



**COMMITTEE OF THE WHOLE**  
**MONDAY, OCTOBER 3, 2016 – 6:30 PM**  
**CITY HALL BUILDING, COUNCIL CHAMBERS**

**AGENDA**

1. Council President Kordus calls the meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes from September 6, 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. **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
7. **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
  - b. Utility Commission, Aldermen Hedlund & Flower
  - c. Tree Board, Alderman Skates
  - d. Police & Fire Commission, Alderman Howell

- 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

8. **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

9. Discussion/Listening Session regarding Employee Health Benefits

10. 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.*

9/30/2016 11:58 a.m.

cc: Aldermen, Mayor, Administrator, Attorney, Media

**COMMITTEE OF THE WHOLE  
TUESDAY, SEPTEMBER 6, 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 Skates, Kordus, Horne, Hedlund, Howell. Absent: Aldermen Chappell and Gelting. Arrived Late: Alderman Flower. Also Present: City Administrator Oborn and Mayor Kupsik.

Horne/Skates motion for approval of minutes from July 5, 2016 Committee of the Whole Meeting as distributed. Motion carried unanimously.

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

Mary Jo Fesenmaier, 955 George Street, stated the Committee of the Whole meeting is essential for people in the community. It helps residents stay up to date with what is going on so they can give input before items are voted upon at the Council level. She stated she hopes the Parking Commission and Communications Committee are not abolished. She feels the Finance, License & Regulation Committee meeting should be changed.

**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**

Alderman Kordus noted he went through the ordinances and found that the Parking Commission, Communications Committee and FLR are the only three groups that are really defined by ordinances. The other committees meet at the desire of the Chairperson. He stated the Parking Commission truly was established when the TIF was out there to look for parking. Its real intent was to help design the parking garage which didn't end up coming to fruition. Since then we have hired a Parking Manager, so the functions of the Parking Commission are obsolete and could be handled by Public Works.

He noted the Communications Committee was formed when Time Warner came in to help get everything set up. He noted he has been on the committee for 2+ years, and the committee has only met 4 times. They really have nothing to discuss. That committee could be gotten rid of. We talked about putting it into personnel. The function of controlling the website and such would have to be put somewhere. The Communications Committee's purpose really doesn't exist anymore.

He stated everyone agrees that FLR is a rushed meeting. They try to get a lot done without a lot of discussion and get it moved on to Council. There is a recommendation for that to meet on the first Monday and 3<sup>rd</sup> Tuesday of each month. The first Monday we would try not to put anything on the agenda other than paying the bills and proforma type actions that are taken because it is prior to another meeting. The meeting on the third Tuesday is where the meatier issues would be placed that need discussion.

Mayor Kupsik was curious as to what the function of the Communications Committee is and questioned when the last time the ordinance was updated. Mr. Kordus said it was last updated in October of 2008. We would be looking at repealing the ordinance that created the committee. Mayor Kupsik asked if the ordinance regarding Public Works would have to be changed as well. Mr. Kordus stated the Chair could add that as a standing agenda. Alderman Hedlund asked if they would both go on Public Works. Mr. Kordus said it could go to a different standing committee. He was thinking personnel, but communications doesn't really fit neatly in any of the groups. Alderman Howell noted communications is hardly used at all. Mr. Kordus said he is fine as Chair of Public Works that it goes there.

There was a general consensus to move this item on to Council.

**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**

Alderman Skates stated he thinks this is a good idea because people can listen. It is a good way for everyone to share ideas. Mr. Skates said he would love to see a specific agenda if there are things we want to work out. Mayor Kupsik said

if this is sent to Council, Council can agree on a date and come up with an agenda. Mr. Skates said finances, organization, land in township and acquisitions are things that he is interested in. Mr. Hedlund stated he would speak with the President of the Utility Commission to get a few tentative dates. Mayor Kupsik added to make sure the City Attorney has some input as to how to proceed.

Alderman Flower arrived at 6:50pm.

**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, Alderman Flower  
Tree Board, Alderman Skates  
Police & Fire Commission, Alderman Howell  
Plan Commission, Alderman Skates  
Board of Park Commissioners, Alderman Skates  
Library Board, City Administrator Oborn  
Historic Preservation Commission, no report given  
Cemetery Board, Alderman Kordus  
Parking Commission, no report given  
Communications Committee, no report given  
Avian Committee, Alderman Horne

**Other Boards and Committee Reports given:**

Chamber of Commerce, Alderman Kordus  
Geneva Lake Museum, Alderman Howell  
Lake Geneva Economic Development Corporation, Alderman Hedlund  
Geneva Lake Environmental Agency, Alderman Horne  
Geneva Lakes Family YMCA, Alderman Skates  
Geneva Lake Use Committee, Alderman Flower

Skates/Hedlund motion to adjourn the meeting at 7:33 p.m. Unanimously carried.

/s/ Stephanie Gunderson, Assistant City Clerk

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

**FINANCE, LICENSE & REGULATION COMMITTEE**  
**MONDAY, SEPTEMBER 12, 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.**

Jeff Nethery, works for the City of Lake Geneva and lives at N7548 Cardinal Drive in Elkhorn, spoke regarding the employee health plan. He gave examples of how employees are lowering health care costs for the city. He asked for another year of evaluation to solidify the fact that what is being done is the right thing for the city and the employees.

Mary Jo Fesenmaier, 955 George Street, applauded the Council for being willing to lobby our state legislature to fix statutes that are inequitable and disserve the community. She asked for more conversation on the premier resort area tax before the referendum is scheduled. She hopes the duties of the committees are put in ordinance form so people know their duties. Lastly, she thought it would be difficult for the citizens to keep track of some of the potential meeting changes. She asked for that particular item to be tabled.

Rita Moore, 721 Ann Street, stated she is a Dispatcher for the City of Lake Geneva. She asked the council to take into account the employees before stripping them of more benefits and not giving them anything back.

Jo Busch, 6343 First Avenue, spoke on the health insurance. She asked the council to give the changes that have been implemented over the past two years time to take effect. She stated forcing employees with families to pay 15% is singling out those with families whose incomes are often stretched the most. She noted the spousal surcharge is understandable but she would like more time since we are seeing good results. She gave examples of other municipalities who cover insurance for their employees. She requested more affordable insurance options be explored. Ms. Busch noted an employee who could not attend pointed out that if the family premium share and spousal surcharge are implemented, the yearly cost would be \$4,200 which comes to a \$2.02 per hour deduction in pay.

Pete Peterson, 1601 Evergreen Lane, spoke about waiving fees for the Chamber of Commerce and the BID. He doesn't feel fees should be waived for profitable organizations. He doesn't feel the citizens should have to support this. He would be ok with fees being waived for charitable organizations that benefit the majority of people. He also noted if a very serious situation is being commented on, he feels a committee member should be able to change the amount of time allowed for that person to speak.

Sean Payne, 127 Sumner in Genoa City, stated he is a member of the Business Improvement District and is on the board. He doesn't think people understand what they do. They do have an annual budget. They try to help the downtown area. He feels the city should give the Police what they are asking for as it is a very difficult job.

Marilyn Kolb, 351 W Laurie Street, is concerned with health care premiums that are going to be evaluated and voted on. She is not sure the council fully understands what it could entail if passed. Family coverage could be \$214 a month, if you have a spouse that can get insurance it is another \$131 a month, if you fail the HealthCheck 360 it is an additional \$131 a month, and if your spouse fails it is another \$131 a month. She wants the council to be clear on the fact that if someone were to get dinged on all of those that would be \$607 a month out of their pocket. There is no compensation at the other end and is a bill that never goes away. She would like the council to think about that when they are passing these resolutions and coming to decisions.

Erin Thornburgh, representative for the Lake Geneva Business Improvement District, feels people misunderstand what the BID is and does. The businesses implemented this tax on themselves to take that burden off of the city. If the BID were to go away, the city would have to take over a number of additional tasks.

**Approval of Minutes.** Horne/Gelting motion to recommend approval the Finance, License and Regulation Committee Meeting minutes of August 22, 2016, as prepared and distributed. Unanimously carried.

## LICENSES & PERMITS

- a. **Park Reservation Permit filed by the Lake Geneva Business Improvement District to use Flat Iron Park and the Brunk Pavilion for Oktoberfest beginning on October 8, 2016 at 7:00am and ending on October 9, 2016 at 6:30pm with request for additional equipment and operator and request to waive fees of \$885.00 and waiver of rental fee for all equipment** *(approved by the Board of Park Commissioners on 9/7/2016 including waiver of Park Security Deposit, \$210 Park Reservation Fee and \$500 Brunk Pavilion rental fee leaving a balance due of \$175; no recommendation made regarding additional amenities requested for event)*

Howell/Kordus motion to recommend approval. Alderman Howell believes we can afford to waive fees for the BID and charitable organizations. Mr. Gelting has mixed feelings. The BID does not have a separate tax ID number and is basically part of the city. They are not a separate entity. They are focused on bringing things to the table for the city, but with a slightly different focus. Mr. Oborn noted they paid for the use of the forklift and operator last year but were given a flat rate even though it was overtime. Mr. Kordus said the overtime rate right now is \$53.71 an hour. City Clerk Waswo stated last year the overtime rate was \$51.51 and we charged an hourly rate of \$50.00 an hour for labor only. We did not charge an equipment rental fee as we do not normally rent out Street Department equipment. Mr. Gelting is open to the equipment donation, but paying overtime for staff makes sense to pass along or something close to it. There was discussion regarding how the BID is constructed, noting there is not a representative from the City that sits on their board.

Howell/Kordus motion an amendment to charge \$310 plus the fork lift operator time at a \$50 hourly rate. Unanimously carried.

- b. **Street Use Permit application filed by the Lake Geneva Business Improvement District for closure of the 200 block of Broad Street from Main Street to Geneva Street beginning on October 8, 2016 at 7:00am to 6:30pm on October 9, 2016 and utilizing downtown area sidewalks and alleys on the 200 block of Broad Street for Oktoberfest with request to waive fees of \$65.00**

Horne/Kordus motion to recommend approval with payment of the \$25.00 application fee and waiver of the \$40.00 permit fee. Unanimously carried.

- c. **Parking Stall Bag request filed by the Lake Geneva Business Improvement District to use 6 parking stalls located in the southwest corner of the Geneva Street lot behind champs from 7:00am on October 8, 2016 to 6:30pm on October 9, 2016 (2 days) and to close Center Street lot and use the 25 parking stalls from 7:00am to 6:30pm on October 9, 2016 (1 day) for Oktoberfest with request to waive fees of \$750.00**

Gelting/Chappell motion to recommend approval to charge the \$10.00 administrative fee and the \$740 parking stall usage fee. Unanimously carried.

- d. **Parking Stall Bag request filed by the Lake Geneva Hope Walk Committee for the Lake Geneva Hope Walk event on Saturday, September 24, 2016 to use 6 parking stalls with request to waive the \$130 fee** *(event permit approved by Council on 11/9/2015)*. Horne/Gelting motion to recommend approval with waving fee. Motion carried 4 to 1 with Chappell voting “no.”

- e. **Howell/Chappell motion to recommend approval of the Park Reservation Permit filed by Brenda Buchanan on behalf of the National Multiple Sclerosis Society to use Library Park on September 23, 2016 from 7:00am to 12:00pm for a “brunch stop” during the Tour of Champions cycling event** *(approved by the Board of Park Commissioners on 9/7/2016)*. Unanimously carried.

- f. **Park System – Memorial and Donation application filed by Stephanie Hansel for the donation of a park bench with plaque in an amount less than \$2,500** *(approved by the Board of Park Commissioners on 9/7/2016)*  
Gelting/Horne motion to recommend approval of acceptance.

- g. **Howell/Horne motion to recommend approval of the Temporary Class “B”/Class “B” Retailer’s License application for the sale of fermented malt beverages and wine at St. Francis De Sales Church, 148 W**

**Main St, Lake Geneva, for Fall Festival on September 25, 2016 from 11:00am to 6:30pm.** Unanimously carried.

- h. Howell/Horne motion to recommend approval of the Temporary Operator License application filed by Carole Nevin on behalf of St. Francis de Sales Church for the Fall Festival on September 25, 2016.** Unanimously carried.
- i. Horne/Gelting motion to recommend approval of the Temporary “Class B” Retailer License application filed by Geneva Lake Arts Foundation for the sale of wine during the Fall Art Exhibit Opening at 223 Broad Street, Lake Geneva, on October 7<sup>th</sup>, 2016, from 6:00pm to 8:00pm and October 8<sup>th</sup>, 2016, from 3:00pm to 5:00pm.** Unanimously carried.
- j. Gelting/Horne motion to recommend approval of the Temporary Operator License application filed by Sarah McConnell on behalf of Geneva Lake Arts Foundation for the Fall Art Exhibit Opening on October 7<sup>th</sup> and 8<sup>th</sup>, 2016.** Unanimously carried.
- k. Gelting/Horne motion to recommend approval of the renewal of 2016-2017 Operator’s (Bartender) License application filed by Jeremy Hanson.** Unanimously carried.
- l. Horne/Gelting motion to recommend approval of the Original 2016-2017 Operator’s (Bartender) License applications filed by Nicolette Almeida, Kelsey Larson and Patricia Martin.** Unanimously carried.

**Discussion/Recommendation on Employee Health Benefits Benchmarking Analysis and various cost savings measures** (*discussed at the Personnel Committee on August 25, 2016*)

Kordus/Horne motion to send to council without recommendation. Unanimously carried.

**Discussion/Recommendation on Employee Health Benefits Employee Premium Cost Share for family only plans with a rate at 15% of the difference between the single and family rates (estimated at \$214.28 per month for 2017)** (*recommended by the Personnel Committee on August 25, 2016*)

Kordus/Horne motion to send to council without recommendation. Unanimously carried.

**Discussion/Recommendation on Employee Health Benefits Employee working spousal surcharge of 10% of the single cobra rate (estimated at \$130.84 per month for 2017)** (*recommended by the Personnel Committee on August 25, 2016*)

Kordus/Horne motion to send to council without recommendation. Unanimously carried.

**Howell/Gelting motion to recommend approval of Michael’s Signs, Inc. TIF4 Escrow Draw Request No. 2 for \$25,300.00.** Unanimously carried.

**Discussion/Recommendation of Hein Electric TIF4 Escrow Draw Request No. 4 for \$22,119.90 with overage of \$19,090.90 from Capital Fund**

Gelting/Horne motion to table the item. Unanimously carried. Mr. Kordus noted it will be rescheduled to the next FLR meeting.

**Discussion/Recommendation on Resolution 16-R44, a resolution calling on the Legislature to pass legislation Closing Tax Loopholes Causing More of Property Tax Burden to Shift from Commercial to Residential**

Kordus/Horne motion to send to council without recommendation. Unanimously carried.

**Discussion/Recommendation on Resolution 16-R45, Notice of Referendum Election Regarding Tourist Sales Tax (Premier Resort Area Tax)**

Kordus/Horne motion to send to council without recommendation. Unanimously carried.

**Horne/Kordus motion to recommend approval of 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 and corresponding ordinance changes** (*discussed at Committee of the Whole on 9/6/2016*). Motion carried 3 to 2 with Chappell and Howell voting “no.”

**Horne/Howell motion to recommend approval on changing the Director of Public Works position to be a stand-alone position with corresponding organizational chart change** *(recommended by the Personnel Committee on August 25, 2016)*. Unanimously carried.

**Presentation of Accounts – Alderman Kordus**

**Purchase Orders.** None.

**Gelting/Horne motion to recommend approval of Prepaid Bills in the amount of \$12,097.03.** Motion carried 4 to 1 with Alderman Howell “abstaining.”

**Horne/Gelting motion to recommend approval of Regular Bills in the amount of \$284,700.36.** Unanimously carried.

Howell/Horne motion to adjourn at 7:00pm. 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, SEPTEMBER 26, 2016 – 6:00 PM**  
**COUNCIL CHAMBERS, CITY HALL**

City Clerk Waswo called the meeting to order at 6:00pm.

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

City Clerk Waswo opened nominations for a temporary chairman as Alderman Kordus was not there to chair the meeting.

Howell/Horne motion and a second to nominate Alderman Gelting as temporary chairman. Motion carried 4 to 0. Alderman Gelting took a seat as the temporary chairman.

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

Mary Jo Fesenmaier, 955 George Street, addressed items 6 and 7 pertaining to the employee health benefits. She hoped FLR would vote no to give employees time to adjust to the changes. Once costs are lowered, they can then go out for bid versus being self insured. She requested the PRAT tax be continued for discussion. With the elimination of the Parking Commission and Communications Committee, Ms. Fesenmaier asked the duties be written into other committees with respective ordinance changes. She encouraged them to vote yes on Resolution 16-R47 and encouraged everyone to come to the #JustFixIt Wisconsin workshop being held this Thursday.

Lauren Keul from Badger High School Student Council requested approval of the Badger High School Homecoming parade and fireworks permits.

**Approval of Minutes.** Horne/Howell motion to recommend approval the Finance, License and Regulation Committee Meeting minutes of September 12, 2016, as prepared and distributed. Motion carried 4 to 0.

**LICENSES & PERMITS**

**Horne/Chappell motion to recommend approval of the Parade Permit Application filed by Badger High School Student Council to use Wisconsin St., Broad St. and Wrigley Dr. for Badger High School Homecoming Parade on October 7, 2016 from 4:45 pm to 5:15 pm with request to waive the \$25 application fee.** Motion carried 4 to 0.

**Horne/Howell motion to recommend approval of the Street Use Permit Application filed by Badger High School Student Council to use Wisconsin St., Broad St. and Wrigley Dr. for Badger High School Homecoming Parade on October 7, 2016 from 4:45 pm to 5:15 pm with request to waive the \$25 application fee and the \$40 permit fee.** Motion carried 4 to 0.

**Horne/Howell motion to recommend approval of the Fireworks Permit application filed by Badger High School and J & M Displays for the use of fireworks on the Badger High School soccer field, 220 E. South St., on October 7, 2016 between 9:00 pm and 10:00 pm with request to waive the \$50 permit fee (recommended for approval by the Fire Chief and Police Chief).** Motion carried 4 to 0.

**Horne/Howell motion to recommend approval of the Street Use Permit application filed by Badger High School for the temporary closure of Highway H from Badger High School to Highway 120 during the Fireworks display only on October 7, 2016 between 9:00 pm and 10:00 pm with request to waive the \$25 application fee, \$40 permit fee, \$20 barricade fee and \$50 barricade security deposit (recommended for approval by the Fire Chief and Police Chief).** Motion carried 4 to 0.

**Banner Permit application filed by Becky Connelly on behalf of Santa Cause and the Twelve Charities of Christmas to use 6 banner poles starting November 21, 2016 through December 31, 2016 with request to waive the \$240 fee (applicant spoke with VISIT Lake Geneva and will leave 5 banner poles available for Winterfest banners)**

Howell/Horne motion to recommend approval. Alderman Howell stated the poles were reserved for Winterfest and would only be given up for paid applicants. Alderman Gelting agreed. Motion fails 1 to 3 with Alderman Gelting, Horne, and Chappell voting “no.”

Howell/Horne motion to recommend approval including the \$240 banner permit fee. Motion carried 4 to 0.

**Horne/Howell motion to recommend approval of the Original Class “B” Fermented Malt Beverage & “Class C” Wine License application filed by The Noodle Shop. Co. – Colorado, Inc. d/b/a Noodles & Company, 351 Peller Road, Michael Pittenger, Agent, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, clearance of any Department of Revenue holds, and approved occupancy permit for 351 Peller Road, Lake Geneva. Motion carried 4 to 0.**

**Chappell/Horne motion to recommend approval of the Temporary Class “B”/“Class B” Retailer’s License application filed by JAMM Family Support, Inc. for the sale of fermented malt beverages and wine at the Riviera Ballroom, 812 Wrigley Dr, Lake Geneva, for a Fall Fundraising Celebration on November 13, 2016 from 5:00 pm to 8:00 pm. Motion carried 4 to 0.**

**Gelting/Horne motion to recommend approval of the Temporary Operator License application filed by Jennifer MacIntyre on behalf of JAMM Family Support, Inc. for the Fall Fundraising Celebration on November 13, 2016 to be held at the Riviera Ballroom, 812 Wrigley Dr. Motion carried 4 to 0.**

**Howell/Horne motion to recommend approval of the Renewal of 2016-2017 Operator’s (Bartender) License application filed by Christopher Cummings. Motion carried 4 to 0.**

**Howell/Horne motion to recommend approval of the Original 2016-2017 Operator’s (Bartender) License applications filed by David Cox and Stephanie Pople. Motion carried 4 to 0.**

**Discussion/Action on Employee Health Benefits Employee Working Spousal Surcharge of 10% of the single cobra rate (estimated at \$130.84 per month for 2017) (recommended by the Personnel Committee on August 25, 2016 and continued from September 12, 2016 Council meeting)**

Howell/Chappell motion to send to council without recommendation. Motion carried 4 to 0.

**Discussion/Action on Employee Health Benefits Employee Premium Cost Share for family only plans with a rate at 15% of the difference between the single and family rates (estimated at \$214.28 per month for 2017) (recommended by the Personnel Committee on August 25, 2016 and continued from September 12, 2016 Council meeting)**

Horne/Chappell motion to send to council without recommendation. Motion carried 4 to 0.

**Howell/Chappell motion to recommend approval of Hein Electric TIF4 Escrow Draw Request No. 4 for \$3,029.26 (Continued from September 12, 2016 FLR & Council meeting). Motion carried 4 to 0.**

**Discussion/Action on Resolution 16-R45, Notice of Referendum Election Regarding Tourist Sales Tax (Premier Resort Area Tax) (Continued from September 12, 2016 Council meeting)**

Howell/Horne motion to send to council without recommendation. Motion carried 4 to 0.

**Discussion/Action 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 and corresponding ordinance changes (discussed at Committee of the Whole on 9/6/2016; Continued from September 12, 2016 Council meeting)**

Gelting/Chappell motion to send to council without recommendation. Motion carried 4 to 0.

**Horne/Chappell motion to recommend approval of “Trick or Treat” hours for the City of Lake Geneva for Sunday, October 30, 2016 from 1:00pm to 4:00pm. Motion carried 4 to 0.**

**Howell/Horne motion to recommend approval of the Breezy Hill TIF4 Escrow Draw Request No. 1 for \$3,101.83.** Motion carried 4 to 0.

**Chappell/Howell motion to recommend approval of the Michael's Signs TIF4 Escrow Draw Request No. 3 for \$17,190.80.** Motion carried 4 to 0.

**Howell/Horne motion to recommend approval of Resolution 16-R47, a resolution urging the Governor and Legislature to #JustFixItWI and agree upon a sustainable solution for transportation funding**  
Motion carried 4 to 0.

**Discussion/Action on Liability, Property, Workman's Compensation insurance renewals and Terrorism Risk Insurance Act policy**

Gelting/Chappell motion to recommend approval excluding the Terrorism Risk Insurance Act policy. City Clerk Waswo explained the quote from R&R insurance. The premium is going up due to the police count, population and ratable vehicles increasing slightly. The worker's compensation increased; as it's based on a revolving three year period, the city had a good year drop off and picked up a bad year. She stated the city does not normally take the Terrorism Risk Insurance Act policy as it's supplemental and difficult to qualify for covered items.

Motion carried 4 to 0.

**Howell/Horne motion to recommend approval of the on the First Amendment to the Amended and Restated Development Agreement for Symphony Bay releasing Taylor Morrison as Developer under the Amended Agreement, and accepting Fairwyn SB as Developer in its place.** Motion carried 3 to 1 with Alderman Chappell voting "no."

**Horne/Chappell motion to recommend approval of the Memorandum of Understanding between the Lake Geneva Fire Department and Paratech Ambulance Service, Inc. relating to ambulance back-up to the Town of Geneva** (recommended by Police & Fire Commission on September 8, 2016). Motion carried 4 to 0.

**Horne/Chappell motion to recommend approval of the elimination of the Assistant Director of Public Works position, reclassify the Working Foreman position to Street Superintendent, and create a Street Lead position with the corresponding elimination of one Heavy Equipment Operator position including organizational chart change** (recommended by Personnel Committee on September 21, 2016). Motion carried 4 to 0.

**Presentation of Accounts – Alderman Gelting**

**Purchase Orders.** None.

**Howell/Horne motion to recommend approval of Prepaid Bills in the amount of \$7,127.56.**  
Motion carried 4 to 0.

**Horne/Chappell motion to recommend approval of Regular Bills in the amount of \$121,726.61.**  
Motion carried 4 to 0.

Horne/Chappell motion to adjourn at 6:30pm. Motion carried 4 to 0.

/s/ Sabrina Waswo, City Clerk

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

**SPECIAL PERSONNEL COMMITTEE MINUTES  
WEDNESDAY, SEPTEMBER 21, 2016 – 5:15 P.M.  
CITY HALL, COUNCIL CHAMBERS**

Meeting was called to order by Alderman Hedlund at 5:15 p.m.

**Roll Call.** Present: Aldermen Hedlund, Howell, Chappell, Flower. Absent: Alderman Horne.  
Also Present: Mayor Kupsik, City Administrator Oborn, Comptroller Pollitt, City Clerk Waswo, Working Foreman Waswo, and Chris Schultz from the Lake Geneva Regional News

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

**Howell/Chappell motion to approve the Regular Personnel Committee minutes from August 25, 2016, as prepared and distributed.** Motion carried 4 to 0.

**Discussion/Recommendation/Action of Assistant Comptroller/Comptroller recruitment and selection process**  
City Administrator Oborn explained Schenck is finishing up the application process and is recommending 4 candidates. He is proposing a Special Personnel meeting to conduct interviews on October 4, 2016. The goal is to make a recommendation at the October 10<sup>th</sup> council meeting and ideally have the new person start by November 1<sup>st</sup>. Mr. Oborn requested flexibility to hire an Assistant Comptroller if they do not have enough experience. Peg would then stay on as the Comptroller part-time. Mr. Hedlund stated he would like to wait until after the interviews to discuss if they would need an Assistant position or not.

Howell/Flower motion to approve holding interviews for the Assistant Comptroller/Comptroller position on October 4, 2016 at a Special Personnel meeting at 5:15pm in closed session with an approximate duration of 45 minutes per interview. Motion carried 4 to 0.

**Discussion/Update/Recommendation on Health Check 360 and Employee Fitness Challenge**

Mr. Oborn gave an update on HealthCheck 360. The 3<sup>rd</sup> annual screenings will be held in October. If employees decide not to participate, they will have to contribute \$131 a month towards their health insurance. If employees do not meet the score of 71 or greater, they can complete the alternative process. There is a per person cost to the City to complete the screening. The Comptroller and Benefits Coordinator put together an Employee Fitness Challenge. Employees will track their exercise minutes with a chance to win prizes that were donated to the city. The big prize is 8 hours of paid release time.

**Discussion/Recommendation on Public Works Department position changes including elimination of Assistant Director of Public Works position, reclassification of Working Foreman position, and creation of Street Lead position.** The Assistant Director of Public Works was created for succession planning with the likelihood that Tom Earle would be promoted to that position, which he has. Previously we had a Street Superintendent position. Mr. Oborn recommended eliminating the Assistant DPW position, upgrading the Working Foreman to a Street Superintendent position and upgrading one Heavy Equipment Operator position to a Street Lead position. Mr. Oborn noted they are not adding any positions, just recognizing the extra duties involved by upgrading current positions. He also recommended utilizing the Arborist as an additional Lead position. There will be a savings of \$50,000 from the 1/3 of the Director of Public Works/Utilities salary. There will still be a savings even with adding the salary increases.

Howell/Flower motion to recommend elimination of the Assistant Director of Public Works position, reclassify the Working Foreman position to Street Superintendent, and create a Street Lead position with the corresponding elimination of one Heavy Equipment Operator position. Motion carried 4 to 0.

**Closed Session**

Hedlund/Howell 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:

- a. Part-time Comptroller/Assistant Comptroller/Senior Financial Analyst

b. Street Superintendent/Working Foreman including the Mayor, City Administrator Oborn, Comptroller Pollitt and Working Foreman Waswo.  
Roll Call: Hedlund, Howell, Flower, Chappell voted “yes.” Motion carried 4 to 0 to go into closed session at 5:47pm.

**Open Session**

Howell/Flower 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: Hedlund, Howell, Flower, Chappell voted “yes.” Motion carried 4 to 0.

Committee returned to open session at 6:40 pm.

Howell/Flower motion to recommend to City Council as discussed in closed session regarding the Part-time Comptroller/Assistant Comptroller/Senior Financial Analyst position and option 1 for the Street Superintendent position. Motion carried 4 to 0.

**Adjourn**

Howell/Flower motion to adjourn at 6:42pm. Motion carried 4 to 0.

/s/ Sabrina Waswo, City Clerk

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explained the staff recommendation to pave the second layer of asphalt now. It was further explained that plowing the cul-de-sac will damage the gutter edge as it will be getting hit and chipped by plow blades. He also noted we are awaiting a second price before proceeding any further. By consensus the PWC instructed staff to go out and get multiple bids and bring it back to Council for approval. Administrator Oborn indicated he would find funding.

**2. Parking Inventory Considerations Per the Parking Manager.**

Ms. Mullally presented additional parking opportunities around the downtown. By consensus the PWC wished her to further investigate for capital budgeting Madison Street (Wisconsin to Geneva) widened on the west side by 2' or 3' and adding diagonal northbound on the park side, the mirror image of that on the Cook Street side, angle parking on the north side of Geneva Street (Cook to Madison), and a "no" to anything on Wrigley Drive by Flat Iron Park.

**Motion to Adjourn:**

Motion to adjourn by Ald. Gelting and seconded by Ald. Hedlund. The motion passed 5-0 and the meeting was adjourned at 5:45 PM.

Note: Thank you all again for 20 years of entrusting me with your Public Works operation and projects.

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

**BOARD OF REVIEW**  
**MONDAY, SEPTEMBER 12, 2016 AT 5:45 PM**  
**CITY HALL BUILDING, COUNCIL CHAMBERS**

Mayor Kupsik called the meeting to order at 5:46 pm.

**Roll Call:** Present: Mayor Kupsik, Aldermen Gelting, Kordus, Skates, Howell, and City Clerk Waswo.

Gelting/Skates motion to approve the minutes of the August 23, 2016 meeting as distributed. Unanimously carried.

**Verification that City Clerk sent the Notice of Determination via certified mail to all objectors heard.**

City Clerk Waswo presented for the record an affidavit of mailing pertaining to the Notice of Determination for the three objections heard by the Board of Review on August 23, 2016. The notices were mailed certified on September 8, 2016.

**Adjournment**

Waswo/Gelting motion to adjourn the Board of Review. Unanimously carried.

The meeting was adjourned at 5:48 pm.

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/s/ Sabrina Waswo, City Clerk

**LAKE GENEVA POLICE AND FIRE COMMISSION  
BUDGET WORKSHOP MINUTES  
THURSDAY, SEPTEMBER 1, 2016 AT 5:00 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 5:03 p.m.

2. Presentation of Police Department Budget

Lieutenant Gritzner presented the 2017 Police Department Budget requests.

4. Presentation of Fire Department Budget at approximately 6:00 p.m.

Chief Peters presented the 2017 Fire Department Budget requests.

5. Adjourn

Jordan motioned to adjourn the meeting. Pollard seconded. Motion carried 5-0. Meeting adjourned at 6:57 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

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY SEPTEMBER 8, 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 7:04 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Pollard.

3. Roll call

Commissioners Pollard, Bittner, Gramm and Hartz were present. Commissioner Jordan was excused. Police and Fire Liaison Howell and Town of Geneva Fire Liaison Walton were 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 August 4, 2016

Pollard motioned to approve the minutes from August 4, 2016. Gramm seconded. Motion carried 4-0.

Approval of special Budget meeting minutes September 1, 2016

Gramm motioned to approve the minutes from September 1, 2016. Bittner seconded. Motion carried 4-0.

7. Police and Fire Commission Packet Distribution Process

Lieutenant Gritzner discussed the different options for distributing commission packets to reduce time and paper. Next month a paper packet and jump drive will be prepared to determine the best option.

8. Police Department Business

a. Approval of bills for the month of August 2016, operating in the amount of \$225,658.97, for a total of \$225,658.97. Roll call: Bittner – Y, Gramm – Y, Pollard – Y, Hartz – Y.

Pollard motioned to approve the bills for the month of August 2016. Bittner seconded. Motioned carried 4-0.

Chief Rasmussen noted that the department was over budget on overtime but that will be offset by \$10,000 in restitution the department will be receiving. Data Processing is also a little high but overall the department is under budget.

b. On duty officer injuries update

The status of the officer with the foot injury is still unknown. Another officer injured his hand while moving barricades. That officer's return to full duty is unknown until the next doctor visit. Both officers are on light duty at this time.

c. Off duty officer injury (info only)

The officer who sustained an off duty work injury returned to work on August 28, 2016.

d. Police Academy Request- Carley Fettig

Pollard motioned to approve sponsoring Carley Fettig for the Police Academy. Gramm seconded. Motion carried 4-0.

Carley Fettig made a request before the Commission for approval to attend the Police Academy at Gateway in the spring.

e. Patrol Lieutenant Applicant Qualification Waiver Request

Hartz motioned to defer the decision to waive the Patrol Lieutenant Applicant Qualification request until the next meeting pending results of the written test. Pollard seconded. Motion carried 4-0.

Chief Rasmussen stated that three sergeants applied for the Patrol Lieutenant position. Two of the applicants meet all of the qualifications including a Bachelor's Degree. Sergeant Derrick is requesting waiver of the Bachelor's Degree qualification. Sergeant Derrick presented his qualifications for Patrol Lieutenant and advised that he is currently enrolled in classes at George Williams University to complete his bachelor's degree in Applied Psychology.

f. Patrol Lieutenant Promotional Process Schedule

Chief Rasmussen would like to have the promotion process completed by November 14, 2016 so there is time to train with Assistant Chief Reuss. Assistant Chief Reuss will retire March 3, 2017. Police and Fire Commission interviews for Patrol Lieutenant were scheduled for October 19, 2016 at 6:00 p.m.

g. Chief and Command Staff Appraisals – Status

Hartz presented a draft appraisal/evaluation form for review. Hartz noted that some of the evaluation questions were not worded to specifically fit the police department as it is a paramilitary organization. He also was not sure if the industry standards were appropriate for the population within the city at different periods of time. Gramm felt the evaluation was all subjective and not substantive. Bittner suggested that the individual being evaluated also give a measure of his own performance. Pollard felt that written comments of evaluation were more powerful than simply using a chart. Administrator Oborn noted that the city implemented a compensation policy along with evaluations and he would like the commission members to use that form. He will forward the information to Administrative Assistant Papenfus to distribute to commission members. If any commission members have suggestions, they will also forward them to Administrative Assistant Papenfus. Evaluation will be discussed at the next meeting.

h. Chaplain Program

Sergeant Derrick presented information to introduce a Chaplain program within the department. It is a support structure for officers and their families. Lexipol provided a policy and some chaplains have already volunteered their services to assist. Gramm had questions regarding requirements to be considered a “chaplain.” Gramm and Bittner both questioned using the word “chaplain” or using some other wording regarding the policy. Tom Walton, Town of Geneva Liaison, felt it was a great idea and volunteered to help with the program and perhaps combine the program with the Town of Geneva Police Department as well.

i. 2017 Budget update

Pollard motioned to approve the 2017 operational budget in the amount of \$2,742,120.00. Bittner seconded. Roll call: Bittner–Y, Gramm–Y, Pollard–Y, Hartz–Y. Motion carried 4-0. Lieutenant Gritzner noted the changes made to the budget after the budget workshop. The 2017 budget decreased \$6,991.55 compared to 2016. Bittner noted that he reviewed Elkhorn and Delavan/Darien budgets and compared relative costs. He noted that Lake Geneva’s budget is lower even though we have more officers, more businesses and more traffic. Alderman Howell stated that the budget looked reasonable.

Pollard motioned to approve the capital improvement budget as presented in the amount of \$106,323.68. Hartz seconded. Roll call: Bittner – Y, Gramm – N, Pollard – Y, Hartz – Y. Motion carried 3-1.

Lieutenant Gritzner categorized capital improvements as critical and noncritical per request of the Commission. Lieutenant Gritzner requested capital funds for Squad 204, computers, radio console upgrade and interview room upgrade. Gramm wondered if Department furniture, taser equipment, duty firearm replacement and digital cameras could be replaced under equipment replacement fund and Chief Rasmussen felt that may be possible. City Administrator Oborn indicated that the TIF is closing so there may be more funds available for equipment replacement. Gramm was not convinced that a second ALPR unit was necessary. Pollard disagreed and liked the idea of a second ALPR unit.

j. Chief’s top 5 major monthly incidents – No discussion/action

k. Monthly activity reports – No discussion/Action

2016	Dispatch activity for August 2016: Telephone calls–4,292	911 Calls–329	Window assists–1,147
2015	Dispatch activity for August 2015: Telephone calls–4,736	911 Calls–296	Window assists–1,037
2016	Patrol activity for August 2016: Calls for service –1,857	Arrests - 183	
2015	Patrol activity for August 2015: Calls for service –1,917	Arrests – 181	

l. Thank you letters— No discussion/Action

- Patricia Scolaro - Officer Walser and Reserve Officer Samuel
- Barbara Radecki - Sergeant Derrick and Officer Tietz
- Mark Pienkos-Chief Rasmussen and Department
- Deb Heinzelmann-ALS Association-Police Department
- Chuck Sommer-Officers McBride and Wisniewski
- Family of Del Krohn-Lake Geneva Police Department
- Thank you to Officer Tracy
- Thank you to Officer Hansen

m. Items to forward to City Council  
2017 budget  
Monthly reports and Chief's top five incidents

9. Fire Department Business:

a. Approval of bills for the month of August 2016 operating in the amount of \$63,253.59, Capital in the amount of \$33,232.38, for a total of \$96,485.97

Gramm motioned to approve the bills for the month of August 2016. Bittner seconded. Roll call: Bittner-Y, Gramm-Y, Pollard-Y, Hartz-Y. Motion carried 4-0.

Chief Peters noted that the Worker's Compensation Disability account is at budget. Chief Peters also stated that Uniform Account 11-22-00-5138 is at 100% and will be increased next year.

There have been a lot of equipment repairs. CPR Class Pay account 11-22-00-5610 is increased because the department has been offering more CPR classes. The sprinkler system expenses account 11-22-00-5750 is over budget but will be offset by revenue.

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

Chief Peters questioned whether the Commissioners were still interested in the reports and if so if they would like any format changes made to them. The Commission members noted that average response times would be helpful.

c. Monthly Fire Department Report

Chief Peters gave an overview of the monthly report. He recognized Firefighter Steve Derrick for serving the community since 1979.

d. Monthly Paratech Report – No discussion/action

e. Loss Control Services Meeting

Chief Peters met with Legal Municipalities regarding workers compensation policies and procedures and work practices. The highest rate of injuries comes from loading cots. Some insurance companies pay for replacement of costs or offer grants to assist in cutting down on Worker's Compensation claims. Chief Peters is waiting to hear from the insurance company to see if this is possible.

f. Donations - Suzanne Gerber  
Janice Chambers

Bittner motioned to accept donations to the Fire Department. Gramm seconded. Roll call:

Bittner-Y, Gramm-Y, Pollard-Y, Hartz-Y. Motion carried 4-0.

Chief Peters noted that \$50.00 was received from Suzanne Gerber and \$50.00 was from received from Janice Chambers both in memory of Del Krohn.

g. Lake Geneva Fire Department Philosophy

Chief Peters is meeting with Gramm to go over the Lake Geneva Fire Department Philosophy.

If there are any questions or comments regarding the Philosophy, Chief Peters asked the commissioners to contact him.

h. Resignation of POC position Firefighter Tyler TerHark

Hartz motioned to accept the resignation Firefighter Tyler TerHark regarding his POC position. Pollard seconded. Motion carried 4-0.

i. Policy P-100.17 - Media relations

Gramm motioned to accept Policy P-100.17 as presented. Pollard seconded. Motion carried 4-0.

j. Paratech MOU

Hartz motioned to accept Paratech MOU. Gramm seconded. Motion carried 4-0, Chief Peters send the MOU to Attorney Draper and he approved the MOU. The only change is that the Fire Department will add a small piece of coverage on Harris Road across from Interlaken.

k. Approval of Hiring List

Pollard motioned approval of the hiring list pending background checks. Bittner seconded. Motion carried 4-0.

The list of Firefighters/EMTs includes Paul Blount, Michelle Martinez, Roger Pattie and Daniel Zientek.

l. Return to full duty Firefighter Derek McKaig

Chief Peters stated that Firefighter McKaig has been given full clearance to return to full duty.

m. Reallocations of CIP 41-22-00-1423 Firehouse Flashing/Tuckpoint.

Gramm motioned to reallocate Firehouse Flashing/Tuckpoint money to use for soffits and shed repairs as approved for bids. Pollard seconded. Roll call: Bittner-Y, Gramm-Y, Pollard-Y, Hartz-Y. Motion carried 4-0.

Chief Peters would like to reallocate the \$10,000 that is left in the Firehouse Flashing/Tuckpoint account to make repairs for gutters at the firehouse and repairs to a shed. There will be a bid process for these repairs.

n. Three month review of Interim Chief Peters

The commission discussed appointing Interim Chief Peters as the Fire Chief. Hartz felt initially that a full time fire chief was needed but now he feels that a part time chief will be able to accomplish the needs of the Lake Geneva Fire Department. Members of the fire department staff also agree. Hartz is confident that Chief Peters has made the necessary changes to improve morale and to complete fundamental processes to make the department run more smoothly. Pollard agreed. Bittner agreed as well but felt that the issue should be discussed in closed session initially and then the final recommendation be made in open session. Decision was tabled until next month.

o. Approval of 2017 Budget

Bittner motioned to approve the operating budget in the amount of \$960,052.00. Pollard seconded. Roll call: Bittner-Y, Gramm-Y, Pollard-Y, Hartz-Y. Motion carried 4-0.

Chief Peters stated there were no changes to the operating budget since the budget workshop. Bittner also compared neighboring fire departments and noted Lake Geneva's operating budget is \$12,000.00 less than the City of Elkhorn. The fire department is on par with neighboring departments as far as costs.

Hartz motioned to approve the capital budget in the amount of \$217,390.00. Pollard seconded. Roll call: Bittner–Y, Gramm–Y, Pollard–Y, Hartz–Y. Motion carried 4-0. Chief Peters ranked capital projects in need. Bittner noted that the generator is junk and is dangerous. City Administrator Oborn will look into what items will be covered under equipment replacement.

p. Thank you letters

Chief Peters handed out a thank you note regarding Venetian Fest

q. Items to be forwarded to city council

2017 Budget

Reallocation of CIP 41-22-00-1423

Department report

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

Fire Department philosophy

Closed session Fire Department Chief appointment

Chaplain program

Appraisals

Closed Session patrol lieutenant waiver request

11. Adjourn

Pollard motioned to adjourn the meeting. Bittner seconded. Motion carried 4-0. Meeting adjourned at 9:39 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**

CITY OF LAKE GENEVA  
PLAN COMMISSION MEETING  
MONDAY, SEPTEMBER 19, 2016 - 6:30 PM  
COUNCIL CHAMBERS, CITY HALL  
MINUTES

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

2. Roll Call

Present: John Gibbs, Sarah Hill, Ann Esarco, Tom Hartz and Tyler Frederick

Not Present: Planner Slavney, Doug Skates

Also Present: Atty. Dan Draper, Mayor Kupsik, Administrator Oborn, Inspector Robers and Assistant Gregoles

3. Approve Minutes of August 15, 2016 Plan Commission meeting as distributed.

MOTION #1

Hartz/Frederick moved to approve the minutes of August 15, 2016 Plan Commission meeting as distributed with two corrections. Agenda item #9, motion #8 should have the word engineer spelled out in full. Adjournment was moved by Skates/Frederick. The motion carried unanimously. *(These changes have been made and revised minutes have been reposted.)*

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.

Speaker #1 - Terry O'Neil – 954 George St, LG

O'Neil's comments were regarding agenda item #9 regarding the new parking lot.

He had concerns that the lot does not include lights and the application does not include detailed dimensions etc.

He would like to see the City bring it back to another meeting with more details.

In addition he voiced his approval of the angled parking plan.

5. Acknowledgment of Correspondence. None

6. Downtown Design Review. None

7. Review and Recommendation on an Application for Land Division Review for a CSM, to divide a lot into two lots, submitted by W David Denton, N3161 Center Street, Lake Geneva, WI 53147, for land located in the Town of Geneva Extra-territorial Jurisdiction Boundary, at N3161Center Street, Lake Geneva, WI 53147, Tax Key Nos. JA192600002.

DISCUSSION

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

MOTION #2

Hill/Gibbs moved to approve the recommendation on an Application for Land Division Review for a CSM, to divide a lot into two lots, submitted by W David Denton, N3161 Center Street, Lake Geneva, WI 53147, for land located in the Town of Geneva Extra-territorial Jurisdiction Boundary, at N3161Center Street, Lake Geneva, WI 53147, Tax Key Nos. JA192600002.

The motion carried unanimously.

8. Public Hearing and Recommendation on a Conditional Use Application filed by David & Julie Merhar, 1591 Orchard Lane, Lake Geneva, WI 53147 to construct a fence in the street yard setback in excess of three feet (five) at 1591 Orchard Lane, Lake Geneva, WI 53147, Tax Key No. ZA455800001.

DISCUSSION – David Merhar, 1591 Orchard Lane, Lake Geneva, WI 53147

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

PUBLIC SPEAKER #1 – Hugh Connelly, 1589 Orchard Lane, LG

Connelly stated that he is a neighbor to the Merhar's and voiced his support of the fence.

**PUBLIC SPEAKER #2 – Carol Zimmerman, 61 Lakeview, LG**

Zimmerman stated that she is a neighbor to the Merhar's and voiced her and her husband's full support of the fence.

**MOTION #3**

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

**MOTION #4**

Hill/Frederick moved to approve the recommendation on a Conditional Use Application filed by David & Julie Merhar, 1591 Orchard Lane, Lake Geneva, WI 53147 to construct a fence in the street yard setback in excess of three feet (five) at 1591 Orchard Lane, Lake Geneva, WI 53147, Tax Key No. ZA455800001. The motion was carried unanimously.

**9. Review and Recommendation on an Application for Site Plan Review for a parking lot filed by the City of Lake Geneva, 626 Geneva Street, Lake Geneva, WI 53147 for property at 227 S Lake Shore Drive, Tax Key No. ZOP00380.**

**DISCUSSION**

City Administrator Oborn & Greg Govenatori with Kapur & Associates gave an overview of the application details and there was a brief discussion with the Commission. There was excessive discussion about the placement and need of a sidewalk.

**MOTION #5**

Hartz/Hill moved to approve the Recommendation on an Application for Site Plan Review for a parking lot filed by the City of Lake Geneva, 626 Geneva Street, Lake Geneva, WI 53147 for property at 227 S Lake Shore Drive, Tax Key No. ZOP00380, including a 5 foot wide sidewalk on the North side and 30 feet of sidewalk on the South side for handicap and kiosk access and drainage on the northwest corner. The motion carried 4/1 with Gibbs voting no.

**10. Adjournment**

**MOTION #6**

Hill/Hartz moved to adjourn the meeting at 7:07 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

Ann Esarco - President

Alderman Doug Skates      Lynn Hassler      Barb Hartigan  
Brian Olsen      Peggy Schneider      Dave Quickel  
John Swanson      Mayor Al Kupsik

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

City of Lake Geneva      626 Geneva Street      Lake Geneva, WI 53147-1914  
[www.cityoflakegeneva.com](http://www.cityoflakegeneva.com)      Phone: (262) 248-3673

## MINUTES OF THE 6:00 PM SEPTEMBER 7, 2016 MEETING

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

### Call to Order:

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

### 1. Roll Call:

President Ann Esarco , Lynn Hassler , Barb Hartigan , Peggy Schneider , Dave Quickel , John Swanson , Mayor Al Kupsik , Brian Olsen , Alderman Doug Skates , ( 8 Total).

### Staff & Aldermen Present:

DPW Daniel Winkler , Street Foreman Neil Waswo , Administrator Blaine Oborn .

### Public Present:

Ann Brunk Peterson, Chris Schultz, Mike Kramp, Mike Coolidge, Josh Moore, and Dusti Ocampo.

### 2. Approve the Minutes of the Prior Meeting of July 6th.

It was moved by Commissioner Swanson to approve the minutes of the prior meeting, and seconded by Commissioner Alderman Skates. The motion passed 8-0.

### 3. Comments from the Public:

None.

### 4. Permits & Park Donations:

#### 4a. Donation of Wind Sculptures at Flat Iron Park-Ann Brunk.

Ms. Ann Brunk Peterson gave a presentation on her park donation requesting approval of two wind sculptures flanking the new Brunk Pavilion. Commissioners Quickel, Hartigan, Skates, and Mayor Kupsik all spoke in favor of the idea. The consensus was favorable. There were multiple motions made and withdrawn but the final motion was made by Commissioner Swanson and seconded by Commissioner Hartigan to recommend to Council to accept the donation, but before going to Council, return to the Park Commission with the exact locations as determined with staff and the style and size of wind sculptures selected for final review by the Park Commission. The discussion as presented by Alderman Skates was the more complete the donation offer, the less uncertainty at the Council level.

The motion passed 8-0.

#### **4b. Donation of Funds for Park Bench at Library Park.**

It was moved by Ald. Skates and seconded by Mayor Kupsik to approve the donation offer of a bench with plaque in honor of Don Schmitz. The motion passed 8-0.

DATE 10/08/17 to 10/09/17    LOCATION    Flat Iron Park                    USE    Octoberfest

B.I.D. /Needs include use of Brunk Pavilion and a request to waive fees.

President Esarco read the permit. It was moved by Commissioner Hartigan to approve only charging the application fee, and seconded by Alderman Skate. The motion passed 8-0.

**(This item needs to go to Council for approval).**

DATE 09/23/16 & 09/24/16    LOCATION    Library Park by the Legion Canteen

USE    Rest stop for bike rides of 37 miles one day and 55 miles the other day.

President Esarco read the permit. It was moved by Mayor Kupsik to approve, and seconded by Alderman Skates. The issue of the Hope Walk being in possible conflict was discussed. But the location and little number of bikes making the rest stop wasn't seen as a problem. The motion passed 8-0.

**(This item needs to go to Council for approval).**

#### **5. Discussion on Park Assignments/Repairs Update/Maintenance:**

Commissioner Hartigan said she goes down to the dog park daily and is pleased with its condition.

### **6. NEW BUSINESS**

#### **a) Discussion on Pickle Ball Court – presented by Mike Kramp, YMCA (taken out of order first, Skates, Hartigan, 8-0)**

Mr. Kramp of the YMCA brought up the matter of trying to site locations for pickle ball courts which has gained popularity and is being played in the main gym. Locations discussed included the old skate park pad which would require an asphalt layer, coating and striping for up to \$30,000; the basketball courts in Veterans Park, and City tennis courts. There were Commission issues with striping the new tennis courts, and the YMCA wished to do something this fall and not wait for the old skate park to be repaved. By consensus the YMCA was given direction to stripe the basketball courts to see what the interest level was.

**b) Update from YMCA: Baseball/Softball Program, Fall 2016 Plans, Park and YMCA Program Improvement – presented by Mike Coolidge, YMCA (taken out of order 2<sup>nd</sup>, Skates, Kupsik, 8-0).**

Mr. Coolidge provided his end of the year participant report as well as his wish list of improvements. The numbers reported were: 462 kid's softball/baseball, 170 kid's soccer, 18 kid's lacrosse. The wish list included: finishing field #5 infield, foul ball netting at the main fields, foul line chain link fencing 8' high as it is currently 4', and make the unfenced infields larger and light them. Mr. Coolidge was asked to obtain pricing for the netting.

**c) Discussion on Disc Golf with Josh Moore**

Mr. Moore attended to inquire about his concerns for the condition of the bridges and some warning signs in select locations for people out for a walk on the asphalt trails. The condition of the bridges was acknowledged as an unfunded concern to the Committee which we need to address in the next year. Mr. Moore was asked to provide his recommended locations for signage and the DPW would check into pricing.

**d) Never Say Never Play Land at Veterans Park – Dusti Ocampo**

Ms. Ocampo appeared to present an update on the site plan for the accessible play equipment project. The design called for changes which sparked a series of discussions and several questions. The new design removed the existing modular play equipment on both sides of the trail as well as the open shelter adjacent to the project and incorporation of the space into the new plan. She also wished to take in another 2,000 square feet into the design. After discussing the priority need for an open shelter by Molitor field and the continued need for the existing play equipment if it is replaced with new at the donor/fundraiser cost, the consensus was to allow the changes to the design. It was then moved by Mayor Kupsik and seconded by Commissioner Quickel to approve the additional 2,000 square feet to the north of the approved area, the existing pavilion stays or is located close to Molitor Field at a location acceptable to the City, it would be useful to shift the east boundary of the layout toward the west as possible, and the existing playground on both sides of the bike trail is fair game to be removed and incorporated into the proposed facility at the donor's cost. The motion passed 8-0.

**e) Hillmoor Heights Park Annexation**

DPW Winkler explained the history of how the City acquired the property with a park grant and it includes platted roads which are in the town. Alderman Skates wished to annex it which gives the City the flexibility to improve the park as we see fit in the future. Mr. Oborn said the City as owner can take it by direct annexation. It was moved by Alderman Skates to recommend to Council to annex the property. The motion was seconded by Mayor Kupsik and was approved on an 8-0 vote.

**(This item needs to go to Council for approval).**

**f) Manning Way design Options**

DPW Winkler included a GIS aerial as well as photographs of the site. He recommended that if play equipment was to be installed that it be located in the open lot in front of the woods. Alderman Skates noted the subdivision is filling up with buildouts and now is the time to plan the improvements. He would like to see a meeting with the neighbors to build a consensus for what to place there. It was moved by Ald. Skates and seconded by Mayor Kupsik to propose capital funding of \$30,000 to apply to the project, with \$15,000 to come from the park fund. The motion passed 8-0.

g) **Flat Iron Ordinance** (This item was removed from the agenda).

## **7. OLD BUSINESS**

None.

## **8. Future Meeting Agenda Items-October 5, 2016 Meeting.**

- Manning Way Park.
- Bike Path Study with VandeWalle.
- Pickle Ball Court Location.
- Brunk Wind Sculptures Update.

## **9. ADJOURN:**

It was moved by Ald. Skates and seconded by Commissioner Hartigan to adjourn. The motion passed 8-0 and the meeting was adjourned at 8:58 PM.

### **Set Next Meeting Date:**

The next regular meeting is scheduled for October 5, 2016 at 6:00 PM.

Respectfully Submitted and All the Best,

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

If anyone finds any inaccuracies, errors or needs to adjust the minutes please call or email me by next Wednesday)

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

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

### **Finance Committee**

Thursday, September 8, 2016 at 7:00 a.m. (Director's Office)

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

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$49,141.98 in General Funds for August 2016. There were no expenditures from Donated Funds in August.

### **Board of Trustees**

Thursday, September 8, 2016

### **Minutes**

#### **Call to order**

Oppenlander called the meeting to order at 8:04 a.m.

#### **Roll Call**

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

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

Oppenlander asked for a motion to adopt the agenda as proposed. Kundert made a motion to adopt the agenda. 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 monthly Board meeting on August 11, 2016. Brookes made a motion to approve the minutes as proposed. Kundert seconded. Motion carried unanimously.

Oppenlander asked for a motion to approve the minutes of the Personnel Committee meeting on August 25, 2016. Brookes made a motion to approve the minutes as proposed. Kundert seconded. Motion carried unanimously.

#### **President's Report**

Oppenlander reported that Nancy Russell, Chairman of the Walworth County Board of Supervisors, and David Bretl, Walworth County Administrator, approved his request to complete his Library Board of Trustees' term through April 30, 2017.

Oppenlander reviewed the recent work of the Ad Hoc Committee: Development of Mission Statement, Vision Statement, and Strategic Plan and recommended meeting next after the Director search. He recommended that the Board consider including an "Our Values" statement as well.

Oppenlander discussed the parameters about recommending an additional trustee to the Library Board. Discussion followed. The next step will be to forward the Board's request to Nancy Russell.

Because the Board meeting had a quorum, Oppenlander asked for a motion to reapprove the minutes of the August 11, 2016 meeting. Gelting made a motion to re-approve the minutes. Boilini seconded. Motion carried unanimously.

Oppenlander then asked for a motion to approve the minutes of the August 25, 2016 meeting of the Personnel Committee. Brookes made a motion to re-approve the minutes. Boilini seconded. Motion carried unanimously.

Oppenlander recommended that the review of the "Short Takes for Trustees" video series be continued after the 2017 budget process and personnel business.

Oppenlander introduced Sylvia Martinez-Mulally, Parking Manager. Sylvia presented two options to re-arrange parking in the library's loading zone and adjacent parking spots. Discussion followed. Oppenlander asked for a motion to approve Option #1 which changed the 25 minute parking spaces to five-hour meters and to include two drop-off parking spaces within the existing loading zone. Gelting made a motion as proposed. Kundert seconded. Motion carried unanimously.

### **Finance**

Kundert reviewed monthly bills and made a motion to approve \$49,141.98 in General Funds. Brookes seconded. Motion carried unanimously. There were no expenditures from Donated Funds in August. Peterson reported on the September 27 deadline to submit proposed 2017 budget to the City and the October 6 date at 10:00 a.m. for the Library Board to present the budget to the City's Finance Committee. A Finance Committee meeting was scheduled for Thursday, September 22 at 7:00 a.m.

### **Building & Grounds**

Oppenlander initiated a discussion to identify proposed capital projects which include carpeting, LED replacement plan, and sidewalk repairs.

Peterson reported that a proposal to fund the restoration of the planters is in process.

The Board discussed the plan to clean the roof. Peterson will follow-through for an estimate with Sarnafill.

### **Personnel**

Oppenlander led a discussion about plans to recruit for a new Director, including job ad, job description, interview questions and format. A Personnel Committee meeting was scheduled for Friday, September 16 at 8:00 a.m.

Peterson reported on status of medical leaves for the shelver, the Library Assistant I position and the Public Services Coordinator.

### **Director's Report**

Peterson reported on service statistics for the month of August.

Peterson suggested that Mrs. Dresser and Jamie Hegel be invited to the Library soon. It was agreed to pursue this idea.

**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, October 13, 2016 at 8:00 a.m.

Respectfully submitted,

Chris Brookes  
Vice President

## Lake Geneva Historic Preservation Commission Meeting Minutes

September 8, 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, Louise Rayppy. Mary Tanner, Jackie Getzen, Jim Davis and Elizabeth Chappell were absent. Guests: Ed Yaeger, Mary Weeden.

Approval of minutes of Historic Preservation Commission Meeting of August 11, 2016.

Comments from the public: Mary Weeden is requesting a plaque for her house at 1112 Pleasant Street – c. 1920. Mary Tanner and I visited her home and informed her that she will be issued a plaque.

Reports from the Geneva Lake Area Museum and the Maple Park Homeowners. Fall Craft Fair at the museum will be held on November 26th from 10-4—Free Admission.

Update on the restoration of the historic 1928 Geneva Theater Building. Restoration is going on, might open by Fall. The Friends of the Theater are still trying to set a date with Shad Branen to discuss their proposal.

Review of recent bills, invoices and the current balance in the LGHPC account. The Commission so far this year has spent \$598.00. Denny Teichow has informed us that he is no longer publishing the Old Time Newsletter.

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. Ken Etten will inquire why the Chamber of Commerce is selling our walking tours booklets at \$1.00 each, we requested that they be given out free.

Black Point October Events: When Angels Carried Them Away: Death and Mourning in the Victorian Era. Saturday, October 1st, 8th, and 15th—4-7 p.m. \$40.00 per person.

Sordid and Scandalous: Geneva Lake Walking Tour. Saturday, October 1st, 8th, and

15th—11-12:30 A.M.

Update regarding proposed Lake Geneva Historic Railroad Park proposed by Ed Yaeger at May LGHPC meeting. Ed Yaeger was there to follow up on his proposal for a Railroad Park. He suggested that it would be better if it was nominated as a historic site, instead of a park. Ken Etten has been in contact with Dan Draper concerning the discrepancy in the north lot line and asking his opinion, and what the next step should be.

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.

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). We were expecting David Jeffrey to attend our meeting to discuss the restoration of the signs on the Dunn Lumber building. He did not show up.

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. We received the corrected plaque for the James Simmons' house and it has been delivered to the owner.

Meeting adjourned at 7:40 P.M.

Respectfully submitted,

Louise M. Rayppy