie Getzen, Louise Rayppy, Elizabeth Chappell, Jim Davis and Ed Yaeger, as a guest.

Approval of the Minutes of Historic Preservation Commission Meeting of May 14, 2015.

Comments from the public: Ed Yaeger discussed his proposal, which is before the City Council, concerning the history of the railroad in Lake Geneva. He is asking the Council to clean up the turntable site, which is located behind a parking lot, and create a small park to honor the site's history. Renewed interest in this is being provided by an article in the At The Lake magazine, written by Anne Morrissy. Because of the article and support from Ann Morrissy, he hopes this will help his case. He is also asking for our support.

Reports from the Geneva Lake Area Museum and the Maple Park Homeowners.  
The museum will have a special "Tuesday @ Two" on Saturday July 18th at 10 A.M.

Titled: Sanitariums

On October 10th, the museum will offer a tour of Clear Sky Lodge on South Shore Drive.

Cost: \$125.00 per person.

Update on the Geneva Lake Theater Building.

Still for Sale. The Friends of the Theater had a meeting with Tom Hartz, co-owner of Simple Café. He has the theater under contract for purchase. Hopes to build a restaurant in half of the building and turn the other half of the building into an entertainment venue. This is all contingent on Tif funds and approval by the joint review board. Hope this will happen by August.

Continued discussion on the updated version of a Historic Lake Geneva Walking Tour booklet.

The booklets have been very popular. Will ask the Chamber of Commerce if they could contribute some money toward the publication of additional copies.

The Black Point Walking Tour starts at the Riviera every Thursday evening from June 18-August 20. From 6:30-8:00 P.M. Price: \$8.00.

The Veranda Views. A Geneva Lake Chautauqua on the veranda at Black Point. July and August, from 4:30 to 7:30 P.M. There are six programs lined up for this.

Continued discussion regarding nomination of Oak Hill Cemetery as a National Historic Site, including input from historic consultant John Notz. No new information. Also discussion about having another "Tales of Lake Geneva" at Horticultural Hall. The date has been set for Sunday August 23th at 1:00 P.M. Patrick Quinn is lining up the speakers. Since we are a City not-for-profit group, there would be no charge for the use of the hall.

Also discussion on John Notz's request for recognition of three extant buildings designed by William Le Baron Jenney on former Maple Lawn property in the City of Lake Geneva. No new information. On July 14th, John Notz will present a "Tuesday @ Two" program at the Geneva Lake Museum on William Le Baron Jenney.

Review of recent Plaque Program applications, and information from the Wisconsin Historical Society, National Trust for Historic Preservation, the Society of Architectural Historians and the Wisconsin Association of Historic Preservation.

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We have two new plaques: 938 Sage Street and 428 Warren Street.

Review of potential projects and promotional ideas for the LGHPC, educational programs and updates on the website.

[www.historiclakegeneva.org](http://www.historiclakegeneva.org)

Meeting adjourned at 8:20 P.M.

Respectfully submitted,

Louise Rayppy

**City of Lake Geneva Special Parking Commission**  
**June 16, 2015 – 6:00pm**  
**Conference Room 2A, City Hall**  
**Minutes**

1. **Opening and Attendance:** Attendance recorded and copies of minutes distributed.

2. **Roll Call at 6:00pm**

Present: Fleming, Swangstu, Gelting and Schaefer (non-voting)

Not Present: Chairman Krause

Also Present: Blaine Oborn, City Administrator and Parking Manager Mullally

*Gelting chaired the meeting as Krause was absent.*

3. **Approval of Minutes from May 20, 2015**

Gelting/Fleming motioned to approve minutes. Motion carried 3 to 0.

4. **Open Comments**

None

5. **Discussion/Recommendation on adding metered stalls on lot ZOP00281**

Mullally stated that the City has the opportunity to establish an agreement with Kocourek Property Holdings regarding marking (16) sixteen parking stalls just west of the City Hall building –lot ZOP00281. The agreement would be similar to the Newport West lot agreement in which the City has authorization to mark, monitor and enforce their parking stalls from 9am to 7pm. This would add (16) sixteen metered stalls to the City's inventory. Mullally requested that the Parking Commission forward the agreement with their recommendation to FLR and Council. Mullally stated that if all parties agreed stalls could be marked and enforced by 4<sup>th</sup> of July weekend.

Gelting/Fleming motioned in favor of recommending agreement to FLR and Council.

Motion carried 3 to 0.

6. **Parking Manager Monthly update**

Mullally briefed the Commission on the following stall reconfigurations:

- 500 N. Broad St.-north on block-west side of street  
Action: Transitioned (2) regular sized stalls into (2) compact stalls  
Rationale: Compliance-stalls were measured under-sized; 7'10 & 7'8/9-*per City Code Enforcement*
- 200 N. Cook St.- east side of street  
Action: Transitioned (3) three regular sized parking stalls into (3) three compact (2) on south side of driveway and (1) on north side of driveway

Rationale: Safety-from driver's perspective an oversize vehicle may hinder or obstruct the vision of oncoming cars when leaving out of driveway on west side of alley in the Cook lot

- 800 W. Geneva St.-south side of street; corner of Geneva & Broad  
Action: Transitioned (3) regular sized parking stalls to into (3) compact stalls  
Rationale: Safety-compact car stalls were needed at the corner to facilitate right turns-*recommended by Fire Lieutenant*
- 700 W. Geneva St.-south side of street; corner of Broad & Geneva  
Action: Transitioned (2) regular sized parking stalls to (2) compact  
Rationale: Safety-compact car stalls are needed at this corner to facilitate right turns-*per Police*

Mullally stated that (3) companies have been forwarding bids/quotes for a one year trial pay-by-phone parking payment option for the City. Per Oborn's approval, she would forward the bids to FLR and Council for their consideration.

Items that were emphasized to companies were system the City's system specifications, cost of integration, merchant validation programs, and virtual permitting. Oborn stated that the trial program would be taxing technology and testing our current limitations with wireless communication. Mullally stated that the trial would also give us the opportunity to evaluate it against the extend-by-phone feature that is currently offered.

#### 7. **Date and Agenda items for next meeting**

Schaefer stated that the Chamber of Commerce Visitor Center (Flat Iron Park) had an issue with a parking customer regarding the appeal process on the weekends, when City Hall is closed. Mullally stated that she was aware of the situation and personally went to the Chamber on the day of the situation. She resolved the situation at that time but told Schaefer that the enforcer does not have the authority to resolve and/or void tickets in the field. She stated that the appeal procedure even if it was due to the system's failure, was to drop off an appeal letter to City Hall or appeal online. Schaefer said that it was a matter of educating his staff regarding the procedures. Mullally stated that Commerce staff could hold appeal letters for the convenience of customers but it would be the responsibility of his staff to forward them to City Hall so that late fees would not added. Schaefer added that even at the visitor center customers could appeal online.

Gelting stated that the next meeting would be on Wednesday July 15, 2015.

Gelting requested that Mullally prepare the following agenda items for the next meeting:

- Evaluation on handicap stalls and reviewing handicap statuses
- Reviewing the City's (5) five hour ordinance
- Discussion on hourly parking rates and graduated rates

Mullally recommended to start the discussion at the next meeting and give a full analysis after the summer season. Gelting also wanted to “start thinking” about parking signage for future discussion as monies may be available through TIF.

**8. Adjourn**

Fleming and Gelting motioned to adjourn, passed unanimously. Adjourned at 6:30pm

**Next Meeting Wednesday July 15, 2015 at 6:00pm**

## Geneva Lake Museum Board Meeting

June 10, 2015

**President Jim Gee** called the meeting to order shortly before 5:30 on Main St with Vice President Dale Buelter, Secretary Vern Magee and treasurer Mary Olson present. Directors present: Pat Gee, Barbara Buelter, Joanne Niessner, Ed Schwinn, Davie Williams, Jim Davis, Dana Hagenah, Dee Fiske, Lynn Grayson, Marianne Bonifacic, Don Rutkowski, Chuck Ebeling, Beth Pernice, Dick Bain. Staff present: Executive Director Karen Walsh, Helen Brandt, Pat Cramer. Guests: Council Rep: Elizabeth Chappell, Betty Less, Allen Maywald, Vernon Haan, Louise Rutkowski. From the Fire Department: Dennis Wisnewski.

**Because we had a minor fire recently**, Dennis came to talk to the board about necessary precautions that will need to take to prevent future fires. We only have a sprinkler system and we will need to install smoke alarms. He will help us achieve that over time and will contact the right people to start the process.

**The minutes** were approved with a motion by Dee, second by Dana. Motion carried to approve minutes of the May meeting as sent out electronically. Mary explained the treasure's report which gives figures from January through May. We received \$5000 from a family trust which can be used as we see fit. We also received \$1000 from the Lake Geneva Lions Club, which part of it will be used to purchase some chairs so they can be left in Mill Street for Tuesday @ 2.

**Curator's Report:** Helen reported on the photographs and paintings that we received from the grandson of Charles Blakeslee and are hung in Mill St Centre. Charles A Blakeslee also donated a fire hose nozzle with the initials ICRR, which has been exhibited in the Fire Truck area with the rest of the fire equipment. We also now have the auto biography of Mr Blakeslee, the photographer at Yerkes for many years, also a gift from his grandson.

**Director's Report:** Attached to this document. Statistics are included along with docent hours. When Karen was finished with her report, she read a letter of resignation from the Executive Director's position effective December 5, giving the board 6 months to find a new Director. She would like to remain our Creative Director, volunteering again to design new exhibits. She has been doing this for 4 years and feels we have grown to a point that someone needs to be here every day. The new person needs to have many of Marsha's computer skills so they can take over the newsletter plus many other tasks that come with this position. We wish them both the best so they may travel more in the future, but we are happy Karen will continue to design exhibits for GLM.

**Fund Raising:** Pat reported on the Roaring 20's party: Money taken in \$9510, Expenses: \$3152, Profit: \$6347. Also, there was about \$1800 in '*in kind donations*'. Dana reported on progress of the October 10<sup>th</sup> fund raiser to be held at Clear Sky Lodge; by invitation, \$125.00 per person, held from 4 to 6 pm, with Valet parking, serving wine and cheese, cider and doughnut holes, with docents to inform guests.

**Marketing and Publicity:** Chuck pointed out the need of a communications person which could be handled by a part time staff person or possibly the new Director. Since Jennifer Moore is also leaving this fall, we will need someone to do Constant Contact. As an update, Chuck said we reached 750 this past week, with 406 likes, and 71 engaged, which is up 30% in a week. He also spent \$20 of his money to promote that we are a Blue Star Museum and was surprised that he 3700 people that looked at this with positive comments about giving free admission to Military families this summer.

**Planning and Exhibits:** Dale said Allen is working on redoing the train exhibit so it will be safe with glass protection so children can not get to it as easily. This will be done with Tom Yoder's help. Exhibits being discussed: Williams Bay's request to have exhibit space; A place for Laura, a very large painting given to us; Railroad luggage rack being repainted and will be out in front soon; barn wall completion; speak easy door; Mill St entrance using wrought iron from Black Point gardener; Yachting exhibit to honor Buddy Melges and ILYA; Tom, Barb, Joanne are working on disaster plan. Dale will put together about a 5 page book to help when we have large parties or meetings to help volunteers open and close the GLM.

**Membership:** Because Penny has had surgery and therefore no report this month.

**Old Business:** Our attorney is still working on the slow process of the name change with Rick Bernstein from the Wisconsin Historical Society.

**New Business:** Lynn explained the International Grant that we want to apply for this year which is for \$5,000. Karen explained how the grant works and that the *Royal Joy Questers* would like to partner with us to purchase the car that has been in the museum for the past few years. A motion by Barb, second by Pat to pursue the grant with the museum paying the \$4,000 if the grant is received. Motion carried with one vote against. The grant is for \$5,000, the RJW Questers will pay \$1,000, GLM \$4,000 for the antique car which is insured for \$14,000.

**Jim** said all Director's have received passes to the Japanese Gardens from Steve Jensen.

**Jim** asked **Joanne and Dee** to comment on a recent private party held on Main Street and they were unable to regulate the air conditioning. It was a long night and better communication is needed in the future with more help at these events. Jim asked to ask **Elizabeth the city council** to provide the needed smoke alarms throughout the building and air conditioning for the North Gallery. This would only enhance the building they own. We hope they will be willing to work with us on these two items.

It was decided to put it on Constant Contact the urgent need we have for docents with so many of ours out with illness or conflicting time issues.

There being no other business, the meeting was adjourned.

Vern Magee  
Secretary

cc Jim Connors  
Elizabeth Chappell  
City Clerk

**GENEVA LAKE ENVIRONMENTAL AGENCY  
WILLIAMS BAY, WISCONSIN  
Board of Director's Meeting Official Minutes.**

**June 19, 2014**

The GLEA meeting was called to order at 7:00 pm, Thursday June 19, 2014 by Chairman D. Bowman at Lower Association Hall, on Lewis Dr., George Williams College Campus, and Williams Bay WI.

- **Members Present:** T. Leith (Linn Twn.), D. Bowman, (W. Bay), G. Ahnert (LG). L. Lundberg (W. B.), P. Kenny (Fontana), D. Jameson,(WB), E. Chappell (LG.)
- **Members absent** C. Jones (Linn Twn.),J. Lovell (Walworth Twn.)
- **Also Present:** Ted Peters, Esther Sharp (GLEA staff) A. Peterson ( Fontana President)

**General Business:**

**1. Motion by G. Ahnert to accept the May 29<sup>th</sup> minutes. CU.**

a. There was a question as to why the FICA payment for year to date is so much higher than was is budgeted. Peters will check into it and get back to the board with an answer. **Motion by P. Kenny to accept the May 2014 Income Statement with Budget. CU.**

**b. Motion by T. Leith to accept the May 2014 Balance Sheet. CU.**

c,d. Copies of the April 2014 disbursement and donation reports were reviewed.

e. Peters added that the membership structure for the North American Lake Management Society has changed. Options were discussed and there was an agreement to pay for Peters' individual membership as a professional member for an additional \$10. He mentioned that he has been asked to say a few words about the GLEA at the GLA's annual meeting. He also mentioned that they are still having problems with the new copier. Martin has taken it back and has replaced it with a loaner for the time being. **Motion by E. Chappell to accept the director's report. CU.**

E. Sharp reviewed her staff report updating some of the numbers regarding the well testing program. **Motion by T. Leith to accept the intern's report. CU**

**Old Business:**

1. a. Peters followed up on some of the results of the well testing.  
b,c,d. Program training, the project overview and memorandum-of-agreement were addressed at the last meeting.
2. Peters submitted two proposals for the GLEA audit. D. Bowman motioned to go with Deignan & Assoc. for the audit.
3. One verbal estimate for the surveying of the KNC wells was received. Two other firms were contacted but nothing has been received. No action by the board.
4. Noting on the Trust

**New Business:**

1. There was some discussion on the possibility of including the area on the west side of HWY 67 north of Williams Bay in the program. Due to the number of respondents in the primary study area it was felt that we may not have time to do so. Perhaps latter or perhaps under a County program.

T. Leith passed out some info on care for urban trees using some new technology. There was some concern expressed by Fontana about the use of GLEA funds to test private wells in Linn. Peters mentioned with groundwater contributing about 1/3 of the water entering Geneva Lake annually, getting information about groundwater quality is very helpful in understanding what is coming into the lake. There was also some concern about Peters being president of the LSD and the Director of the GLEA and how this can appear to be inappropriate in the context of this project. These concerns were noted as this relationship has been discussed by the GLEA and the LSD in the past.

Next meeting date set for July 17, 2014 at the same time and place.

Motion by P. Kenny to adjourn at 8:25 pm.

These minutes were prepared by T. Peters. Approved 7/17/14