



**COMMITTEE OF THE WHOLE**  
**MONDAY, OCTOBER 5, 2015 – 6:30 PM**  
**CITY HALL BUILDING, COUNCIL CHAMBERS**

**AGENDA**

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

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

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

9. 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.*

9/28/2015 11:09am

cc: Aldermen, Mayor, Administrator, Attorney, Media

**COMMITTEE OF THE WHOLE  
TUESDAY, SEPTEMBER 8, 2015 - 6:30 PM  
CITY HALL BUILDING, COUNCIL CHAMBERS**

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

Pledge of Allegiance led by Council President Kupsik.

**Roll Call.** Present: Aldermen Chappell, Wall, Kordus, Gelting, Kupsik, Hedlund, Howell. Absent: Alderman Hill. Also present: City Administrator Oborn and Mayor Connors.

Kordus/Wall motion for approval of minutes from August 3, 2015 Committee of the Whole Meeting as distributed. Motion carried 6 to 0.

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

Mary Jo Fesenmaier, 955 George Street, thanked Alderman Kupsik for putting the budget item on tonight's agenda as was requested by the citizens. She read the City's mission statement, "To preserve its small city atmosphere, reasonable cost of living and high quality of life by carefully controlling land use and development and delivering high quality programs and services in a responsible manner." She stated this is what the actions of the Council should reflect. They are here to bring out the positive in the community. The budget is an important document that guides the work of the City, and it is important citizens have input at the beginning. She was hoping citizens could have a more interactive process in the beginning to allow for proposals and questions. She noted at the school board meeting, there was a lot of discussion about the comprehensive plan change. She hoped the item would not be pushed through at the Council meeting on September 14. She would like people to give multiple solutions. She said Hillmoor will be discussed on October 19 and citizens will try to save that property. She hopes Council will listen to their input.

Terry O'Neill, 954 George Street, noted the tax increment financing is not included on the pie chart that was displayed on the projector at the meeting. It is part of the tax bill paid by taxpayers. It would be the fifth largest item on the bill. He explained it is divided among all of the bills. He hopes next year if a pie chart is put out, it reflects the TIF being part of what the property tax goes to.

Maureen Marks, 834 Dodge Street, brought a copy of the National Historic Maple Park application for anyone to view. The building at 833 Wisconsin Street is listed as a contributing structure to the district. She stated many school board members and city officials have said the building is not a contributing structure. If the Council would vote no to changing the comprehensive plan and no to a zoning change, the business and commercial development to the east will never be able to encroach on the historic district. There would not be spot zoning and parking lots interspersed within the district. SR4 zoning was put in place 25 years ago. The existing apartment buildings were built between 1960 and 1975, and all were grandfathered. She noted the drainage at the proposed site is inadequate, and caused both Wisconsin Street and Cook Street to flood. She stressed to please vote no on the parking lot.

Charlene Klein, 817 Wisconsin Street, stated she just came from the school board meeting and addressed them regarding the proposed parking lot at 833 Wisconsin Street. She has been observing the process of drop offs and pickups in the morning before school starts and at the end of the day. Many teachers had explained at various meetings of the parking issues and concern for child safety. Ms. Klein said she has not seen a problem at all. Everyone was dropped off or picked up within a matter of 10 minutes. She went this morning to see how it would be on a very rainy day the morning after a holiday. There were more cars lined up and down the street, but the whole process was very orderly and there was not any congestion on the street. She said the parking lot will not affect child drop off or pickup in any way. She also commented on the Hillmoor property. She suggested if the City were to own Hillmoor, they could put in a visitor's center. It would filter traffic off of Hwy 50. She believes there is property that runs somewhere near Eastview School that could be used for a path for shuttle buses. She questioned why the shuttle buses were not running this past weekend.

Pete Peterson, 1601 Evergreen Lane, said he likes the idea that the Administrator is going to lay out his plans for next year's budget. He feels this meeting should be an open session to allow for questions from the public. He was upset about the \$6 million dollar accounting error. Mr. Peterson felt over the last 15 years money that was used to maintain the

Riviera and piers was taken from the TIF. He suggested a corporation similar to the Water Department be implemented. The City needs to put money aside for all of the different construction projects that are going to take place. He felt the size of the Police Department should be evaluated as it is too big. The Department used to be run by a Chief, Captain, and a couple of Sergeants. He felt a department this large should not be controlled by people that are not elected. The City's Police and Fire Commission is one of the few in the state that has optional powers. Necessary steps should be taken to start the procedure to eliminate that.

#### **City Administrator presentation on overview of 2015 Budget and 2016 Budget Development Timeline and Goals**

City Administrator Oborn noted a major share of the City is the Police, Street and Fire Departments. The rate has been held flat at 6.04 for the last 2 years. He explained property value is expected to increase for 2016. Alderman Kordus questioned why residential was listed twice under the top ten tax payer section. Mayor Connors clarified these are two individual residences and are listed as such rather than giving the taxpayer's name. Mr. Oborn continued by stating equalized value went up \$17.2 million dollars, which is a 1.48% increase. He explained the new hotel room tax bill won't take effect until 2017, which means the City will have to provide more money to the Tourist Association. The \$3.00 resident beach pass fee was newly added to the 2015 budget. To date \$21,500 was collected in new revenue. His goal is not to touch any of the parking fees or the beach pass fee as residents were not pleased with the changes. He would like to look at other revenue sources. The City has a debt service payment of almost \$900,000 that goes down. We are on a 3 year borrowing schedule. We try to keep the payment flat at about \$1.1 million dollars a year. There will be a lot of discussion on the tax incremental financing district coming forward. Mr. Oborn made a pie chart and reviewed what the chart showed. He noted the goals have been updated. He said he will be evaluating cost allocation between funds as he does not think funds are being billed correctly. Mr. Oborn stated he is welcome to speak with anyone individually about the budget.

#### **Standing Committee Reports given:**

Finance, License & Regulation Committee, Alderman Kupsik  
Personnel Committee, Alderman Hedlund  
Public Works Committee, Alderman Kordus  
Piers, Harbors, & Lakefront Committee, Alderman Wall  
Board of Review Committee, Alderman Gelting

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

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

#### **Other Boards and Committee Reports given:**

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

Kordus/Wall motion to adjourn the meeting at 7:46 p.m. Motion carried 6 to 0.

/s/ Stephanie Gunderson, Assistant City Clerk

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

9 08 15 Committee Whole Minutes

**FINANCE, LICENSE & REGULATION COMMITTEE  
MONDAY, SEPTEMBER 14, 2015 – 6:00 PM  
COUNCIL CHAMBERS, CITY HALL**

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

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

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

Mary Jo Fesenmaier, 955 George Street, commented on item #4, particularly the TIF audit report. She said Jessica Conley, Comptroller for Walworth County, has posted a report on their website questioning the City's TIF audit.

**Approval of Minutes**

Wall/Gelting motion to approve the Finance, License and Regulation Committee Meeting minutes of August 24, 2015, as prepared and distributed. Motion carried 4 to 0.

**LICENSES & PERMITS**

**Establish "Trick or Treat" hours for the City of Lake Geneva for Saturday, October 31, 2015, from 1:00pm to 4:00pm**

Wall/Howell motion to recommend approval. Motion carried 4 to 0.

**Beach Reservation Permit Application filed by Mt. Zion Christian Church for a beach baptism and picnic on Sunday, September 20, 2015 from 8:30am to 2:30pm (recommended by Piers, Harbors and Lakefront Committee on September 3, 2015)**

Gelting/Wall motion to recommend approval. Motion carried 4 to 0.

**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 Street filed by the Catholic Daughters of the Americas Court Saint Mary #914 for the Fall Festival on September 25 and 26, 2015 from 12:00am to 12:00pm**

Howell/Gelting motion to recommend approval. Motion carried 4 to 0.

**Temporary Operator License application filed by AnneMarie Czerwinski-Janikowski on behalf of the Catholic Daughters of the Americas Court Saint Mary #914 for the St. Francis Fall Festival at 148 W. Main Street on September 25 and 26, 2015**

Howell/Gelting motion to recommend approval. Motion carried 4 to 0.

**Original 2015-2016 Operator's (Bartender) License applications filed by Megan Martzke and Luana Olsen**

Wall/Gelting motion to recommend approval. Motion carried 4 to 0.

**Renewal 2015-2016 Taxi Driver License application filed by Sharon Hoffman (Approved by Police Chief; informational only)**

**Discussion/Recommendation on an Ordinance to amend Chapter 10 adding Section 10-67(b)(2) regarding Lake Geneva Dog Park**

City Administrator Oborn stated this is updating the ordinance to fit with our dog park. Alderman Wall questioned if there is a penalty for dogs using the dog park without a license. City Attorney Draper stated this is an ordinance under the dogs at large. If there is a dog running at the park that is not licensed, the fine would be applicable to them that is applicable to dogs at large.

Howell/Gelting motion to recommend approval. Motion carried 4 to 0.

**Discussion/Recommendation on Resolution 15-R38, amending City Schedule of Fees concerning Fire Department and Emergency Medical Services Fees (recommended by Police and Fire Commission on September 10, 2015)**

Gelting/Kupsik motion to recommend approval. Alderman Wall questioned the reasoning for combining the resident and non-resident rates into one rate. City Administrator Oborn stated these changes make us comparable to other surrounding municipalities. Motion failed due to a tie vote with Alderman Kupsik and Gelting voting “yes” and Alderman Wall and Howell voting “no.”

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

**Discussion/Recommendation on awarding bid to Van’s Roofing Inc of Kenosha for Fire Department roof repair in the amount of \$13,625 funded from the 2014 Capital Borrowing**

Howell/Wall motion to recommend approval. Alderman Kupsik asked if this is the entire roof. City Administrator Oborn stated this is just for the walls where the leaks are coming through and the shingles. He received preliminary bids for the full roof replacement, excluding the shingles, in the range of \$120,000 to \$150,000. He noted only \$90,000 budgeted. He felt it was worthwhile to do the repairs rather than the full replacement based on his conversations with the roofers. Mr. Kupsik stated they put money aside in borrowing and had talked at length about replacing the entire roof as there were a number of problems with leaks. He questioned if it would be worth doing the \$13,000 repairs if they are only around \$10,000 short of replacing the entire roof. Mr. Oborn stated even if it lasts 5 years, it is still cheaper completing the repairs rather than the full roof replacement. If they were to do a full bid, a bid proposal could cost up to \$10,000 with bids coming in around \$150,000. Alderman Wall asked how familiar the City is with this company. Director of Public Works Winkler stated Van’s Roofing was the company that maintained the roof at the Library. Motion carried 4 to 0.

**Discussion/Recommendation on awarding bid to American Pavement Solutions of Green Bay for street crack filling including Oak Hill Cemetery in the amount of \$41,600 funded from street crack filling budget (recommended by the Public Works Committee on September 10, 2015)**

Wall/Gelting motion to recommend approval. Motion carried 4 to 0.

**Discussion/Recommendation on awarding bid to Straight Edge Concrete for replacement of sidewalk slabs in the amount of \$2,150 funded from Street Department sidewalk repairs (recommended by the Public Works Committee on September 10, 2015)**

Gelting/Howell motion to recommend approval. Alderman Wall questioned if this was throughout the City. Mr. Winkler stated there are 3 large concrete slabs located across from the Chamber by the bridge and crosswalk. The slabs have settled and cracked and staff recommends replacement. Mr. Wall asked if there is a different time of year where sidewalk heaves are checked. Mr. Winkler stated there is money in the budget for the grinding of the sidewalk slabs for this fall. Alderman Gelting noted Mr. Winkler did a nice job of lining up some other work they were already doing by the Sage Street lot so that the City would get a better bid. Motion carried 4 to 0.

**Discussion/Recommendation on contracting for storm damage clean up not to exceed \$30,000 (recommended by the Public Works Committee on September 10, 2015)**

Alderman Kupsik said Assistant Director of Public Works Earle gave a good explanation of the cleanup. Mr. Winkler stated the Street Department has done a wonderful job of cleanup, especially the areas public was accessing due to the start of Venetian Fest. Primarily what are left are the trees by the skate park, through the disc golf course and up and down the White River, which amount to well over 100 trees. Alderman Wall questioned where funding would come from. Mr. Oborn stated there is tree funding in the capital and operating, which would be spent first before coming out of contingency. Mr. Kupsik said the big concern is removing the trees before winter so they do not freeze and cause backup of the White River.

Kupsik/Howell motion to recommend approval with funding from the City tree fund. Motion carried 4 to 0.

**Discussion/Recommendation on amending Chemical Deicers ordinance (Chapter 62, Section 222) and updating Snow and Ice policy (recommended by the Public Works Committee on August 13, 2015 and September 10, 2015)**

Director of Public Works Winkler noted Public Works was fully supportive in making the change in the ordinance. The amount of salt applied would not change, just the percentage of salt and sand used. Sand would be applied more discretionary, hence the ordinance would need to be amended to reflect the change. Mr. Oborn stated the ordinance is very specific on what they are to do so there is no option. He noted it makes sense to do it differently as conditions are different. Alderman Wall said he is in favor and questioned if they tried this a couple years ago. Mr. Winkler stated

last year they tried it on an experimental basis and it was successful. Alderman Kupsik commented it will also help eliminate a lot of sand cleanup in our storm sewers as well, which can get quite expensive.

Wall/Kupsik motion to recommend approval. Motion carried 4 to 0.

**Discussion/Recommendation on establishing a No Parking Zone directly in front of sidewalk of 1250 Wisconsin Street** *(recommended by the Public Works Committee on August 13, 2015)*

Gelting/Kupsik motion to recommend approval. Mr. Winkler stated the request came from the condo association. The spots are right in front of the sidewalk that goes up to the building, they are not metered spots. When the road was paved, they were eliminated. Alderman Gelting stated there was already a no parking zone by their second sidewalk further up the street. This would eliminate two spots that were painted on after the repave. Alderman Wall questioned if anyone can ask to have no parking in front of their residence and the reasoning. Mr. Gelting stated it is a sidewalk approach for loading and unloading. Alderman Kupsik stated the Fire Department was there on May 26 and Lt. Detkowski did not state there were any issues with access nor did he recall any access issues in recent history with this property. Mr. Gelting stated he appreciates the input although it is different since the repave than it was before. Mr. Winkler stated the one exception is that it is a very large building with a lot of activity coming and going out of that front door. It makes sense to Mr. Winkler and is worth trying. Motion carried 3 to 1 with Alderman Wall voting “no.”

**Discussion/Recommendation on installation of medication disposal box**

City Administrator Oborn stated these have been successful in other communities. The box will mostly likely be located in the front lobby that is open 24 hours.

Kupsik/Wall motion to recommend approval. Motion carried 4 to 0.

**Discussion/Recommendation on Liability, Property and Workman’s Compensation policy renewal**

City Administrator Oborn gave an update on the insurance renewal which also includes the Utility Commission, Library and Police and Fire. He is currently trying to bring down the mode rate for worker’s compensation. He noted the City has a 5 million liability limit; however, next year he will look into raising it to 10 million. Modifications have been made to the vehicle insurance, changing from depreciated value to replacement value. The property insurance for the contractor/non-marine equipment may go up as we have been updating the equipment list. The City is currently with Chubb for property insurance, but will receive a quote from the League as they have come out with their own property insurance. No action taken.

**Presentation of Accounts – Alderman Kupsik**

Purchase Orders. None.

Kupsik/Wall motion to recommend approval of Prepaid Bills in the amount of \$6,623.00. Motion carried 4 to 0.

Kupsik/Gelting motion to recommend approval of Regular Bills in the amount of \$190,455.66. Motion carried 4 to 0.

**Adjournment**

Kupsik/Gelting motion to adjourn at 6:47 p.m. Motion carried 4 to 0.

/s/ Sabrina Waswo, City Clerk

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

**FINANCE, LICENSE & REGULATION COMMITTEE**  
**MONDAY, SEPTEMBER 28, 2015 – 6:00 PM**  
**COUNCIL CHAMBERS, CITY HALL**

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

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

Nan Elder, Events Manager with the Lake Geneva Chamber and Convention and Visitor's Bureau, stated she is requesting closure of the west side of Broad Street and the North side of Main Street for the Children's Electric Christmas parade due to safety concerns.

**Approval of Minutes**

Kordus/Wall motion to approve the Finance, License and Regulation Committee Meeting minutes of September 14, 2015, as prepared and distributed. Unanimously carried.

**LICENSES & PERMITS**

**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 2, 2015 from 9:00 p.m. to 9:30 p.m. with request for waiver of fees (recommended for approval by the Fire Chief and Police Chief)**

Alderman Kordus questioned what has been done in the past with the fees. City Clerk Waswo stated she does not believe the \$50 application fee has ever been waived for the fireworks permit.

Kordus/Wall motion to recommend approval with the fees. Alderman Gelting questioned the intent of the fee. Alderman Kupsik stated it is a processing fee. Unanimously carried.

**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 2, 2015 from 9:00 p.m. to 9:30 p.m. with request for waiver of fees (recommended for approval by the Fire Chief and Police Chief)**

Alderman Kupsik stated the cost of this event is \$135 and \$50 is the security deposit. Alderman Wall noted the barricade fee is \$20. City Clerk Waswo stated this was submitted to the Clerk's office as an amendment to their parade application. This is for the homecoming parade event which came to council on July 27<sup>th</sup> and all fees were waived except the \$40 street use. Their letter stated they paid all the fees when they submitted their initial application. No fees have been collected with this application. This application is for the street closure just for the fireworks permit, which was requested by the Police Department for safety concerns. In the past, they have never paid for this closure, they have only paid the \$50 fireworks permit fee.

Howell/Gelting motion to recommend approval with waiver of fees. Alderman Wall questioned the waiver of barricade fees and noted the City has been charging this fee. He questioned why this group is any different. Alderman Kupsik stated it is only for a half hour and has been past practice to waive the fees. Mr. Wall commented the point is that the Street Department still has to haul the barricades there and back, which is what the fee is for. He feels if everyone else is being charged, they should be charged as well. Alderman Kordus questioned what fees are requested to be waived. Alderman Gelting stated there is a \$25 application fee, \$40 street use permit fee, \$20 barricade fees and \$50 security deposit. Motion carried 4 to 1 with Alderman Wall voting "no."

**Street Use Permit application filed by Lake Geneva Chamber & Convention & Visitors Bureau for the 40<sup>th</sup> Annual Electric Christmas Parade using Broad Street and Main Street on December 5, 2015 from 3:00 p.m. to 6:30 p.m. including closure of 106 parking stalls on the west side of Broad Street and north side of Main Street (recommended for approval by the Fire Chief and Police Chief, and recommended for approval and waiver of parking stall bag fees due to safety concerns by the Parking Commission on September 16, 2015)**

Kordus/Gelting motion to recommend approval with waiver of the parking bag fees due to safety concerns. Alderman Wall questioned the safety concern. City Administrator Oborn stated the problem with cars on both sides of the street is that the streets are very narrow and they are worried about a child getting crushed from a fire vehicle. They didn't want to take parking off of both sides. This would be a change but it would increase the safety by making a wider lane and provide a buffer between the vehicles and people. Mr. Oborn noted this is being done purely on a safety point of view and not because the event wants more parking. The City is not collecting revenue during that time, and he feels comfortable recommending the parking stall bag fees be waived. Mr. Oborn stated there was a meeting with the Police, Fire, Public Works, Parking and Chamber and this was the solution everyone agreed upon. Unanimously carried.

**Original 2015-2016 Operator's (Bartender) License applications filed by Mary Bayner, Chelsea Carney, Cierra French, Timothy Hahn and Tina Nix**

Wall/Gelting motion to recommend approval. Unanimously carried.

**Renewal 2015-2016 Operator's (Bartender) License applications filed by Christopher McAnally, Amanda Dudley and Scott Nalevac**

Gelting/Kordus motion to recommend approval. Unanimously carried.

**First reading of Ordinance 15-10 amending Chapter 10 adding Section 10-67(b)(2) regarding Lake Geneva Dog Park**

**Discussion/Recommendation on Liability, Property, Workman's Compensation, and other related insurance renewals**

City Administrator Oborn went over the insurance renewal application. He stated overall the insurance rates are going down as the worker's compensation rates went down due to reclassification of employees. The insurance starts October 1.

Kordus/Wall motion to recommend approval. Alderman Gelting asked if the \$1,000 deductible for property insurance is mandated by our ordinances, and did we look into higher deductibles. Mr. Oborn stated he did not price that out separately, but noted the no fault sewer and auto property damage have separate deductibles. Alderman Kupsik questioned if there are any recommendations from the insurance company as to how to get people off of workman's comp. Mr. Oborn stated he is conducting a training for staff to educate supervisors on minimizing costs and bringing people back earlier on light duty. Unanimously carried.

**Presentation of Accounts – Alderman Kupsik**

Purchase Orders. None.

Wall/Howell motion to recommend approval of Prepaid Bills in the amount of \$1,671.84. Unanimously carried.

Howell/Kordus motion to recommend approval of Regular Bills in the amount of \$40,859.65. Unanimously carried.

Kordus/Gelting motion to accept Monthly Treasurer's Report for May 2015. Unanimously carried.

**Adjournment**

Kordus/Gelting motion to adjourn at 6:24 p.m. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

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

**PERSONNEL COMMITTEE MINUTES**  
**THURSDAY, SEPTEMBER 24, 2015 – 4:00 P.M.**  
**CITY HALL, MEETING ROOM 2A**

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

**Roll Call.** Present: Alderman Hedlund, Chappell, Kupsik, Wall, and Hill. Also Present: Alderman Kordus, City Administrator Oborn, Comptroller Pollitt, City Clerk Waswo, Parking Manger Mullally, Director of Public Works Winkler, and City Auditor David Maccoux with Schenck. Others in Attendance: Wendy Nowak, Marilyn Kolb, Cindy Borkhuis, and Lake Geneva Regional News Chris Schultz.

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

**Approval of Personnel Committee minutes for August 27, 2015, as prepared and distributed.**  
Wall/Kupsik motion to approve. Unanimously carried.

**Discussion and update on compensation study**

City Administrator Oborn stated he will be starting the appeal process next. He received the job descriptions from Springsted but has not received the updated compensations. Director of Public Works Winkler noted Springsted has stated he should receive the report by next week.

**Discussion/Recommendation on reorganization including Utility Commission**

City Administrator Oborn went over the memo he provided in the packet. He stated there are four areas in the City that have indirect reporting to the City Council: Municipal Court, Police/Fire Commission, Utility Commission, and Library Board. The Utility Commission is the only one that is discretionary indirect reporting by State Statute. The other three are semi autonomous per State Statute. The utility is the only one that has added autonomy by doing its own payroll, payables, and receivables with the City handling employee benefits and insurance. Mr. Oborn stated the City's auditor, David Maccoux from Schenck was in attendance to provide an unbiased opinion on the pros and cons of operating the utility separate from the City.

Mr. Oborn provided a Town/Sanitary District Consolidation Study for the Town of Rib Mountain, Wisconsin. From the study in the Overall Conclusions, number "1. Most importantly, consolidation gives the Town a better chance, but no guarantee, of achieving a single direction regarding community development and maintenance of high quality services at a reasonable cost." From his experience working at the Village of Kronenwetter, staff felt that one of the main benefits of the Town of Kronenwetter becoming a Village is that the Sanitary District was eliminated at the time of incorporation thus leading to one single direction.

Mr. Maccoux stated his firm sees a lot of municipalities with different formats. Most of them have consolidated their Utility Commission. This allows for increased controls by integrating and cross training personnel. The consolidation and integration is a positive step. It does not eliminate people, just allows for more efficiencies. As organizations grow in development, it may be challenging for two bodies to agree if kept as a commission. Cost savings are seen as there is one accounting system, one audit and lower overhead costs. Mr. Maccoux did note a drawback is the cost of integration. He stated as the utility is on a different software program, the City would need to purchase software or interface the current software to the City's accounting program. Alderman Hill questioned if consolidation was recommended by the auditor in previous years. Comptroller Pollitt stated it was in the internal controls study in 2010. Alderman Hill was confused on the interdepartmental billing and requested an explanation. Mr. Oborn stated we bill each other like separate companies. If there was a combined system, costs would be distributed more evenly. He gave an example of Mr. Winkler spending half

of his time working for the City, but the City does not pay for that. The utility is subsidizing the general fund. Ms. Hill stated that Mr. Winkler's contributions to the City are significant. Mr. Oborn said even if we do not consolidate, we should look into paying for Mr. Winkler's services.

Mr. Oborn explained his concerns with the current organization of the Utility Commission; stating the utility revenue should be used solely for utility purposes, utility Funds could be turned over to the City once a month in accordance with Wisconsin Statute Sec. 66.0805(4)(a.), utility expenditures could be paid by the City in accordance with Wisconsin Statute Sec. 66.0805(4)(a.), the utility pays expenditures directly without City Treasurer and City Council oversight. He noted expenditures have been questioned in the past as inappropriate. He also said the utility construction work could be under the Public Works Committee as provided by Wisconsin Statute Sec. 66.0805(6), the Director of Public Works provides services for the City without any accountability to the City Council or City Administrator since he is just on loan from the utility. Mr. Oborn felt it is inefficient to have separate City and utility payroll and accounts payable staff. Given there are two separate accounting departments, it is cumbersome for the City to charge the utility and for the utility to charge the City. This has led deterring inter billing. Most City governments have one accounting department with a fund accounting system to easily differentiate and track separate revenue and expenditure purposes by fund.

Mr. Oborn further stated animosity is created because the utility chooses when to be part of the City and when to be separate. He provided the following examples:

- a. The utility unilaterally chose to not participate in the City Compensation Study. Pressure from the City had to be asserted to induce the utility to participate.
- b. The utility personnel are not subject to the recently adopted Employee Handbook.
- c. The utility does not do an annual budget like the rest of the City.
- d. The Utility Commissioners are the only commissioners in the City that still receive a salary.
- e. Utility payments are not scrutinized like the rest of City payments.
- f. Hiring, training, and discipline in the utility are not consistent with the rest of the City.
- g. The utility has received higher salary increases. Last year the utility received a 2% pay increase while the general City employees received a 1.5 % pay increase.

Alderman Kupsik questioned why the utility employees had a different handbook. Mr. Oborn stated as they are a commission, they do not report to the City. Alderman Hill questioned how the utility could run without a budget. Mr. Winkler stated they run off a monthly budget, but not an annual budget. Mr. Kupsik asked who was receiving the salary on the Utility commission. Mr. Winkler stated the non-elected citizens of the commission receive \$50 per meeting, which amounts to \$600 per year. Mr. Kupsik noted that this was taken away from other commissions including the Plan Commission and questioned why it was not taken from the Utility Commission.

Mr. Oborn said given its autonomy, there is no assurance that the utility does not have inappropriate practices similar to the issues that existed in the Street Department. He stated this was just his opinion and did not know of anything definitive. He noted transparency allows for more confidence and less of a chance of theft. He was concerned with the City providing insurances for the utility without the ability to manage actions of the utility. He also stated the utility is not part of the City's audit, but since it is part of the City it is combined in the City's audit. This causes duplication of effort with two audits and inconsistency given that the utility is done separately.

Mr. Oborn provided the following options for reorganization:

- 1) The Utility Commission remain autonomous. The pros for this option have been provided by the Director of Public Works. Given the reasons mentioned, Mr. Oborn feels this is not a viable option.

- 2) Change the utility from a Commission to a Committee. The City recently did this with the previously autonomous Cemetery Commission. The pros of this option are that all the concerns mentioned above would be addressed through a merger. The utility leadership has said that the con is that the utility would become subject to the politics of the City and not be managed professionally.
- 3) The utility become semiautonomous with the concerns Mr. Oborn mentioned addressed as follows:
  - a. The Directors of Public Works' nonutility time paid by the City General Fund.
  - b. Funds of the utility to be turned over to the City at least monthly.
  - c. Utility expenditures to be paid by the City and approved in accordance with City policies.
  - d. Utility construction work to be approved by the Public Works Committee and City Council.
  - e. The Director of Public Works to be entirely supervised by the City Administrator. The City Administrator would be accountable to the City Council and Utility Commission. In the absence of a City Administrator, the Director of Public Works would report to the President of the Utility Commission. This may require a change to the City ordinance.
  - f. Merger to one accounts payable and payroll department so that charges and work can be easily charged appropriately.
  - g. Full participation by the Utility in the City Compensation Study.
  - h. Utility personnel to become subject to the recently adopted Employee Handbook.
  - i. The utility to do an annual budget like the rest of the City.
  - j. The utility to be included in one City Audit.
  - k. The Utility Commissioners to not receive a salary.
  - l. Hiring, training, and discipline in the utility to become consistent with the rest of the City through supervision by the City Administrator.
  - m. Oversight by the City Administrator will provide assurance that the utility does not have inappropriate practices.
  - n. The City through the City Administrator will have the ability to manage City insurance policies provided to the utility such as worker's compensation.

Alderman Hill questioned if the utility would change to a committee, would it be a standing committee or a hybrid with citizen appointments. Mr. Oborn assumed they would leave the same board, but noted he likes standing committees as they are a majority of the council.

Mr. Oborn explained option #3 stemmed from a meeting he had with Mr. Winkler, Mr. Brellenthin and Mr. Connors. Ms. Hill questioned how the exact structure would look. Mr. Oborn stated the City Administrator would report to the commission and all the department heads would report to the City Administrator. Ms. Hill asked if it would remain an autonomous commission. Mr. Oborn replied that it would be semiautonomous with the Administrator answering to both the Council and Utility Commission.

Alderman Hill asked what a combined accounting system would look like. Mr. Oborn stated water and sewer would be additional funds with coding. The City would receive the timesheets and invoices to be coded. She asked if Comptroller Pollitt would take on the added duties. Mr. Oborn stated yes. He noted the control would be taken over immediately, however the personnel would be done softly. Ms. Hill asked Comptroller Pollitt her thoughts. Ms. Pollitt stated it is a major change that should be phased in over a period of years as people retire. She noted the current accounting system does not handle utility payments. Ms. Hill questioned why the City could not use the utility's software. Mr. Oborn stated it does not interface with our accounts receivable software. It may take 1 to 3 years to consolidate those accounts. He said Ms. Pollitt would speak with the auditor about setting up the funds. Ms. Pollitt stated it is not something that can happen in a month. Alderman Chappell stated this sounds like a ton of work and noted that some steps may get missed. She questioned if it would get worse than it is now as with bringing the process over to the City where no one will know what is going on. She asked what the commission would be responsible for if they went with option 3. Mr. Oborn

stated they would still run the day-to-day operations and still set the compensation for the employees. Ms. Chappell asked who sets the compensation if it is a committee. Ms. Hill responded the council. Ms. Chappell asked if the Council can make the decision to switch to a committee and not ask the Utility Commission. Mr. Oborn stated she was correct. She asked if this would make more work for Ms. Pollitt. Mr. Maccoux noted that setting compensation is not the comptroller's role; it would be up to the council and commission. Mr. Oborn explained that the initial merger would consist of accounts payable and employees, however it would be years before the accounts receivable would be transferred first. Ms. Hill asked what the budget season would like with option 3 if the City is taking over payroll and accounts payable. Mr. Oborn stated the utility would have some autonomy but noted he has never done a hybrid before. Alderman Hedlund felt option 3 just gives the City authority to tell the utility to change. He questioned why they wouldn't just make it a committee and have it run by the city. He noted the Utility Commission members are all appointed by the Mayor. Comptroller Pollitt stated the organizational setup is different than the accounting. The control can be set any time, however, the integration should be done at a much slower pace. Mr. Maccoux said option 2 would be over a period of time. It would be too challenging to do it quickly.

Alderman Kupsik requested a plan from staff on how this would change the day-to-day operations and how it would be integrated. Mr. Kupsik prefers to see it as a committee but wants to see a plan on how it affects staff at City Hall. He would like to consider options 2 and 3. Alderman Kordus used to do mergers and stated just because they pull the trigger, does not mean it would happen immediately. Nothing would be done until the integration takes place. Alderman Wall and Chappell were both in agreement with option 2. Mr. Wall questioned the original reasoning the Utility became a commission. Mr. Oborn has heard it was becoming too political. Mr. Kupsik noted Mr. Winkler is doing 2 jobs; if he were to retire, what would they do. Ms. Hill stated they would have to put his salary in the 2016 budget as a line item. She also stated she preferred option 2. She said option 3 are absolute musts but would like to move forward with option 2. Mr. Kupsik and Mr. Hedlund agreed they would both like option 2. There was unanimous consent to direct City Administrator Oborn and staff to explore changing the Utility Commission to a committee, specifically developing a plan of the process and identifying the financial and personnel impact.

#### **Discussion/Recommendation on adding Human Resources personnel**

Mr. Oborn explained the human resources functions are becoming too complex with the Affordable Health Care Act and administering the health benefits. Currently the HR functions are split between the Comptroller, Administrator and City Clerk. Mayor Connors had requested this item be added to the agenda but Mr. Oborn was not sure if it should be a full time position or part time. Typically for every 100 people, an organization needs 1 full time HR analyst. If including the utility employees, the City currently has 77 full time employees. However, this does not count the many seasonal/part time employees. Alderman Kordus asked if they could outsource the position. Alderman Hill stated she would like to outsource, however it would end up being the same amount of work internally to compile the information. Comptroller Pollitt stated she believes they need a Benefits Administrator. She noted Cottingham and Butler can provide the expertise with Human Resource questions. There was discussion on costs with a consensus to direct staff to pursue a needs analysis including financial impact, job description, and salary range for a Benefits Administrator position.

#### **Discussion/Recommendation on adding parks position**

Alderman Kupsik stated the Park Board had recommended adding another seasonal person for the parks and a part time person in City Hall to focus on the event permits. Mr. Winkler explained the duties of the seasonal parks person would be maintaining the parks and to protect what they have. The individual would pick up garbage, clean bathrooms, enforce the rules of the dog park, and do inspections at all the parks. The position would be seasonal with a \$6,000 budget. Mr. Oborn stated if funding was not an issue, he would like to create a Parks Director who is a liaison to the Park Board and Piers, Harbors and Lakefront Committee. Alderman Hill asked if this could be combined with the Harbormaster. Mr. Oborn stated there may be some value in looking

into it. Ms. Hill felt this item should have been combined with the next item on the agenda. She was not in favor of adding this position as she feels adding another full time Street Department position is more valuable. Alderman Wall also stated he was not in favor of the seasonal position. Alderman Kupsik, Chappell and Hedlund were in favor of sending the item back to the Park Board to provide more specifics and include a job description.

**Discussion/Recommendation on additional position at the Street Department**

Alderman Hill stated she is highly in favor of this as it is definitely needed. By consensus, staff was directed to add another laborer position in the Street Department budget.

**Discussion/Recommendation on reclassification of parking services**

Parking Manager Mullally stated she is a big supporter of cross training and retaining employees. She stated the Assistant Parking Supervisor position is currently vacant. She would like to reclassify that position as a lead. She stated her employees are highly skilled in maintenance as they install posts, meter heads and paint stall lines. She noted concern over retaining good employees with a 3 ½ month shutdown. Alderman Hedlund stated this is an important position; however, it should be discussed with the Parking Supervisor position in closed session. The item was continued to be brought back in closed session at the next meeting.

**Discussion/Recommendation on an employee recognition program**

Alderman Hedlund stated he would like money put in the budget for an employee recognition program. Alderman Hill questioned him as she felt there are many nonmonetary ways to say thank you to employees. She noted she does know vendors in the area and could discuss the item further with the City Administrator. The item was continued to the next meeting for more information.

**Adjournment**

Hill/Wall motion to adjourn at 5:40 p.m. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

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



Mr Reuter also spoke on the same issues stating inattentive drivers and adding a stop sign would be an attempt to slow drivers down coming down the hill while entering the Manor.

### **Communications.**

#### **Storm Damage**

Assistant DPW Earle stated the DPW has removed apx 63 trees on City owned property to date from the tornado. The majority of the trees being in Donian Park and Dunn field areas. Earle stated all trees in any Right of Way areas are removed with only stump removal needed. The Utility Commission building has a few more trees/stumps to attend to as well. The majority of work left is in the Disc Golf Course area. Committee members asked if the DPW needed outside contractors to help with the removal of the affected trees, Earle stated that the tornado apparently lifted in that area and the majority of the damage is 20-40 feet in the air making it tedious work. Chairman Kordus asked if it presented an 'attractive nuisance' possibly to kids, Earle agreed it did. Earle also stated the Street Dept was more than capable of the work at hand, but the scope of the work took personnel away from other tasks for extended periods. Soon leaves will be falling and the SD will be dedicated to that and brush pickup starts the end of September, therefore getting proposals for assistance in removing the trees in the Disc Golf area would be prudent. Earle also stated there may be disaster assistance available to help offset the cost. It was the consensus of the Committee to explore that option to expedite the removal.

**(This item is going to FLJ and Council for consideration of funding).**

### **Agenda Items:**

1. Replacement Purchase of Infield Groomer for Veterans Park (Cost Shared with YMCA 50/50) Approval.
2. Recommended Sidewalk Repairs on Wrigley Drive Across from the Chamber of Commerce-Approval.
3. Kapur Proposal to Modify/Optimize Traffic Signal Operations in the Downtown-Discussion.
4. Speeding Issues in the Manor Subdivision – Discussion.
5. CIP Equipment Replacement List – Discussion.
6. 2015 Street Crackfilling Bids.
7. Winter Operations, Salt Versus Sand/Salt Application-Discussion Continued.

### **Public Works Projects Update**

DPW Winkler provided a listing of project updates.

#### **1. Replacement Purchase of Infield Groomer for Veterans Park (Cost Shared with YMCA 50/50) Approval.**

Ald Hill asked if the groomer was needed or was it just overdue for replacement. Earle stated the groomer was in fact overdue but it also was becoming very unreliable as it had over 13 breakdowns in the past 2 seasons. The engine uses a substantial amount of oil, tires will need to be replaced, leaks hydraulic oil, needs steering work and a new muffler. Earle also stated this was the only groomer the City had available for the entire Vets Park and there are 5 fields with multiple games per day on each field. Earle stated the need for replacement is real as without it the YMCA would have to rent one. Hill asked if it was needed now or could be added to the budget for 2016 and purchased before the season starts. Earle said baseball is essentially over and therefore acquiring the groomer before the start of the 2016 season would work. Hill made a motion to postpone the purchase until it can be added to the 2016 Budget and purchase it early in 2016 before the season starts, seconded by Kupsik. Motion passed 5-0.

**2. Recommended Sidewalk Repairs on Wrigley Drive Across from the Chamber of Commerce-Approval.**

Earle explained the area in need of repair, Ald Kupsik and Ald Kordus acknowledged they have personally seen the area. Earle explained the DPW received (2) bids for the work, one from Humphreys Contracting for \$2390 and one from Straight Edge Concrete for \$2150. Earle stated Straight Edge Concrete would be doing the concrete work in the Museum lot as a sub for Stark Asphalt and if awarded the job would schedule it with that. Hill made a motion to award the project to Straight Edge Concrete with a do not exceed price of \$2150.00 and take the funds from the Contingency, second by Kupsik. Motion passed 5-0.

**(This item needs to go to FLJ and Council for approval as does a resolution to fund the work from City contingency-a memorandum will also be provided).**

**3. Kapur Proposal to Modify/Optimize Traffic Signal Operations in the Downtown-Discussion.**

Tabled to next meeting. Motion by Kupsik, second by Gelting, passed 5-0.

**4. Speeding Issues in the Manor Subdivision – Discussion.**

DPW Winkler's memorandum explained the range of options includes more aggressive enforcement, warning signage, blinker signage (like on Townline Road), slow signage, regulatory signage such as stop signs at all corners in the subdivision, and speed humps. He indicated there are obvious pluses and minuses of the various choices including squealing of tires, residents receiving speeding tickets, losing control of your car hitting a speed table or hump too fast, sliding on the ice in winter right through a stop sign, and the nuisance associated with a blinking light at night.

Gelting stated he has been in contact with Manor Association members and they have explored speed bumps and a speed table and decided they were not viable options. Earle stated speed bumps and tables can be a very real concern for Emergency vehicles as well. Earle also pointed out that the possible location of a stop sign at Lake View and Orchard may present an issue for plows in the winter, it is on a downward slope as well as a curve. Gelting and Hill asked if a No Outlet sign could be placed on Lake View at the top of Lake View, Earle said that was already in the works and should be placed in the next few weeks. Gelting said the real problem is the summer months and Mayor Connors stated the PD had placed a radar trailer on Lake View and was awaiting data. The Mayor also said the PD had an officer run radar a few times and the dispatch received complaints from Manor residents about the Officer doing so. Earle said Mr. Winkler had brought up possible signage additions and they were being explored such as flashing speed limit signs or slow signs but the flashing may be annoying to residents close by. Earle stated Mr. Winkler also made a point that the stop sign may annoy Manor residents as well. The item was tabled by a motion from Hill, second by Gelting to explore more options, wait for data from the PD, and install No Outlet sign. Passed 5-0.

**5. CIP Equipment Replacement List.**

Chairman Kordus stated the CIP list is there but not funded, Hill and Oborn agreed. Kordus asked Earle about any pressing needs or are the items on the list simply there for replacement due to age. Earle said the most pressing needs are the Field Groomer, replacement of the old Bucket Truck, leaf vacs and a 5 yard plow. Earle told the Committee that the old bucket truck is very close to being out of service as it gets inspected by the State and they have warned us. It is used all year to hang banners downtown, tree work, xmas lites, street lights and etc. It was agreed to bring this item back in the future for further discussion.

**6. 2015 Street Crackfilling Bids.**

It was discussed that the contractors bid the number of streets they can do for the \$40,000 budget and the one who can do the most streets gets the work and an alternate was also taken to treat the drives in the cemetery which would benefit from crack filling. Mr. Earle explained that bids were opened 10 sept at 10am at City Hall by City Clerk Waswo. 5 packets were sent out, 3 bids were received. The results for the \$40,000 allocation were:

American Pavement Solutions; Items 1-12 and \$1600 for Oak Hill  
Asphalt Services; Items 1-7 and \$3600 for Oak Hill  
Fahrner Asphalt; Items 1-11, and item 16 and \$4200 for Oak Hill.

Kupsik stated he would like the Cemetery item paid out of the Street Crackfilling budget. Motion by Hill to approve the award of the project to American Pavement Solutions for \$40,000.00 and \$1,600.00 for Oak Hill and use street crack filling budget to fund the cemetery. Second by Gelting. Motion passed 5-0.  
**(This Item needs to go to Council for approval-Separate memorandum will be provided).**

**7. Continued discussion on salt usage in the City.**

Chairman Kordus asked if there were any other options for purchasing salt besides the County, Earle stated there were and brought up the possibility of the County shutting us off if a shortage is experienced. Earle said with the additional storage at the county, that possibility has diminished. Kupsik asked if we had an area suitable to hold more salt, Hedlund stated he would possibly like to see the shed size increased or a new larger one built. Earle said we do have a fully enclosed shed that will hold apx 180 yards of salt and he agreed the shed should be increased in size. The Committee agreed to have further discussions regarding salt usage and storage.

Chair Kordus asked for Salt Storage- purchasing, Speeding in the manor, Traffic Signal report be brought back next month.

**(The PWC salt versus sand/salt recommendation from last month needs to go to Council for referral to City Attorney to make the necessary ordinance changes).**

**Motion to Adjourn:**

Meeting adjourned at 5:51 PM.

Cc: Mayor Jim Connors/Dennis Jordan/Sabrina Waswo/Common Council Members not on Committee/File

**BOARD OF REVIEW**  
**MONDAY, SEPTEMBER 14, 2015 AT 5:45 PM**  
**CITY HALL BUILDING, COUNCIL CHAMBERS**

Mayor Connors called the meeting to order at 5:45 pm.

**Roll Call:** Mayor Connors, Aldermen Gelting, Wall, Howell, and City Clerk Waswo. Absent: Alderman Kordus. Also present: City Attorney Draper.

Wall/Gelting motion to approve the minutes of the August 18, 2015 meeting as distributed. Motion carried 5 to 0.

**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 one objection heard by the Board of Review. Ms. Waswo also presented an Affidavit of Mailing pertaining to the approval of the Waiver of Board of Review for one objector.

**Deliberations.** None.

**Adjournment**

Wall/Howell motion to adjourn the Board of Review.

Roll Call: Mayor Connors, Aldermen Gelting, Wall, Howell, and City Clerk Waswo voted “yes.” Motion carried 5 to 0.

The meeting was adjourned at 5:47 pm.

/s/ Sabrina Waswo, City Clerk

## SECRETARY'S MINUTES

NAME-----Lake Geneva Utility Commission  
MINUTES-----Regular Meeting  
PLACE-----Lake Geneva Utility Commission  
DATE-----September 17, 2015  
TIME-----4:00 P.M.

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

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

Members present: Pres. Brellenthin, Dennis Lyon, Ann Esarco, Mike Kocourek, Ald. Jeff Wall & Ald. Rich Hedlund. Guests in attendance were Chris Schultz of the Lake Geneva Regional News and City Administrator Blaine Oborn.

Motion by Ald. Hedlund to approve the minutes of the previous meeting as presented, seconded by Ald. Wall. Passed 6-0.

### **Communications:**

None.

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

1. Proposal from Kapur to Provide Design Services-Dodge Booster Station  
The engineering proposal for design plans and submittal for the DNR for the Dodge Street watermain booster pump replacement is \$8,243 This will allow for easier servicing and replacement of parts as necessary in the future. Motion by Mayor Connors to approve \$8,243 for engineering service design for Dodge Street watermain booster pump replacement, 2<sup>nd</sup> by Dennis Lyon. Passed 7-0.
2. Sludge Storage Tanks Bids  
Reviewed bids for sludge storage tank bids. Staab Construction lowest bid and has a good reputation for quality work. Completion expected by May 2016. Pay estimates are to withhold 10% up to the first 50% on than that amount to completion. Motion by Ald. Rich Hedlund to award contract to Staab Construction for sludge storage tank not to exceed \$1,483,000, 2<sup>nd</sup> by Dennis Lyon. Passed 7-0. .
3. Discussion-City Administrator Recommendation on Reorganization including Utility Commission  
Mayor Connors mentioned there was a meeting with Mr. Brellenthin and Mr. Oborn has been conducted to help find a middle ground with City Administration. Mr. Oborn stated autonomy of the Commission can be great but some difficulties do exist. He feels teh Utility should not be subsidizing the City's general fund. Some reluctance by some may allow for a hybrid. Employee side doesn't have the same personnel manual as the current City manual. There may be some things implemented to increase transparency without reorganization and still meet the goal of a Statutory commission

made up by a majority of citizens. Mayor stated no foreseen reduction in staff. Mr. Oborn stated true, that he is looking at efficiencies. Citizens are served well by the Commission, but wants to “tear down Silos” and be one with the City. Burly questioned “Silos”? Blain stated different accounting system, charges between City and Commission, possible efficiencies, transparency, and accountability. Dennis Lyon said the only efficiencies he sees would be from staff reductions, and asked if reorganization savings come from reduction in the workforce? Mr. Oborn stated yes reorganization can work without staff reductions. Dennis Lyon asked, isn’t that reducing the work force? Mayor stated utility staff is not charged out of the general fund. Mr. Oborn said to allocate cost isn’t as easy as it could be. Dan said efficiency would be difficult on the City side as our operating systems are dissimilar. Dan talked to staff and Blaine talked to staff, only real savings out there would be in labor. Mr. Oborn said the City should reimburse Utility for doing their functions. This will take time to consider and then to implement. Blaine stated that the City does a lot of services for the Utilities too. Workers Comp, health insurance, retirement system. Burly asked Blaine, weren’t you (Blaine) going to come up with a proposal? Mr. Oborn was asked to put together a list of the types of things he would like to see the Utility Commission implement. Blaine responded, yes it would take about one month. He would be back next month with his ideas to share with the Commission. Discussion ended.

4. Discussion/Recommendation on Worker’s Compensation Report.

City Administrator Oborn presented information on workers compensation. He explained the city wide premium was \$162,000. If it was at 100 Mod it would be \$131,000. Should be trying to drive down the mod for 2015 but won’t see it in the rates for a couple of years. We need to be pro-active: work with insurance; Director Winkler will attend WC101 for training. The last training was in 2008 Training and education seems to improve Mod/experience rate. Training by R & R and Hartland is no cost to the city or utility. Ald. Jeff Wall said his experience was annual training, resulting in savings.

5. 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 which the governmental body has jurisdiction or exercises responsibility for individual employee worker’s compensation usage. City Administrator and Director to stay in meeting.

Roll Call Vote: Dennis Lyon YES; Ann Esarco YES; Mike Kocourek YES; Mayor Connors YES; Ald. Jeff Wall YES; Ald. Rich Hedlund YES; Burly YES.

6. Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session.

Roll Call Vote: Dennis Lyon YES; Ann Esarco YES; Mike Kocourek YES; Mayor Connors YES; Ald. Jeff Wall YES; Ald. Rich Hedlund YES; Burly YES.

No action taken.

**Director's Report:**

1. Financials Update

Water

EOM Cash Position       \$ 1,166,000  
Project Commitments     \$     31,000  
Upcoming Projects       \$     -TBD-

Sewer

EOM Cash Position     \$2,502,000  
Project Commitments   \$36,000 + \$1,483,000  
Upcoming Projects     \$     -TBD-

Motion by Mike Kocourek to approve the financials as presented, 2<sup>nd</sup> by Ald. Hedlund. Passed 7-0.

**Review and Payment of Bills:**

Motion by Dennis Lyon to approve the bills as presented, 2<sup>nd</sup> by Mike Kocourek. Passed 7-0.

Next meeting is scheduled for October 15, 2015, at 4:00 P.M.

**Adjourn:**

Motion by Burly to adjourn the meeting, 2<sup>nd</sup> by Ald. Hedlund. Passed 7-0.

Meeting adjourned at 4:52 P.M.



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Secretary

CLB 09/18/15

**LAKE GENEVA POLICE AND FIRE COMMISSION  
BUDGET WORKSHOP MINUTES  
WEDNESDAY SEPTEMBER 9, 2015, AT 6:00 P.M.**

The workshop was held in the Police Training Room, 626 Geneva Street, Lake Geneva, Wisconsin, 53147.

1. Call meeting to order

Meeting was called to order by Commissioner Hartz at 6:05 p.m.

Present at the meeting were Commissioners Hartz, Gramm, Pollard, Jordan, Bittner and Police and Fire Commission Liaison Chris Gelting. Chief Rasmussen, Assistant Chief Reuss and Lieutenant Gritzner of the Lake Geneva Police Department were present. Chief Connelly, Assistant Chief Heindl and Lieutenant Dennis Detkowski were present for the Lake Geneva Fire Department.

Lieutenant Gritzner gave a presentation on body cameras for potential purchase. Chief Rasmussen and Lieutenant Gritzner felt that it may be mandated in the future with the potential for grants. There was some discussion regarding the security of the storage cloud and the expense of the cameras.

Lieutenant Gritzner presented the Police Department budget. City Administrator Oborn requested no increases unless absolutely necessary. Overall the budget showed a decrease of \$9,512.97. The department will be purchasing two vehicles this year as part of the Squad Car Replacement Program. The changeover of squads is greater because of the conversion to SUV interceptors and the need for new cages and additional seats in addition to transferring all the computer technology.

One of the goals of the department in 2016 is cutting costs on fuel usage by switching to propane on many of the vehicles citywide. There are different options to choose from and the cost savings depends on the route the city takes. In addition to cost savings on fuel, the other benefits include lower maintenance costs, cleaner fuel and more environmentally friendly.

Chief Connelly presented a revised budget worksheet to the Commission members. The revised budget included adding Paid on Premises employees Monday thru Saturday. In turn salary expenses, retirement expenses and social security expenses increased. This additional amount reflects the two year benchmark to the 10-year plan. Overall the budget shows an increase of \$22,041.45.

The capital improvements for the fire department include a new ambulance. The new ambulance has new safety protection, more comfortable for patients and will include less maintenance costs. Also included in capital improvements is fire hose replacement and ProPhoenix terminals.

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 10, 2015, 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

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 Jordan, Bittner, Gramm, Pollard and Hartz were present. Fire Department Liaison Mumford and Police and Fire Commission Liaison Gelting were also present.

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

5. Acknowledge correspondence - NONE

6. Approval of regular meeting minutes from August 6, 2015.

Bittner motioned to approve the minutes from August 6, 2015. Pollard seconded. Motion carried 5-0.

7. Approval of special meeting minutes from September 2, 2015.

Jordan motioned to approve the minutes from September 2, 2015. Gramm seconded. Motion carried 5-0.

8. Approval of Budget workshop minutes from September 9, 2015.

Pollard motioned to approve the minutes from September 9, 2015. Bittner seconded. Motion carried 5-0 with correction.

9. Fire Department Business:

a. Approval of bills for the Month of August 2015, operating in the amount of \$51,581.89, for a total of \$51,581.89.

Gramm motioned to approve the bills for the month of August 2015. Pollard seconded. Roll call: Jordan-Y, Bittner-Y, Gramm-Y, Pollard-Y, Hartz- Y. Motion carried 5-0.

b. 2016 Budget-Discussion and Action

Pollard motioned to approve the 2016 Budget, revision #1. Jordan seconded. Roll call: Jordan-Y, Bittner-Y, Gramm-Y, Pollard-Y, Hartz- Y. Motion carried 5-0.

Bittner questioned the EMS billing revenue amount and wanted to make sure that the costs will not exceed the revenue amount. Gramm noted that the weekend coverage will bring in revenue to cover some of the expenses. There was discussion with regard to how the calls are handled between EMS and Paratech and the billing process.

c. EMS Medical Billing Contract

The attorney for EMS has not looked at the contract yet. Per Assistant Chief Heindl, Chief Connelly would like to have this contract ready for the next meeting.

d. Fee Schedule Revisions

Jordan motioned to approve the Fee Schedule Revisions. Pollard seconded. Motion carried 5-0. Lieutenant Detkowski explained the fee schedule revisions. Bittner questioned whether the Department was comparable with rates of neighboring cities and Lieutenant Detkowski advised that the Fire Department was comparable with others.

e. Town of Geneva Emergency Services Agreement

No dates have been set to meet with Town of Geneva regarding the agreement due to scheduling conflicts. Town of Geneva and City of Lake Geneva Fire Department hope to resolve the agreement by the end of October or first of November.

f. Water tower agreement – Host Tower station #2

The water tower agreement has been turned over to City Administrator Oborn. Hopefully this will be completed by the October meeting.

g. Hydrant Rental discussion continued

The Hydrant Rental has been removed from the 2016 budget. City Administrator Oborn is working with the council on this issue.

h. Fire Protection Ordinance Committee

The Fire Department Ordinance Committee has been established. The members include: Ken Roberts-Building Department, David Malek-FPE, James Markel, Peter Jurgens and Commissioner Pollard.

i. Monthly EMS Medical Billing/Stark Reports

The commission discussed the response from Amy Roberts at EMS billing regarding the Aging Summary report. The response noted that if there was some activity in the last 30 days then the bill was active. Jordan said that is often the case so that the City will get more money back on the billing otherwise the collection agency receives a larger percentage on older bills. Gramm wondered if the aging report was necessary as it really wasn't completely accurate if the bills fluctuate from inactive to active. The need for the report will be discussed at another time.

j. Monthly Fire Department Activity Report

Hartz appreciated the new EMS report and noted that the report shows the complete service the department provides.

k. Monthly Paratech Report – No discussion/action.

l. Thank you cards/letters – None.

m. Items to be forwarded to City Council  
Budget and Activity report.

10. Police Department Business:

a. Approval of bills for the Month of August 2015, operating in the amount of \$187,242.32, for a total of \$187,242.32.

Bittner motioned to approve the bills for the month of August 2015. Bittner seconded. Roll call: Jordan-Y, Bittner-Y, Gramm-Y, Pollard-Y, Hartz- Y. Motion carried 5-0.

Bittner noted the fuel expense was down 25%. Chief Rasmussen stated the department has not been billed since May because of the new fuel system and difficulties transferring the bill to the proper department. Hartz asked about how the fuel system operates. Chief Rasmussen stated fuel is purchased about monthly and there is a fueling station at the street department. The city is also looking at switching to propane.

b. Approval 2016 Police Department Budget.

Pollard motioned to approve the 2016 Police Department budget removing the body cameras and moving the box truck to the equipment replacement fund. Jordan seconded. Roll call: Jordan-Y, Bittner-Y, Gramm-Y, Pollard-Y, Hartz- Y. Motion carried 5-0.

Lieutenant Gritzner handed out a revised 2016 Capital Improvement Program. This paper shows actual numbers with regard to Capital Improvement projects for the next five years. The Fleet Replacement cost includes all costs for the changeover to Ford Interceptor Utility vehicles. The Commission discussed the cost of vehicles in the future and how they are purchased. Hartz noted the body cameras were still included in the budget and Chief Rasmussen said that was just for the Council members to see the costs of the body cameras for possible future purchase. Gramm felt the Council could receive a report discussing the body cameras at this time but they will not be placed in the budget. Chief Rasmussen said he would advise the Council that the Commission is not in favor of the body cameras at this time. Jordan felt that the box truck should be moved to Equipment Replacement fund because of the price of the truck and leave the rest of the money for vehicle replacement. Chief Rasmussen said that even though the ProPhoenix account is approximately \$24,000 for 2016, it has streamlined the Department's service enough to create manpower savings over 3-4 years.

c. Succession Planning/Job Descriptions

Pollard motioned to accept the job descriptions with the changes as discussed. Bittner seconded. Motion carried 5-0.

Hartz asked about job evaluations and how they were being performed. Currently command staff is not being evaluated annually. The Commission will look into job evaluations at the next meeting.

d. Lexipol Updates

Hartz motioned to accept the September 2015 policy edits/updates through Lexipol except Policy 808. Pollard seconded. Motioned carried 5-0.

Lieutenant Gritzner went through each policy update. Hartz appreciated the presentation and preparation that Lieutenant Gritzner puts into the updates. Gramm questioned Policy 808 with regard to Custodian of Records and/or designee wording. Gramm also asked for an explanation with regard to the title "Division" lieutenant in Policy 1042. Chief Rasmussen clarified the meaning of "Division" lieutenant in regard to that policy. The following Lexipol policies were edited/updated:

212 - Electronic Mail

310 - Officer-Involved Shootings and Deaths

326 - Adult Abuse

- 330 - Child Abuse
- 346 - News Media Relations
- 348 - Subpoenas and Court Appearances (formerly Court Appearances and Subpoenas)
- 390 - Illness and Injury Prevention
- 440 - Detentions, Contacts and Photographing Detainees
- 450 - Portable Audio/Video Recorders (formerly Use of Portable Audio/Video Recorders)
- 614 - Warrant Service (new policy)
- 615 - Operations Planning and Deconfliction (new policy)
- 710 - Cash Handling, Security and Management
- 808 - Records Maintenance and Release (formerly Records Release and Security)
- 1016 - Communicable Diseases
- 1018 - Smoking and Tobacco Use
- 1042 - Occupational Disease and Work-Related Injury Reporting (formerly On-Duty Injuries)
- 1063 - Safety and Health Program (new policy)

e. DNA Sample collection/reimbursement

The department received a letter and reimbursement regarding the collection of DNA samples.

f. Morphotrak printer

Gramm motioned to approve the purchase of the Morphotrak printer. Pollard seconded. Roll call: Jordan-Y, Bittner-Y, Gramm-Y, Pollard-Y, Hartz- Y. Motion carried 5-0.

Due to the mandatory DNA collection requirement in April, fingerprints are needed more frequently and must be scanned and sent to the State. Chief Rasmussen asked that the printer be purchased out of Special Investigations Account #11-21-00-5380 for approximately \$2,100.00.

g. Leave of Absence request from Reserve Officer Lindsey Schauer

Gramm motioned to accept the Leave of Absence request for Reserve Officer Lindsey Schauer. Bittner seconded. Motion carried 5-0.

h. Monthly reports

2015	Dispatch activity for August: Telephone calls– 4,736	911 Calls– 296	Window assists– 1,037
2014	Dispatch activity for August: Telephone calls– 4,147	911 Calls– 291	Window assists– 1,018

2015	Patrol activity for August: Calls for service- 1,917	Arrests- 181
2014	Patrol activity for August: Calls for service- 1,851	Arrests- 138

Chief Rasmussen noted the summer was good and the reserve officers did a nice job this summer. They used good discretion on arrests and assisting people.

i. Thank you letters: Thank you note from Harley Davidson.

A nice thank you note was received from an employee at Harley Davidson.

j. Items to be forwarded to City Council

Monthly reports and the 2016 budget.

11. Agenda items for the next regular meeting October 8, 2015.

Town of Geneva Emergency Services Agreement, Water Tower Agreement, EMS Aging Report Lexipol policy 808, Job Descriptions/Job evaluations

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

Jordan motioned to go into closed session. Gramm seconded. Roll call: Jordan-Y, Bittner-Y, Gramm-Y, Pollard-Y, Hartz- Y. Motion carried 5-0 at 8:38 p.m.

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

Pollard motioned to return to open session. Bittner seconded. Roll call: Jordan-Y, Bittner-Y, Gramm-Y, Pollard-Y, Hartz- Y. Motion carried 5-0 at 9:00 p.m.

14. Discussion and action on closed session items if needed. - NONE

15. Adjourn

Jordan motioned to adjourn the meeting. Pollard seconded. Motion carried 5-0 at 9:00 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 at 6:30 pm by Mayor Connors.**

**2. Roll Call**

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

**3. Approve Minutes of August 17, 2015 Plan Commission meeting as distributed.**

**MOTION #1**

Skates/Gibbs moved to approve the minutes of August 17, 2015 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 Geneva Java Coffee Shop, Inc, 252 Center Street, Lake Geneva, WI 53147 for a new exterior signs on the storefront and rear at Tax Key No. ZOP 00258.**

**DISCUSSION**

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

**MOTION #2**

Kupsik/Skates moved to approve the application by Geneva Java Coffee Shop Inc, 252 Center Street, Lake Geneva, WI 53147 for a new exterior sign on the storefront and rear at Tax Key No. ZOP 00258.  
The motion carried unanimously.

**B. Application by Tristan Crist Magic Theatre, 609 W Main Street, Lake Geneva, WI 53147 for two new exterior signs on the storefront at Tax Key No. ZOP 00291.**

**DISCUSSION – Tristan Crist (applicant) & Gary Dunham (Keefe Real Estate)**

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

**MOTION #3**

Kupsik/Flowers moved to approve the application by Tristan Crist Magic Theatre, 609 W Main Street, Lake Geneva, WI 53147 for two new exterior signs on the storefront at Tax Key No. ZOP 00291, contingent on the approval of the Conditional Use and having matching paint chips samples approved by Inspector Robers.  
The motion carried unanimously.

- C. **Application by Mark T Braden for Braden Dental Center, 101 Broad Street, Lake Geneva, WI 53147 for a new exterior sign at the storefront at Tax Key No. ZA276000001.**

**DISCUSSION** - Mark Braden (Applicant)

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

**MOTION #4**

Skates/Kupsik moved to approve the application by Mark T Braden for Braden Dental Center, 101 Broad Street, Lake Geneva, WI 53147 for a new exterior sign at the storefront at Tax Key No. ZA276000001. The motion carried unanimously.

- D. **Application by AJE Associates PC, 252 Center Street, Lake Geneva, WI 53147 for a new exterior signs on the Monument Sign at Tax Key No. ZOP 00258.**

**DISCUSSION**

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

**MOTION #5**

Kupsik/Skates moved to approve the application by AJE Associates PC, 252 Center Street, Lake Geneva, WI 53147 for a new exterior signs on the Monument Sign at Tax Key No. ZOP 00258. The motion carried unanimously.

7. **Review and Recommendation on an Application for Land Division Review for a Certified Survey Map submitted on behalf of Woodhill Farms Nursery, by Schmitt Engineering, 215 West Calhoun, Woodstock IL 60098 for land located in the extra-territorial plat review area at State Hwy 120 & Willow Road, Lake Geneva, WI 53147, Tax Key No. IL1400009A.**

**DISCUSSION** – Cully Pillman & Connor Pillman (applicants)

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

**MOTION #6**

Mayor Connors/Kupsik moved to approve the recommendation on an Application for Land Division Review for a Certified Survey Map submitted on behalf of Woodhill Farms Nursery, by Schmitt Engineering, 215 West Calhoun, Woodstock IL 60098 for land located in the extra-territorial plat review area at State Hwy 120 & Willow Road, Lake Geneva, WI 53147, Tax Key No. IL1400009A, including the correction to the spelling of the word Nursery by the City Engineer. The motion carried unanimously.

8. **Continued Public Hearing and recommendation for a Planned Development (PD), General Development Plan (GDP) & Precise Implementation Plan (PIP) filed by Kim Pischke for Core Commercial, Inc., PO Box 1154, Appleton, WI, 54912, to allow for a multi-tenant commercial building at 351 Peller Road, Lake Geneva, WI 53147, Tax Key No. ZA76100001.**

**DISCUSSION** – Jason Dae / Excel Engineering & Tim Kent / Architect

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

He discussed some revisions that were made to the plans since last meeting, as well as some additional exceptions for codes and requirements that they could not meet. He also listed the following requested exceptions that they have:

- #1 Street Yard Building Setback – Taking this from the required 40 ft to a minimum dimension of 5 ft. This would take place basically along the DOT's vision triangle.
- #2 Pavements along the Street Right Of Way – This would only be for the patio's adjacent to the building.
- #3 One Parking Stall – Requirement is 61 and they are asking for 60 stalls.
- #4 Interior Landscaped Islands – This would maximize the parking area.
- #5 Sump Pump Basin Requirements
- #6 Ground Sign between Building and State Hwy – To reduce the setback from 8ft to 4ft.

Planner Slavney commented that these requests and plans were reviewed at the staff meeting and they are comfortable with the changes. However, Staff did agree that they would like to see instead of curb stops at the parking space ends for the central area, they would like to see a solid curb there with several inlets. A second change that we would like to see is that the grading along Peller Rd. be done to accommodate for a future sidewalk on Peller Rd., just inside the terrace.

There was also discussion regarding the letter sent by Kapur Engineering dated 9-18-15 with recommendations that Staff was in agreement with and Mr. Dae stated they had been in communication and everything seemed to be agreed upon. The grease traps will be relocated to the west side of the building. They had some concerns regarding the curbing around the island that they may lose capacity and would like a 4" curb for storm water requirements.

A Developer's Agreement will be needed per Planner Slavney because of the work that's being done in the public right of way for the curb along the west side of the property and will include all public improvements. Mr. Kent gave a brief overview of the exterior of proposed building. There was a conversation about the sign base matching the building in some fashion. Skates brought up the potential traffic issues and there was considerable discussion amongst the Commissioners and the applicants regarding safety and traffic issues.

PUBLIC SPEAKER #1 –Theresa Geasey

She voiced her concerns regarding the environment in this location.

**MOTION #7**

Kupsik/Gibbs moved to close the Public Hearing. The motion carried unanimously.

**DISCUSSION**

Further discussion was had regarding the recommendation amongst the Planning members. There will be 11% more green space in this new site than in its current condition. The potential traffic issues were discussed at length again. It was decided to have Kapur and City Staff review the traffic counts at the intersection and make a recommendation to the Council on traffic regarding this project.

**MOTION #8**

Kupsik/Gibbs moved to approve the recommendation for a Planned Development (PD), General Development Plan (GDP) & Precise Implementation Plan (PIP) filed by Kim Pischke for Core Commercial, Inc., PO Box 1154, Appleton, WI, 54912, to allow for a multi-tenant commercial building at 351 Peller Road, Lake Geneva, WI 53147, Tax Key No. ZA76100001. To include the engineer's letter dated 9-18-15, that a developer's agreement be agreed upon between the City and the applicant, to include the utilities along Peller Road – over that portion of the property, future sidewalk grading, solid curb in the center, the monument sign with a brick base and a report to the Council by Kapur and City staff regarding the projected traffic generation from the site, as well as a recommendation to the Council on the intersection. The item carried unanimously.

**Amendment #1:**

Flower/Skates made an amendment to have Kapur and City staff review the traffic counts at the intersection and make a recommendation to the Council on traffic regarding this project. The amendment carried unanimously.

**9. Public Hearing and recommendation on a Conditional Use Application filed by Tristan Crist Magic Theatre to operate a Indoor Commercial Entertainment Facility (Magic Theater) at 609 Main Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00291.**

**DISCUSSION – Tristan Crist (applicant)**

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

**MOTION #9**

Kupsik/Gibbs moved to close the Public Hearing. The motion carried unanimously.

**MOTION #10**

Flowers/Gibbs moved to approve the recommendation on a Conditional Use Application filed by Tristan Crist Magic Theatre to operate a Indoor Commercial Entertainment Facility (Magic Theater) at 609 Main Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00291, to include the finding of facts and staff recommendations. The motion carried unanimously.

**10. Public Hearing and recommendation on a Conditional Use Application filed by Monty & Patricia, 860 Maytag Road, Lake Geneva, WI 53147, for the installation of a decorative fence in excess of three feet (four feet) in the front street yard setback, on Maytag Road, at 860 Maytag Road, Lake Geneva, Tax Key No. ZCE 00012.**

**DISCUSSION – Monty Enoch (applicant)**

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

**MOTION #11**

Kupsik/Skates moved to close the Public Hearing. The motion carried unanimously.

**MOTION #12**

Kupsik/Gibbs moved to approve the recommendation on a Conditional Use Application filed by Monty & Patricia, 860 Maytag Road, Lake Geneva, WI 53147, for the installation of a decorative fence in excess of three feet (four feet) in the front street yard setback, on Maytag Road, at 860 Maytag Road, Lake Geneva, Tax Key No. ZCE 00012 and to include findings of fact and staff recommendations. The motion carried unanimously.

**11. Public Hearing and recommendation on a Precise Implement Plan (PIP) Amendment filed by Ken Wenz, 1131 Wisconsin Street, Lake Geneva, WI 53147 for his property to convert from a Commercial Apartment and Retail space to Commercial Indoor Lodging at 220 Cook Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00243.**

**DISCUSSION – Ken Wenz (applicant)**

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

**PUBLIC SPEAKER #1 – Jeff Leonard**1504 Dodge Street, LG (owner of business next door)

Leonard is against this, his wife is not against it.

Mr. Leonard has concerns with regard to noise levels and that Mr. Wenz will be an absentee landlord.

Also knowing that the parcel is currently for sale he is concerned that there could be new owners.

**PUBLIC SPEAKER #2 – Gary Dunham – Keefe Real Estate**

Mentioned that there are rental management services available to manage a rental like this in the absence of a landlord.

**PUBLIC SPEAKER #3 - Tracy Geasey**

She voiced her concerns about parking and sprinkler system.

**MOTION #13**

Kupsik/Skates moved to close the Public Hearing. The motion carried unanimously.

**DISCUSSION**

Further discussion was had regarding the recommendation amongst the Planning members.

**MOTION #14**

Skates/Flower moved to approve the recommendation on a Precise Implement Plan (PIP) Amendment filed by Ken Wenz, 1131 Wisconsin Street, Lake Geneva, WI 53147 for his property to convert from a Commercial Apartment and Retail space to Commercial Indoor Lodging and one remaining retail space at 220 Cook Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00243 on the condition of having a bonnified lease to run the term of the rental, no outside storage, noise not discernible past the lot line and meet the state fire code, the Commercial Indoor Lodging for Ken Wenz would be for the current owner only and would not run with the property. The motion carried unanimously.

**Amendment**

Mayor Connors/Skates moved to amend the Motion to include a bonnified lease for the parking stalls. The lease term must be concurrent as long as it's operated as the application states. Bonnified lease would show a valid consideration between the parties. It can be open ended but must continually renew in some form. It must have a valid description of the property that is subject to the lease and must be legally enforceable. Amendment carried unanimously.

**12. Public Hearing and recommendation on an Application for a Petition for Direct Annexation submitted by 120 Properties, LLC, PO Box 935, Lake Geneva, WI 53147 for vacant land located in the town of Lyons, on the Northwest corner of the intersection of South Edwards Boulevard and Townline Road, Tax Key No. NLY 3100013A.**

**DISCUSSION – Jim Howe (Agent for applicant)**

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

PUBLIC SPEAKER #1 – Denise Sherrer... 701 Joshua Lane-LG

Concerned that there will be more than one entrance into this newly proposed development site. The traffic on Townline and Edwards is already bad and he feels that a stop light would then be needed. He would like to see a walking path to the North of the site and is further concerned of the sewer capacities.

PUBLIC SPEAKER #2 - Gary Dunham – Keefe Real Estate

Dunham responded to some of the concerns mentioned by Ms. Sherrer.

**MOTION #15**

Kupsik/Skates moved to close the Public Hearing. The motion carried unanimously.

**DISCUSSION**

Further discussion was had regarding the recommendation amongst the Planning members. Planner Slavney discussed processes that would be forthcoming if the Annexation goes forward.

**MOTION #16**

Kupsik/Gibbs moved to approve the recommendation on an Application for a Petition for Direct Annexation submitted by 120 Properties, LLC, PO Box 935, Lake Geneva, WI 53147 for vacant land located in the town of Lyons, on the Northwest corner of the intersection of South Edwards Boulevard and Townline Road, Tax Key No. NLY 3100013A; to include all staff recommendations and to assign temporary rural holding to the property. The motion carried unanimously.

**13. Adjournment**

**MOTION #17**

Skates/Flower moved to adjourn the meeting at 9:27 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

Doug Skates - President

Alderman Al Kupsik  
Brian Olsen  
John Swanson

Lynn Hassler  
Peggy Schneider  
Mayor Jim Connors

Barb Hartigan  
Dave Quickel

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 3, 2015 MEETING

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

### Call to Order:

The Board of Park Commissioners meeting was called to order by President Skates at 6:03 PM. Secretary Winkler read the roll.

### Roll Call:

President Doug Skates , Lynn Hassler excused , Barb Hartigan , Peggy Schneider , Dave Quickel , John Swanson excused , Ald. Al Kupsik , Brian Olsen excused , Mayor Jim Connors . (6  Total).

### Staff & Aldermen Present:

DPW Daniel Winkler , \_\_\_\_\_  
Administrator Blaine Oborn  .

### Public Present:

Mr. Frank Marsala, Mr. Dan Massopust, Ms. Nancy Elder.

### Approve the Minutes of the Prior Meeting:

It was moved by Commissioner Quickel to approve the minutes of the August 12, 2015 meeting, and seconded by Mayor Connors. The motion passed 5-0 with Commissioner Hartigan stepping out of the room.

### Public Input:

Ms. Elder introduced herself as the Chamber/CVB events coordinator.

### Permits & Park Donations:

None.

### Park Assignments/Repair Update/Maintenance:

President Skates mentioned he made out new park assignments for the membership and they should check the list for the parks to inspect from time to time.

## **NEW BUSINESS**

None.

## **OLD BUSINESS**

### **Parks operating budget for 2016 discussion.**

DPW Winkler provided a packet to the Commission and went through the different types of budget and funding options. President Skates advised all to review their priorities and be in a position to discuss them next meeting. Commissioners Schneider and Quickel mentioned swings and better ADA accessibility. The City budget schedule was also discussed.

### **Downtown ice skating rink electrical issues.**

DPW Winkler provided the maps of the rink location in Flat Iron Park as well as the map of underground electrical in conflict with the project. The Commission decided by consensus to drop the idea and expressed appreciation to BID for the offer. Alternate locations were discussed and DPW Winkler mentioned that if the project were to proceed with staff availability limitations, the preferred location would be the old skate park asphalt pad.

### **Dog park dedication & amenities update.**

The confirmed date and time is October 3<sup>rd</sup> at 10 AM. President Skates asked Mr. Schultz to put the word out. By consensus the Commission wished to have the large gates normally locked to avoid people coming and going leaving them open. The plan was reviewed and approved with moving one of the trash cans into the middle of the park at the shade structure. Trees were discussed and referred to City Arborist Foster and the Tree Board for locating up to 10 trees.

### **Discussion of offer of land for bike trail –Sage Street.**

DPW Winkler explained the offer was rescinded but the trail could be built on Wisconsin Street right of way if we obtained the remaining parcel.

### **Wind sculpture discussion-Anne Brunk Peterson.**

DPW Winkler and Commissioner Quickel provided the resume' of Mr. Dan Massopust, an experienced sculptor from Hebron. After discussion, President Skates said he would put the item back on the agenda and he would contact Ann Brunk to pursue the matter further.

### **Staffing a park and recreation intern for the park system.**

DPW Winkler provided a memorandum to Administrator Oborn requesting a seasonal intern to assist with duties in the parks. After discussion of the duties including that a job description was needed, it was moved by Alderman Kupsik to revisit the wage as he thought it may be low, but to proceed to send the request with a job description to Personnel. The motion was seconded by President Skates & passed 6-0.

### **Future Meeting Agenda Items-October 7, 2015 Meeting.**

- Discussion of 2016 Park budgets and priorities.
- Discussion of sculptures in the parks.

**ADJOURN:**

It was moved by \_\_\_Mayor Connors\_\_\_ and seconded by \_\_\_Commissioner Hartigan\_\_\_ to adjourn.  
The motion passed 6-0 and the meeting was adjourned at 7:05 PM.

**Set Next Meeting Date:**

The next regular meeting is scheduled for October 7, 2015.

Respectfully Submitted,

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

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

## Lake Geneva Public Library Board of Trustees Meetings

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

### Finance Committee

Thursday, September 10, 2015 at 7:30 a.m. (Director's Office)

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

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$52,682.01 in General Funds for the month of August 2015. There were no expenditures from Donated Funds in August 2015.

### Board of Trustees Meeting

Thursday, September 10, 2015 at 8:00 a.m.

#### Minutes

#### Call to order

Oppenlander called the meeting to order at 8:06 a.m.

#### Roll Call

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

#### Adoption/Amendment of agenda

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

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

Oppenlander asked for a motion to approve the minutes of the August 13, 2015 meeting. Brookes made a motion to approve the minutes as proposed. Kundert seconded. Motion carried unanimously.

#### President's Report

Oppenlander reported on the agenda for the Open House on September 12 and updated the Board about logistics and guests. Discussion followed.

Oppenlander introduced a discussion about the possibility of changing the remainder of the Board of Trustees Meeting schedule to a different day of the month. Discussion followed.

Oppenlander reported on the September 2, 2015 meeting attended by him, Brookes and Peterson with Blaine Osborne, City Administrator, and Peg Pollitt, City Comptroller to discuss the impact of the Springsted study on the Library's 2016 operating budget.

Oppenlander asked for a motion to go into **Closed Session pursuant to WI 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.** Brookes made a motion to go into **Closed Session.** Kundert seconded. Motion carried unanimously.

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

### **Building & Grounds**

Peterson reported that the interior and exterior windows were cleaned on August 21<sup>st</sup> and that the carpet in the Smith Meeting Room had been cleaned on August 25<sup>th</sup>.

Peterson reported that the Library will send old electronics for recycling to support a local Boy Scout Troop.

### **Finance**

Kundert made a motion to approve \$52,682.01 in General Fund expenditures for the month of August 2015. Jones seconded. Motion carried unanimously. No expenditures were made from Donated Funds in August 2015.

Kundert reported that the Finance Committee reviewed a recommendation from Lakeshores Library System administration to purchase a new router to connect the Library staff and public computer network to the fiber Internet access by the end of 2015. Kundert made a motion to approve funding for a new router up to \$1,800. Oppenlander seconded. Motion carried unanimously.

Kundert reported on other aspects of the Library's 2016 Budget that need to be considered. He asked that the Finance Committee and any other Board members meet the week of September 14 to review a preliminary draft.

### **Director's Report**

Peterson reported that the library needs approximately 52,000 check-outs, or over 13,000 check-outs per month, in the last four months of the year, to match the number of check-outs in 2014 and to maintain 2017 Walworth County reimbursements which represent an average of nearly 36% of the Library's annual operating budget.

Peterson reported that the Lakeshores Library System is in negotiations to merge with another area public library.

Peterson reported that the Friends of the Library have received an award in a drawing sponsored by Unique Management.

Benson reported on upcoming adult and youth programming.

Peterson noted that all motions approved at this meeting will need to be reviewed and approved at the October 8, 2015 Board of Trustees meeting.

### **Adjournment**

Oppenlander asked for a motion to adjourn. Kundert made a motion to adjourn at 9:53 a.m. Brookes seconded. Motion carried unanimously.

Respectfully submitted,

Diane Jones  
Secretary

**Next meeting: Thursday, October 8, 2015 at 8:00 a.m.**

## Lake Geneva Historic Preservation Commission Meeting Minutes

September 10, 2015 6:30 P.M. Lake Geneva City Hall

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

Present: Ken Etten, Patrick Quinn, Mary Tanner, Jackie Getzen, Louise Rayppy, Jim Davis and Elizabeth Chappell. Charlene Klein, Mark Immer, Dick Malmin, Mary Jo Fesenmaier, were there as guests.

Approval of the Minutes of Historic Preservation Commission Meeting of August 13, 2015.

Comments from the public: Dick Malmin and Mary Jo Fesenmaier were only there for a short time, but they wanted to express their approval of the decision of the School District to withdraw their request for amending the Comprehensive Plan and rezoning of the property at 833 Wisconsin Street. Charlene Klein and Mark Immer stayed for the whole meeting and they were also delighted with the decision of the School District. Had discussion concerning Historic Preservation ordinance. City has to acknowledge it and we need a interpretation of the ordinance from the city. Planning Commission should notify us of any decision pertaining to Historic Preservation within the city.

Reports from the Geneva Lake Area Museum and the Maple Park Homeowners.

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

Cost: \$100.00 per person, 4-6 P.M. Reservations Limited

Trick or Treat on Our Street Sunday-October 25th, from Noon to 1 P.M.

Update on the Geneva Lake Theater Building.

Still for Sale. No contract is currently pending. Tom Hartz is still interested in the theater. He had a meeting with Bill Jachimek and it went well. The proposed \$800,000 Tif grant is being held up by the City Council until certain things are ironed out.

Continued discussion on the updated version of a Historic Lake Geneva Walking Tour booklet. We have had 1,000 more copies published. Two hundred copies went to the Geneva Lake Museum and two hundred went to the Chamber. Since 8/13, we received \$179.00 from Dave Desimone as our share of the Black Point Walking Tour proceeds. We also received \$86.00 from the Chamber as part of the proceeds from selling the booklet at \$1.00 each.

Presentation by Jackie Getzen regarding her discussions with staff at UW-Whitewater Innovation

Center on creation of phone app version of A Historic Lake Geneva Walking Tour. Will discuss this further at our next meeting with Michael Rehberg.

The Veranda Views. A Geneva Lake Chautauqua on the veranda at Black Point . This series has ended for this year.

Continued discussion regarding nomination of Oak Hill Cemetery as a National Historic Site, including input from Historic consultant John Notz. John Notz has changed his mind and will only pay half for the nomination. On August 24th, Patrick Quinn spoke with Susan Benjamin, who agreed to put together a recommendation for nomination of Oak Hill Cemetery. We agreed to have another "Tales of Lake Geneva" next year. We had about 75 people attending the event this year, and received about \$40.00 in donations.

Also discussion on John Notz's request for recognition of three extant buildings designed by William Le Baron Jenney on former Maple Lawn property in the City of Lake Geneva. No new information.

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

Request for one new plaque on Main Street.

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

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

Meeting adjourned at 7:30 P.M.

Respectfully submitted,

Louise Rayppy

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

1. **Opening and Attendance:** Attendance recorded and copies of minutes distributed.
2. **Roll Call at 6:02pm**  
Present: Chairman Krause, Fleming, Swangstu and Gelting  
Also Present: Schaefer (non-voting), City Administrator Oborn and Parking Manager Mullally  
Public: Flitcroft (LG schools), Nancy Elder (LG Chamber and Charlene Klein)
3. **Approval of Minutes from August 26, 2015**  
Fleming/Swangstu motioned to approve minutes. Motion carried 3 to 0.
4. **Open Comments**  
Flitcroft- Offered suggestions in improving the traffic flow problem at Central Dennison; suggestions including curb cutting on Madison Street, designating five spaces on west side of Cook Street and five spaces on east side of Madison Street for pickup/dropoff areas during school hours. Flitcroft also suggested changing the ordinance from “one hour only” to all day parking at the angled stalls on east side of Cook Street.  
Klein- Community has spoken- no parking lot on Wisconsin Street property.  
  
Elder- Requested for safety purposes that during the Christmas Parade on December 5, 2015 , that the west side of Broad Street be closed to parking from Cornerstone on Main Street to Bruno’s on Broad Street; and on north side of Main Street from Cornerstone to Potbelly from 3:00 pm on until after the Parade (7:00pm). She also requested that six stalls in front of Geneva Theatre be bagged all day for live broadcast. Since parking is free during that time, she also requested that fees for be waived.
5. **Follow up on Central Dennison traffic flow**  
Mullally stated that she would revisit ideas from the school and Flitcroft regarding changing the one hour only stalls into all day and designating adjacent stalls for improved traffic flow. She stated that the ideas presented were reasonable and would work with them. Connors suggested “no parking” on the south side of Dodge Street which may help with congestion during pickup and drop-off. Mullally said she would do “walk around” with Flitcroft to demonstrate ideas. No action taken.
6. **Discussion on the City’s free parking areas**  
Krause ask the Commission if they had any ideas or suggestions regarding the City’s free parking areas. Mullally stated that the public should have access to both paid and non-paid parking areas in the City. No action taken.

7. **Discussion on vendor parking during events and festivals**

Fleming commented that during Venetian Festival carnival works and trailers should have a designated parking away from the City. Mullally stated that this year there was some confusion regarding vendor parking in the Library Park area. She suggested that vendor parking should be clearly marked and blocked off with a barrier such as on Broad Street during Venetian Festival. Mullally also stated that vendors and trailers were permitted to park in the Street Department lot. She stated that she would work with the Police and Jaycees next year to determine a better plan. No action taken.

8. **Discussion on unifying parking signage**

Mullally began the discussion and showed samples of directional and parking signage. The Commission agreed that the direction should be the universal "P" and blue. Item would be continued discussed on the next agenda. No action taken.

9. **Discussion on the City's Shuttle service**

Mullally began by discussing shuttle dates and attendance turnout numbers. She thought the Chamber could help advertise the shuttle more by including the information on its leaflets and working with hotels around the area. She stated that she learned (from the bus drivers) that most of the attendees were told by hotels and concierges. She also stated that the lowest turnout was on 4<sup>th</sup> of July weekend while the biggest draws were on Art in the Park and Venetian Festival. She asked the Commission what dates they were like to reserve for 2016. No action taken as the Commission agreed to continue the discussion on next agenda.

10. **Date and agenda items for next meeting.**

Tuesday October 13, 2015 at 6:00pm.

Items for next agenda include maintenance plan, dates for shuttle service and a report on Oktoberfest.

11. **Motion to go into Closed Session pursuant to Wis. Stat. 19.85 (1)(e) for purposes of conducting other specified public business, when competitive bargaining reasons required a closed session concerning the Luke II parking meters.**

Motioned by Fleming and seconded by Gelting to go into Closed Session allowing Connors, Oborn and Mullally to join discussion. Motion 3-0 passed unanimously.

12. **Motion to return to open session pursuant to Wisconsin States 19.85 (2) and take action on any items discussed in closed session.**

Fleming motioned and Krause seconded to pursue the purchase, subject to Council approval, under the terms discussed in Closed Session. Motion 3-0 passed unanimously.

13. **Adjourn**

Gelting motioned and Swangstu seconded to adjourn passed unanimously 3-0.

Adjourned at 7:30pm.

**Next Meeting Tuesday October 13, 2015 at 6:00pm**