



**REGULAR CITY COUNCIL MEETING**  
**MONDAY, DECEMBER 23, 2013 – 7:00 PM**  
**COUNCIL CHAMBERS, CITY HALL**

**MINUTES**

- 1. Mayor Connors calls the meeting to order at 7:02pm.**
- 2. Pledge of Allegiance – Alderman Hill**
- 3. Roll Call**  
Present: Aldermen Hougen, Wall, Hill, Kehoe, Kupsik, Lyon  
Not Present: Aldermen Mott, Taggart  
Also Present: City Administrator Jordan, City Attorney Draper, Police Chief Rasmussen, City Clerk Neubeck
- 4. Awards, Presentations, and Proclamations**  
Mayor Connors reminded residents to dig out snow from around fire hydrants on their property as well as ensure their sidewalks were free from snow.
- 5. Re-consider business from previous meeting**  
None
- 6. 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.**  
Teresa Giese, 540 Sage Street, asked why the fence is in need of being replaced in Item 13B and why the employee handbook is only for certain employees and not others.
- 7. Acknowledgement of Correspondence**  
Clerk Neubeck read correspondence received from Bob Kopydlowski, Principal of Badger High School, Colin Nugent, Lake Geneva Middle School, Drew Halbesma, Principal of Eastview Elementary School, and Betsy Schroeder, Principal of Central-Denison Elementary School. All of the individuals praised the Lake Geneva Police Department for presence at the area schools.
- 8. Approve Regular City Council Meeting minutes of December 9 and December 16, 2013, as prepared and distributed**  
**Motion 1:** Alderman Kupsik moved to approve Regular City Council Meeting minutes of December 9 and December 16, 2013, as prepared and distributed, Alderman Hougen seconded, and the motion passed unanimously.
- 9. CONSENT AGENDA.** Any item listed on the consent agenda may be removed at the request of any member of the Council. The request requires no second, is not discussed, and is not voted upon.
  - A. Motion #2:** Alderman Kupsik moved to approve Original 2013-2014 Operator (Bartender) License applications filed by Lynette Bychowski and Timothy Battisti, Alderman Kehoe seconded, and the motion passed unanimously.

## 10. Items removed from the Consent Agenda

None

## 11. First Reading of Ordinance 14-01 – an Ordinance to amend Chapter 2, ADMINISTRATION, Article V, BOARDS AND COMMISSIONS, Division 5, CEMETERY COMMISSION

## 12. Discussion/Action on Resolution 13-R73 adopting an Employee Handbook for certain City Employees

Administrator Jordan explained certain former union members became non-union and the handbook now covers represented employees as well. One of the most celebrated labor attorneys reviewed it as well as City Attorney Draper. The need to approve is because the union contracts are ending December 31.

**Motion #3:** Alderman Lyon moved to approve Resolution 13-R73 adopting an Employee Handbook for certain City Employees, and Alderman Wall seconded.

Alderman Lyon said he recommends the adoption due to the hard work going into this

Mayor Connors said representatives from all departments helped in drafting the handbook.

Administrator Jordan added the paid time off (PTO) plan changes how employees can take days off, a recommendation from Attorney Draper on updated grievance procedures and changes in the Federal Medical Leave Act (FMLA)

Alderman Hill asked when employees have to cash out sick time or bank it.

Administrator Jordan explained when the handbook is approved, staff will explain the handbook to every department, and each department is expected to give answers in the first month.

Alderman Kehoe applauded the thoroughness of the grievance procedure.

Alderman Hill asked why the Resolution is worded for certain employees.

Attorney Draper explained Utility Commission, Library, and Public Safety personnel are not covered under this employee handbook.

The motion passed unanimously.

## 13. Plan Commission Recommendations – Alderman Hougen

- A. Motion #4:** Alderman Hougen moved to approve Resolution 13-R74, authorizing the issuance of a Conditional Use Permit to Kelly C. Frazier of McCormack + Etten / Architects, LLP, 400 Broad Street, Lake Geneva, WI 53147 on behalf of Frank Sottrel / Antoinette Sottrel Trust, 5N501 Curling Pond Road, Wayne, IL 60184, for a second story addition and first floor remodeling to an existing single family residence in the ER-1 Zoning District using the setback and height requirements of the SR-4 Zoning District, located at 927 Bayview Drive, Tax Key No. ZGB 00002, and Alderman Wall seconded.

Alderman Hougen explained the work to be done is consistent with the Comprehensive Plan with high quality work on property near the Lake shore, and there are no adverse impacts to neighbors. He added one neighbor attended the Plan Commission meeting because he wanted more information to do the same kind of work on his home.

The motion passed unanimously.

- B. Motion #5:** Alderman Hougen moved to approve Resolution 13-R75, authorizing the issuance of a Conditional Use Permit to Scott & Milisa O'Sullivan, 513 Monroe Ave, Fox Lake, IL 60020 on behalf of Roman Gabriel LLC to install a four foot high fence in the street yard of the property along Sage Street and Walworth Street, to meet the State of Wisconsin Requirements for Day Care Facilities, located at 601 Walworth Street, Tax Key No. ZGC 00089, and Alderman Kupsik seconded.

Alderman Hougen explained the statute for daycares for a four foot high fence in order to maintain a permit.

Mayor Connors added the fence would be black vinyl as to be less visible.

The motion passed unanimously.

#### **14. Presentation of Accounts – Alderman Hill**

##### **A. Purchase Orders**

None

##### **B. Prepaid Bills in the amount of \$2,650.24**

**Motion #6:** Alderman Hill moved to approve Prepaid Bills in the amount of \$2,650.24, Alderman Wall seconded, and the motion passed unanimously.

##### **C. Regular Bills in the amount of \$216,330.84**

**Motion #7:** Alderman Hill moved to approve Regular Bills in the amount of \$216,330.84, Alderman Hougen seconded, and the motion passed unanimously.

##### **D. Acceptance of Monthly Treasurer’s Report for September 2013**

**Motion #8:** Alderman Hill moved to accept Monthly Treasurer’s Report for September 2013, Alderman Kupsik seconded, and the motion passed unanimously.

#### **15. Mayoral Appointments – Mayor Connors**

None

#### **16. Closed Session**

**Motion #9:** Alderman Kupsik moved to go into closed session pursuant to Wis. Stat. 19.85 (1)(e) for competitive bargaining reasons for Police and Fire union negotiations, Alderman Lyon seconded, and the motion passed unanimously.

The meeting went into closed session at 7:27pm.

**17. Motion #10:** Alderman Kupsik Moved to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in Closed Session, Alderman Kehoe seconded, and the motion passed unanimously.

The meeting came back from closed session at 7:47pm.

**Motion #11:** Alderman Hill moved to accept the Police union’s offer as discussed in closed session, Alderman Kupsik seconded, and the motion passed unanimously.

**Motion #12:** Alderman Kupsik moved to have the City Administrator continue negotiations with the Fire union as discuss in closed session, Alderman Hill seconded, and the motion passed 5-1 with Alderman Wall abstaining.

#### **18. Adjournment**

**Motion #12:** Alderman Kupsik moved to adjourn, Alderman Kehoe seconded, and the motion passed unanimously.

The meeting adjourned at 7:49pm.

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Tim Neubeck, City Clerk

**THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE COMMON COUNCIL**