



**COMMITTEE OF THE WHOLE**  
**TUESDAY, SEPTEMBER 6, 2016 – 6:30 PM**  
**CITY HALL BUILDING, COUNCIL CHAMBERS**

**AMENDED AGENDA**

1. Council President Kordus calls the meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes from July 5, 2016 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. Discussion/Recommendation on eliminating the Parking Commission and Communications Committee, rescheduling the Finance, License & Regulation Committee meeting, and general discussion on the scheduling of advisory committees of the City
7. Discussion/Recommendation on joint workshop with the City Council and Utility Commission regarding coordination and interaction between the City operations and Utility operations as they currently exist
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 Kordus
  - b. Personnel Committee, Alderman Hedlund
  - c. Public Works Committee, Alderman Kordus
  - d. Piers, Harbors, & Lakefront Committee, Alderman Skates
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. Board of Review, Alderman Kordus

Added item # 7

- b. Utility Commission, Aldermen Hedlund & Flower
- c. Tree Board, Alderman Skates
- d. Police & Fire Commission, Alderman Gelting
- e. Plan Commission, Alderman Skates
- f. Board of Park Commissioners, Alderman Skates
- g. Library Board, Alderman Gelting
- h. Historic Preservation Commission, Alderman Chappell
- i. Cemetery Board, Alderman Kordus
- j. Parking Commission, Alderman Gelting
- k. Communications Committee, Alderman Kordus
- l. Avian Committee, Alderman Horne

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 Howell
- c. Lake Geneva Economic Development Corporation, Aldermen Gelting & Hedlund
- d. Geneva Lake Environmental Agency, Alderman Horne
- e. Geneva Lakes Family YMCA, Alderman Skates
- f. Geneva Lake Use Committee, Alderman Flower

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.*

9/2/2016 9:10 a.m. AMENDED 9/2/2016 3:33 p.m.  
cc: Aldermen, Mayor, Administrator, Attorney, Media

**COMMITTEE OF THE WHOLE  
TUESDAY, JULY 5, 2016 - 6:30 PM  
CITY HALL BUILDING, COUNCIL CHAMBERS**

Council President Kordus called the meeting to order at 6:30 p.m.

Pledge of Allegiance led by Alderman Kordus.

**Roll Call.** Present: Aldermen Chappell, Skates, Kordus, Flower, Gelting, Hedlund, Howell. Absent: Alderman Horne. Also Present: City Administrator Oborn.

Gelting/Hedlund motion for approval of minutes from June 6, 2016 Committee of the Whole Meeting as distributed. Motion carried unanimously.

Alderman Kordus took a moment to thank the Police and Street Departments for working over the holiday weekend. He felt they did a spectacular job keeping the city safe and clean. He also reminded everyone the August Committee of the Whole meeting will be cancelled. The first Monday will be a regular Council meeting due to the election the following week.

**Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items.**

James Wilson, 1120 Park Row, commented on the June 9<sup>th</sup> Historic Preservation Commission minutes. He is wondering how the committee can get the Oakhill Cemetery on the historic preservation. He doesn't know how that can be done when it is in such a state of disrepair. He would like to know what the cemetery group is calling itself as there are different titles used throughout the website. Last year the Cemetery Board met 3 times, this year it has met 3 times. He would like it to be held later in the evening at City Hall so people can attend. He questioned if they oversee the Pioneer Cemetery or not. He questioned why there were not minutes for the May 11<sup>th</sup> meeting on the website. He also commented on a potential upcoming referendum. He requested it be done in November when there will be a very high voter turnout. He then stated there should be a referendum for the Hillmoor property to say if the city should buy it or not.

**Discussion/Recommendation on cosmetic tattooing options**

City Administrator Oborn noted other cities have been wrestling with the same issues we have with cosmetic businesses doing cosmetic tattooing.. Cosmetic tattooing is tattooing. It is currently regulated just like all other tattoos. We realized cosmetic tattooing on the face is not as drastic, and you are limiting the body parts whereas a regular tattoo can be done anywhere. He noted there are 5 options the city can make. The city can limit all tattooing anywhere on the body, which is what we currently do. There are two places that are grandfathered in. He noted conventional tattooing can be restricted but allow cosmetic tattooing. It is more difficult to define cosmetic tattooing, though. He noted tattooing can be limited below the clavicle. He recommends this option as it will regulate anything below the clavicle. This could be done at any hair salon or spa. We would amend our ordinance to allow it. Anything below the clavicle would be on our current ordinance. Alderman Chappell asked if a business would already need to exist to be able to perform this or could a new business open that solely does cosmetic tattooing. Mr. Oborn stated another option would limit to specific body parts. Option 5 would be to allow tattooing anywhere. Alderman Chappell stated that the city has zoned tattooing out of existence. She is interested in opening up the zoning. She does not see an issue with this. Alderman Flower asked if this is allowed to be in the city. Mr. Oborn said it is allowed in heavy industrial zoning areas which we currently do not have. The two establishments we have predate the zoning. Alderman Skates added option 3 doesn't change our tattoo policy or zoning below the clavicle. This would just be adding cosmetic tattooing. Mr. Kordus added option 3 would not preclude someone from doing a facial tattoo. Alderman Gelting felt above the clavicle versus below is a good way to define it. Alderman Hedlund stated he doesn't feel option 3 is going to affect their current policy. The committee came to the consensus that option 3 would be the most acceptable option to bring back for debate at the council.

**Standing Committee Reports given:**

Finance, License & Regulation Committee, Alderman Kordus

Personnel Committee, Alderman Hedlund

Public Works Committee, Alderman Kordus

Piers, Harbors, & Lakefront Committee, Alderman Skates

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

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

**Other Boards and Committee Reports given:**

Chamber of Commerce, Alderman Kordus  
Geneva Lake Museum, Alderman Howell  
Lake Geneva Economic Development Corporation, Alderman Gelting  
Geneva Lake Environmental Agency, no report given  
Geneva Lakes Family YMCA, Alderman Skates  
Geneva Lake Use Committee, no report given  
Gelting/Skates motion to adjourn the meeting at 7:38 p.m. Unanimously carried.

/s/ Stephanie Gunderson, Assistant City Clerk

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

## **City of Lake Geneva Committee of the Whole**

### **Discussion/Recommendation on eliminating the Parking Commission and Communications Committee, rescheduling the Finance, License & Regulation Committee meeting, and general discussion on the scheduling of advisory committees of the City**

“Meetings of the Advisory Committees and outside Boards are set by the Chair of the Committee and unless the council wants to rewrite ordinances defining all meeting which would lock us into a schedule. Propose that Committee Chairs work with the Clerk and Administrator to set up a schedule more conducive to getting minutes and agenda’s out in a timely manner.

Propose the following to be submitted to FLR and Council for approval.

When the Parking Commission was established there was no Parking Manager, and a parking garage was a viable option. Since the Parking Referendum was defeated and we have hired a parking manager the purpose of this commission has become obsolete.

Recommendation; Elimination of the Commission. (see below).

When the Communication Committee was established Time Warner was negotiating contracts and public access was being set up. All of this has been established and again, the committees’ purpose has become obsolete. The committee by ordinance is required to meet quarterly; the committee hasn’t met more than 4 times over the past 2 years as further evidence that its purpose is obsolete.

Recommendation: Elimination of the Communication Committee. (see below)

In order to fully discuss agenda items FLR requires a change to the Ordinance since the meeting times are defined. The purpose of rescheduling is to avoid limiting discussion on critical items because we are trying to finish up before council. Having a standalone meeting on the third Tuesday of the month will facilitate full discussion of agenda items. The intent of the Monday meeting prior to Committee of the whole is to facilitate the handling of routine matters typically on the FLR agenda that move to the Council Consent Agent and paying bills. (see below)

Finally in order to streamline processes and expedite moving agenda items forward, Committees and Commissions that meet quarterly will be scheduled prior the standing committee having most related to it. No Ordinance change is required; however cooperation of the Chairpersons is necessary.

#### **Change Chapter 2. Administration ARTICLE II. CITY COUNCIL Sec. 2-49. Standing committees.**

(1) Finance, Licensing and Regulation Committee. The Committee shall have the duties and powers set forth below:

a. Meeting. The Committee shall meet at 6:00 p.m. on the ~~second and fourth Monday of each month~~ **first Monday and third Tuesday of each month** and additionally as called by the Chairman or by a majority of the Committee.

**Repeal Chapter 2. Administration, ARTICLE V. BOARDS AND COMMISSIONS, DIVISION 1. GENERALLY**

Sec. 2-231. Communications Committee. [Ord. No. 08-02, 3-10-2008]

**Repeal Chapter 2. Administration, ARTICLE V. BOARDS AND COMMISSIONS, DIVISION 7. PARKING COMMISSION**

Sec. 2-338. Commission powers and duties.”

**UTILITY COMMISSION - 5 YRS**

Dennis Lyon, President	Oct. 1, 2019
Michael Kocourek	Oct. 1, 2018
Vacant	Oct. 1, 2019
Ann Esarco	Oct. 1, 2016
Al Kupsik, Mayor	
Richard Hedlund, Alderman	Annual
Cindy Flower, Alderman	Annual

**ZONING BOARD OF APPEALS - 3 YRS**

Stewart Mathison, Chairperson	May 1, 2018
Todd Krause	May 1, 2018
Thomas Anthony	May 1, 2017
Bernie Williams	May 1, 2017
Robert McCormick	May 1, 2019
Frank Marsala, 1 <sup>st</sup> Alternate	May 1, 2019
Vacant, 2 <sup>nd</sup> Alternate	May 1, 2019

**COMMUNICATIONS COMMITTEE - 2 YRS**

Gary Milliette, Chairperson	May 1, 2017
C. Andrew Fritz, IV	May 1, 2018
Vacant	May 1, 2018
Ron Berndt	May 1, 2017
Bob Kordus, Alderman	Annual
Jeff Miskie, Advisor	

**AVIAN COMMITTEE - 2 YRS**

Ted Horne, Alderman, Chairperson	Annual
Kate Anderson	May 1, 2016
Sarah McConnell	May 1, 2017
Vacant	May 1, 2017
Bob Nordhaus	May 1, 2016

COUNCIL PRESIDENT  
Alderman Bob Kordus

COUNCIL VICE-PRESIDENT  
Alderman Richard Hedlund

**COUNCIL REPRESENTATIVES SERVING ON OTHER  
BOARDS & COMMITTEES**

CHAMBER OF COMMERCE  
Alderman Bob Kordus

GENEVA LAKES FAMILY YMCA  
Alderman Doug Skates

GENEVA LAKE ENVIRONMENTAL AGENCY  
Ted Horne

GENEVA LAKE USE COMMITTEE  
Alderman Cindy Flower

MUSEUM  
Alderman Ken Howell

EMERGENCY GOVERNMENT DIRECTOR  
Chief Michael Rasmussen

LAKE GENEVA ECONOMIC DEVELOPMENT CORPORATION  
Aldermen Chris Gelting and Rich Hedlund

**BUSINESS IMPROVEMENT DISTRICT (BID) - 2 YRS**

Michael Kocourek	Jan. 1, 2017
Roger Wolff	Jan. 1, 2017
Andrew Fritz	Jan. 1, 2017
Kevin Fleming	Jan. 1, 2018
Sean Payne	Jan. 1, 2018
Steve Monticello	Jan. 1, 2018
Tammie Carstensen	Jan. 1, 2018

**Regular Meeting Schedules**

*Meeting times subject to change at chairperson's discretion*

Common Council	2 <sup>nd</sup> & 4 <sup>th</sup> Monday	7:00pm
Committee of the Whole	1 <sup>st</sup> Monday	6:30pm
Finance, License & Regulation	2 <sup>nd</sup> & 4 <sup>th</sup> Monday	6:00pm
Historic Preservation	2 <sup>nd</sup> Thursday	6:30pm
Public Works Committee	Thursday before Plan Commission	6:00pm
Plan Commission	3 <sup>rd</sup> Monday	6:30pm
Police & Fire Commission	Thursday after 1 <sup>st</sup> Monday	7:00pm
Utility Commission	Thursday before Plan Commission	4:45pm
Library Board	2 <sup>nd</sup> Thursday	8:00am
Board of Park Commissioners	1 <sup>st</sup> Wednesday	6:00pm
Tree Board	3 <sup>rd</sup> Wednesday odd Months	6:00pm
Lake Geneva Economic Development Corporation	3 <sup>rd</sup> Wednesday	7:30pm
Business Improvement District	2 <sup>nd</sup> Tuesday	8:00am
Piers, Harbors & Lakefront Committee	4 <sup>th</sup> Thursday	6:00pm
Communications Committee	Quarterly or as needed	6:00pm
Parking Commission	3 <sup>rd</sup> Wednesday	6:00pm
Personnel Committee	4 <sup>th</sup> Thursday	4:00pm
Zoning Board of Appeals	As Needed	

# City of Lake Geneva Elected Representatives Boards & Commissions Directory

Alan Kupsik  
Mayor



626 Geneva Street  
Lake Geneva, WI 53147  
Phone: (262) 248-3673  
Fax: (262) 248-4715

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

## ELECTED REPRESENTATIVES

### MAYOR ALAN KUPSİK

akupsik@cityoflakegeneva.com

**717 S. Lake Shore Dr**  
**262-749-0842**  
**April 2018**

#### ALDERMAN DISTRICT 1

**Chris Gelting** 262-751-7109  
 1231 Wisconsin St. April 2017  
 cgelting@cityoflakegeneva.com

**Elizabeth Chappell** 262-903-8035  
 513 Broad St. April 2018  
 echappell@cityoflakegeneva.com

#### ALDERMAN DISTRICT 2

**Ted Horne** 540-425-4366  
 701 Maple St April 2017  
 thorne@cityoflakegeneva.com

**Doug Skates** 262-249-0091  
 1133 Bonnie Brae Ln April 2018  
 dskates@cityoflakegeneva.com

#### ALDERMAN DISTRICT 3

**Richard Hedlund** 262-203-5900  
 368 S. Stone Ridge Dr. April 2017  
 rhedlund@cityoflakegeneva.com

**Bob Kordus** 414-916-9663  
 320 S. Boulder Ridge Dr. April 2018  
 bkordus@cityoflakegeneva.com

#### ALDERMAN DISTRICT 4

**Ken Howell** 262-949-7564  
 1029 Park Row April 2017  
 khowell@cityoflakegeneva.com

**Cindy Flower** 262-374-0678  
 533 Haskins St April 2018  
 cflower@cityoflakegeneva.com

#### OTHER ELECTED OFFICIALS

**Daniel S. Draper** 262-248-6636  
 City Attorney May 1, 2018  
 ddraper@cityoflakegeneva.com

**Henry A. Sibbing** 262-248-4651  
 Municipal Judge May 1, 2019

## APPOINTED BOARDS, COMMITTEES & COMMISSIONS

### STANDING COMMITTEES

#### FINANCE, LICENSE & REGULATION COMMITTEE

Alderman Bob Kordus, Chairperson  
 Alderman Chris Gelting  
 Alderman Ted Horne  
 Alderman Elizabeth Chappell  
 Alderman Ken Howell

#### PERSONNEL COMMITTEE

Alderman Richard Hedlund, Chairperson  
 Alderman Elizabeth Chappell  
 Alderman Ted Horne  
 Alderman Ken Howell  
 Alderman Cindy Flower

#### PUBLIC WORKS COMMITTEE

Alderman Bob Kordus, Chairperson  
 Alderman Chris Gelting  
 Alderman Cindy Flower  
 Alderman Doug Skates  
 Alderman Richard Hedlund

#### PIERS, HARBORS & LAKEFRONT

Alderman Doug Skates, Chairperson  
 Alderman Elizabeth Chappell  
 Alderman Richard Hedlund  
 Alderman Bob Kordus  
 Alderman Ken Howell

#### BOARD OF REVIEW

Chris Gelting District 1  
 Doug Skates District 2  
 Bob Kordus District 3  
 Ken Howell District 4  
 Al Kupsik, Mayor  
 Sabrina Waswo, City Clerk  
 Elizabeth Chappell, Alternate

#### OAK HILL CEMETERY BOARD - 2 YRS

Clarence Read, Chairperson May 1, 2017  
 Arleen Krohn May 1, 2018  
 Coryn Commare May 1, 2017  
 Maureen Allenstein May 1, 2018  
 Bob Kordus, Alderman Annual

#### LAKE GENEVA PUBLIC LIBRARY BOARD - 3 YRS

Fritz Oppenlander, Lyons Town., President May 1, 2019  
 Christine Brookes, Vice President May 1, 2019  
 Diane Jones May 1, 2019  
 Duanne Lafrenz May 1, 2018  
 Wen-d Kersten, Linn Town. May 1, 2019  
 Larry Kundert, Bloomfield Town. May 1, 2019  
 Linda Boilini, School District Annual  
 Chris Gelting, Alderman Annual

#### PARKING COMMISSION - 2 YRS

Todd Krause, Chairperson May 1, 2017  
 Dennis Swangstu May 1, 2018  
 Kevin Fleming May 1, 2018  
 Ann Esarco May 1, 2017  
 Chris Gelting, Alderman Annual  
 Darien Schaefer, Chamber of Commerce Representative  
 Sylvia Mullally, Parking Manager

#### CITY PLAN COMMISSION - 3 YRS

Tyler Frederick May 1, 2018  
 John Gibbs May 1, 2017  
 Tom Hartz May 1, 2017  
 Sarah Hill May 1, 2019  
 Ann Esarco, Park Board President May 1, 2019  
 Doug Skates, Alderman Annual  
 Al Kupsik, Mayor  
 Ken Robers, Building & Zoning Administrator

#### HISTORIC PRESERVATION - 3 YRS

Ken Etten, Chairperson May 1, 2017  
 Mary Tanner May 1, 2017  
 Patrick Quinn May 1, 2019  
 Louise Rayppy May 1, 2019  
 Jim Davis May 1, 2017  
 Jackie Getzen May 1, 2018  
 Elizabeth Chappell, Alderman Annual  
 Vern Haan, Advisory

#### BOARD OF PARK COMMISSIONERS - 3 YRS

Ann Esarco, President May 1, 2019  
 Brian Olsen May 1, 2017  
 David Quickel May 1, 2017  
 Barbara Philipps May 1, 2018  
 Peggy Schneider May 1, 2018  
 John Swanson May 1, 2019  
 Lynn Hassler May 1, 2019  
 Al Kupsik, Mayor Doug Skates, Alderman  
 Dan Winkler, DPW Director Tom Earle, Asst. DPW Director

#### POLICE & FIRE COMMISSION - 5 YRS

Tom Hartz, President May 1, 2018  
 Lynelle Gramm May 1, 2017  
 Rick Bittner May 1, 2019  
 Dennis Jordan May 1, 2020  
 Brian Pollard May 1, 2021  
 Chris Gelting, Alderman Annual  
 Tom Walton, Geneva Township Representative

#### TREE BOARD - 3 YRS

Candy Kirchberg, Chairperson May 1, 2017  
 Bob Peters May 1, 2017  
 Dan Andresen May 1, 2018  
 Clara Jacobs May 1, 2018  
 Joe Esposito May 1, 2019  
 Bob Flemming May 1, 2019  
 Al Kupsik, Mayor Ann Esarco, Park Board President  
 Doug Skates, Alderman John Foster, Arborist  
 Dan Winkler, DPW Director Tom Earle, Asst. DPW Director

**FINANCE, LICENSE & REGULATION COMMITTEE**  
**MONDAY, JULY 11, 2016 – 6:00 PM**  
**COUNCIL CHAMBERS, CITY HALL**

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

**Roll Call.** Present: Aldermen Kordus, Howell, and Gelting. Absent: Aldermen Horne and Chappell. Also Present: City Administrator Oborn, Comptroller Pollitt and Assistant City Clerk Gunderson.

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

**Approval of Minutes.** Gelting/Howell motion to approve the Finance, License and Regulation Committee Meeting minutes of June 27, 2016, as prepared and distributed. Unanimously carried.

**LICENSES & PERMITS**

**Gelting/Howell motion to recommend approval of 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 1<sup>st</sup> birthday party (recommended by the Board of Park Commissioners on July 6, 2016).** Unanimously carried.

**Gelting/Howell motion to recommend approval of 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.** Unanimously carried.

**Gelting/Howell motion to recommend approval of 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** Unanimously carried.

**Gelting/Howell motion to recommend approval of 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.** Unanimously carried.

**Gelting/Howell motion to recommend approval of 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**  
Alderman Kordus noted the garage is included for storage of extra beer. Unanimously carried.

**Gelting/Howell motion to recommend approval of Original 2016-2017 Operator's (Bartender) License applications as listed in packet.** Unanimously carried.

**Gelting/Howell motion to recommend approval of Renewal of 2016-2017 Operator's (Bartender) License applications filed by Chad Arnett, James Georgalas, Jay McNulty, Adam Miskie and John Renko.** Unanimously carried.

**Gelting/Howell motion to recommend approval of Renewal Massage Establishment License application filed by Lake Geneva Massage Therapy.** Unanimously carried.

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

**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 Park and Donian Park**

**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**

**Gelting/Howell motion to recommend approval of Dan Larson Landscape TIF4 Escrow Draw Request No 2 for \$6,129.00.** Unanimously carried.

**Gelting/Howell motion to recommend approval of Down To Earth Contractors TIF4 Escrow Draw Request No 1 for \$4,551.00.** Unanimously carried.

**Gelting/Howell motion to recommend approval of Systems Design TIF4 Escrow Draw Request No 1 for \$1,708.47.** Unanimously carried.

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

Kordus/Gelting motion to approve Option #2. City Administrator Oborn explained the first option was not selected by the Council as they wanted to see more weighted options. Option #2 is a hybrid. Alderman Howell asked if it was a bonus or increase. Mr. Oborn replied it is an increase. There is a provision that if an employee is at the max, they just get a yearly bonus. Adjusting the table with COLA increases will keep people from hitting the max. It is based off of merit. Mr. Kordus asked for a recommendation because it ties into the budget. Mr. Howell noted this is what was approved at personnel. Mr. Gelting said it is evolving in the right direction as this will help to educate managers how to evaluate employees and adjust wages for staff. Mr. Oborn said most people are over the midpoint. The idea is to accelerate all levels to mid. Unanimously carried.

**Howell/Gelting motion to recommend approval of Police Department Civilian Employee Handbook** *(recommended by Personnel Committee on June 30, 2016)*. This mirrors the City handbook. Mr. Gelting is working with the Library for consistency with the whole City. Mr. Kordus felt it is a step in the right direction. Mr. Oborn added it is a good compromise. Unanimously carried.

**Discussion/Action on Resolution 16-R41, revising the Part-time Staff Pay** *(recommended by Personnel Committee on June 30, 2016)*. The interim Fire Chief was already previously approved. The range was already done for part-timers and the PD Reserves but this puts it in a resolution. The Code Enforcer position is vacant at this time. This gives Mr. Oborn flexibility rather than having a flat amount. Mr. Gelting asked if this is setting a minimum and letting the City Administrator to negotiate. Mr. Oborn continued once this is in place salaries won't be seen anymore, only ranges. Gelting/Howell motion to approve. Unanimously carried.

**Discussion/Action on Riviera lease advertising services with corresponding listing agreement** *(recommended by Piers, Harbors and Lakefront Committee on June 30, 2016)*. This is to advertise for space B in the concourse, the largest space. There have been a number of showings but not anything successful. Mr. Oborn was asked by the Piers, Harbors and Lakefront Committee to solicit a proposal from a realtor to advertise.

Kordus/Gelting motion to recommend listing agreement. Mr. Gelting added he doesn't see much information about the agent provided. He asked if there is more known of his experience on this type of listing. Mr. Oborn added this will allow us to advertise in Lake and Country magazine. It will also get web exposure. Large spaces would call for a more national term but this is fitting for this type of space. It is less work for us and will hopefully widen the marketing. Mr. Gelting questioned if interviews were done. Mr. Oborn answered he was directed to use this specific Realtor. He is one of the key people who knows how to advertise in Keefe's magazine. The agreement is a 6 month contract which Mr. Oborn was comfortable with due to the City's seasonality.

Kordus/Gelting motion an amendment to list with Mark Larkin for a 6 month term starting within 30 days pending City Attorney review of contract agreement. Unanimously carried.

**Gelting/Howell motion to recommend approval of hiring an additional full time Police Officer until March 2017** Alderman Kordus questioned if it would be hard to find someone to only work for a limited term. Mr. Oborn explained it is permanent but in March the Assistant Chief will retire as well as two more Officers. Mr. Kordus stated this is a roll in so we are back filled so they are trained when the time comes. Mr. Oborn continued that this is

allowing us to have more sworn Officers through March. It is more of a training period. He hopes it will be a wash on the budget side. Unanimously carried.

**Presentation of Accounts – Alderman Kordus**

**Purchase Orders.** None.

**Gelting/Howell motion to recommend approve of Prepaid Bills in the amount of \$2,351.22.** Unanimously carried.

**Gelting/Howell motion to recommend approve of Regular Bills in the amount of \$404,939.64.** Alderman Gelting questioned the Gage Marine and drawings for Elmer’s Pier. Mr. Oborn noted Gage drew the drawings and they are just getting around to invoicing the City. They did build it themselves, but it did go out to bid. They helped with the permit process as well. Mr. Gelting asked if this was negotiated as part of the lease extension. Mr. Kordus explained this was the pier that was collapsing. Mr. Oborn said shifting the location made it go up about \$2,000. The pier is the City’s. The tenant waived their right to go after the City for loss of income. Mr. Gelting stated it was then somewhat negotiated. Mr. Oborn stated it was designed both ways and was bid out both ways. Mr. Kordus noted the drawings were done for bidding purposes. Mr. Oborn said there may have been a large variance, so it was done to see what the options would be. A large part of cost was the installation. Unanimously carried.

**Adjournment.** Gelting/Kordus motion to adjourn at 6:30 pm. Unanimously carried.

/s/ Stephanie Gunderson, Assistant City Clerk

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

**FINANCE, LICENSE & REGULATION COMMITTEE**  
**MONDAY, JULY 25, 2016 – 6:00 PM**  
**COUNCIL CHAMBERS, CITY HALL**

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

**Roll Call.** Present: Aldermen Kordus, Howell, Horne, Gelting and Chappell. Also Present: City Administrator Oborn, Director of Public Works Winkler, 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.** None.

**Approval of Minutes.** Gelting/Horne motion to approve the Finance, License and Regulation Committee Meeting minutes of July 11, 2016, as prepared and distributed. Unanimously carried.

**LICENSES & PERMITS**

**Gelting/Horne motion to recommend approval of Original 2016-2017 Operator's (Bartender) License applications filed by Michelle Basith, Kyle Carlson, Jack Golitz, Dayana Hernandez, Kerri Keisler, Lilian Montesinos, James Scully, and Joanne Sontag.** Unanimously carried.

**Gelting/Horne motion to recommend approval of Renewal of 2016-2017 Operator's (Bartender) License applications filed by Karlene Bull and Catherine Petrassi.** Unanimously carried.

**Howell/Gelting motion to recommend approval of prohibiting parking on the South Side of Grant Street from Williams Street to Tomike Street** (*Recommended by Public Works Committee on July 14, 2016*)

This was recommended by the Police Chief. It is for the South Side of Grant Street as the North side is already no parking. Alderman Chappell questioned if this would affect any residents. Mr. Kordus thought all the residents on that block have driveways. City Administrator Oborn stated people occasionally park there, which is the issue. Ms. Chappell felt the problem was not parking but that the road is used as a cut through. She suggested a deterrent such as speed bumps. Motion carried 4 to 1 with Alderman Chappell voting "no."

**Horne/Gelting motion to recommend approval of prohibiting parking on the North Side of Campbell Street from South Wells Street to South Lake Shore Drive** (*Recommended by Public Works Committee on July 14, 2016*)

This is the same issue as Grant Street. There are 2 homes on that block with long driveways. Unanimously carried.

**Gelting/Kordus motion to recommend approval of Engineering Service Agreement with Kapur & Associates, Inc for design and construction management of the 227 South Lake Shore Drive Parking Lot not to exceed \$15,412.00 from the Parking Fund** (*Recommended by Public Works Committee on July 14, 2016*). The city purchased this property with TIF monies to add a parking lot in that location. This step is for the design services. Kapur will look at the parking stall design, adding a sidewalk and drainage. Unanimously carried.

**Gelting/Horne motion to recommend approval of Demolition and Removal of Hard Surfacing by Robert Stewart Excavating, Inc. for 227 South Lake Shore Drive Parking Lot not to exceed \$13,000.00 from the Parking Fund** (*Recommended by Public Works Committee on July 14, 2016*). This is the excavation and once completed it will be ready for pavement. There may be items buried that we don't know about which could cost more money as there used to be a motel there. It's not anticipated, but there is always that risk. Unanimously carried.

**Kordus/Gelting motion to recommend approval of an Ordinance to prohibit unauthorized use of the Brush and Compost Drop-off Site on Carey Street at the Street Department** (*Recommended by Public Works Committee on July 14, 2016*). Contractors have been coming in after hours and dumping their compost, causing a burden for the Street Dept. Public Works had various solutions but decided to first create an ordinance and post signage. Unanimously carried.

**Howell/Gelting motion to recommend approval of request filed by William Chesen on behalf of the Lake Geneva Fire Bells Rehab Unit #64 to reserve and waive the parking fees for six parking stalls on the east side of**

**the 100 block of Broad Street from the alleyway north to Main Street for the annual Lake Geneva Fire Bells fundraiser on Sunday, September 17, 2016.** Unanimously carried.

**Howell/Gelting motion to recommend approval of Dan Larsen Landscape TIF4 Escrow Draw Request No 3 for \$10,937.00.** This is 2 projects, tree planting landscaping and the Riviera grounds tree planting. Unanimously carried.

**Horne/Gelting motion to recommend approval of Down To Earth Contractors TIF4 Escrow Draw Request No 2 for \$2,949.00.** Unanimously carried.

**Gelting/Horne motion to recommend approval of Giraffe Electric TIF4 Escrow Draw Request No 1 for \$1,702.76.** Unanimously carried.

**Horne/Gelting motion to recommend approval of Hein TIF4 Escrow Draw Request No 3 for \$31,251.06.** Unanimously carried.

**Gelting/Horne motion to recommend approval of Humphreys Contracting TIF4 Escrow Draw Request No 1 for \$9,999.35.** Unanimously carried.

**Horne/Gelting motion to recommend approval of Lake Geneva Economic Development Corporation TIF4 Escrow Draw Request No 1 for \$25,867.50.** This is for the additional work behind the demolished Traver Hotel. They are around \$17,000 under budget. The project is winding down. Unanimously carried.

**Horne/Chappell motion to recommend approval of Systems Design TIF4 Escrow Draw Request No 1 for \$1,708.47.** Unanimously carried.

**Horne/Gelting motion to recommend approval of Wil-surge Electric TIF4 Escrow Draw Request No 1 for \$7,650.00.** Unanimously carried.

**Horne/Gelting motion to recommend approval of TIF Closing Audit Services with Schenck for a cost of \$6,500 funded by TIF4.** This is the final audit to close the TIF, which is State mandated. Our auditor already has a good handle on it, which makes it advantageous for the city to use them. Unanimously carried.

**First Reading of Ordinance 16-11, a Zoning Text Amendment to Sections 98-407: Substandard Lot Regulations; 98-706: Exterior Storage Standards for Residential, Office and Commercial Districts; 98-034: Definitions; and 98-206 Commercial Land Uses of the Municipal Zoning Code of the City of Lake Geneva, Wisconsin (Plan Commission recommended on July 18, 2016).** Alderman Chappell would like the sections split into difference ordinances as Plan Commission did not unanimously approve all items.

**Discussion/Recommendation of Premier Resort Area Tourist Sales Tax and consideration of a corresponding Referendum (Discussed at Committee of the Whole on June 6, 2016)**

Gelting/Chappell motion to send to council without recommendation. Unanimously carried.

**Presentation of Accounts – Alderman Kordus**

**Purchase Orders.** None.

**Howell/Gelting motion to recommend approve of Prepaid Bills in the amount of \$12,696.57.** Comptroller Pollitt explained the Brunk Industries appealed their assessment to the State Board of Appeals. There was an adjustment made which resulted in a tax refund. Unanimously carried.

**Gelting/Kordus motion to recommend approve of Regular Bills in the amount of \$177,062.07.** Mr. Oborn noted there is \$6,000 left to pay Accurate Appraisal. This amount would be enough if we decide to seek damages from them for the errors that they made. Mr. Gelting questioned the Gage Pier painting. Piers and Harbors decided to pull out the annual painting from the installation and removal of the piers contract to solicit for bids. Unanimously carried.

**Adjournment.** Gelting/Horne motion to adjourn at 6:31 pm. 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, AUGUST 8, 2016 – 6:00 PM**  
**COUNCIL CHAMBERS, CITY HALL**

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

**Roll Call.** Present: Aldermen Kordus, Howell, Horne, Gelting and Chappell. 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.** None.

**Approval of Minutes.** Gelting/Horne motion to approve the Finance, License and Regulation Committee Meeting minutes of July 11, 2016, as prepared and distributed. Unanimously carried.

**LICENSES & PERMITS**

**Gelting/Horne motion to recommend approval of request filed by William Chesen on behalf of the Lake Geneva Fire Bells Rehab Unit #64 to reserve and waive the parking fees for six parking stalls on the east side of the 100 block of Broad Street from the alleyway north to Main Street for the annual Lake Geneva Fire Bells fundraiser on Sunday, September 18, 2016 (continued from July 25, 2016 Council meeting).** Unanimously carried.

**Horne/Gelting motion to recommend approval of Temporary Operator’s License applications filed by Ryan Stelzer, Craig Evans, Bryan Iwicki, and Josh Spiegelhoff for the Venetian Festival August 17-August 21, 2016 (recommended for approval by the Police Chief).** Unanimously carried.

**Gelting/Horne motion to recommend approval of Original 2016-2017 Operator’s (Bartender) License applications filed by Kathleen Consolino, Kristen Jensen, Evan Knutson, Amy Maloney, Janet Morrison, Gregory Nichols, Jasmine Swafford.** Unanimously carried.

**Horne/Gelting motion to recommend approval of Renewal of 2016-2017 Operator’s (Bartender) License applications filed by Gweneth Garber, Jacob McGuire.** Unanimously carried.

**First Reading of Ordinance 16-11, amending Section 98-407: Substandard Lot Regulations allowing substandard lots that are zoned ER-1 to use SR-4 district standards with a conditional use permit**

**First Reading of Ordinance 16-12, amending Section 98-706: Exterior Storage Standards for Residential, Office and Commercial Districts, providing for recreational vehicle parking in driveways**

**First Reading of Ordinance 16-13, amending Section 98-034: Definitions, redefining single family dwelling; and Section 98-206: Commercial Land Uses redefining commercial indoor lodging**

**First Reading of Ordinance 16-14, amending Chapter 74, Traffic and Vehicles, Section 74-210 adding no parking on Grant Street, southside from Williams Street to Tomike and on and on Campbell Street from South Lake Shore Drive to Wells Street.** Alderman Howell would like the City Attorney to redraft the ordinance excluding the parking ban on Grant Street. Mr. Kordus noted that can be done at the second reading. Alderman Chappell questioned why they would waste the City Attorney’s time if something is going to be removed.

Howell/Chappell motion to send back to the City Attorney to redraft and remove the Grant Street section. Mr. Kordus stated this was recommended by the Police Chief as a safety concern. We can override it, but if there are accidents that occur because of the parking situation it kind of puts the onus on us. Ms. Chappell doesn’t think the Chief is a traffic expert. The residents would like to curtail the traffic on that street and would be in favor of stop signs or a no left turn sign. Motion carried 3 to 2 with Alderman Kordus and Gelting voting “no.”

**Discussion/Recommendation on recruitment services for Comptroller position**

Howell/Gelting motion to send to council without recommendation. Unanimously carried.

**Howell/Gelting motion to recommend approval of Kapur & Associates, Inc. TIF4 Escrow Draw Request No. 2 for \$928.00 with overage of \$466.00 from the General Fund.** City Administrator Oborn stated they did more work on the signage. Mr. Horne asked if there was a change control before giving the authorization to pay it. The Director of Public Works gave the authorization. Mr. Oborn stated we don't have a change order process for engineering services. When the invoice came last time he held this one for further justification of the overage. Mr. Horne was having a hard time understanding this if there is a contract. They can't bill the City for additional monies unless there is something to validate it has been approved. Mr. Gelting asked if Kapur received a verbal approval from the Director of Public Works. Mr. Oborn said they did an invoice for the whole amount. Mr. Kordus asked if Kapur was authorized before they went over on their hours to go ahead and go over as part of the justification or did they just go over on their own and bill us for it. Mr. Oborn said he did not know, and that would be a question for the Director of Public Works. Mr. Gelting asked what happens if the overage payment is denied. Mr. Oborn said it can be approved minus the \$466 and he can get more justification or look for more controls. Mr. Horne stated it's not the amount; it's the lack of a process that needs to be addressed quickly. Mr. Kordus assumed they could take the City to small claims court. Mr. Gelting stated a bid is created and we agree to pay them a specified amount for the services provided. Mr. Kordus asked if City staff called meetings with them. Mr. Oborn said they are stating we drove it up. Motion carried 3 to 2 with Alderman Horne and Gelting voting "no."

**Kordus/Gelting motion to recommend approval of Michael's Signs, Inc. TIF4 Escrow Draw Request No. 1 for \$28,400.00.** Mr. Gelting asked since this is \$28,400 of the 56, are they on track to being under budget or within budget. Mr. Oborn answered they had a contractual amount so he would believe they would stay within that amount. He noted there are two contracts. They could say there was more work done than what was initially proposed. This is just the materials for making the sign. On the final payment, they could justify an overage, but that would only be if we ask for additional signs. Mr. Horne asked if we ever ask for a cost to complete tracking so we get verbal commitment as we go through the process. Mr. Oborn noted the program manager is the Director of Public Works and Utility. Mr. Horne asked if there is a formal verbal communication via email. Mr. Oborn answered he would hope the program manager would do that and he will convey that to him. Mr. Kordus noted they do get updates from the Director of Public Works at the Public Works meetings. Mr. Gelting doesn't recall seeing a variance to the budget. Mr. Kordus said it is verbally reported at Public Works. Mayor Kupsik stated they are all hard contracts. Unless the City requests additional services, nothing should be above the contractual amount than what was set aside. Unanimously carried.

**Chappell/Howell motion to recommend approval of Shad Branen – WIN Properties, LLC TIF4 Escrow Draw Request No. 2 for \$73,175.52.** Mr. Howell asked how far along the project is. Mr. Kordus had spoken with Mr. Branen who is anticipating on opening at the end of September or early October. There are timelines in the contract with the first deadline being December 31, 2016. One of the hold ups is the state approval, then the Building Inspector's approval. Mr. Gelting asked who is approving this on our side. Mr. Oborn said it is subject to the bank and the Building Inspector reviews the invoices and work. Mr. Gelting followed by asking if lien waivers are being collected by the bank and escrow company. Mr. Oborn replied yes. Mr. Gelting wants to make sure someone other than the contractor is vetting that. From a due diligence stand point he wouldn't rely on the bank or an affidavit from the builder. Motion carried unanimously.

**Gelting/Horne motion to recommend approval of Systems Design TIF4 Escrow Draw Request No. 2 for \$1,076.80.** Unanimously carried.

**Presentation of Accounts – Alderman Kordus**

**Purchase Orders.** None.

**Kordus/Gelting motion to recommend approval of Prepaid Bills in the amount of \$30,761.36.** Unanimously carried.

**Gelting/Horne motion to recommend approval of Regular Bills in the amount of \$175,712.72.** Unanimously carried.

**Howell/Gelting motion to adjourn at 6:30pm.**

/s/ Sabrina Waswo, City Clerk

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

**FINANCE, LICENSE & REGULATION COMMITTEE**  
**MONDAY, AUGUST 22, 2016 – 6:00 PM**  
**COUNCIL CHAMBERS, CITY HALL**

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

**Roll Call.** Present: Aldermen Kordus, Howell, Horne, Gelting and Chappell. 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.**

Pete Peterson, 1601 Evergreen Lane, spoke on the Utility Commission potentially coming under control of the City. He was not in favor of it. He also was not in favor of waiving fees for any events that are held in the City. He hopes the upcoming budget discussions are in the evening, are televised and allow the public to speak.

Nan Elder, VISIT Lake Geneva, spoke on behalf of the organization to request fees be waived for the Electric Christmas Parade as well as the street banners for Winterfest.

**Approval of Minutes.** Gelting/Horne motion to approve the Finance, License and Regulation Committee Meeting minutes of July 25, 2016 and August 8, 2016, as prepared and distributed. Unanimously carried.

**LICENSES & PERMITS**

**Gelting/Kordus motion to recommend approval of Park Reservation Permit filed by the Lake Geneva Business Improvement District for Taste of Lake Geneva held on September 8, 2016 to September 10, 2016 from noon to 10:00pm at Flat Iron Park with use of Brunk Pavilion and request to waive all fees (recommended by the Board of Park Commissioners' President on August 15, 2016)**

Alderman Gelting feels conflicted about this. Mr. Kordus noted last year the fee for the Brunk Pavilion was waived as well as the park security deposit. The City charged the application fee, the park reservation fee, the picnic table rental, barricades, trash receptacles and security deposits. The street banner permit fee was waived. The parking was charged for 1 day. Alderman Chappell said it is the same groups that want to use the parks and waive the fees as well as the street banner poles. There are few instances where people use the banner poles. She feels everyone should have to pay the fees. The City workers clean up the parks, put up the banners and remove the trash. She asked why even have fees if they are going to be waived. She feels organizations should pay over regular people. Mr. Gelting asked if there were any issues in the past where the security deposit has been used for additional cleanup efforts or things that have not been anticipated. Mr. Kordus said he was not aware of any. City Clerk Waswo noted there were additional charges for cleanup for Oktoberfest.

Kordus/Gelting motion to amend original motion to waive the Brunk Pavilion fee, the barricade fee, the barricade security deposit and the street banner application fee. Motion carries 3 to 2 with Chappell and Horne voting "no".

Vote on main motion as amended. Motion carries 3 to 2 with Chappell and Horne voting "no".

**Parking Stall Bag request filed by the Lake Geneva Business Improvement District for Taste of Lake Geneva to close Center Street lot and reserve 20 parking stalls therein on Saturday, September 10, 2016 with request to waive all fees**

Howell motions to recommend approval. Motion fails due to lack of a second.

Kordus/Chappell motion to charge the \$400.00 parking stall usage fee and the \$10.00 administrative fee. Motion carries 4 to 1 with Howell voting "no".

**Horne/Gelting motion to recommend approval of Temporary Class "B"/"Class B" Retailer's License application for the sale of fermented malt beverages and wine filed by the Lake Geneva Business Improvement District for the Taste of Lake Geneva on September 10, 2016 from 11:00am to 6:00pm in Flat Iron Park**  
Motion carried unanimously.

**Gelting/Kordus motion to recommend approval of Banner Permit application filed by the Lake Geneva Business Improvement District to use 5 banner poles starting August 24, 2016 through September 10, 2016 for the Taste of Lake Geneva event with request to waive all fees**

Alderman Gelting stated he appreciates these have been waived in the past and the contribution the BID made to get the poles put up. He would be willing to waive this time, but going forward they are to be paid. They are in the upkeep stage of their existence. The full burden of keeping them up is on the City's Public Works Department. Motion carried 3 to 2 with Chappell and Horne voting "no".

**Gelting/Kordus motion to recommend approval of Banner Permit application filed by the Lake Geneva Business Improvement District to use 5 banner poles starting September 11, 2016 through September 24, 2016 and 11 banner poles starting September 25, 2016 through October 9, 2016 for the Oktoberfest event with request to waive all fees** (*unable to fulfill request of 11 banner poles as 6 poles were already rented during the timeframe of Sept. 11, 2016 through Sept. 24, 2016*). Alderman Gelting asked if the other request during that time paid for the banner poles. Mr. Oborn stated if they aren't requesting to waive fees, he approves them. Mr. Kordus added they only see them if there are requests to waive fees. Mr. Gelting asked why these applications are coming in so late. He questioned if this is just to apply pressure. Mr. Oborn noted the City's policy is at least 10 weeks out. Mr. Gelting stated getting these applications in 2 weeks before the event is not fair to staff. He is inclined to not be very favorable in waiving things in the future with that type of treatment of the staff. It is burdensome and costs the City more to do. Motion carries 3 to 2 with Chappell and Horne voting "no".

**Chappell/Horne motion to recommend approval of Parade Permit application filed by VISIT Lake Geneva for the 41<sup>st</sup> Electric Christmas Parade using Broad St. and Main St. on December 3, 2016 from 3:00pm to 6:30pm**

Kordus/Gelting motion an amendment to waive all fees. Mr. Kordus stated this parade truly enhances the lives of the citizens rather than visitors. Kordus motion to suspend rules and let Darien from VISIT Lake Geneva speak. Motion fails due to lack of a second. Mr. Gelting appreciates they are talking about something for December in August where there is plenty of time to look at it and it doesn't make the staff do the work of the applicant. Amendment carries unanimously.

Main motion as amended carries unanimously.

**Howell/Gelting motion to recommend approval of Street Use Permit application filed by VISIT Lake Geneva for the 41<sup>st</sup> Electric Christmas Parade using Broad St. and Main St. on December 3, 2016 from 3:00pm to 6:30pm including closure of 112 parking stalls on Broad St. from Marshall St. to Main St. and on Main St. from Broad St. to Cook St. and waive fees.** Mr. Gelting stated he is happy they are stepping up and paying for signage. Motion carried unanimously.

**Kordus/Gelting motion to recommend approval of Banner Permit application filed by VISIT Lake Geneva to use 11 banner poles starting November 21, 2016 through February 12, 2017 for Winterfest with request to waive all fees.** Mr. Kordus noted this event brings people to the City and residents who normally don't come downtown. Ms. Chappell questioned why there is a fee if it is constantly being waived. Mr. Kordus noted if someone wanted to pay to put a banner up, we would take these down because they are paying. Motion carries 4 to 1 with Chappell voting "no".

**Howell/Gelting motion to recommend approval of Street Use Permit filed by Bruce Bruns on behalf of Anchor Covenant Church for Troastapalooza on August 27, 2016 from noon to 8:00pm, closing the westbound lane of Park Row between Maxwell and Clover St.** Motion carried unanimously.

**Howell/Gelting motion to recommend approval of Original 2016-2017 Operator's (Bartender) license applications filed by MacKenzie Callan, Joseph Caravette, Rajendrakumar Patel, Daniel Vekeroff**  
Motion carried unanimously.

**Gelting/Horne motion to recommend approval of Renewal of 2016-2017 Operator's (Bartender) License application filed by Dawn Monroe.** Motion carried unanimously.

**Gelting/Horne motion to recommend approval of Renewal Massage Establishment License application filed by Mia Faccia Salon & Day Spa, 235 Broad Street.** Motion carried unanimously.

**Gelting/Horne motion to recommend approval of Original Taxi Company License application filed by Luxury Car Service, 1185 Elm Street.** Motion carried unanimously.

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

**First reading of Ordinance 16-15, to amend Chapter 78, Utilities, changing management of the utilities from a Utility Commission to the City Council**

**First reading of Ordinance 16-16, to amend Chapter 14, Buildings and Building Regulations, Section 14-104, deleting the words Water Commission and adding the word City in its place**

**Gelting/Horne motion to approve the purchase of plow, box and salter for a 1-ton dump truck from Northland Equipment of Janesville, WI in the amount of \$28,279 from equipment capital improvements (Public Works Committee approved on August 11, 2016).** The truck has already been purchased. This is outfitting it so it can be used for plowing and salting. Motion carried unanimously.

**Gelting/Kordus motion to approve Giraffe Electric Escrow Draw Request No. 2 for \$19,850.00 with additional funding of \$6,352.76 from the Capital Fund.** Mr. Oborn explained the original proposal looked at 9 service connections when ultimately 2 were left out. It was the City's direction to bury the lines, not the Utility's direction so he feels it is warranted that the General Fund or Capital Fund pay the overage. Alderman Horne asked how they were missed. Mr. Oborn stated it was because of the short timeframe. Mr. Horne asked what is being done to ensure this doesn't happen again. Mr. Oborn replied this was a unique situation in the way it was closed out. If the TIF wasn't closed out and allowed it, then we could have done that with additional revenue. We wanted to appease some of the other taxing jurisdictions and the community in closing the TIF out. It was closed with the money escrowed. The problem is then we can only spend exactly what is escrowed. We can't go back to the TIF and charge it for the overage. If it wouldn't have been closed, we could have done so. There was some underage on the South Shore Drive project with the rocks. There were savings there, so we are spending that savings. Motion carried unanimously.

#### **Discussion/Recommendation on 2017 Budget Goals**

Kordus/Gelting motion to move to Council without recommendation. Motion carried unanimously.

#### **Discussion/Recommendation on 2017 Budget Workshop Schedule**

Kordus/Horne motion to move to Council without recommendation. Motion carried unanimously.

#### **Presentation of Accounts – Alderman Kordus**

**Purchase Orders.** None.

**Howell/Gelting motion to recommend approval of Prepaid Bills in the amount of \$8,674.64.** Unanimously carried.

**Gelting/Horne motion to recommend approval of Regular Bills in the amount of \$419,994.53.** Unanimously carried.

**Gelting/Horne motion to adjourn at 6:55pm.**

/s/ Sabrina Waswo, City Clerk

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

**PERSONNEL COMMITTEE MINUTES  
THURSDAY, AUGUST 25, 2016 – 4:00 P.M.  
CITY HALL, COUNCIL CHAMBERS**

Meeting was called to order by Alderman Hedlund at 4:02 p.m.

**Roll Call.** Present: Aldermen Hedlund, Howell, Chappell, Flower and Horne. Also Present: Mayor Kupsik, Alderman Gelting, City Administrator Oborn, City Attorney Draper, and City Clerk Waswo

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

Ann Esarco, 1051 Mobile Street, current Secretary of Utility Commission, stated the Utility Commission is in an emergency position with regard to personnel. Due to the discussions of committee versus commission the Commission has been unable to move forward with finding a replacement for Director of Public Works Winkler. One major decision is if the Director of Public Works will be one person or two people. She recently had 2 water issues which were fixed quickly. She is concerned with the level of service and suggested extending Mr. Winkler's retirement date to seek out his replacement. She asked the committee to address this issue quickly.

Dan Winkler, 1112 Bonnie Brae, spoke to item 5. This has been a long time coming, and he was hoping to take action sooner. He is willing to provide input. As far as the decision process, he has been the Public Works & Utility Director for 21 years and feels he's still learning. As far as the decision with Director of Public Works with regard to keeping it as one position or not, it's totally up to the Council. The Council gave the title of Assistant Director of Public Works to Tom Earle with the idea that he would be a strong candidate for succession planning. The Utility Commission wants to work with you all; they never wanted to work against the Council. The position could go either way. If they keep it combined, the city could easier hire the Assistant. If separated, he would expect the Utility Commission would hire its own manager per state statute.

**Horne/Chappell motion to approve the Regular Personnel Committee minutes from June 30, 2016, as prepared and distributed.** Unanimously carried.

**Discussion/Recommendation on staffing the Director of Public Works position including:**

- 1. Stand alone position**
- 2. Shared position with the Utility Commission with the City as the employer**
- 3. Shared position with the Utility Commission with the Utility Commission as the employer**

Mr. Oborn gave a background of the position. Our city currently has a Director that reports to the Utility Commission. There is also a Director that reports to the City Administrator. There are three options listed in packet. The city can hire someone that has been in Public Works as a practicing person who has a lot of strong conceptual and technical skills (Field Operations Manager), you can hire someone who is a Professional Engineer, or you can hire someone with a Public Administration background with strong leadership skills. We do have a consulting firm that has the P.E. status that does all the reports and complicated items already. That ties to the pros and cons of the way it is filled. He stated the options are listed in the manner that is preferred by the City Administrator and Assistant Director of Public Works. We could share the Utility Director with city as the employer. The Director of Public Works would be doing 70% Public Works and 30% Utility Commission. That scenario makes sense for the City to oversee as the majority of work will be for Public Works. An advantage of the shared position is it is easier to attract someone with P.E. status. With Utility Commission having its own financing, that might be beneficial. The status quo helps protect the position from city politics. Mr. Oborn apologized for the timing and delay. Since Council has decided that the Utility Commission will continue on in existence as a separate identity, we are quickly adjusting accordingly.

Alderman Chappell asked if this is really why this hasn't been discussed until now. She wondered if it was because they were working on the status of the Utility Commission. She feels it would go hand in hand. Right now we have no search going on, so this is the first step to figure out what we are doing.

Mr. Oborn said the city did succession planning in creating an Assistant Director of Public Works. He recommended designating the Assistant as the interim Director and then evaluate whether to continue with him on the position or look at other candidates.

Alderman Flower asked if there was a decision as it was just tabled. Mr. Oborn said this was brought up to the Personnel Committee. It did have bearing on the decision and that's why both entities held off on going forth and filing the position.

Mayor Kupsik stated in the interim Tom Earle was hired to fill this position knowing that Dan would retire in a couple years. Until the City Council decides what direction they want to go with regard to a commission versus committee, it is still a commission and it is their responsibility to fill the position. Alderman Chappell questioned if the city absorbs the Utility Commission, then do we absorb the person they hire as our employee. Mr. Oborn said that decision was already tabled indefinitely. Mayor Kupsik said if that decision comes into play, it will be the City Council's recommendation as to whether or not to split that position or have one person fill both of those positions.

Alderman Howell explained Tom Earle has been designated as the interim for the public works side. He asked if there is anyone who has been designated by the commission to be Dan's replacement on that side. Mr. Hedlund replied they have a contingency plan. Mr. Howell continued if we combine the two and they hire somebody, I would think this council would take that person in, not fire them. Mayor Kupsik felt that could be a consideration. They are currently in the process of hiring a water supervisor.

Alderman Flower noted there are a lot of things that go hand in hand when it comes to a city. Every time you are opening the road for the water main treatment, you want them to connect. It makes a lot of sense for that to be one person. She wishes they would not have tabled that discussion. We need to have that discussion because we are just playing with cards right now and making an uninformed decision. Mr. Oborn added if we did it separately we would have meetings. Mr. Flower answered that is easy to say but not as easy to do. It's human nature, those two people won't be talking to each other night and day.

Alderman Chappell said if we filled our DPW position, it sounds like they are talking about not hiring a full Utility Director but a manager of sorts to fit in our org chart, it wouldn't be two conflicting directors. The thought is that now we are going to pay 2 Utility Directors. If it is only one person, we pay one wage.

Mayor Kupsik said if we do hire a director for utility, there still is a need for a manager in that position. That director's position could turn into a manager's position. Not a downgrade, but just a title change. The decision was made in the past. We are obligated by the state to run it properly and all of this has been taken into consideration already.

Ms. Flower asked if the city is moving forward with acting positions or full positions. She questioned if Tom Earle can manage both. Mr. Oborn answered his background is stronger in public works but weaker in utility. He's not a PE, but has a lot of experience. It is tough to hire this position. He probably could lend himself to a shared position. We have an Assistant Director that can step in during the interim. The complexity is we can put forth this person, but both entities have to agree on the organizational chart and the person.

Ms. Flower suggested we have candidates as interims in both. She would like to see them merged, similar as to how we have it, whether the Utility Commission is merged or not those should fall under one person. Mayor Kupsik said if it is kept as a commission, we need to turn that into 2 positions. Dan has done the city a favor by taking care of both positions. His salary came primarily from Utility Commission, just last year we decided to pay 1/3 of his salary. Finding someone to fill both positions is questionable. The city is obligated to hire a Public Works Director.

Flower/Chappell motion to recommend option number 2.

Alderman Gelting stated he's not part of personnel, but part of the Council that voted to table the decision. He thinks we are putting the Utility Commission in a disservice by trying to push a joint position on them. They are the ones that have to deal with the staffing issue on a short time line. We as the city have a contingency plan on the public works side. As a non-personnel member, I would say I think we go with number 1. Right now you are the Utility Commission, you need to do what you need to do to take care of your organization the way you see fit. Whether the position reports to us or them, they need to fill the position. A split position puts the worker in a difficult position.

Mr. Howell stated we are saying we are hiring for them if we do option 2. Mr. Hedlund added if we do anything other than option 1, the Council and Utility Commission will need to have a joint meeting and figure out something equitable. The reason this was put on here was to take the temperature of this committee to see how they would like to see this come to fruition.

Mayor Kupsik felt whatever decision personnel makes, this can't go to Council until the fate of the Utility Commission is decided. In the interim we have everything in place to not have to move forward without coverage in either position. Mr. Hedlund said the only thing this committee can do is to vote for option 1 and send it to Council.

Ms. Flower asked if it would make more sense for this to be tabled. We really don't have the rights to be deciding this until those other decisions are made.

Alderman Flower asked if they are making a recommendation about something they don't know. City Attorney Draper stated the reason the options are up there is so that you can talk about the different options. You don't have to pass a motion today but you can get a feel for where the committee stands. You really can't decide what to do until the water commission is decided. You can send it up to Council but they can't decide upon it.

Flower withdrew motion, Chappell withdrew her second.

Mr. Oborn asked what kind of information is being requested. Ms. Chappell wanted to know if they are working with a commission or committee. Mr. Oborn answered Council made a decision on Monday, so we have to assume that issue is dead. It's been tabled indefinitely. Mr. Oborn suggested moving forward as status quo.

Mr. Draper stated once you make a motion to table as item it is no longer a debatable item. No one knows the discussions or the reasons. The basis of this agenda item is to have some discussion to see if they should open up discussion with the Utility Commission to determine how to proceed. Sometimes you have agenda items to figure out the direction.

Horne/Howell motion to make a recommendation to Council that the Director of Public Works be a stand-alone position. Motion carries 4 to 1 with Howell, Chappell, Horne, Hedlund voting "yes" and Alderman Flower voting "no."

Alderman Gelting left at 4:50pm.

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

Mr. Oborn stated it is a good update that leads into the next few items. He explained terminology in Cottingham and Butler's analysis report. They broke these out into benchmarks. Our plan has 90% participation, benchmark is 79%. Everyone migrates to our plan as it is a lucrative plan. If we were to move to where the benchmark is we'd save \$179,000. Retirees and family members of retirees are part of the plan. As part of the education, we encourage them to find other plans. The dependant ratio indicates there are a lot of dependents per person on the plan. The benchmark is 2.2 and we are at 2.6. Mr. Oborn gave options on how to reduce the dependent ratio. The demographic index benchmark is 1.0 and ours is 1.06 due to age. There really is no control driving it, so there are no options. The City of Lake Geneva is consuming well above the norm level of consumption. The main driver base is high utilization patterns and high cost procedures. He conducted an all-employee meeting where one employee gave her experience. He then discussed cost sharing procedures. In 2015 we were at 93% and dropped to 83% in 2016, which is a good savings. The City has made significant changes in the deductibles. The report shows a bench mark contribution of 75% city and 15% employee. There was a slight change that reflects employees who are paying a percentage into the health premium under the wellness program.

Mr. Oborn stated we do have a too lucrative plan per the Cadillac Tax. If we don't bring the plan down, we get this extra penalty. Congress pushed it to 2020 but we need to look at changing now. Our benchmarks have dropped from \$32,000 to \$20,000. Our goal is to get it down to \$14,780. Mr. Oborn explained the Cadillac Tax penalty is between \$400,000 and \$500,000 that would need to be paid to the government. We are making gains but there are other options we can do. Mayor Kupsik stated we have 3 years to somehow make significant changes to avoid a penalty.

Mr. Oborn said from the employee side, they would like to see what the 3 options of wellness, transparency and plan design do to drive down that benchmark. Their preference would be to not consider some of these issues here. For the council, employee contributions and spousal surcharges are real common avenues. Post retirement benefits are a real issue. The Council has indicated they wanted to look at these options.

Police Officer Jeff Nethery pointed out on pages 6 and 7 it shows in one year they were able to reduce the cost by \$321,000. Based on the information presented at the all employee meeting, he and his wife just switched over to the mail order prescriptions and he just experienced the transparency. The wanted the Personnel Committee to know that employees are working on it.

Mr. Hedlund suggested Mr. Nethery talk to all our employees about the good experience he had. Many employees are not using these programs. The generic prescription plan is another thing that is being under used. The wellness program is going very well. We are making progress with the utilization of the cost management portion of it. There is still room to go down. Decisions aren't being made right now, we are weighing the options.

Mayor Kupsik appreciates the comment on the transparency. From our standpoint we have to take into consideration that time is of the essence. We have until 2020 to make this work so we are not penalized. We have to start our 2017 budget process. If employees can utilize these changes, employees can see a larger savings.

### **Discussion/Recommendation on Employee Health Benefits Employee Premium Cost Share**

Mr. Oborn read his summary provided in the packet. The trend has been moving towards employees paying between 10% and 12%. He is hoping 2016 and 2017 start diving down in costs. We have to calculate for cobra purchases annually because we are self insured. This is what we charge the utility and the retirees that stay on this plan. It's really hard to budget. It's swung a lot. We did shop last year hoping congress would move the nonrated. If you are below 50 they can't rate you based upon your experience. Due to our utilization, we were still rated. It wasn't cost effective for us to move at that time. We will continue to look at plan design and other options to drive down the cost. Since we are self insured, we have always done our stop loss as of July 1<sup>st</sup>, but moved to calendar year. We used to not have open enrollment, but with that more people have went to the opt out which is still available under the Police Union contract.

One Complication is if we do this plan, he recommends using the mid year from the prior year and employees will know the contribution for the whole year. It saves the challenge of changing the premium in the middle of the calendar year.

Mr. Oborn went over a number of options. He noted that retirees are 8% of our population and 16% of our cost. He recommends staying on a two plan rate. One of the challenges of 10% is that our rates are much higher than average. He believes the state plan is 12%.

Alderman Flower stated for option 5 you talked about a 12% share and we could join the State's plan. Mr. Oborn said no, the rate would be the same as they are paying. Most cities that have a deduction are somewhere in the 10-12% range. Some have implemented a phase-in. He believes Fontana implemented a phase in with 4%. The other issue is that you have to look at the velocity you want to have as an employer. He asked if the city wants to be average and have average turnout or have greater benefits with less turnover.

Mr. Hedlund personally asked Blaine to do the 25% chart as he wanted to take into consideration that we did adjust down 4% on the pay scale, but not necessarily on their salary. He has said many times he thinks the family plan is where the city gets in trouble. He asked him to calculate 25% so he could see what the effects would be if we don't charge the employee for their insurance but opt to pay 75% of the premium for the family coverage, which puts a 25% charge to the employee if they opt to have a family plan. In fairness to the employee, I would prefer to not charge the employee but think we should charge the 25% for a family plan.

Ms. Flower felt that since we started educating, it seems like it is going in the right direction and making some good progress. She felt they could wait a year and plan to implement a strategy of an increase starting in 2017. It feels like we have time that we could roll into this with the incentive for everyone to have lower premiums. Mr. Hedlund answered by getting skin in the game for family coverage. If the City's expenses go down, the amount could go down. He feels the only time he ever had health care coverage that he didn't pay for was in the army. He doesn't think the taxpayers of the city can afford to pay 100% of the health care for 100% of the employees and their families.

Mayor Kupsik attended the LWMMI conference and one of the major discussions was healthcare insurance. A speaker stated 25% of cities, villages and towns utilize a co-pay. One of the biggest struggles they are pressed with now is the post payment for retired workers and health insurance. There was a discussion on family and single coverage for health insurance. It was in the high 20% that most of the cities, towns and villages no longer offer health insurance for families, strictly the employee.

Alderman Horne stated 2020 seems far away but it's not in terms of plans. He is in agreement that he doesn't want the employees to have to contribute right now. He does think employees need to contribute for covering the family. He would personally recommend option 9 for the council to consider now. Mr. Howell asked if option 9 would get us out of the Cadillac tax now and forever or do we have to go farther.

Mr. Oborn noted some of the challenges are that health costs keep going up. We just have to base that benchmark on if the Cadillac Tax went in today. Mr. Howell asked how many employees have the family plan and how many are we affecting. Mr. Oborn stated we are above the average on family participation. The average is 2.2 and we are 2.6 in dependent ratio. Mr. Howell added they are trying to do something that is going to move toward the goal and not shock the employees and their families too much.

Mayor Kupsik asked if we continue the current program, how long could it keep going and hope to see some type of substantial change. What is the limit before we decide that it won't work. How long can that go before we reach a critical point. Mr. Oborn said it is hard to tell if it would get us there without an employee deduction but hard to guarantee that. Ultimately it comes down to a policy decision. Mr. Oborn said in 2015 we budgeted expenses coming in at \$1.1 million for overall health benefits and it came in at \$1.6 million. In the past, we have been able to use surplus in room tax to close in the black. Mayor Kupsik said moving forward we are losing a percentage of the room tax. He questioned if we have time to see how this program is going to work and can we afford to go over another \$400,000 if we don't have the revenue to cover that overage. Mr. Oborn said one plus is we do have a healthy fund balance. If we got hit with a bad year, we would be going into fund balance. That's the reason why we have that surplus; it gives us a little cushion to adjust temporarily. The question is how much risk the council wants to take. Mr. Hedlund thinks the first year is the 18% significant change but not all years will be that. He stated there would be a drastic change the year of implementation but less of a change in subsequent years.

Mr. Oborn said people need to know what their health benefits are and what the cost is. He would not recommend a premium share this year. Whatever option the committee decides on should be done earlier rather than later. October would be pretty late to do that. We want to give time for people to get on another plan or prepare. This needs to be in place by October 1<sup>st</sup> of this year.

Mayor Kupsik would like to see another year go by. Ms. Chappell asked if there was an employee listening session where they get to weigh in on these options. Mr. Oborn said not on these numbers.

Mr. Hedlund said if nothing is done now and it gets higher next year and our family coverage goes up, for us to make a statement that we are going to deny family coverage would be revolutionary. If he was an employee he would start looking for a new job the next day. He would like to see some contribution, but part of that is due to doubling deductibles and raising co-pays. It is a baby step in the right direction compared to where we need to go. This should be done incrementally and meet in the middle. Maintaining status quo is going to get us further in the hole.

Mr. Horne has been working in the healthcare industry with his clients for the last 5 years. Costs will continue to go up. We need to do an incremental change now or it will be a drastic change next year. He does not want to charge for the employee but does want to charge 25% for the family coverage. That combined with the other things we are doing, we can see what the results are. If the needle moves enough, we can leave that as the baseline. If it doesn't we will have to do another change. If you wait, it will be too late for people this time next year. Ms. Chappell said we need to move forward and shouldn't wait for anything.

Ms. Flower noted she is concerned about the 25%. She is wondering if this will split between family and single or family only. She is concerned for the families as they tend to be more expenses outside of insurance. Mr. Hedlund said he is personally an advocate of not charging the single person for insurance. Our responsibility is to our employee with some responsibility to the family but it's secondary. He doesn't want to charge an employee with single coverage only.

Horne/Howell motion to recommend option 7 with a 15% family pay of the difference between a single and family of \$214.28 per month.

Mr. Horne said every company is dealing with it. Mr. Howell said it is risky doing nothing but this will not be too big of a hit. Ms. Flower said that still seems like a pretty big hit as a starter. She would lean more towards option 6.

Motion carried 4 to 1 with Alderman Flower voting “no.”

**Discussion/Recommendation on Employee Health Benefits Employee Spousal surcharge or non-coverage**

Mr. Oborn stated a lot of employers are going towards a provision. He gave two options. He suggested option 1, which is a working spouse surcharge of 10% of the single cobra rate. This would be on top of the 15%. Option 2 is a working spouse non-coverage provision. We only have to cover the employee and dependents but don't have to provide coverage for the spouse. He believes Walworth County is looking at this provision as well. Mr. Horne asked if we have any idea how many people will be affected by this. Mr. Oborn said we are quite heavy on family plans. Mr. Horne said to consider this we need to know if 10% are working and have coverage or 50% of the other spouses are working and have other coverage. Ms. Chappell said it will affect everyone. Mr. Horne said it tells us how much we can move the needle. Mr. Howell asked if we would be hitting them twice by doing this. Mr. Oborn said yes.

Ms. Flower said if you are a family with both people working, and the other employer has the same thing, a parent has to pay for insurance and a fee. Ms. Flower asked if we are trying to move towards everyone's spouse being covered on their own, can we move to coverage just for kids. Mr. Oborn said our spouses are the ones costing us more than someone with kids. It doesn't cost us a lot of money for the children. Most retirees believe they are under the contract that they retired at. Mr. Oborn knows there are co-insured people on the plan. He is trying to drive down participation from 90% to 79% and dependency rate from 2.6% to 2.2%.

Chappell/Horne motion to implement the spouse surcharge at the 10% cobra rate.  
Motion carried 4 to 1 with Alderman Flower voting “no.”

**Discussion/Recommendation on changes to lower Employee Health Benefit Costs including:**

- 1. Continuation of Wellness Program**
- 2. Transparency Program**
- 3. Plan Design including consideration of fully insured plans and other measures**

Mr. Oborn stated we are going out and pricing other insurances. We don't get rates until closer to October 1. Right now we have a very robust plan that provides a lot of options. We are going to look at that as well as potentially going to fully insured.

Ms. Chappell stepped out at 6:24pm.

Mr. Hedlund stated he would like to find someone who will insure us so we don't have to insure ourselves.

**Discussion/Action on proposed Special Personnel Committee meeting on September 15, 2016 at 4:00 PM and cancellation of Regular Personnel Committee meeting on September 22, 2016**

Mr. Oborn said he will be out of the state at a conference. He could do it on the 21<sup>st</sup> or the 14<sup>th</sup>.

Ms. Chappell came back at 6:26pm

It was decided to hold the meeting on Wednesday, September 21<sup>st</sup> at 5:15pm.

**Closed Session**

Hedlund/Flower motion to go into Closed Session pursuant to Wis. Stat. 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 for Building & Zoning Administrator Review and Contract Negotiations including the Mayor, City Attorney and City Administrator.

Roll Call: Hedlund, Howell, Flower, Chappell, Horne voted “yes.” Unanimously carried to go into closed session at 6:32pm.

**Open Session**

Flower/Hedlund motion to return to open session pursuant to Wisconsin Statutes 19.85(1) and take action on any items discussed in closed session.

Roll Call: Howell, Horne, Chappell, Flower, Hedlund voted “yes.” Unanimously carried.

Committee returned to open session at 6:46 pm.

Flower/Horne motion to recommend as discussed in closed session. Unanimously carried.

**Adjourn**

Howell/Horne motion to adjourn at 6:47pm. Unanimously carried.

/s/ Stephanie Gunderson, Assistant City Clerk

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



# Public Works Committee

Alderman Bob Kordus Chairman

Alderman Chris Gelting  
Alderman Cindy Flower

Alderman Doug Skates  
Alderman Rich Hedlund

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  
[www.cityoflakegeneva.com](http://www.cityoflakegeneva.com)      Phone: (262) 248-3673

## JULY 14, 2016 Meeting Minutes

**DATE:** July 15, 2016

### MEMORANDUM

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

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

**SUBJECT:** July 14, 2016 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 Cindy Flower   X    
Alderman Rich Hedlund         
Alderman Doug Skates   X  

**Staff Present:**

City Administrator Blaine Oborn      X    
Director Daniel Winkler (DPW)      X    
Mayor Al Kupsik      X    
Assistant DPW Tom Earle      X    
Street Foreman Neil Waswo          

Other: Ms. Sylvia Mullally, Mr. Ken Robers

Public in attendance: Mr. Chris Schultz, Mr. Robert Kordus

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

The minutes were not considered for approval.

**Public Comments:**

None.

**Communications:**

None.

**Public Works Projects Update**

DPW Winkler presented the status of the various City projects.

## **Agenda Items:**

### **1. Consideration of No Parking on the North Side of Grant Street West of North Williams Street.**

DPW and Chair Kordus discussed the Police Chief's recommendation to prohibit parking the south side of Grant Street from the stop sign with Williams Street to Tomike Street. Mayor Kupsik also brought up the north side of Campbell Street between Wells Street and South Lakeshore Drive.

It was moved by Chair Kordus to recommend to Council that parking be prohibited on the south side of Grant Street between Williams Street and Tomike Street and Campbell Street between Wells Street and South Lakeshore Drive. The motion was seconded by Alderman Flower and passed 4-0.

**(This Item needs to go to Council to direct the City Attorney to draft the ordinances).**

### **2. Semi-Tractor parking in the City with the Corner Lot by Walmart Proposed for Development-Discussion.**

There was much discussion about the Police Chief's memorandum asking for consideration of alternate locations for semi-tractor trailer parking. Alternate location choices were few. By consensus the Committee decided to not make any changes at this time. They would reconsider adding more parking on Geneva Parkway if needed.

### **3. 229 South Lakeshore Drive Status Report, Kapur Design Proposal, and New Parking Lot Project Approval.**

Assistant DPW Earle explained he tried to obtain multiple proposals to demolish the 227 South Lakeshore Drive home. Stewart Excavating was the most solid proposal at \$13,000 including removal of the hard pavements on site. It was moved by Ald. Flower and seconded by Ald. Gelting to approve the Stewart Excavating proposal in the estimated amount of \$13,000. The motion passed 4-0.

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

DPW Winkler presented the Kapur parking lot proposal which included survey, design, bidding and construction management in the amount not to exceed \$15,412.00. It was moved by Chair Kordus and seconded by Ald. Flower to recommend approval as presented. The motion passed 4-0.

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

### **4. Brush and Compost Drop-off Site on Carey Street at the Street Department and Misuse by Non-Residents & Contractors.**

Assistant DPW Earle discussed the brush and yardwaste sites have been receiving materials from outside contractors and non-residents. Alternatives were to fence in the site and have manned weekend hours, relocate the activity to Four Seasons, and to develop an ordinance to address the enforcement aspect to the problem.

It was moved Ald. Flower and seconded by Ald. Gelting to direct the City Attorney to draft an ordinance to prohibit disposal of brush and yard waste by contractors and non-residents within the City limits and/or at the City's compost and brush drop-off sites illegal and subject to fines. The motion passed 4-0.

**(This Item needs to go to Council to direct the City Attorney to draft the ordinance).**

## **Motion to Adjourn:**

Motion to adjourn by Ald. Gelting and seconded by Ald. Skates to adjourn. The motion passed 4-0 and the meeting was adjourned at 5:52 PM.

Cc: Mayor Al Kupsik/Blaine Oborn/Sabrina Waswo/Common Council Members not on Committee/File



# Public Works Committee

Alderman Bob Kordus Chairman

Alderman Chris Gelting  
Alderman Cindy Flower

Alderman Doug Skates  
Alderman Rich Hedlund

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  
www.cityoflakegeneva.com Phone: (262) 248-3673

DATE: August 12, 2016

## MEMORANDUM

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

FROM: Daniel S. Winkler, P.E. DPW  
Director of Public Works & Utilities

SUBJECT: August 11, 2016 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 \_\_\_\_\_  
Alderman Cindy Flower   X    
Alderman Rich Hedlund   X    
Alderman Doug Skates \_\_\_\_\_

**Staff Present:**

City Administrator Blaine Oborn   X    
Director Daniel Winkler (DPW)   X    
Mayor Al Kupsik   X    
Assistant DPW Tom Earle   X    
Street Foreman Neil Waswo   X  

Other: \_\_\_\_\_ Ms. Sylvia Mullally \_\_\_\_\_

Public in attendance: \_\_\_\_\_

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

Motion to approve the minutes of the prior meeting by Ald. Hedlund and seconded by Ald. Flower.  
The minutes were approved 3-0.

**Public Comments:**

None.

**Communications:**

**Agenda:**

- 1. Selection of Parking Plan Layout, South Lakeshore Drive Parking Lot.**
- 2. New 1-Ton Dump Truck Plow, Box and Salter Prices.**

**Public Works Projects Update**

DPW Winkler provided the master projects schedule. AT&T is the hold up to beginning the widening project. They will be working for another 1 to 2 weeks. Project completion will be delayed to probably the end of September.

## **Agenda Items:**

### **1. Selection of Parking Plan Layout, South Lakeshore Drive Parking Lot.**

DPW Winkler explained each of the alternatives and advantages of each. The consensus was to recommend Alternative EX6 with 60 degree angle parking on the south, parallel parking on the north, and site grading for a sidewalk on the south but installing it at a future date if it is needed.

It was moved by Chair Kordus to recommend EX6 as described above the Plan Commission and Council for approval. The motion passed 3-0.

**(This item needs to be placed on the Plan Commission agenda for consideration.)**

### **2. New 1-Ton Dump Truck Plow, Box and Salter Prices.**

Assistant DPW Earle presented bid information for the new 1-ton dump truck plow, box and salter equipment. After discussion of the pricing solicited and received, it was moved by Ald. Flower to approve the Northland Equipment of Janesville, WI bid in an amount not-to-exceed \$28,279.00. It was discussed that there is \$30,000 in the equipment CIP to cover this purchase and installation. The motion passed 3-0.

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

## **Motion to Adjourn:**

Motion to adjourn by Ald. Hedlund and seconded by Ald. Flower. The motion passed 3-0 and the meeting was adjourned at 5:36 PM.

Cc: Mayor Al Kupsik/Blaine Oborn/Sabrina Waswo/Common Council Members not on Committee/File

# **PIERS, HARBORS & LAKEFRONT COMMITTEE**

## **THURSDAY, JULY 28, 2016 AT 6:00 P.M.**

### **CITY HALL, CONFERENCE ROOM 2A**

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

**Roll Call.** Present: Aldermen Skates, Howell, and Kordus. Absent: Aldermen Hedlund and Chappell. Also Present: City Administrator Oborn, Harbormaster Gray, Mayor Kupsik and Kent Martzke.

**Howell/Kordus motion to approve Minutes from June 30, 2016 as prepared and distributed.** Motion carried unanimously.

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

#### **Harbormaster's Report**

Harbormaster Gray discussed beach revenue for 2016 versus 2015. It was at almost \$242,000 versus \$168,000 for last year. They are on pace to have a record year. The current record is around \$350,000 in 2012. Mayor Kupsik stated in the future any repairs that need to be taken care of need to get on a to do list so they aren't neglected. Mr. Gray noted at the end of the season staff gives a list to the Street Department of items that need to be repaired prior to the next season. Mr. Gray noted we will be advertising the Riviera in the bridal issue of a number of publications. Mr. Skates asked if we go to trade shows to advertise. Mr. Oborn said no. Mayor Kupsik stated he wasn't aware there was an advertising budget that wasn't being utilized.

#### **Update/Discussion/Recommendation on Gage Marine notice of intent to exercise renewal option for Pier Lease/License Agreement**

Mr. Oborn explained in 2012 they came to the City and there is an option of extending to 2040. It is in pieces, so they have to notify the City 90 days in advance. They gave the notice well in advance to make sure they meet the requirements for extending it to 2022. A rate increase is already in there. Mr. Oborn stated the City Attorney advised the City should send a letter stating we have received their letter of intent. We want to make sure there is a copy of their insurance on file. Mayor Kupsik stated in the past this was always a no bid contract. It automatically goes to Gage Marine. Mr. Kordus added there isn't an option to do anything until 2040. Mr. Skates wondered if Gage Marine really is responsible for the striping of the parking stalls in the lot and signs for the two stalls referenced in the contract. Mayor Kupsik confirmed they do.

Kordus/Skates motion to accept the intent from Gage Marine to exercise their renewal option and have the City Administrator notify them that we have received their letter and verify insurance. Motion carried unanimously.

#### **Update/Discussion/Recommendation on Riviera grounds brick maintenance**

Mr. Skates feels it is something that needs to be discussed with Tom and Neil of the Streets Department. The old Riviera maintenance is going out. He is looking ahead to make some changes and get them in the pipeline. He suggested softer blades. He noted the bricks with verbiage on them are already rising up and chipping. Mr. Kordus questioned if the Beautification Committee should handle this. Mayor Kupsik said they are not going to. Mr. Kordus said they are selling the bricks and taking the money and we have to maintain them. Mr. Skates said they were footing the bill for a lot of other items. Mayor Kupsik added he attended the last Beautification Committee meeting. He stated their feeling about this is they generate a lot of money in donations and they do what they can do to beautify the city. They are not in it for the maintenance. Mr. Kordus said they donate it to us and then we have to keep it up which goes on to the taxpayers. He thinks they need to maintain what they put in. Mayor Kupsik said he doesn't think that is going to happen. Mr. Skates asked if the City has a representative on the Beautification Committee. Mayor Kupsik said it was him. Mayor Kupsik said based off of conversations he has had, they are adamant that they get the donations to enhance the city and at some point the city has to maintain it all. Mr. Howell said we don't have to accept it if maintaining it is a problem. Mr. Skates said he sees the generosity and intent in this. He stated perhaps they should find out how much maintenance really costs. Mr. Oborn said there was another

position hired in Public Works. Mr. Skates suggested Mr. Oborn reach out to Todd and Tom. Mr. Kordus questioned if the Beautification Committee tells people how long the bricks will be there when they are put in.

**Update/Discussion/Recommendation on Elmer's Pier Project including electrical and winter aerating to prevent ice damage**

Mr. Oborn updated that the electrical is done and looks good. In the past aerating has not been done perhaps over worry of the affect it would have by the boat launch where people drive on the lake. This will help maintain the pier. He recommends doing the aerating. Mr. Kordus asked what the cost of that would be. Mr. Oborn answered that it is minimal. He stated he can come back with a cost on that. Mayor Kupsik added if we are going in that direction, he wants to use something significant that is not going to freeze up. If anyone is worried about parking, that area can be blocked off. This will prolong the life of the pier and it is in our advantage to do that. Mr. Oborn said we don't aerate the lagoon areas but they do have to be pushed back each year. This one hasn't been done and all the other piers that stay in are aerated. The rest are removed annually. This could be removed but there is the electrical and the shack issue. Mr. Skates asked if this will cause people to go through the ice in the winter. Mr. Oborn said that may have been the theory as to why it was not done in the past. Mayor Kupsik added Williams Bay, Linn and Fontana were thinking about putting up signage on the lake for the wintertime to keep people away from parking on the lake. We can't close the lake off, but we can put up signage that would be universal around the whole lake.

**Update/Discussion/Recommendation on signage for the east side of the Riviera to not feed the waterfowl**

Mr. Kordus said he is not a fan of putting more signage down at the beach. There are enough signs as it is. The consensus was to leave this for now and it can be brought back up if need be.

**Update/Discussion/Recommendation on Riviera Concourse Lease vacancy**

Mr. Oborn noted the listing has been done, and we have the relationship with Mark Larkin of Keefe Real Estate. He has a sign in the window at the location. He also has it advertised in the Lake & Country magazine. There haven't been any responses on it yet. Mr. Oborn said he will keep this on the agenda so it can be discussed monthly. We will continue to advertise, but we figure no one is really going to be looking at it for this year. Mayor Kupsik asked if the space should be split in half to be more appealing. Mr. Kordus said we should wait. Mr. Oborn noted another tenant is considering selling their space. Mr. Skates said he would love to see higher end businesses go in there.

**Agenda items for next meeting**

Mr. Oborn stated we will bring back the brick issue. Mayor Kupsik said to put the signage for the east side of the Riviera to not feed the waterfowl back on. Mr. Oborn added he will bring back a cost for the aerating.

**Adjournment**

Kordus/Skates motion to adjourn at 6:36pm. Motion carried unanimously.

/s/ Stephanie Gunderson, Assistant City Clerk

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

**Regular Lake Geneva Utility Commission Meeting**  
**Thursday, July 21, 2016 – 4:00 PM**  
**Utility Commission Office - 361 W Main Street**

**Minutes**

**1. Call Meeting to Order by Pres. Lyon at 4:00 P.M.**

**2. Roll Call - Members present:**

Dennis Lyon, Ann Esarco, Mayor Al Kupsik, Ald. Cindy Flower, Ald. Rich Hedlund. Public in attendance: Mr. Chris Schultz, Lake Geneva Regional News, City Administrator Blaine Oborn and Wastewater Operator Ken Bauman.

**3. Comments from the Public as allowed by Wis. Stats § 19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes.**

None

**4. Approve Minutes of the Previous Meeting**

Motion by Mayor Kupsik to approve the minutes as presented.

2<sup>nd</sup> by Mr. Hedlund.

Passed 5-0

**5. Acknowledgement of Correspondence:**

None

**6. Official Acceptance of Director Winkler's April 15, 2016 Retirement Notice.**

Motion by Ms. Flower to accept Director Winkler's retirement notice as stated in his letter dated April 15, 2016.

2<sup>nd</sup> by Mr. Hedlund

Passed 5-0

**7. Director's Report**

Director Winkler presented his report.

**8. Financials Update**

Director Winkler provided financial information.

**Water**

EOM Cash	\$ 1,086,000
Project Commitments	\$ 278,000
Upcoming Projects	\$ TBD

**Sewer**

EOM Cash	\$995,000
Project Commitments	\$ 33,000
Upcoming Projects	\$ TBD

**Review and Payment of Bills:**

Motion by Mr. Hedlund to approve the June bills as presented.  
2<sup>nd</sup> by Mayor Kupsik.  
Passed 5-0

Motion by Mr. Hedlund to approve the financials as presented,  
2<sup>nd</sup> by Ms. Flower.  
Passed 5-0

**10. Closed Session.**

Mayor Kupsik made a motion to go into closed session pursuant to Wisconsin Statutes 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility for individual employee worker's compensation usage.

2<sup>nd</sup> by Ms. Flower

Passed 5-0

Included in closed session: City Administrator Blaine Oborn

**11. Return to Open Session:**

Mr. Hedlund made a motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session.

2<sup>nd</sup> by Ms. Flower.

Passed 5-0

Mr. Hedlund made a motion to accept Mr. Winkler's proposal for a single plan health insurance coverage for himself (Health & Disability) and continued family plan for dental, all funded at 100% until Mr. Winkler is of Medicare age.

2<sup>nd</sup> by Mayor Kupsik.

Passed 5-0

**12. Adjourn**

**Next meeting set for August 11, 2016**

Motion by Mr. Hedlund to adjourn.

2<sup>nd</sup> by Ms. Flower.

Passed 5-0

Meeting adjourned at 4:38 p.m.

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Secretary

**Regular Lake Geneva Utility Commission Meeting**  
**Wednesday, August 24, 2016 – 4:00 PM**  
**Conference Room 2A, City Hall – 626 Geneva Street**

**Minutes**

**1. Call Meeting to Order by Pres. Lyon at 4:02 P.M.**

**2. Roll Call - Members present:**

Dennis Lyon, Ann Esarco, Ald. Cindy Flower, Ald. Rich Hedlund. Public in attendance: Mr. Chris Schultz, Lake Geneva Regional News, City Administrator Blaine Oborn and City Attorney Dan Draper.

Mayor Kupsik arrived at 4:06.

**3. Comments from the Public as allowed by Wis. Stats § 19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes.**

None

**4. Approve Minutes of the Previous Meeting**

Motion by Mr. Hedlund to approve the minutes as presented.

2<sup>nd</sup> by Ms. Flower.

Passed 4-0

Mayor Kupsik arrived.

**5. Acknowledgement of Correspondence:**

Mr. Winkler advised that he had received an email from Mr. Kocourek which stated that Mr. Kocourek was resigning from the Commission. Email was dated 8/24/16. Mr. Kocourek's resignation was acknowledged.

**6. Upgrade of Meter Reading System.**

The Utility's meter reading system is approaching eight years old and the software is no longer readily supported. In addition to this, the servers are reaching the end of their useful life and staff is regularly having problems reading meters and running leak reports. An upgraded system would provide a fully supported remote data storage with software upgrades included. The overall cost over a five year period would be lower than the current support costs. Mr. Winkler to explore the possibility of discount if the commission pays all five years as one payment.

Motion by Ms. Flower to upgrade the meter reading system through HD Supply with a not to exceed amount of \$63,019.

2<sup>nd</sup> by Mr. Hedlund

Passed 5-0

**7. Discussion – Interview Committee for Water Superintendent Position**

Five applications have been received to date including the current acting Water Superintendent. Interviews to be held during the morning of September 9 with September 8 as the backup date. Applications to be forwarded to City Administrator for soft background check before interview. Volunteers for the interview committee include Ms. Flower, Mr. Hedlund and Mr. Lyon.

**8. Director’s Report – WDNR Sanitary Survey Results and Recommendation**

The Utility Commission received no significant deficiencies during its three year DNR inspection. Some concern was expressed regarding our pumping capacity and the DNR is requiring a pumping capacity engineering study be conducted by a professional engineer with results by December 31, 2016.

Motion by Ms. Flower to utilize Kapur services up to \$2,500 for professional engineering study requested by DNR.

2<sup>nd</sup> by Mr. Hedlund.

Passed 5-0

**9. Financials Update**

Director Winkler provided financial information.

**Water**

EOM Cash	\$ 1,009,000
Project Commitments	\$ 217,000
Upcoming Projects	\$ TBD

**Sewer**

EOM Cash	\$1,089,000
Project Commitments	\$ 15,000
Upcoming Projects	\$ TBD

Motion by Ms. Flower to approve the financials as presented,

2<sup>nd</sup> by Mr. Hedlund

Passed 5-0

**10. Approval of the bills**

Review and Payment of Bills:

Motion by Mr. Hedlund to approve the July bills as presented.

2<sup>nd</sup> by Mr. Lyon.

Passed 5-0

**11. Adjourn**

**Next meeting set for September 15, 2016 – 4PM at City Hall**

Motion by Mr. Hedlund to adjourn.

2<sup>nd</sup> by Ms. Flower.

Passed 5-0

Meeting adjourned at 4:52 p.m.

\_\_\_\_\_  
Secretary

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY JULY 7, 2016 AT 7:00 P.M.**

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

1. Call meeting to order

The meeting was called to order by Commissioner Hartz at 7:01 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. Commissioners Jordan and Gramm were not present. Town of Geneva Liaison Tom Walton was present. Police and Fire Commission Liaison Chris Gelting was not 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 June 9, 2016

7. Police Department Business

a. Approval of bills for the month of June 2016, operating in the amount of \$302,197.12, for a total of \$302,197.12

Bittner motioned to approve the bills for the month of June 2016. Pollard seconded. Roll call: Pollard-Y, Bittner-Y, Hartz-Y. Motion carried 3-0.

Chief Rasmussen noted that the department is up 2/3 on overtime because we are short-handed. Also traffic grants require payout instead of comp time. Bittner wondered why the department had not been reimbursed for Telecommunicator wages from the Fire Department and the School Resource Officer from the school. The Fire Department transfer will be done next month and the School Resource Officer is done at the beginning of the school year.

b. Accept letter of retirement of Assistant Chief Michael Reuss

Hartz motioned to accept letter of retirement from Assistant Chief Michael Reuss. Pollard seconded. Motion carried 3-0.

Chief Rasmussen announced Assistant Chief Michael Reuss' retirement. Assistant Chief Reuss thanked the commission and officials for their support of him and the department.

c. Hiring confirmation of full time Telecommunicator Amanda Moeller

Bittner motioned to hire full time Telecommunicator Amanda Moeller. Pollard seconded. Motion carried 3-0.

Chief Rasmussen noted that the dispatch department is now full-staffed.

d. Hiring confirmation of part time Telecommunicator Marcia Robbins, Elizabeth Zmudzinski and Tonia Wojtas

Bittner motioned to confirm hiring of part time Telecommunicators Marcia Robbins, Elizabeth Zmudzinski and Tonia Wojtas. Motion carried 3-0.

Chief Rasmussen stated Robbins will be part time through the summer, Zmudzinski will be part time throughout the year and Wojtas will work in booking and also dispatch.

e. On duty officer injury update

Chief Rasmussen noted there is no timeline on the officer's return to work. Two bones are healing and one is not. The officer is currently in physical therapy and is on light duty dispatching and has been very helpful.

f. Off duty officer injury (info only)

Chief Rasmussen noted another officer was injured off duty with a torn rotator cuff. The officer has been scheduled for an MRI.

g. Eligibility list and hiring confirmation of Part time Officers- Sergio Martini and Brock Bouland with rate of \$22.50/hour

Pollard motioned to accept eligibility list and hiring confirmation of part time officers Sergio Martini and Brock Bouland with a rate of \$22.50/hour pending psychological and physical evaluations. Bittner seconded. Motion carried 3-0.

Chief Rasmussen noted that Sergio Martini has worked with the department before so he did not need a psychological evaluation.

h. Change status Reserve Officer Richard Ecklund to Part Time Officer with rate of \$22.50/hour

Pollard motioned to approve change of status for Reserve Officer Richard Ecklund to Part Time Officer with a rate of \$22.50/hour. Bittner seconded. Motion carried 3-0.

i. Change status Reserve Officer Aaron Greetham to Part Time Officer with rate of \$22.50/hour

Pollard motioned to approve change of status for Reserve Officer Aaron Greetham to Part Time Officer with a rate of \$22.50/hour. Hartz seconded. Motion carried 3-0.

j. Resignation of Reserve Officer Tatiana Chersini

Pollard motioned to approve resignation of Reserve Officer Tatiana Chersini. Bittner seconded. Motion carried 3-0.

k. Confirmation of full time officer eligibility list

Hartz motioned to accept full time officer eligibility list. Pollard seconded. Motion carried 3-0.

Chief Rasmussen handed out the 2016 full time officer eligibility list. The eligibility list is as follows:

1) Aaron Greetham 2) Shannon Gee. 3) Justin Samuel. 4) Donald Tyler. 5) Benjamin Nitsch. 6) Michael McBride. 7) Joseph Wisniewski. With the off duty injuries the interview process was stepped up so that the open officer position could be hired as soon as possible. The Sergeant and Command staff interviews were both held last night. Bittner questioned how soon Aaron Greetham could start working. Chief Rasmussen said he was given a conditional offer and will give a two week notice. No psych evaluation is needed as Aaron Greetham is already employed with us.

l. Request to hire additional full time officer

Bittner motioned to recommend hiring an additional full time officer. Pollard seconded. Roll call vote: Pollard – Y, Bittner – Y, Hartz – Y. Motion carried 3-0.

Chief Rasmussen made a request to fill an additional full time officer position from the eligibility list presented at the meeting. Chief Rasmussen is requesting the additional officer because Assistant Chief Reuss will be retiring in March 2017, a second officer has a tentative retirement date and a third officer, who is currently out on an injury, has also talked about retiring next year. The position will not be an additional position but he would like to hire the person earlier and begin training. The department is

currently below budget by \$13,000 for reserve officers. The overtime budget is increased because full time officers are working extra hours and full time officers are getting burned out with the short staff. Bittner stated that Chief Rasmussen is aware of the budget numbers for staffing and advised Chief Rasmussen to run the department as he sees fit. City Administrator Oborn advised that he feels the city council needs to approve the additional officer as it is a temporary overhire subject to budget approval but he will make a recommendation that the city council approve the hiring. With the vacancy now and the potential vacancies in the future it makes sense to hire the additional officer at this time.

m. Discussion and Action on Civilian handbook/benefits

Chief Rasmussen went through the changes of the Civilian handbook/benefits as approved by the Personnel Committee. Many items were removed and referred to the city handbook. Some of the major items changes include: Comp time was reduced from 250 hours to 100 hours; sick days were increased from 9 days to 12 days a year (standard one day a month); the sick leave bank and the personal incentive days were taken out. Employees are allowed to bank up to 100 sick days and get paid out upon retirement with the Wisconsin Retirement System. Civilian Employees follow the Police Department Policy and Procedures first, Civilian Handbook second and then the City Handbook third. The Civilian Handbook pertains to Telecommunicators and Data Entry positions. The only other employees not under union contract include Telecommunicator Supervisor Jean Froggatt and Administrative Assistant Cindy Papenfus. Both of those positions are covered under contract.

n. Chief and Command Staff Appraisals – Status

Hartz and Chief will meet before next month's meeting and put a summary together for Chief and Command Staff Appraisals.

o. Training hosted for local businesses holding alcohol licenses

The police department hosted training for businesses holding alcohol licenses. 31 owners/employees from approximately 9 businesses attended the training. Some of the topics discussed at the training were municipal licensing regulations, identification cards, and dealing with disorderly and intoxicated persons.

p. Squad accidents

The department recently had three squad accidents. The Beat the Heat trailer was moved in impound and the officer backed into a car. The same officer backed into a pole recently. The officer has been sent for a vision test. The test came back fine. The new vehicle had \$1800.00 worth of damage when an officer backed out of the garage and hit another squad.

q. Chief's top 5 major monthly incidents/4<sup>th</sup> of July weekend report

Chief Rasmussen listed and discussed the department's five major incidents of the month.

r. Monthly activity reports

2016 Dispatch activity for June 2016: Telephone calls–3,438	911 Calls–245	Window assists–961
2015 Dispatch activity for June 2015: Telephone calls–3,780	911 Calls–250	Window assists–853
2016 Patrol activity for June 2016: Calls for service –1,924	Arrests - 160	
2015 Patrol activity for May 2015: Calls for service –1,693	Arrests - 213	

One of the Alderman went on a ride-along and discussed it at the City Council meeting.

s. Thank you letters—

Chinawest Jewelers of Lake Geneva-Lake Geneva Police and Staff  
Aurora University—Detective Seth Keller and Lieutenant Edward Gritzner  
Jeff Kempken- Officer Lucas Hansen  
Special Olympics-Lake Geneva Police Department - No action/discussion

t. Items to forward to City Council

Request to hire additional officer  
Civilian handbook/benefits  
4<sup>th</sup> of July and major incidents  
Thank you letters

8. Fire Department Business:

Chief Peters spotlighted Deputy Chief Derrick for his 52 years of service to the Lake Geneva Fire Department. Deputy Chief Derrick was very humble and thanked Chief Peters for his kind words. Bittner noted that 52 years of the Lake Geneva Fire Department meant Dan Derrick.

a. Approval of bills for the month of June 2016 operating in the amount of \$72,428.68, Capital in the amount of \$3,737.98, for a total of \$76,166.66

Hartz motioned to approve the bills for the month of June 2016. Pollard seconded. Roll call: Pollard-Y, Bittner-Y, Hartz-Y. Motion carried 3-0.

b. Pro-Phoenix payroll update

Chief Peters has been in contact with Pro-Phoenix and they will be retesting the program again with more rollout updates next week. The Fire Department is developing a data entry policy and the policy will be presented at the next meeting.

c. Monthly EMS Medical Billing/Stark Report/Charge Detail Report

Eric Kieffer from EMS medical billing gave a presentation regarding billing and reimbursement. He discussed the trends and statistics. Lake Geneva has a higher population of Medicare patients. Pollard asked how frequently the rates were reviewed. Chief Peters noted that rates are reviewed annually and were raised last year.

d. Monthly Fire Department Report

Chief Peters developed a new report and he discussed the contents of the report in the meeting. The department offers training to businesses and Bittner asked if the department charged for the training. Chief Peters noted they do not charge for the business training.

e. Monthly Paratech Report – No discussion/action

f. Firefighter injury update

Officer Bastik has been released by his doctor and is back to work without any issues.

g. Firefighter eligibility list/hiring Process

Pollard motioned to accept James Hughes pending background check. Bittner seconded. Motion carried 3-0.

h. EMS Medical Billing report on our account year-to-date

This was covered under item c.

i. Lake Geneva Fire Department Philosophy

Chief Peters is beginning to draft a Lake Geneva Fire Department Policy. Pollard would like the policy emailed prior to the packets going out.

j. Damage to Squad #1 and Tower #1

One of the engines had a ladder break, which was product failure. The ladder was reinforced and repaired. On the 4<sup>th</sup> of July, Firefighter Lechner was pulling the fire truck out when the door did not go up all the way. The door was damaged but there was no damage to the vehicle. The safety committee will review the damage and make recommendations to fix the door and take corrective action.

k. Damage to window of Firefighters car

Chief Peters noted one of the fire department employees was mowing near the fire station and a rock hit a car window. The employee was compensated for the window repair.

l. Items to be forwarded to city council

Monthly fire department report

Paratech/activity report

9. Agenda items for the next regular meeting August 4, 2016

Police Department appraisals

Fire Department philosophy

10. Adjourn

Bittner motioned to adjourn the meeting. Pollard seconded. Motion carried 3-0. Meeting adjourned at 8:51 p.m.

Respectfully submitted,



Cindy Papenfuss

Administrative Assistant

c: Police Chief

Fire Chief

Commissioners-file

Commission Liaisons

City Administrator

City Clerk

City Comptroller

Council Members - Mayor

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

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY AUGUST 4, 2016 AT 7:00 P.M.**

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

1. Call meeting to order

The meeting was called to order by Commissioner Hartz at 7:02 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Jordan

3. Roll call

Commissioners Pollard, Jordan, Bittner, Gramm and Hartz were present. Commissioner Hartz welcomed Alderman Howell as the new Police and Fire Commission Liaison. Town of Geneva Fire Liaison Walton was not present.

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

5. Acknowledge correspondence - Administrative Assistant Papenfus read a thank you note from a former resident who grew up in Lake Geneva and currently lives in Colorado thanking the police department for their dedication and hard work.

6. Approval of regular meeting minutes July 7, 2016

Bittner motioned to approve the minutes from July 7, 2016 with corrections. Pollard seconded. Motion carried 5-0.

7. Fire Department Business:

a. Approval of bills for the month of July 2016 operating in the amount of \$64,210.26, Capital in the amount of \$16,394.41, for a total of \$80,604.67

Jordan motioned to approve the bills for the month of July 2016. Bittner seconded. Roll call: Pollard-Y, Jordan – Y, Bittner-Y, Gramm- Y, Hartz-Y. Motion carried 5-0.

b. Pro-Phoenix payroll update

Chief Peters talked to the software developer today and the new payroll update should be released next week. The new payroll updates breaks down reports better for payroll.

c. Monthly EMS Medical Billing/Stark Report/Charge Detail Report

Chief Peters will be working with EMS to make the reports easier to follow. Commissioner Hartz noted that the aging report seemed high. Chief Peters said the department is doing a great job handling calls.

d. Fire Department Report

Chief Peters spotlighted employee Engineer Ed Zwiebel. Chief Peters reviewed the monthly highlights including capital projects and dive equipment.

e. Monthly Paratech Report – No action/discussion.

f. Safety committee accident prevention review

The Safety committee reviews accidents and makes suggestions for improvements and how to fix the problems. This is a new procedure and will help to improve the department. Chief Peters and City Administrator Oborn are meeting with the insurance carrier next week.

g. Lake Geneva Fire Department Philosophy

Chief Peters discussed the new Lake Geneva Fire Department Philosophy. The Commissioners will review it and make corrections for next month. All the commissioners felt the philosophy was well thought out and put together.

h. Resignation of FF/EMTA Edward Richardson

Pollard motioned to approve resignation of FF/EMTA Edward Richardson. Jordan seconded. Motion carried 5-0.

i. Policies

- Discriminatory Harassment

Jordan motioned to approve Discriminatory Harassment policy P-101.11. Gramm seconded. Motion carried 5-0.

Gramm asked what kind of training this would entail. Chief Peters noted that it will be an annual training.

- Nepotism and employment conflicts

Pollard motioned to approve Nepotism and Employment Conflicts policy P-101.12 with corrections. Bittner seconded. Motion carried 5-0.

The nepotism clause was reworded regarding direct supervision of other family members because the Fire Department has a tradition of hiring multi-generational firefighters and the Lake Geneva Fire Department is a relatively small department. The policy notes that family members cannot directly supervise other family members.

- Notification of major incidents

Jordan motioned to approve Notification of Major Incidents policy P-101.13. Bittner seconded. Motion carried 5-0.

- Personnel Files

Pollard motioned to approve Personnel Files Policy P(number to be determined) with corrections. Gramm seconded. Motion carried 5-0.

j. Evaluation of Fire Prevention Bureau plan review process

Chief Peters would like to develop a plan review. The fire department is looking for a company to help set up the plan.

k. Thank you letters - No Discussion/Action

- Special Olympics
- Patricia Scolaro

l. Items to be forwarded to city council

Fire Department report

8. Police Department Business

a. Approval of bills for the month of July 2016, operating in the amount of \$202,603.98, for a total of \$202,603.98

Jordan motioned to approve the bills for the month of July 2016. Bittner seconded.

Roll call: Pollard-Y, Jordan – Y, Bittner-Y, Gramm- Y, Hartz-Y. Motion carried 5-0.

Chief Rasmussen noted that currently the department is 2% under budget.

b. Summer staffing update

Art in the Park and Venetian Fest are the busiest times of the summer but more people have been added to the staff and Walworth County Sheriff's Deputies will do additional bike patrol during Venetian Fest.

c. PlanIt Police Scheduling program

Jordan motioned to spend \$1,885.00 for the PlanIt Police Scheduling Program. Gramm

Seconded. Roll call: Pollard-Y, Jordan – Y, Bittner-Y, Gramm- Y, Hartz-Y. Motion carried 5-0.

Chief Rasmussen indicated that the Police Department would like to purchase a Web based scheduling system. Currently multiple employees are spending countless hours on a manual scheduling system. The system will save employee hours and money for the department. The program also puts the responsibility on the employee for days off.

d. Hiring confirmation of full time officers Aaron Greetham and Shannon Gee

Gramm motioned to approve hiring confirmation of full time officers Aaron Greetham and Shannon Gee. Pollard seconded. Motion carried 5-0.

e. On duty officer injury update

The officer will be going to the doctor the beginning of September to determine if surgery is needed. The officer is still on light duty and has been helping out in dispatch.

f. Off duty officer injury (info only)

The officer should be back at the end of August.

Another officer is currently out for an undetermined amount of time for a medical condition.

g. Succession Planning for Assistant Chief Reuss' retirement

Chief Rasmussen would like to begin the succession planning for Assistant Chief Reuss' retirement. The organizational chart will consist of a Patrol Lieutenant and an Administrative Lieutenant.

Chief Rasmussen would like to post for Patrol Lieutenant interest. He will bring the proposed timeline to next month's PFC meeting.

h. Chief and Command Staff Appraisals – Status

Hartz has finished his review and notes of the appraisals. Chief Rasmussen and Hartz will meet to discuss the appraisals next week.

i. 2017 Budget update

The budget has been started. The city would like the budget complete by October 6 or 7, 2016. A budget workshop was set for September 1, 2106 at 5:00 p.m. The budget will be approved at the next Police and Fire Commission meeting September 8, 2016.

j. Training and Standards Audit

Training and Standards performed an audit on the department's personnel files. This is the first time an audit like this was performed and the department received a 100% accuracy rating. Audits will be done approximately every 10-15 years.

k. Uniform change dispatch

Chief Rasmussen discussed changing dispatcher uniforms to a polo shirts rather than a uniform. The commission agreed and noted that the decision to change uniforms was up to the department.

l. Internet purchase exchange location

The city is in the process of updating cameras throughout the building to make it more secure. The Chief would like to install an internet purchase exchange location in the parking lot. This allows people to exchange internet purchases in the parking lot so it is a safer environment. Exchanges are less likely to go wrong in a police department parking lot and they will also be recorded.

m. Squad accidents

There was another squad accident this month. The damages were minimal and not submitted to the insurance company. The department will be contacting the insurance company for safety training.

n. Chief's top 5 major monthly incidents

Chief Rasmussen discussed five notable incidents of the month.

o. Monthly activity reports

2016 Dispatch activity for July 2016: Telephone calls—4,066	911 Calls—220	Window assists— 566
2015 Dispatch activity for July 2015: Telephone calls—3,962	911 Calls—239	Window assists—1,072

2016 Patrol activity for July 2016: Calls for service – 2,288	Arrests - 202
2015 Patrol activity for July 2015: Calls for service –1,962	Arrests - 238

Extra patrol calls were increased and that may be because citizens can request extra patrol through the Citizen Services program.

p. Thank you letters—Lake Geneva Police from BMO Harris Bank staff  
Lake Geneva Police from Ann and Mark Pienkos  
Sgt. Jason Hall from Brian Bobbitt

Chief Rasmussen noted that after the Dallas shooting, the department received great public support and many people dropped off food to thank the employees.

q. Items to forward to City Council

Budget workshop date  
Training and Standards audit  
Internet purchase exchange  
Chief's top 5 report

9. Agenda items for the next regular meeting September 8, 2016

Budget  
Fire Department Philosophy  
Police Department evaluations.

10. Adjourn

Jordan motioned to adjourn the meeting. Bittner seconded. Motion carried 5-0. Meeting adjourned at 8:43 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 NOT OFFICIAL UNTIL APPROVED AT THE NEXT POLICE AND FIRE COMMISSION MEETING**

## MINUTES

**1. Meeting called to order by Mayor Kupsik at 6:30 p.m.**

**2. Roll Call**

Present: Doug Skates, John Gibbs, Ann Esarco, Tom Hartz, Tyler Frederick, Sarah Hill  
Not Present: Planner Mike Slavney, Atty. Dan Draper  
Also Present: Mayor Kupsik, Administrator Oborn, Inspector Robers and Assistant Gregoles

**3. Approve Minutes of June 20, 2016 Plan Commission meeting as distributed.**

**MOTION #1**

Gibbs/Skates moved to approve the minutes of June 20, 2016 Plan Commission meeting as distributed.  
The motion carried unanimously.

**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. - None**

**5. Acknowledgment of Correspondence - None**

**6. Downtown Design Review.**

**A. Application by Paul Pappas for Gold Coast, 1102 Kathy Ct., Fontana, WI 53125 for a new exterior awning with signage on the storefront at 108 Broad Street, Tax Key No. ZOP 00347B.**

**DISCUSSION**

Inspector Robers gave an overview of the application details and there was a brief discussion with the Commission.

**MOTION #2**

Hill/Skates moved to approve the application by Paul Pappas for Gold Coast, 1102 Kathy Ct., Fontana, WI 53125 for a new exterior awning with signage on the storefront at 108 Broad Street, Tax Key No. ZOP 00347B, to include eliminating the lighting and staff recommendations. The motion carried unanimously.

**B. Application by Beth Tumas for The Bottle Shop, 617 W Main Street, Lake Geneva, WI 53147, for two new exterior replacement signs at 617 W Main Street, Tax Key No. ZOP 00291.**

**DISCUSSION**

Applicant gave an overview of the application details and there was a brief discussion with the Commission.

**MOTION #3**

Hill/Gibbs moved to approve the application by Beth Tumas for The Bottle Shop, 617 W Main Street, Lake Geneva, WI 53147, for two new exterior replacement signs at 617 W Main Street, Tax Key No. ZOP 00291, to include all staff recommendations. The motion carried unanimously.

7. **Continued Public Hearing and recommendation on a General Development Plan (GDP) Application filed by Peter Jurgens for Oakfire Restaurant, 831 Wrigley Drive, Lake Geneva, WI 53147 for building Modifications to include a rear addition, and a new second floor with indoor and outdoor seating in the Central Business (CB) zoning district at 831 Wrigley Drive, Tax Key No. ZOP 00340.**

DISCUSSION –Peter Jurgens, 262 Center Street - Applicant & David Scotney, Owner

Applicants gave an overview of the application details and there was an extensive discussion with the Commission.

PUBLIC SPEAKER #1 – None

MOTION #4

Gibbs/Skates moved to close the public hearing. The motion carried unanimously.

MOTION #5

Hill/Gibbs moved to approve the recommendation on a General Development Plan (GDP) Application filed by Peter Jurgens for Oakfire Restaurant, 831 Wrigley Drive, Lake Geneva, WI 53147 for building Modifications to include a rear addition, and a new second floor with indoor and outdoor seating in the Central Business (CB) zoning district at 831 Wrigley Drive, Tax Key No. ZOP 00340, including all staff recommendations and fact finding.

The motion carried unanimously.

8. **Public Hearing and recommendation on a Precise Implementation Plan (PIP) Application filed by Peter Jurgens for Oakfire Restaurant, 831 Wrigley Drive, Lake Geneva, WI 53147 for building Modifications to include a rear addition, and a new second floor with indoor and outdoor seating in the Central Business (CB) zoning district at 831 Wrigley Drive, Tax Key No. ZOP 00340.**

DISCUSSION –Peter Jurgens, 262 Center Street - Applicant & David Scotney, Owner

Applicants gave an overview of the application details and there was an extensive discussion with the Commission.

PUBLIC SPEAKER #1 – Terry O’Neil, 954 George Street, LG

O’Neil stated his confusion on what is actually being approved.

MOTION #6

Gibbs/Hartz moved to close the public hearing. The motion carried unanimously.

MOTION #7

Hartz/Gibbs moved to approve the recommendation on a Precise Implementation Plan (PIP) Application filed by Peter Jurgens for Oakfire Restaurant, 831 Wrigley Drive, Lake Geneva, WI 53147 for building Modifications to include a rear addition, and a new second floor with indoor and outdoor seating in the Central Business (CB) zoning district at 831 Wrigley Drive, Tax Key No. ZOP 00340, to include Staff recommendations, fact finding, alley to be passable by end of work day, wood sample shown to be product used for all wood references on plan, smooth sample of concrete samples shown (bottom) to be used for all precast sections, both wood and precast be used below front windows as shown on plan, emergency services be notified 48 hours in advance when road and alley is going to be blocked by construction equipment, exterior construction to be completed between November 1<sup>st</sup> and April 30<sup>th</sup>, roof panels to be bronze color to match window surrounds, Hardy Board to be standard 6” overlap, notify neighbors when road or alley will be blocked, protect street and curb from damage, and fire sprinklers are required. The motion carried unanimously.

9. **Public Hearing and Recommendation on a Conditional Use Application filed by Lyle Fitterer, 1040 San Jose Drive, Elm Grove, IL 53122, to install an accessory structure (Pier) closer to the lake shore than the primary structure, within Lakeshore Overlay Zoning District located at 63 Hillside Drive, Lake Geneva, WI 53147, Tax Key No. ZYUP 000941.**

**DISCUSSION**

Applicant gave an overview of the application details and there was a brief discussion with the Commission. Note – Commissioner Taylor Frederick recused himself to the audience for this item.

**PUBLIC SPEAKER #1** – None

**MOTION #8**

Skates/Gibbs moved to close the public hearing. The motion carried unanimously.

**MOTION #9**

Skates/Hartz moved to approve the recommendation on a Conditional Use Application filed by Lyle Fitterer, 1040 San Jose Drive, Elm Grove, IL 53122, to install an accessory structure (Pier) closer to the lake shore than the primary structure, within Lakeshore Overlay Zoning District located at 63 Hillside Drive, Lake Geneva, WI 53147, Tax Key No. ZYUP 000941, including all staff recommendations and fact finding. The motion carried with Fredricks abstaining.

10. **Public Hearing and recommendation on Zoning Text Amendments for Section 98-407 Substandard Lot Regulations, Section 98-706 Exterior Storage Standards for Residential, Office, and Commercial Districts, Section 98-034 Definitions, & Section 98-206(4)(k) Commercial Indoor Lodging.**

**DISCUSSION**

Inspector Robers and Mayor Kupsik gave an overview of the recommendation details and there was a brief discussion with the Commission. A memorandum from city attorney Dan Draper was read into the record by Mayor Kupsik.

**PUBLIC SPEAKER #1** – None

**MOTION #10**

Gibbs/Hill moved to close the public hearing. The motion carried unanimously.

**MOTION #11**

See all below:

**Section 98-407 Substandard Lot Regulations**

Skates/Hill move to approve the recommendation on Zoning text amendments for Section 98-407 Substandard Lot Regulations. The motion carried unanimously.

**Section 98-706 Exterior Storage Standards for Residential, Office, and Commercial Districts**

Hill/Skates move to approve the recommendation on Zoning text amendments for Section 98-706 Exterior Storage Standards for Residential, Office, and Commercial Districts. The motion carried unanimously.

**Section 98-034 Definitions**

Gibbs/Hartz move to approve the recommendation on Zoning text amendments for Section 98-034 Definitions. The motion carried 5/2 with Hill and Frederick voting No.

**Section 98-206(4)(k) Commercial Indoor Lodging**

Hartz/Skates move to approve the recommendation on Zoning text amendments for Section 98-206(4)(k) Commercial Indoor Lodging. The motion carried 6/1 with Hill voting No.

**11. Discussion on Zoning Text Amendments for that may affect several sections of the Zoning Code dealing with Cosmetic Tattooing Options.**

**DISCUSSION**

City Administrator Oborn gave an overview of the recommendation details and there was a brief discussion with the Commission. The Commission recommends to the City Council the following:

Option #3 verbiage that says to limit tattooing below the clavicle but no limitation above the clavicle, with restrictions to professional services at salons and Option #5 verbiage that says to not limit tattooing use but to restrict it in general and central business districts as a Conditional Use.

**12. Adjournment**

**MOTION #13**

Hill / Skates moved to adjourn the meeting at 8:38 pm. The motion carried unanimously.

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

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

## MEMORANDUM

DATE: July 17, 2016

TO: Planning Commission

FROM: Daniel S. Draper, City Attorney

I will not be able to attend the Planning and Zoning meeting, however wanted to give you some background information concerning Zoning Text Amendments to Section 98-407, Substandard Lot Regulations, and Section 98-206(4)(k) Commercial Indoor Lodging which are set for a public hearing.

The amendment to Section 98-407(3) concerns the ability of a landowner to use the conditional use process and use SR-4 lot width, lot frontage, lot area and setback requirement if a person has a non-conforming lot in the ER-1 district. Currently the ordinance defines a substandard lot in the ER-1 district as one that contains less than 1 acre. In discussing the matter with our planner, Mike Slavney (who incidentally authored our zoning code and these provisions) it was determined that it was never intended to define a nonconforming lot in the ER-1 district as one that contains less than 1 acre. There are many other ways that an ER-1 lot could be non-conforming. They could be non-conforming because of lot width, lot frontage, or setback requirements. Since it was never originally intended to limit SR-4 standards for only ER-1 lots that are less than an acre, planning and zoning staff suggested bringing this amendment forward to have it conform to the original intentions of the ordinance that being the ability of anyone with a nonconforming ER-1 lot to be able to utilize the SR-4 standards under the conditional use process.

The amendment to Section 206(4)(k) may look familiar to some of you who have been around for a while. This ordinance was originally brought forward several years ago to clarify the City's long time interpretation of the zoning code to prevent short-term vacation rentals in single family residential zoning districts. It in fact arose from complaints from neighbors of a property in the Manor who was ignoring the City's interpretation of the zoning code prohibiting short term rentals in single family residential districts. At the time the City was attempting to enforce their interpretation of the zoning code to prevent short term rentals in a single family district, a case was decided in the 2<sup>nd</sup> District Court of Appeals titled *Heef Realty and Investments, LLP v. City of Cedarburg Board of Appeals*, 861 N.W. 2d 797, 2015 WI App 23 (2015). The 2<sup>nd</sup> District Court of Appeals is the court for cases arising in Walworth County Wisconsin. Therefore the cases determined in the 2<sup>nd</sup> District are binding on the City of Lake Geneva. The court in *Heef* essentially stated that to prevent short-term rentals in single family residential districts, the zoning code must **specifically state** that they are prevented in such districts. Therefore, the proposed amendments are drafted to specifically prohibit short term rentals in single family districts and define short term rentals. While the *Heef* case hurt the City's interpretation of their zoning code, it also recognized that such restrictions can be

done provided it is specifically stated in the zoning code. Some may argue that such restrictions may restrict one's right to alienation (the ability to sell and lease his property) the City should be able to adopt and regulate such uses under the City's general police power, the right to protect the health safety and general welfare of their citizens. In other words if there is a concern that short term rentals would disrupt citizens in single family zoning districts because of noise, disruption or just not knowing who is living next door, then the Commission would be well within their rights to pass such a provision. If the Commission is not concerned with such issues, and favor a person's right to use his property as he deems fit and believe in the absolute free right of alienation then the Commission may choose not to adopt this ordinance.

I hope the above is helpful in your determinations. If you have any questions, please contact me.

Daniel S. Draper

cc: Blaine Oborn, City Administrator  
Ken Rober, Building and Zoning Administrator

## Minutes

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

**2. Roll Call**

Present: Doug Skates, Ann Esarco, Tom Hartz, Tyler Frederick  
Not Present: John Gibbs and Sarah Hill  
Also Present: Planner Mike Slavney, Atty. Dan Draper, Mayor Kupsik, Administrator Oborn,  
Inspector Robers and Assistant Gregoles

**3. Approve Minutes of July 18, 2016 Plan Commission meeting as distributed.**

**MOTION #1**

Hartz/Skates moved to approve the minutes of July 18, 2016 Plan Commission meeting as distributed.  
The motion carried unanimously.

**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. - None**

**5. Acknowledgment of Correspondence. - None**

**6. Downtown Design Review.**

**A. Application by Nikki Marsicano for Geneva Lakes Art Foundation – Gallery 223 for a new exterior signage on the storefront at 223 Broad Street, Tax Key No. ZOP 00266.**

**DISCUSSION – Nikki Marsicano, applicant**

Applicant gave an overview of the application details and there was a brief discussion with the Commission.

**MOTION #2**

Hartz/Skates moved to approve the application by Nikki Marsicano for Geneva Lakes Art Foundation – Gallery 223 for a new exterior signage on the storefront at 223 Broad Street, Tax Key No. ZOP 00266.  
The motion carried unanimously.

**B. Application by Peter Juergens for Kocourek Property Holdings for a new exterior colors on the storefront at 647 Main Street, Tax Key No. ZOP 00287.**

**DISCUSSION-Peter Juergens, applicant**

Applicant gave an overview of the application details and there was a brief discussion with the Commission.

**MOTION #3**

Skates/Fredricks moved to approve the application by Peter Juergens for Kocourek Property Holdings for a new exterior colors on the storefront at 647 Main Street, Tax Key No. ZOP 00287. The motion carried unanimously.

**7. Public Hearing and recommendation on a Precise Implementation Plan Amendment Application filed by Ted and Terri Harig, 6597 Deerpath Road, Lake Geneva, WI 53147 to operate a Commercial Indoor Lodging facility at an existing Commercial Business in a Planned Development (PD) zoning district located at 821 Geneva Street, Tax Key No. ZOP 00171.**

**DISCUSSION – Ted Harig, applicant**

Applicant gave an overview of the application details and there was a brief discussion with the Commission. The existing garage on the property will be retained for their personal storage use.

**PUBLIC SPEAKER #1 – Terry O’Neil, 954 George Street, LG**

O’Neil had questions regarding the parking that would be required for the property.

Inspector Robers stated that the parking is required. If they were to lose the leased parking with the church, then this “USE” would be revoked if new parking was not supplied in another fashion.

**MOTION #4**

Hartz/Skates moved to close the public hearing. The motion carried unanimously.

**MOTION #5**

Hartz/Skates moved to approve the recommendation on a Precise Implementation Plan Amendment Application filed by Ted and Terri Harig, 6597 Deerpath Road, Lake Geneva, WI 53147 to operate a Commercial Indoor Lodging facility at an existing Commercial Business in a Planned Development (PD) zoning district located at 821 Geneva Street, Tax Key No. ZOP 00171, must have 2 parking spaces at the church or on their own property, onsite parking must be on a paved surface and not in the yard, no outdoor storage, including all other staff recommendations and findings of fact. The motion carried unanimously.

**8. Public Hearing and recommendation on a Conditional Use Permit to use the Single Family Residential (SR-4) zoning requirements in an Estate Residential (ER-1) zoning district for a new home filed by Orren Pickell Design Group, 550 Frontage Road, Ste 3800, Northfield, IL 60093, Lake Geneva, WI 53147 on behalf of Alan and Kathi Bosworth, 267 E South Street, Elmhurst, IL 60126 at 1224 W Main Street, Tax Key No. ZYUP 00094P.**

**DISCUSSION – Alan and Kathi Bosworth, applicants and John Forhand, architect**

Applicant gave an overview of the application details and there was a brief discussion with the Commission.

There were several conditions discussed at the Staff meeting that will need to be included in the motion. With these potential conditions, the proposed Site Plan must be revised and well as the Landscaping site plan must be revised.

**PUBLIC SPEAKER #1 –Robert Hogan, 1300 W Main Street, LG**

Hogan stated his full approval of the plans for this home of his neighbors.

**MOTION #6**

Fredericks/Skates moved to close the public hearing. The motion carried unanimously.

**MOTION #7**

Skates/Hartz moved to approve the recommendation on a Conditional Use Permit to use the Single Family Residential (SR-4) zoning requirements in an Estate Residential (ER-1) zoning district for a new home filed by Orren Pickell Design Group, 550 Frontage Road, Ste 3800, Northfield, IL 60093, Lake Geneva, WI 53147 on behalf of Alan and Kathi Bosworth, 267 E South Street, Elmhurst, IL 60126 at 1224 W Main Street, Tax Key No. ZYUP 00094P, to include all staff recommendations, fact findings and the conditions stated by staff below:

- Limit the terrace 50ft set back (covered porch)
- In the City right of way, the sidewalk needs to be replaced to City standards
- No access to the City driveway from the residence
- No access to the City driveway during construction or demolition
- No trees, landscaping or permanent fencing on the sanitary line or the right of way  
(Temporary fencing or a gate would be sufficient/permmissible and grass is okay.)
- Chapter 30 DNR permit is required because it is over 10,000 square ft.  
(This must be filed with DNR and City needs proof and verification of their approval.)
- Sanitary line that runs along property needs to be identified on the Site and Landscaping plans and Plat  
(A color overhead map showing the sanitary line is attached to these minutes.)
- Allow their existing 6 ft high fence along the eastern boundary

Staff will confirm and follow up with these conditions. The motion carried unanimously.

**9. Review and Recommendation on an Application for Site Plan Review for a parking lot filled by Lake Geneva United Methodist Church, 912 Geneva Street, Lake Geneva, WI 53147 Tax Key No. ZA464800001.**

**DISCUSSION**

**Adam St Marie, 1444 Dodge St., LG & Larry Kunderdt, N1279 White Pigeon Rd, LG – Representatives for the Church**

St Marie gave an overview of the application details and there was a brief discussion with the Commission. Discussion related to concerns of overflow water onto the sidewalk. The applicant was directed to work with the City Engineer. Kunderdt stated that there will be signage stating private property and towing for non-church members.

**MOTION #8**

Hartz/Fredericks moved to approve the recommendation on an Application for Site Plan Review for a parking lot filled by Lake Geneva United Methodist Church, 912 Geneva Street, Lake Geneva, WI 53147 Tax Key No. ZA464800001, subject to City eng and applicants eng reaching an agreement, to include all other staff recommendations and fact findings. The motion carried unanimously.

**10. Public Hearing and recommendation on Zoning Text Amendment for Section 98-206 Commercial Land Uses.**

**DISCUSSION**

Inspector Robers gave an overview of the application details and there was a brief discussion with the Commission. Planner Slavney recommends Option #3. Commissioner Hartz recommends Option #5b.

**PUBLIC SPEAKER #1** – Terri O’Neil, 954 George Street, LG

O’Neil stated his concerns regarding the way this was noticed. It was too vague.

**PUBLIC SPEAKER #2** – Deb Ott Lewis, 1305 W Main Street, LG

Lewis stated her agreement with the vagueness of the notices.

**MOTION #9**

Mayor Kupsik/Skates move to continue the item and public hearing to the next Plan Commission meeting to be posted with more description. The motion carried unanimously.

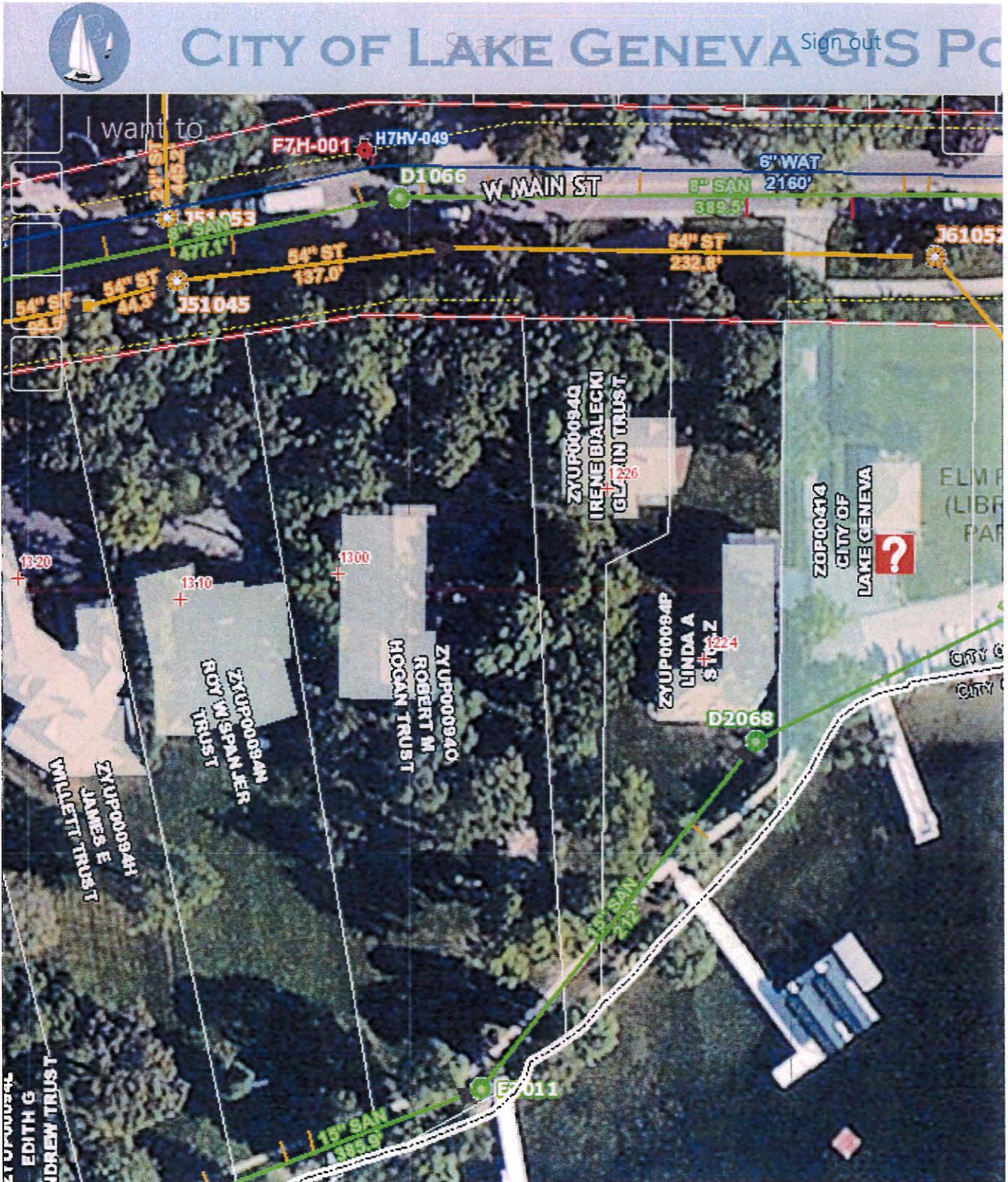
**11. Adjournment**

**MOTION #10**

Skates/Gibbs moved to adjourn the meeting at 7:58 pm. The motion carried unanimously.

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

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



**BOARD OF PARK COMMISSIONERS MINUTES  
WEDNESDAY, JULY 6, 2016 – 6:00 P.M.  
CITY HALL, MEETING ROOM 2A**

Meeting was called to order by President Ann Esarco at 6:00 p.m.

**Roll Call:** Present: President Ann Esarco, Alderman Doug Skates, Lynn Hassler, Barbara Hartigan, David Quickel, John Swanson and Mayor Al Kupsik. Absent: Peggy Schneider, Brian Olsen, and Secretary Daniel Winkler  
Also Present: Street Department Foreman Waswo and City Administrator Oborn. Public Present: Chris Schultz and Josh Moore.

**Approval of Board of Park Commissioners meeting minutes from June 1, 2016**  
Swanson/Hartigan motion to approve. Motion carried unanimously.

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

**Permits/Park Donations**

President Esarco explained there was a permit request from Adam Young for a 1<sup>st</sup> birthday party to be held July 30<sup>th</sup>, 2016 at Seminary Park pavilion from 9:00am-7:00pm. It is not open to the public and there will not be admission fees. The estimated attendance is 40 people. They will not be setting up a tent or having animals present.  
Skates/Hartigan motion to approve the permit. Motion carried unanimously.

**Discussion on Park Assignments/repair update/maintenance**

Dave Quickel noted he had several people call him regarding the dog park. He was told that the City is dumping the remains from the Riviera at the dog park and it is causing a huge problem. Street Department Foreman Waswo explained when the rebricking was done at the Riviera all the fill that was dug out was taken to the dog park to fill in areas. There was debris in it. The intention is to come in with top soil to cover it. They are trying to rake out the debris. Mr. Oborn suggested it was to be clean fill but it was not. Mr. Skates asked if the City went back to Humphrey's for anything. Mr. Waswo said he was told to dump it there. Mayor Kupsik questioned why it was dumped there in the first place. Mr. Skates said it will be taken up at Public Works. Ann Esarco added she was approached by someone who said there were loose bricks by the play structure at Veteran's Park. She looked before the meeting and did not see anything. She explained that there is a timber that is loose. She also stated there were empty liquor bottles by Donian Park and notified a Police Officer. She and the Police Officer cleaned them all up. She added she feels opposed to fire pits being used there. Alderman Skates commented that there were 50 conversations about grills. Apparently there were people at Library Park that were thrown out for grilling. He also witnessed an Officer asking someone to stop grilling at Flat Iron Park. Ms. Esacaro added she did not see a place for coals at Donian Park. Mr. Oborn noted it will not be added until the ordinance passes. Mayor Kupsik stated Donian Park is a good alternative for grilling. Alderman Skates suggested displaying 'no grilling' signs. Mr. Oborn added that grilling is a problem.

Mr. Quickel also noted he saw kids playing near the tunnel at Donian Park. He asked if there was anything that can keep them from going into it. Mr. Skates said he would look into that. Ms. Esarco added she would like to thank Mr. Waswo and the Street Department for the work they did cleaning up the entrance of the Four Seasons Nature Preserve.

**New Business**

**Discussion on new park on Manning Way**

Alderman Skates explained if you turn at the nursing home and drive straight to the bike path it is the stretch of land that goes behind the houses. There is access from the road. The subdivision has really filled up, and there are a lot of young kids there. He said he was told by Dan Winkler it could be around \$20,000 or \$30,000. Mr. Skates would like the City Arborist to go over there to see what invasive species are present. The land across the street also is 10 acres of potential park land as well. The land is in the township but the City owns it. Mr. Waswo added there is an island in the middle of the Basso subdivision that is park land. He said it is about a quarter acre. Mr. Skates said the first step is to clear out the land by Manning Way. He suggested having a workshop for the public to come in and give ideas. Alderman Skates asked staff to put together an incremental playground budget from \$10,000 to \$30,000 as well as land clearing cost.

**Discussion on Brunk Pavilion handrails and no skateboarding sign**

Mr. Oborn noted the City did a preliminary approval on the 13<sup>th</sup> for the ordinance due to damage to the railing. The City Attorney is still working on the ordinance to limit it to ‘no skateboarding’.

Ms. Esarco added that she would like to add a bench at Fermano Park. The old benches that were at the Riviera in front of Gage have been refurbished. They may be able to be put out there. Mayor Kupsik asked if they could be put in the ground. Mr. Waswo said a pad could be poured or they could put them on skids.

**Old Business**

**Update on the Sculpture Park from Alderperson Chappell**

Update not given.

**Future meeting agenda items**

Alderman Skates requested to discuss the Manning Way Park again as well as the Flat Iron Park ordinance. Ms. Hassler requested discussing the dog park clean up.

**Adjournment**

Skates/Hartigan motion to adjourn. Motion carried unanimously at 7:07pm.

/s/ Stephanie Gunderson, Assistant City Clerk

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE BOARD of PARK COMMISSIONERS**

## Lake Geneva Public Library Board of Trustees Meetings

918 West Main Street Lake Geneva, Wisconsin 53147 (262) 249-5299

### Finance Committee

Wednesday, July 6, 2016 at 7:00 a.m. (Director's Office)

Present: Gelting, Kundert, Oppenlander; Also present: Peterson

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$69,580.04 in General Funds for June 2016. There were no expenditures from Donated Funds in June.

### Board of Trustees

Wednesday, July 6, 2016

### Minutes

#### Call to order

Oppenlander called the meeting to order at 8:05 a.m.

#### Roll Call

Members present: Brookes, Gelting, Kundert, Oppenlander; Also present: Peterson

#### Adoption/Amendment of agenda

Oppenlander asked for a motion to adopt the agenda. Kundert made a motion as proposed. Gelting 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 June 9, 2016 meeting. Brookes made a motion to approve the minutes. Gelting seconded. Motion carried unanimously.

Oppenlander asked for a motion to approve the minutes of the Mission, Vision, Strategic Plan Ad Hoc Committee meetings on June 22, 2016 and June 29, 2016. Brookes made a motion to approve the minutes of each meeting. Gelting seconded. Motion carried unanimously.

#### President's Report

Oppenlander summarized the difference between an organization's Mission and Vision. He clarified that the Mission is a statement of where an organization is today and the Vision is a statement of what the organization aspires to be in the future.

Oppenlander presented the Mission Statement to read: ***Inspire lifelong learning and creativity through open access for our communities.*** Discussion followed.

Oppenlander presented the Vision Statement and a discussion followed to revise the wording to read: ***To be in service as the informational and cultural hub of the community.***

Oppenlander asked the Board to review these statements for approval before the next meeting.

Oppenlander initiated a discussion about the next steps toward expanding the Board to one additional member.

Oppenlander led a discussion about the Board's interest in continuing to view the video series, "Short Takes for Trustees." It was agreed that the topic most relevant to the Board at this time is succession planning. It was also suggested that the Friends have the opportunity to view the series and schedule a joint meeting with their Board to discuss.

**Finance**

Kundert reviewed monthly bills and made a motion to approve \$69,580.04 in General Funds in June. Brookes seconded. Motion carried unanimously. There were no expenditures from Donated Funds in June.

**Personnel**

Peterson reported on one current FMLA leave for a Department Manager and one upcoming FMLA leave for a Library Assistant I.

**Director's Report**

Peterson reported that service statistics were not available for the month of June.

Peterson reported on a minor error in the Library's 2015 Annual Report to DPI which was corrected.

**Adjournment**

Oppenlander asked for a motion to adjourn. Gelting made a motion to adjourn at 10:27 a.m. Brookes seconded. Motion carried unanimously.

Next meeting: Thursday, August 11, 2016 at 8:00 a.m.

Respectfully submitted,

Chris Brookes  
Vice President

## **Lake Geneva Public Library Board of Trustees Meetings**

**918 West Main Street Lake Geneva, Wisconsin 53147 (262) 249-5299**

### **Finance Committee**

Thursday, August 11, 2016 at 7:30 a.m. (Director's Office)

Present: Brookes, Gelting, Kundert, Oppenlander; Also present: Peterson and Mueller

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$47,681.61 in General Funds for July 2016. Kundert approved a recommendation to the Library Board to approve \$73.24 from Donated Funds for July 2016.

### **Board of Trustees**

**Thursday, August 11, 2016**

### **Minutes**

#### **Call to order**

Oppenlander called the meeting to order at 8:08 a.m.

#### **Roll Call**

Members present: Boilini, Brookes, Gelting, Kundert, Oppenlander; Also present: Peterson

#### **Adoption/Amendment of agenda**

Oppenlander asked for a motion to amend the agenda to include "Major Projects and Costs" under Building and Grounds. Kundert made a motion to approve amendment as proposed. Boilini seconded. Motion carried unanimously.

Oppenlander asked for a motion to adopt the agenda as amended. Kundert made a motion to adopt the agenda as proposed. Boilini seconded. Motion carried unanimously.

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

Oppenlander advised the Library Board that motions made at the July 6, 2016 meeting without a quorum needed to be re-approved. He asked for a motion to approve the minutes of the June 9, 2016 meeting. Gelting made a motion to approve the minutes as proposed. Boilini seconded. Motion carried unanimously.

Oppenlander asked for a motion to approve the minutes of the Mission, Vision, and Strategic Plan Ad Hoc Committee meetings on June 22, 2016 and June 29, 2016. Gelting made a motion to approve the minutes of each meeting as proposed. Kundert seconded. Motion carried unanimously.

Oppenlander asked for a motion to approve the bills presented at the July 6, 2016 meeting by the Finance Committee. Gelting made a motion to approve the bills as proposed. Boilini seconded. Motion carried unanimously.

Oppenlander asked for a motion to approve the minutes of the July 6, 2016 meeting. Gelting made a motion as proposed. Boilini seconded. Motion carried unanimously.

## **President's Report**

In an outdoor ceremony, Oppenlander expressed appreciation to the estate representatives who facilitated the donation of the bronze bench, "Children Reading," installed on the lakeside of Library Park.

Oppenlander introduced Steve Ohs, Lakeshores Library System Administrator, who presented an overview of Lakeshores Library System, county reimbursements, and board compositions. Ohs also invited the Library Board to the next annual Trustee dinner and program for Lakeshores member libraries on October 20 at Hawk's View.

Oppenlander reported on the meeting with Mayor Al Kupsik and Peterson on July 27, 2016. He said that Mayor Kupsik asked all City departments to work together on behalf of the City and encouraged the Library Board to communicate capital needs in a priority sequence on a timeline to the City.

## **Finance**

Kundert reviewed monthly bills and made a motion to approve \$47,681.61 in General Funds in July. Brookes seconded. Motion carried unanimously. Kundert made a motion to approve \$73.24 in Donated Funds for the month of July. Brookes seconded. Motion carried unanimously.

## **Building & Grounds**

Peterson reported that Vorpapel will repair the leak when the weather gets cooler.

Peterson reported that instructions to clean the roof have been submitted by Sarnafill. Discussion followed.

## **Director's Report**

Peterson advised the Library Board of her intention to retire as Director on October 31, 2016.

Oppenlander advised the Library Board that he will be moving with his family to Williams Bay. Discussion followed. Library Board requested that Oppenlander consult with Nancy Russell, Chairman of the Walworth County Board of Supervisors, to discuss the fulfillment of his term through April 2017, as he will still be a resident of Walworth County.

## **Adjournment**

Oppenlander asked for a motion to adjourn. Gelting made a motion to adjourn at 10:55 a.m. Oppenlander seconded. Motion carried unanimously.

**Next meeting: Thursday, September 8, 2016**

Respectfully submitted,

Chris Brookes  
Vice President

## Lake Geneva Historic Preservation Commission Meeting Minutes

July 14, 2016 6:30 p.m. at 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, Mary Tanner, Patrick Quinn, Jackie Getzen, Louise Rayppy, Jim Davis. Elizabeth Chappell was absent.

Approval of minutes of Historic Preservation Commission Meeting of June 9, 2016.

Comments from the public: None

Reports from the Geneva Lake Area Museum and the Maple Park Homeowners. Attendance is up at the museum. The museum is in the process of acquiring two new acquisitions: Picture of the lagoon at Big Foot Beach State Park by Vern Hackett, donated by Mars Resort. Also a statue from St. John's Military Academy, which at one time was at Northwestern Military Academy on Geneva Lake. Chris Brooks is donating it to the museum. Patrick Quinn will have a "Tuesdays @ Two" on August 16. On Sunday, August 21, at 8:00 P.M. is the Venetian Night Cruise, \$45.00 per person. Reservations requested. As of this date, the museum has received \$25,000.00 in donations for the North Gallery Air Conditioning Project.

Update on the restoration of the historic 1928 Geneva Theater Building. On June 15th, the Friends of the Theater met with Shad Branen. The Friends are willing to donate \$30,000.00 toward the preservation of the stage, in return they would like the use of the stage for a number of dates. Maybe museum can hold some "Tuesdays @ Two" programs there.

Review of recent bills, invoices and the current balance in the LGHPC account. The Commission so far this year has spent \$533.00.

Report regarding the status of the new I-phone app version of A Historic Lake Geneva Walking Tour currently being created by Dr. Alana Platt and the staff at UW-Whitewater Innovation Center. Dr. Platt has been in contact with Jeff Miskie. Will work together regarding the I-phone app. The Chamber of Commerce will advertise the app. At this time no "Beta" version, maybe down the road. Dr. Platt will discuss this with the Apple store.

Update re: A Historic Lake Geneva Walking Tour booklet, including any new information regarding future walking tours or programs at Black Point from David Desimone and/or Michael Rehberg. No new information.

Update regarding proposed Lake Geneva Historic Railroad Park proposed by Ed Yaeger at May LGHPC meeting. We are waiting for the survey to be completed. Then we want to get the property cleaned up. We must bring this proposal to the attention of the Mayor and Blaine Oborn and also get this out to the public. Since this property is located behind the museum, maybe they would be interested in getting involved.

Report regarding the nomination of Oak Hill Cemetery as a National and/or Local Historic Site, including any additional research information and input on Oak Hill Cemetery and H.W.S. Cleveland. No new information. There was a discussion concerning an upcoming Cemetery Walk in October. Jim Davis, representing the museum, knew nothing about this. As the museum had a cemetery walk several years ago.

Discussion re: potential new projects and promotional ideas for the LGHPC, including updating sign on Dunn Lumber Building, future "Tales of Lake Geneva", educational programs, and updates on our website [www.historyoflakegeneva.org](http://www.historyoflakegeneva.org). Mike Dunn is O.K. with the updating of the sign.

Review of recent Plaque Program applications and information from the Wisconsin Historical Society, National Trust for Historic Preservation, the Society of Architectural Historians, the Wisconsin Association of Historic Preservation Commissions and Traditional Building & Period Homes magazines. No new plaques have been issued.

Meeting adjourned at 7:40 P.M.

Respectfully submitted,

Louise M. Rayppy

## Lake Geneva Historic Preservation Commission Meeting Minutes

August 11, 2016 6:30 p.m. at 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, Jackie Getzen, Louise Rayppy, Jim Davis. Mary Tanner and Elizabeth Chappell were absent.

Approval of minutes of Historic Preservation Commission Meeting of July 14, 2016.

Comments from the public: None

Reports from the Geneva Lake Area Museum and the Maple Park Homeowners. The museum is having a fundraiser at the Lake Geneva Yacht Club on Wednesday, September 14th. Tickets available for \$75.00 each. RSVP by September 2nd. On the 20th of September the "Tuesday @ Two" will focus on The Life and Times of Author John Powers.

Update on the restoration of the historic 1928 Geneva Theater Building. The Friends of the Theater are trying to decide on a date to meet with Shad Branen. They want to discuss with Shad about donating \$30,000.00 toward the preservation of the stage, in return they would like the use of the stage for a number of dates.

Review of recent bills, invoices and the current balance in the LGHPC account. The Commission so far this year has spent \$598.00.

Report regarding the status of the new I-phone app version of A Historic Lake Geneva Walking Tour currently being created by Dr. Alana Platt and the staff at UW-Whitewater Innovation Center. Jackie Getzen has been in contact with Dr. Platt. Apple is still working on this. They have to verify that we are a city commission.

Update re: A Historic Lake Geneva Walking Tour booklet, including any new information regarding future walking tours or programs at Black Point from David Desimone and/or Michael Rehberg. I visited the Chamber of Commerce Visitors Center on Wrigley Drive and inquired how the Walking Tour booklets were doing. I was told that there was a good demand for them. They were still selling them at \$1.00 each.

Update regarding proposed Lake Geneva Historic Railroad Park proposed by Ed Yaeger at May LGHPC meeting. We are waiting for the north plat line to be resolved.

Report regarding the nomination of Oak Hill Cemetery as a National and/or Local Historic Site, including any additional research information and input on Oak Hill Cemetery and H.W.S. Cleveland. No new information. Patrick Quinn and Jim Davis are planning to meet with the cemetery committee concerning the cemetery walk that the committee is planning for October.

Discussion re: potential new projects and promotional ideas for the LGHPC, including updating sign on Dunn Lumber Building, future "Tales of Lake Geneva", educational programs, and updates on our website [www.historyoflakegeneva.org](http://www.historyoflakegeneva.org). Jackie Getzen has found someone who is interested in restoring the signs on the Dunn Lumber building. Patrick Quinn has received inquiries from people concerning another "Tales of Lake Geneva". Maybe later this year.

Review of recent Plaque Program applications and information from the Wisconsin Historical Society, National Trust for Historic Preservation, the Society of Architectural Historians, the Wisconsin Association of Historic Preservation Commissions and Traditional Building & Period Homes magazines. Jim Sherrin is working on a corrected plaque for the James Simmons' house. The date should be 1867 and not 1862.

Meeting adjourned at 6:55 P.M.

Respectfully submitted,

Louise M. Rayppy

**OAK HILL CEMETERY BOARD MINUTES  
WEDNESDAY, JULY 13, 2016 – 4:00 P.M.  
CEMETERY BUILDING, 1101 CEMETERY RD, LAKE GENEVA**

Meeting was called to order by Chairman Read at 4:00 p.m.

**Roll Call.** Present: Clarence Read, Maureen Allenstein, Coryn Commare. Absent: Arleen Krohn, Alderman Bob Kordus. Also Present (late arrival): City Administrator Oborn.

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

**Cemetery Board minutes for May 11, 2016, were not published and distributed.**

**Discussion/Recommendation on Spring Walk at Oak Hill Cemetery**

The walk will be held on October, 8<sup>th</sup> from 11am-1pm. Any revenue will go towards cemetery beautification; contributions appreciated of \$5/person and \$10/family. Walk logistics were discussed. Advertisements will be made via radio, newspaper, flyers and websites. Parking will need to be in the North-west corner of the Cemetery. Plot pricing and information about Pontem system will be made available. Feature families determined and assigned to the volunteer docents. Docents in attendance: CJ Heise, John Notz, Michael Rehberg and Chris Brookes. Next Cemetery Walk planning meeting set for August 10, 4pm at Oak Hill office.

**Date and agenda items for next Board meeting set for September 14, 2016, 4pm, City Hall.**

**Adjournment.** Allenstein/Read motion to adjourn at 4:45 pm. Unanimously carried.

/s/ Coryn Commare, Secretary

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE CEMETERY BOARD**

**OAK HILL CEMETERY BOARD MINUTES  
WEDNESDAY, AUGUST 10, 2016 – 4:00 P.M.  
CEMETERY BUILDING, 1101 CEMETERY RD, LAKE GENEVA**

Meeting was called to order by Chairman Read at 4:00 p.m.

**Roll Call.** Present: Clarence Read, Maureen Allenstein, Alderman Bob Kordus, Coryn Commare. Absent: Arleen Krohn. Also Present: City Administrator Oborn, James Davis, CJ Heise, Chris Brookes, Patrick and Mary Quinn, and Michael Rehberg

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

**Approve Cemetery Commission minutes from May 11, 2016 and July 13, 2016.** Kordus/Read motion to approve. Unanimously carried.

**Kordus/Read motion to recommend approve of budget for Kapur to complete GIS in the amount of \$10,000.** Administrator Oborn gave an update on the data cemetery software program. Kapur (GIS/Engineer), Pontem (Data Manager) and WebCemetery (Data Entry) are the three firms involved in the project. Pontem and WebCemetery have advised that Kapur needs to create a reference number. This was not noted by Pontem or WebCemetery in the original scope of work. Alderman Kordus thinks this is a big miss by two data firms and that they should take some responsibility. Administrator Oborn will try to negotiate with Pontem and WebCemetery for some adjustment in owed cost to cover Kapur work. Unanimously carried.

**Read/Kordus motion approval of new Cemetery Office HVAC not to exceed \$6,000.** Cemetery office HVAC system needs to be replaced. Administrator Oborn is currently working on getting bids. Unanimously carried.

**Discussion/Recommendation on Fall Walk at Oak Hill Cemetery on October 8, 2016.** This was not discussed during general Cemetery Board meeting session.

**Date and Agenda items for next meeting.** Next meeting is October 19, 2016, 4pm at City Hall.

**Adjournment.** Commare/Read motion to adjourn at 4:20pm. Unanimously carried.

The walk will be held on October, 8<sup>th</sup> from 11am-1pm. Any revenue will go towards cemetery beautification; contributions appreciated of \$5/person and \$10/family. Walk logistics were discussed. Advertisements will be made via radio, newspaper, flyers and websites. Parking will need to be in the North-west corner of the Cemetery. Plot pricing and information about Pontem system will be made available. Feature families determined and assigned to the volunteer docents. Docents in attendance: CJ Heise, John Notz, Michael Rehberg and Chris Brookes. Next Cemetery Walk planning meeting set for August 10, 4pm at Oak Hill office.

**Date and agenda items for next Board meeting set for September 14, 2016, 4pm, City Hall.**

**Adjournment.** Allenstein/Read motion to adjourn at 4:45 pm. Unanimously carried.

/s/ Coryn Commare, Secretary

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE CEMETERY BOARD**

**City of Lake Geneva Parking Commission**  
**Wednesday, July 20, 2016**  
**Conference Room 2A, City Hall**  
**Minutes**

1. **Opening and Attendance:** Attendance recorded and copies of minutes distributed.
2. **Roll Call at 6:00pm**  
Present: Acting Chair Gelting, Fleming and Esarco  
Not Present: Chairman Krause, Swangstu, and Schaefer (non-voting)  
Also Present: Alderman Flower, City Administrator Oborn, Parking Manager Mullally, and Cyndy Hansen
3. **Approval of Minutes from April 20, 2016**  
Gelting/Esarco motioned to approve minutes. Motion carried 3 to 0.
4. **Open Comments**  
Mullally read a letter from Stephen Pickett, who gave suggestions about how to generate revenue for the City without implementing the propose Premier Resort Tax. His suggestions included installing additional parking meters in the Maple Park District and enforcing in the areas that are currently “free.” He also suggested extending the hours of enforcement and removing the “free” parking areas at Sage Lot and Dunn Park.
5. **Ordinance Changes:**
  - a) **227 Shore Lot-Parking hours-ordinance change**  
Mullally recommended changing the City’s 5 hour maximum parking ordinance in the new parking lot on 227 South Shore Drive. Mullally stated some employees, residents and visitors may not want to be limited by 5 hours and suggested that the parking lot outside the hub would be appropriate to extend parking hours. Fleming/Gelting motioned to forward the recommendation of allowing 227 South Shore Drive to eliminate the 5 hour ordinance and suggest all day rates from \$8.00 to \$10.00 to FLR for their consideration to FLR for their consideration. Motion carried 3 to 0.
  - b) **227 Shore Lot-Allowing resident stickers all day-ordinance change**  
Mullally recommended allowing vehicles with valid residential stickers to park over their “free” 2 hours of parking in the 227 South Shore Drive lot. That lot should be a long term alternative for individuals who work and stay in the City for longer periods of time. Extending the free parking time may be an incentive to keep short term parking in the main hub and longer stays outside the City’s hub. Oborn also recommended the initiative. Fleming/Gelting motioned to forward the recommendation of allowing residential stickers to park beyond the 2 free hours. Motion carried 3 to 0.

c) **Revise parking ticket court procedures**-Oborn recommended to pass on this item. Oborn explained that ticket and court procedures were not in the scope of the Parking Commission. The Commission agreed and the item was passed.

d) **Define boat launch parking and violation**

Mullally explained that although in the parking ordinance, parking enforcement are allowed to ticket in the lot, there is no clear definition defining what vehicles are allowed or not allowed in the lot. Over the summer she witnessed an increase of vehicles parking in the boat launch lot without boat trailers. Currently parking enforcement does not have a specific violation to ticket those vehicles in violation. She recommended defining the parking parameters in the boat launch lot and creating a violation for enforcement. Gelting/Esarco motioned to approve Mullally to send recommendation to FLR for changes to the parking ordinance regarding the boat launch parking lot. Motion carried 3 to 0.

e) **Define Sage parking lot and violation**

Mullally explained the Sage parking lot has been reconfigured to add 22 parking more spaces; however, the lot eliminated boat trailer parking. Mullally recommended a review of the lot and adding parking parameters to the Sage lot for enforcement. Gelting/Fleming motioned to approve Mullally to send recommendation to FLR for changes to the parking ordinance regarding the Sage parking lot to include prohibiting boat trailers and limited to 24 hours overnight parking. Motion carried 3 to 0.

f) **Define single parking stall and violation**

Mullally has witnessed more motorcycles parking in the same stall as a vehicle (sedan/car). She showed photos of various examples and said her concern is safety. If a driver, next to the parking stall whereas a motorcycle and vehicle share, does not see there is a risk of motorcycle or vehicle damage. Mullally also explained that some of the motorcycles are backed almost in the middle of the street behind a car passed the parking stall lines. She recommended adding language designating one vehicle per stall and creating a parking violation for infractions. Gelting/Esarco motioned to approve Mullally to send recommendation to FLR to define a parking stall designated for one vehicle per stall except in the case of motorcycles. Motion carried 3 to 0.

g) **Backed into stalls-exception motorcycles**

Mullally recommended for safety and visibility reasons, motorcycles should be exempted from the City's parking ordinance prohibiting vehicles from "backing into stalls." Mullally stated it is not in the best interest of the City to

prohibit motorcycles from backing into stalls. Gelting/Fleming motioned to approve Mullally to send recommendation to FLR to exempt motorcycles from the backing into stalls violation. Motion carried 3 to 0.

**6. Expand and reconfigure metered parking-400 block of Center Street**

Mullally asked the Commission to consider the reconfiguration of the 400 block of Center Street on the west side from parallel parking to angled parking. The street would be wide enough if the center line was moved towards the east. The reconfiguration would be similar to the changes made to the 300 block of Center of the west side except that on the east side parking is already prohibited. Mullally stated this suggestion would increase parking inventory. She had a concern on the right hand turn in front of PNC bank. The concern was visibility for drivers making the right turn around the angled stalls. She would like the consideration to review this and present it to Public Works if it would be safe and add more parking inventory. Gelting/Escarco motioned to approve Mullally to review and present to Public Works if the reconfiguration is workable. Motion carried 3 to 0.

**7. Expand and reconfigure metered parking-300 block of Madison Street**

Mullally stated the following ways to increase parking would be to consider a curb cut on either the west side of Madison Street, between Wisconsin and Main Street, to allow room for angled parking on the west side. Also a consideration for curb cuts of both the west and east sides of Madison Street between, between Wisconsin and Main Street. If there were curb cuts on both sides of Madison then Council could consider making Madison Street from Main Street a one way street going towards south. Alderman Flower was allowed to state that she is a proponent of the one way street because it is a natural traffic flow towards the beach and Wrigley Drive which is also a one way street. Fleming wanted to go on record that he is against any metered parking in the Maple District area. Flower also stated the west side of Madison may be appropriate because it would not displace as much vegetation or trees. Gelting suggested considering a curb cut on the north side of Geneva Street between Madison and Cook Street. Flower agreed that it may be a better alternative because there are no driveways. Gelting/Escarco motioned to allow Mullally to review and work with Public Works regarding curb cuts on Madison Street or Geneva Street. Motion carried 2 to 1.

**8. Expand and reconfigure metered parking-200 block of Wrigley Street**

Mullally stated there were 10 parking stalls just west of the City boat launch. The stalls are on Wrigley Drive and were created by a curb cut out. If the curb cut was expanded to the crosswalk toward the north, the City could increase parking inventory to 20 in a valuable area. Gelting/Escarco motioned to allow Mullally to review and work with Public Works regarding curb cuts on Wrigley Drive. Motion carried 3 to 0.

**9. Discussion/Recommendation on tier parking stall pricing on zones-alternative to residential meters**

Mullally requested the Commission consider recommending raising parking prices in high traffic areas around the City. There are areas in specific on Wrigley, library parking, Main Street and south Broad Street whereas the City would benefit from raising prices in the hopes that some drivers may opt for the free parking lots or walking a block to their destination. Gelting agreed to a review of stall data in order to distinguish pricing. Mullally stated to consider a tier parking pricing whereas the longer the stall is occupied the price would increase. This may deter drivers for staying in areas too long. Gelting thought high volume areas prices should be higher from the beginning. Gelting/Fleming motion to approve Mullally to review stall turnover and occupancy so that FLR could determine pricing options. Motion carried 3 to 0.

**10. Discussion/Recommendation on allowing City shuttle service**

Mullally introduced Cyndy Hansen who is interested in forming a shuttle company that would run service throughout the City at different stops. Ms. Hansen explained she was grateful to listen to the meeting as she understands more of the issues surrounding parking in the City. Ms. Hansen sees a need in servicing the City as parking is limited. Her idea included purchasing two shuttle vehicles (24 and 20 seat capacity) and creating a route with various stops throughout the City including the Rivera, Geneva Theatre and connecting the various hotels and resorts around the area. Ms. Hansen has requested what documentation or permits are needed to run the service. Oborn stated she needed a taxi cab permit and business permit for the City. Hansen also requested an area where she could leave her vehicles at. Mullally suggested the Street Department area would be ideal but she would need approval. Ms. Hansen will gather information and return to the City with a proposal.

**11. Update modem equipment in Luke II meters**

Mullally explained that with an updated modem that was tested in a sample meter overall performance improved. Gelting suggested Mullally reviewed if updating all meters was necessary or just the worst performing meters. Gelting also suggested that Mullally contact the Utility Department regarding their autoread system. Gelting/Esarco motioned to approve Mullally to provide additional information to FLR during the budget period for funds to update modems. Motion carried 3 to 0.

**12. Date and Agenda items for next meeting**

Fleming suggested the Commission consider an electric car charging station in the Sage Lot location. The next meeting was decided on September 21, 2016.

Gelting/Esarco motioned to adjourn, passed unanimously. Motion carried 3 to 0.  
Adjourned at 8:34pm

**Next Meeting Wednesday September 21, 2016**

# Inter-Governmental Meeting

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Concerning the Geneva Lake Use Committee

Wednesday, July 13, 2016 – 9:15 A.M.  
Williams Bay Village Hall – Board Room

## Minutes

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Jim Weiss called the meeting to order at 9:35 A.M.

Present:                 John Marra – Williams Bay  
                               Arvid Petersen – Fontana  
                               Robert Kordus – Lake Geneva  
                               Jim Weiss – Linn Township  
                               Peg Pollitt – Lake Geneva Comptroller

There were no public comments.

### Administrative Matters

1. The new Geneva Lake Use Committee By-Laws (dated 11-18-15) were adopted by all the 4 municipalities. Weiss stated that we should have copies of the minutes of these meeting for the committee records. Pollitt said she would request these from the clerks.
2. The next meeting of the Geneva Lake Use Committee was set for Tuesday, August 16, 2016 at 7:00p.m. at the Town of Linn Hall.
3. Agenda items for the next meeting were discussed and will be reflected on the next agenda.
4. Pollitt was directed to send invoices to the 4 municipalities for their 2016 funding contribution.

The meeting was adjourned at 10:00 A.M. by a motion from Petersen/2<sup>nd</sup> Marra.