

**REGULAR CITY COUNCIL MEETING
MONDAY, JULY 11, 2016 – 7:00 PM
COUNCIL CHAMBERS, CITY HALL**

Mayor Kupsik called the meeting to order at 7:00p.m.

The Pledge of Allegiance was led by Alderman Howell

Roll Call. Present: Mayor Kupsik, Aldermen Chappell, Skates, Kordus, Flower, Gelting, Howell. Absent: Aldermen Horne and Hedlund. Also Present: City Attorney Draper, City Administrator Oborn, Comptroller Pollitt and Assistant City Clerk Gunderson.

Awards, Presentations, and Proclamations.

Parking Manager Sylvia Mullally acknowledged the City's parking enforcement staff. Ms. Mullally stated one staff member recently helped a lost toddler and assisted with finding the mother and translating. Other staff members recently helped with an individual who was having a seizure on the sidewalk. They did a great job for the City and do much more than just parking enforcement. Parking Enforcement Officers Clarissa Roman and Lucy Zelinski thanked the Council for the opportunity to work for the City.

Mayor Kupsik read a letter from Patricia Scolaro thanking the Lake Geneva Fire and Police Departments for helping her when she had car trouble during her visit.

Re-consider business from previous meeting. None.

Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda, except for public hearing items. Comments will to be limited to 5 minutes. None.

Acknowledgement of Correspondence.

Assistant City Clerk Gunderson noted a letter was received on July 8, 2016 from Patricia Scolaro thanking the Lake Geneva Fire and Police Departments for helping her when she had car trouble during her visit.

Approval of Minutes. Skates/Kordus motion to approve the Regular City Council Meeting minutes of June 27, 2016, as prepared and distributed. Unanimously carried.

Presentation of 2015 Financial Audit by David Maccoux, CPA of Schenck SC

Mr. Maccoux gave a presentation on the annual financial audit and management communications. The annual report represents the City of Lake Geneva's financial position and results of operations for the year ended December 31, 2015.

Acceptance of 2015 Financial Audit and Report, as presented by Schenck SC

Gelting/Kordus motion to accept. Comptroller Pollitt said this is the first year that Schenk did the BID audit and she has the reports if needed. Unanimously carried.

Consent Agenda

Park Reservation Permit Application filed by Adam Young to use Seminary Park and Pavilion on July 30, 2016 from 9:00am to 7:00pm for a 1st birthday party (recommended by the Board of Park Commissioners on July 6, 2016)

Park Reservation Permit Application filed by Dixit Patel to use Flat Iron Park on August 6, 2016 from 9:00am to 6:00pm for a family picnic

Park Reservation Permit Application filed by Pam & Jim Georgalas to use Samuel Donian Park on September 30, 2016 from 3:00pm to 5:00pm for a wedding ceremony

Change of Agent Application filed by Popeyes Galley & Grog LTD d/b/a Popeyes, 811 Wrigley Dr, to Dimitrius Anagnos, 148 Cass St, Lake Geneva

Temporary Alcohol License Premises Extension Application filed by American Legion Post #24, 735 Henry St, to include fenced outdoor yard and garage areas during car show on Saturday, July 30, 2016 from 8:00am to 4:00pm

Original 2016-2017 Operator's (Bartender) License applications as listed in packet

Renewal of 2016-2017 Operator's (Bartender) License applications filed by Chad Arnett, James Georgalas, Jay McNulty, Adam Miskie, and John Renko

Renewal Massage Establishment License applications filed by Lake Geneva Massage Therapy

Renewal Taxi Driver License application filed by Brandon Frank (approved by Police Chief; informational only)

Howell/Gelting motion to approve.

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Howell voting "yes." Unanimously carried.

Items removed from the Consent Agenda. None.

Finance, License and Regulation Committee Recommendations – Alderman Kordus

First Reading of Ordinance 16-07, amending Chapter 62, Sidewalks and Other Public Places, adding Sections 62-300 through 62-327, Article X. Right of Way Occupancy and Permitting

First Reading of Ordinance 16-08, amending Chapter 54, Parks and Recreation, Article II. Rules of Conduct and Behavior, Section 54-34(5), Fires, to restrict grilling to Seminary and Donian Park

Kordus/Skates motion to move to second reading. Unanimously carried.

Kordus/Skates motion to accept **Ordinance 16-08** as written. Alderman Flower asked how the Fire Department felt about this. Mr. Oborn said they were fine with it. City Attorney Draper noted previously the way the ordinance was written is that you could barbeque in any park in the city but this will restrict it to these two areas.

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Howell voting "yes." Unanimously carried.

First Reading of Ordinance 16-09, amending Chapter 74, Traffic and Vehicles, Article IV. Bicycles, Skateboards, Roller Skates, Section 74-157, Riding in Certain Areas Prohibited, to include the Brunk Pavilion

First Reading of Ordinance 16-10, amending Chapter 74, Traffic and Vehicles, Article VI, Traffic Code, Section 74-210, Parking Regulations, subsection (a)1 No Parking, Standing or Stopping Zones, adding no parking in front of 322 Warren Street

Kordus/Gelting motion to approve the Dan Larson Landscape TIF4 Escrow Draw Request No 2 for \$6,129.00

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Howell voting "yes." Unanimously carried.

Kordus/Gelting motion to approve the Down To Earth Contractors TIF4 Escrow Draw Request No 1 for \$4,551.00

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Howell voting "yes." Unanimously carried.

Kordus/Gelting motion to approve the Systems Design TIF4 Escrow Draw Request No 1 for \$1,708.47

Alderman Gelting asked if we are on budget for these items. Mr. Oborn stated yes. This is for Riviera grounds. If it does go over the Beautification Committee covers everything over \$100,000. Mr. Gelting asked if they are tracking on budget. Mr. Oborn said yes the money is frozen. Mr. Kordus stated it would be noted if they were to pull money from another area. Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Howell voting "yes." Unanimously carried.

Discussion/Action on Compensation Policy (recommended by Personnel Committee on June 30, 2016)

Kordus/Gelting motion to accept Option 2. Option 2 is a hybrid. Option 1 was sent to Council and was sent back because it covered automatic increases. Option 2 splits it up. Performance is rated in all areas. It accelerates people to the mid, but it is performance based as well. It is weighted all the way through. Option 3 was the option that had 100%, 70% and 40% all the way across but you are accelerating above and below mid. Two issues would be allowances for the City Administrator to approve between the minimum and midpoint for new hires without Council approval and natural promotion classifications. Ultimately the resolution will focus on what the ranges are. Alderman Kordus noted at FLR it was understood this is not where we want to be but it is a good stepping point. It sets expectations for staff and managers. Alderman Flower agrees that it is good to be moving in the right direction and would like this to be reviewed at least annually. Mr. Oborn stated this helps to get this implemented before we start the 2017 budget process.

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Howell voting “yes.” Unanimously carried.

Kordus/Gelting motion to approve the Police Department Civilian Employee Handbook (*recommended by Personnel Committee on June 30, 2016*). Alderman Kordus the intent is to have every department in the City under the same handbook with certain exceptions. The Library is also under the same process.

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Howell voting “yes.” Unanimously carried.

Kordus/Gelting motion to approve Resolution 16-R41, revising the 2016 Part-time Staff Pay (*recommended by Personnel Committee on June 30, 2016*). Mr. Oborn noted this gives flexibility. Down the road the wages will phase out and we will focus on the minimum, mid and maximum ranges as well as the grade.

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Howell voting “yes.” Unanimously carried.

Discussion/Action on Riviera lease advertising services with corresponding listing agreement (*recommended by Piers, Harbors and Lakefront Committee on June 30, 2016*)

Kordus/Skates to approve the Riviera lease advertising service with corresponding listing agreement for 6 months to include City Attorney’s review of the contract.

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Howell voting “yes.” Unanimously carried.

Kordus/Gelting motion to approve the hiring of an additional full time Police Officer until March 2017

Alderman Kordus explained this is an additional step above due to upcoming retirements. This is considered a training period and not a permanent increase in staff. Mr. Oborn noted we are not guaranteeing they will stay within budget.

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Howell voting “yes.” Unanimously carried.

Presentation of Accounts – Alderman Kordus

Purchase Orders. None.

Kordus/Gelting motion to approve Prepaid Bills in the amount of \$2,351.22

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Howell voting “yes.” Unanimously carried.

Kordus/Gelting motion to approve Regular Bills in the amount of \$404,939.64

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Howell voting “yes.” Unanimously carried.

Mayoral Appointments.

Accept Alderman Chris Gelting’s resignation as liaison to the Police and Fire Commission and Appoint Alderman Ken Howell as liaison to the Police and Fire Commission

Gelting/Kordus motion to accept the resignation of Chris Gelting as the liaison to the Police and Fire Commission

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Howell voting “yes.” Unanimously carried.

Kordus/Skates motion to appoint Alderman Ken Howell as the liaison to the Police and Fire Commission effective immediately. Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Howell voting “yes.” Unanimously carried.

Closed Session

Kordus/Skates motion to go into Closed Session pursuant to Wis. Stat. 19.85 (1)(d) considering specific applications of probation, extended supervision or parole, or considering strategy for crime detection or prevention – to wit

Crime Prevention Techniques pertaining to City Buildings and to include the Police Chief, City Administrator, City Attorney, Assistant City Clerk and Parking Manager.

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Howell voting “yes.” Unanimously carried.

The Council entered into closed session at 8:10 pm.

Open Session

Kordus\Chappell motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Howell voting “yes.” Unanimously carried.

Council entered into open session at 8:56 pm.

Kordus/Howell motion to upgrade security as discussed in closed session with \$2,000 from capital improvements and \$5,000 from contingency.

Roll Call: Chappell, Skates, Kordus, Gelting, Howell voting “yes.” Motion carried 5 to 1 with Alderman Flower voting “no”.

Adjournment. Kordus/Gelting motion to adjourn at 8:58 pm. Unanimously carried.

/s/ Stephanie Gunderson, Assistant City Clerk

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE COMMON COUNCIL