



COMMITTEE OF THE WHOLE

TUESDAY, JULY 5, 2011 - 6:30PM

CITY OF LAKE GENEVA
626 GENEVA STREET
LAKE GENEVA, WI 53147
(262)248-3673

CITY HALL BUILDING, COUNCIL CHAMBERS

AMENDED AGENDA

1. Council President Krause calls the meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes from June 6, 2011 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. Update on installation and trial use of Roll Call Pro voting system (City Clerk Reale)
7. Presentation of Lake Geneva promotional video (Mayor Connors)
8. Discussion on traffic control signals on Main Street in the downtown area (Administrator Jordan)
9. Discussion on Handbook for New Elected and Appointed Officials (*forwarded to Council with recommendation for approval by the Personnel Committee on 6/28/11; item will be listed for action on the 7/11/11 Council agenda*)
10. **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 Krause
 - B. Personnel Committee, Alderman Hartz
 - C. Public Works Committee, Alderman Mott
 - D. Piers, Harbors, & Lakefront Committee, Alderman Marsala
11. **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 Marsala & Hartz

- B. Tree Board, Alderman Mott
- C. Police & Fire Commission, Alderman Krause
- D. Planning Commission, Alderman Hartz
- E. Board of Park Commissioners, Alderman Kupsik
- F. Library Board, Alderman Krause
- G. Historic Preservation, Alderman Kehoe
- H. Cemetery, Alderman Krohn
- I. Parking Commission, Alderman Marsala
- J. Communications Committee, Alderman O'Neill
- K. Avian Committee, Alderman Marsala

12. 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 Krause
- B. Geneva Lake Museum, Alderman Mott
- C. Lake Geneva Economic Development Corporation, Aldermen Hartz & Kupsik
- D. Geneva Lake Environmental Agency, Alderman O'Neill

13. 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.*

7/01/2011 10:30am

CC: Aldermen, Mayor, Administrator, Attorney, Department Heads

**COMMITTEE OF THE WHOLE
MONDAY, JUNE 6, 2011 - 6:30PM
CITY HALL BUILDING, COUNCIL CHAMBERS**

Council President Krause called the meeting to order at 6:31pm.

Pledge of Allegiance was led by Alderman Kehoe.

Roll Call. Present: Aldermen Hartz, Mott, Marsala, Kehoe, Kupsik, Krohn, O'Neill, and Krause. Also present: City Administrator Jordan and Mayor Connors.

Hartz/Marsala motion for approval of minutes from May 2, 2011 Committee of the Whole Meeting as distributed. Unanimously carried.

Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Pete Peterson, 1601 Evergreen Lane, addressed the Committee on the topic on the skateboard park. He disputed claims that had been made by some of the aldermen during the Council meeting at which the design and engineering agreement for the new park had been approved. Namely, he suggested that the statement made by Alderman Hartz concerning more youth using the skateboard park was not based on any empirical evidence and, therefore, there was no statistical data to support that claim. Mr. Peterson stated that any alderman who may have voted to proceed with the project based upon that claim should ask to have the item reconsidered. He further disputed statements made by Alderman Kupsik regarding the cost of the original park and the supposed lack of input and professional engineering that went into the design and construction of the facility. Mr. Peterson also commented on the fact that he had noticed piles of brush and yard waste materials on properties throughout the City, which he attributed to the fact that residents were unaware that the summer brush collection program had been discontinued. He noted that this represented another service to the community being cut, at that same time that City officials were considering expenditures such as a new dog park at Hillmoor. He stated that the taxpayers were getting shortchanged by the actions of City officials to cut the levels of services that the City provides to its citizens.

In response to the comments of Mr. Peterson, Administrator Jordan stated that the City would be running an advertisement in the *Lake Geneva Regional News* to better notify residents of the change in brush collection routines. He noted that residents could still request special pickup of brush by the City; however, a fee would be charged for that service. He also remarked that it was important for citizens to understand that it wasn't necessarily accurate to compare the services that had been cut with some of the other projects being considered by the City, as these would have different sources of funding. By way of example, he noted that the park funds available for a potential new dog park could not be used to fund brush collection or other services.

Presentations and Question/Answer Segments for Parking System Vendors

Administrator Jordan stated that the City had sent out Requests for Proposals, and had received two proposals from companies offering the parking station system and one vendor offering a license plate recognition/auto chalking system. Representatives from each of the firms were on hand to make thirty-minute presentations to the Committee, followed by an opportunity to address questions from the aldermen.

Total Parking Solutions, Inc.

TPS was represented by Joe Smith, Tom Zawacki, and Victor Senffner. Mr. Zawacki stated that TPS had been in business for six years, with the management team offering a combined sixty years of experience in the parking industry. The firm services approximately fifty municipalities and universities in Illinois, Wisconsin, and Minnesota, with over 100 sites of equipment currently installed. The diversity of client locations included parking lots, parking garages, and on-street applications, and TPS offered the options of pay-and-display or pay-by-space applications. City personnel would be able to monitor and collect data from the on-street parking stations via internet-based "back office" system that could be accessed by Parking Enforcement or Finance Department personnel from City Hall. The system would also produce maintenance alarms for on-street equipment that could be accessed by City personnel and TPS technicians. Mr. Zawacki noted that TPS monitored the status of client equipment and would run diagnostic testing remotely on a daily basis. The presenters then engaged the committee in a demonstration of the system equipment, displaying a machine that would have the capability of accepting credit card, currency, or coin. Both pay-by-space and pay-and-display applications were demonstrated. Pay-by-space application would require the user to enter a parking space number into the system without the need to display anything on the vehicle, whereas pay-and-display would provide the user with a receipt that would be placed on the vehicle as acknowledgement of payment. Mr. Zawacki discussed the importance of security, noting that the devices allowed for "real time" communication with the banks on credit card transactions so no data would actually be stored in the machine. It was also demonstrated that the compartment in which money was collected was separated from the other mechanical components of the stations, as this would allow technicians to service the equipment without having any access to cash and coin. Each machine would issue a receipt when the money canister was removed for collection, and the financial data for each machine would also be backed up in the "back office" system. This would give City personnel the information necessary to reconcile the payment and collection records.

Alderman Marsala asked if the stations would have the capability to handle multiple applications in addition to parking, such as beach pass purchases. Mr. Zawacki responded that the product would be capable of providing that type of service. Alderman Hartz inquired about the potential impact on parking revenues from the installation of the pay stations, assuming that parking rates remained static. Mr. Zawacki stated that the addition of a credit card feature alone would be expected to generate a 16 to 17 percent increase in revenue, as many users would pay for the maximum time permitted. It would also eliminate the issue of "piggybacking" on the parking meters, as payment would be required of every car parked in the space even when previous vehicles leave spaces with purchased time remaining.

Alderman O'Neill asked for specifics on the cost of the machine and the full maintenance contract. The per-machine cost would be \$11,000.00 to \$12,000.00, with a total of 74 machines being requested to service the City's more than 900 spaces. Mr. Zawacki estimated maintenance costs of roughly \$70.00 per machine each month. As a follow-up, Alderman O'Neill questioned what would be the minimum parking charge required to break even on the pay stations, as he was concerned about the possible negative effect on the business community if that minimum was set too high. Mr. Zawacki responded that the fees would be a matter for the City to determine.

Alderman Krause asked for a brief overview of the pay-by-phone application that was also available. Mr. Zawacki explained that this application would allow users to register a parking account and download a free application to their phone. The parking space information could then be entered into the application directly on the user's phone and credit transaction authorized. The user would then be issued a receipt via both email and text to the phone. This application would be particularly useful to individuals who wanted to extend the time on

their space without interrupting their activities to feed the meters or return to the pay station. Administrator Jordan asked if the product would have an application allowing users to pay parking tickets through the pay station. The presenters responded that the machine did not currently have that application available.

Digital Payment Technologies/Automated Parking Technologies

The vendor was represented by Chris Chettle, Eric Risch, and Steve Mielke. Mr. Chettle stated that DPT had been in business since 1997, initially beginning in the off-street parking market and transitioning to on-street applications in 2004. The firm currently services 250 municipalities throughout North America, with the LUKE system being utilized in both large and small communities. Among the larger clients of DPT were the cities of Milwaukee, Houston, and Tampa.

Mr. Chettle stated that five objectives had been identified for the Lake Geneva project: expanding user convenience, being user-friendly to accommodate non-frequent users of the system, improving efficiencies in the City's parking operations, providing sufficient flexibility in the configuration of the system to meet the City's needs, and proven ability to integrate with other systems and applications. He added that he believed DPT was somewhat unique in the business because its product offered three options (pay-by-space, pay-and-display, and pay-by-license) that could be easily installed in the machines by a relatively simple software change. The system was designed to be flexible enough to allow the City to easily make rate changes as needed, or to handle multiple rates. DPT machines were built to more closely resemble the traditional features of parking meters, making them easily identifiable for motorists. As with TPS, the machines featured a solar-powered terminal option, real time online reporting and alarming, and a pay-by-phone application. The system could be readily integrated with a license plate recognition system or street sensor system to aid in enforcement operations and data collection.

Mr. Risch addressed the maintenance services offered by APT, noting that technicians were available to assist clients on a 24/7 basis. APT maintained a large inventory of parts and equipment on site at its Milwaukee facility, thus allowing for relatively quick delivery of parts or services, as may be needed. He noted that most of the mechanical components of the equipment were designed to be easily handled by local personnel without the need to have an APT technician on site. Mr. Risch also discussed the street sensor application, which involved sensors roughly the size of hockey pucks being installed in the curb wall at each space. These sensors collected data on space occupancy and could eventually be used to guide motorists to available parking spaces through GPS or Smart phone applications. In response to the question of multiple applications, the committee was advised that the machines could be used to also handle payment for beach admissions and/or parking ticket payments in addition to regular parking fees.

Tannery Creek

Bill Franklin addressed the committee to discuss the technology of license plate recognition and its ability to be integrated with a pay-by-license application using the LUKE system. The auto-chalking application mounts on a City vehicle, using cameras, GPS and laser to detect and "read" license plates on vehicles parked in stalls, with this information being transmitted to mobile and office software programs. This software also has the capability to recognize the size and shape of vehicles parked in each stall, which can be used for parking enforcement purposes when the license plate is unreadable or otherwise obstructed. Mr. Franklin noted that the system allowed parking enforcement personnel to process roughly 1,000 vehicles per hour, depending on traffic. The system was designed to be flexible enough to accommodate different price zones for parking, residential parking permit information, and the same

payment applications offered by TPS and DPT. He stated that the only possible drawbacks to the LPR system were the issue of unreadable license plates and the fact that users would be required to remember their plate numbers so they could be entered into the pay station. Alderman Marsala asked if the time allocated to the user remained with the vehicle and could be transferred from space to space, since the system monitoring was tied to a license plate number. Mr. Franklin responded that this depended upon how the City wanted to handle the issue, but the system could accommodate either approach.

Finance, License & Regulation Committee, Alderman Krause

Alderman Krause reported that he would be meeting with Comptroller Pollitt to begin outlining the budget process schedule for this year. With respect to the Criterium bike race, he noted that the event organizers still owed the City approximately \$6,000.00 from the previous year. Administrator Jordan stated that City Attorney Draper was preparing to take the matter to district court. Alderman Krause also asked for an update on the capital borrowing proposal. Administrator Jordan responded that City officials had met with representative from Moody's Investor Service to supply information about the financial status of the City. Based upon preliminary conversations with the financial advisors at Springsted, he added that it was anticipated that the promissory notes would ultimately come in at less than 3 percent interest.

The discontinuance of the summer brush collection program was then discussed at some length. Administrator Jordan stated that the City would be running an advertisement in the newspaper to notify residents of the change in collection schedule. He also noted that Chapter 54 of the Municipal Code provided that the City would make special collection of brush materials available to citizens upon request, although there would be a charge associated with those pickups. He stated that the seasonal part-time staff employed by the Street Department had been downsized this summer as part of budget reductions, which resulted in more of the workload being shifted to the full-time employees. Given the other important functions handled by the department and the fact that brush collection was a labor-intensive process, it had been determined that employees could be more efficiently utilized on other projects during the summer months. Administrator Jordan further noted that the Council would need to establish a fee for special collections of brush, as allowed under Chapter 54, and to also amend that chapter to permit City workers to tag piles of brush with a notice to remove within 48 hours. If not removed, City crews would collect the brush and bill the property owner at the special collection rate. Bills that remained unpaid would be extended to the tax roll. Alderman Krohn asked about the enforcement of these provisions and, specifically, how long before the City would begin addressing the piles of brush. Administrator Jordan suggested that City crews could make one more round collecting brush before the new provisions become effective, adding that special exemptions would probably be made to have crews collect brush after significant storms without charge. Alderman Kupsik agreed that the City should make one more courtesy run of free collection, as several residents had been unaware of the discontinuance of the program. This would allow the City more time to circulate notice of the new regulations. Following discussion, the general consensus of the committee was that one more free collection should be undertaken before regular collection is discontinued in July.

On a different subject, Alderman Krause discussed the need to begin building a foundation toward meeting the goal of becoming debt-free once the City's current debts had been satisfied, which would necessarily include having adequate funds set aside for future capital improvements and equipment replacement without the need to rely on additional borrowing. He encouraged his colleagues to begin thinking of ideas that could be implemented to allow the City to move forward toward that ultimate goal. He noted that prior attempts at creating sinking funds for equipment had been unsuccessful, and suggested that the Council would

need to find a better method for regulating the use of set-aside funds to ensure that this situation was not repeated. Administrator Jordan remarked that one of the significant impediments to building sinking funds in the past had been that previous Councils had generally not budgeted enough to make these funds sustainable. He noted that the City would need to set aside a sufficient amount of seed money to start building sinking funds, and would need to be disciplined enough to commit to continuing to channel money into those funds on an annual basis. Alderman Marsala agreed that many of the problems were attributable to the fact that prior Council budgetary decisions had failed to incorporate foresight and realistic thinking about spending and taxation in light of the reality of the economic climate and reductions in revenue from the State. Alderman Krohn asked if the City was financially prepared for coming employee retirements. Administrator Jordan responded that the City did not cover any portion of health care for retirees once they became eligible for Medicare; therefore, the only real significant impact in terms of these costs came from police employees retiring in their early fifties. He added that \$100,000.00 had been set aside for retirement costs by the City, of which approximately \$40,000.00 remained. Alderman Kehoe inquired about the status of state transportation aids. Administrator Jordan reported that the most recent estimate showed the City would lose roughly \$87,000.00; however, he noted that this was not finalized and, therefore, subject to change.

Personnel Committee, Alderman Hartz

Alderman Hartz reported that the committee would be completing its review of personnel and drug testing policies for an ultimate recommendation to Council. A review of the City organizational chart was ongoing, as the committee sought to clarify positions, job descriptions, and ensure consistency with City ordinances. He noted that the committee would be holding a special meeting on June 9 to discuss the temporary hiring of Teresa Klein to handle the duties of an employee scheduled to take FMLA leave.

Public Works Committee, Alderman Mott

Alderman Mott reported on the multitude of items that had been addressed at the May committee meeting. This included recommendations for bids to be solicited for the repair of the copper valleys on the Riviera roof, Maple Park sidewalk and fencing, and the replacement of tennis courts at Maple Park. As part of the overall Maple Park project, the committee had also recommended obtaining quotes for asphalt work to add nine diagonal parking spaces near Central Denison School, removing the hitting board at the tennis court, and not participating in the reconstruction of the playground equipment. Discussion on street lighting along North Edwards Boulevard had been continued, and the committee had recommended the application of yellow paint to the median island on North Edwards Boulevard near Wal-Mart to prevent traffic from crossing over the island. Following discussion, the committee had recommended waiting to purchase a new mower to handle the City's portion of the Hillmoor property until the proceeds from the promissory note were received, rather than purchasing the equipment out of contingency. The temporary repairs to the gazebo in Flat Iron Park had been approved using TIF funds for a total of \$439.50, and the committee had agreed to move the benches and backstop at Dunn Field. Finally, Alderman Mott noted that some of the parking and traffic control work had begun on Townline Road in the Veterans Park area, with the new angle parking stalls along the north side of the roadway having been added. Additional work would include yellow curb painting to the entrance to the Prairie Wind townhome complex, installation of new speed control signage, and the relocation of the center line by county crews. The next committee meeting was scheduled for June 16.

Piers, Harbors, & Lakefront Committee, Alderman Marsala

No meeting in May. Alderman Marsala stated that the next meeting would be June 23.

Utility Commission, Aldermen Marsala and Hartz

Alderman Marsala reported that he and Mayor Connors had participated in a tour of the water commission facility, which he had found to be very interesting and informative. The next commission meeting had been scheduled for June 23.

Tree Board, Alderman Mott

Alderman Mott reported that the board had discussed tree planting in the boulevard area along Highway 50 at the eastern gateway to the City, with this item scheduled to be considered by the Public Works Committee at its next meeting. He also stated that the arborist had discussed the planting of trees along the North Edwards Boulevard extension. It had been noted that the City should aim to plant one tree for every tree that is removed; however, the lack of funding for the tree replacement program will make it very difficult for the City to meet that standard for the approximately fifty trees that were to be taken down this year.

Police & Fire Commission, Alderman Krause

Alderman Krause reported that the commission had met on May 5 and elected new officers. Commissioner Chesen had been elected president, Commissioner Jacobs selected as vice president, and Commissioner Elliott was named secretary. The commission had also scheduled an organizational meeting for June 9 to discuss strategic planning. At the May meeting, Alderman Krause had provided the commission with an update on the capital projects program, and had also asked Chief Connelly to put together a report on the POP program with respect to revenues and expenditures. Concerning the Police Department, he noted that the new Dictaphone equipment was up and running and the funding for the new repeater had been approved. He also commented on the Police Department employee award recipients that had been recognized for five, ten, and thirty years of service to the department.

Planning Commission, Alderman Hartz

Alderman Hartz noted that a major ongoing issue being discussed by the commission was how to approach requested changes to the Master Plan in a fair and regular manner.

Board of Park Commissioners, Alderman Kupsik

Alderman Kupsik reported that the design phase for the new skateboard park would begin with a public workshop scheduled for June 15 at the Riviera. This workshop was designed to obtain input from the members of the community about the prevailing preferences for the new park and to evaluate the feedback received from the public. A second workshop would be conducted on June 29. Alderman Kupsik encouraged interested citizens to participate in these sessions and especially encouraged the current park users to attend, as this would provide a great opportunity for them to offer their suggestions for a design to best suit their needs. He also reported that the board had discussed the development of a new dog park, with the former 8th fairway of Hillmoor Golf Course being identified as the ideal location for such a park. Funding sources had been discussed, with Administrator Jordan advising that park impact fees would be available to this project. The board had signaled its interest in seeing the project move forward, and had directed DPW Winkler to provide an estimate for the costs associated with fencing and other necessary improvements to the area in question. Ongoing projects included landscaping being done by the Beautification Committee behind the Veterans Park softball field fencing, as well as the rehabilitation of signage in Donian Park. Finally, Alderman Kupsik mentioned that the board had looked at possible improvements to the concession stand at Dunn Field, as the future skate park and dog park would be expected to increase the use of that area.

Library Board, Alderman Krause

Alderman Krause distributed copies of circulation figures for the Library, discussing the fact that those numbers indicated a steady increase in the circulation of materials over the last fifteen years. Alderman Marsala noted that this data was interesting, given that officials frequently hear comments that libraries are getting less use because of the widespread availability of computers. This provided evidence to the contrary. Alderman Krause also reported that the lighting upgrades had been completed, and the board was in the process of reviewing and updating the Library policies and procedures.

Historic Preservation, Alderman Kehoe

Alderman Kehoe reported that the committee continued to be involved with the Horticultural Hall project, as the landmark would be celebrating its centennial this summer. She also noted that Mary Tanner was working on designing and obtaining placards for historic homes in the City.

Cemetery, Alderman Krohn

No report.

Parking Commission, Alderman Marsala

Alderman Marsala reported that the commission was scheduled to meet on June 9 to review the proposals for the parking system and forward a recommendation thereon to the Council. As Alderman Marsala had been absent from the May meeting, Administrator Jordan reported that the group had also discussed possibly updating the 1996 parking study.

Communications Committee, Alderman O'Neill

No meeting in May. Alderman O'Neill stated that a committee meeting would be scheduled for June 21.

Avian Committee, Alderman Marsala

Alderman Marsala reported that the committee had tried to arrange a gathering in honor of International Migratory Bird Day in May; however, Mr. Schwartz from the Audubon Society was committed to other events and unable to attend. A meeting would be scheduled for the near future to begin working on the requirements necessary to maintain Bird City status.

Chamber of Commerce, Alderman Krause

Alderman Krause reported that the board had met on May 18, at which time five new members had been approved. Kevin Fleming had given a report from the retail division on the very successful "Women's Weekend" that had been held. Other special events discussed were the Bridal Walk event and the arts walk and gallery program through the Geneva Lake Art Association. During the Business Improvement District report, it was noted that the group was accepting bids for the annual sidewalk cleanup program.

Geneva Lake Museum, Alderman Mott

Alderman Mott reported that a new president had been elected by the Board, and the museum website had been renamed to the more appropriate www.genevalakemuseum.org. Approximately 270 visitors had been recorded during the month of May. The water safety patrol had donated a boat to the museum, and officials had been weighing the options of repairing and displaying the boat versus selling the item.

Lake Geneva Economic Development Corporation, Aldermen Kupsik & Hartz

Alderman Kupsik reported that Administrator Jordan had been present at the last meeting to provide the membership with an update on the status of the Wrigley Bridge reconstruction

and other ongoing projects in the community. He stated that members were also given information on the current status of commercial and real estate sales in Lake Geneva, and had discussed contacts that had been made with new business prospects. One of the concerns noted by these new prospects had been whether the area had a sufficiently qualified workforce available and, as a result, the corporation would be looking at the development of training programs aimed at improving the specialized skills of prospective employees.

Geneva Lake Environmental Agency, Alderman O'Neill

Alderman O'Neill reported that a meeting had been held on May 12. During that session, the group had discussed the possibility of discontinuing the car rally event and replacing it with an educational workshop, as that type of program seemed to be more reflective of the nature and aims of the agency. Given the relatively high turnover on the board, members were also looking to develop some type of written documentation and orientation materials for new members. He commented on the difficulty that the agency is sometimes faced with in trying to get the variety of different contributing jurisdictions on the same page with respect to the environmental issues in the lake area.

Kehoe/O'Neill motion to adjourn at 10:08pm. Unanimously carried.

Transcribed from audio tape.
/s/ Jeremy A. Reale, City Clerk

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

Training Manual
for Elected and Appointed
City Officials

April 2011

Table of Contents

I. Open Meeting Requirements.....	3
II. Grounds for Closed Meetings.....	4
III. Procedures for Running Public Meetings.....	4
A. Presiding Officer.....	4
B. Quorum.....	5
C. Actions by Less than a Quorum.....	5
D. Voting.....	5
E. Abstaining from Voting.....	5
F. Veto.....	6
G. Public Participation.....	6
H. Open Meeting Law Violations.....	6
I. Roberts Rules of Order.....	6
1. Introducing a Motion.....	6
2. Discussing and Debating a Motion.....	7
3. Amending a Motion.....	8
4. Postponing a Motion.....	9
5. Reopening a Previously Decided Motion.....	9
6. Controlling the Course and Content of the Meeting.....	9
7. Chairing a Meeting.....	10
IV. Employer-Employee Relations.....	10
A. The Role of Government.....	10
B. Description of Committees.....	12
1. Finance Committee.....	12
2. Piers, Harbors and Lakefront Committee.....	13
3. Personnel Committee.....	13
4. Public Works Committee.....	14
5. Committee of the Whole.....	15
6. Communications Committee.....	16
7. Board of Appeals.....	16
8. Police and Fire Commission.....	16
9. Library Board.....	17
10. Cemetery Commission.....	18
11. Planning Commission.....	18
12. Parking Commission.....	20
13. Board of Appeals.....	20
14. Historic Preservation Commission.....	21
15. Board of Park Commissioners.....	21
16.. Tree Board.....	22
C. Staff Use and Misuse.....	23
V. Citizen Complaint Procedures.....	23
VI. Press Relations.....	23
VII. Ethics.....	24
A. State Laws on Prohibited Conduct.....	24

1. Using Office for Private Gain.....	24
2. Illegal Influence.....	24
3. Taking Action Affecting Matter in which Official has Interest.....	24
4. Private Financial Interest in Public Contracts	24
B. City Ethics Code	24
1. Fair and Equal Treatment	24
2. Financial and Personal Interest Prohibited	25
3. Incompatible Employment	25
4. Disclosure of Confidential Information.....	25
5. Gifts and Favors.....	25
6. Representing Private Interest Before City Agencies or Courts	25
7. Disclosure of Interest in Legislation.....	25
C. Compatibility of Offices	26
D. Exceptions to the Compatibility in Office Rules	26
E. Ineligibility for any Position Created During Term of Office	26
F. Misconduct in Office.....	26
G. Bribery	27
H. Organizational Chart.....	28

I. OPEN MEETING REQUIREMENTS

The open meeting law is part of Wisconsin's long-standing tradition of openness in government. It is based on the premise that public officials are conducting public business and that the public has the right to know, and indeed need to know, what their representatives are doing so they can make informed decisions at the polls. Thus, the open meeting law requires that all meetings of all governmental bodies be preceded by public notice and be publicly held in places reasonably accessible to the public and open to all citizens at all time unless otherwise expressly provided by law.

Governmental bodies required to abide by the open meeting laws are any board, commission, committee or council excluding any body meeting for the purpose of collective bargaining.

A meeting is the convening of members of a governmental body for the purpose of exercising the responsibilities, authority, power or duties delegated to that body. There is a two part test to determine if there is a "meeting" for purposes of the open meeting law:

- .1 Purpose - the gathering must be for the purpose of engaging in government business (i.e., discussion, decision or information gathering).
2. Number - the number of members present must be sufficient to determine the parent body's course of action regarding the subject matter discussed, usually referred to as a quorum.

Part 2 (Number) of the test can be complicated. A quorum is normally half or more of the members of a body, except in two cases. A "negative quorum" can exist with less than half the members, if the negative quorum has the votes to block a motion from being passed. If a vote needed to pass an item requires a two-thirds vote, then three members of an eight member group constitute a negative quorum because their block of votes can keep the item from being approved. There is also a "walking quorum", which is a series of meetings of groups less than a quorum. These meetings can take place by telephone, or e-mail, and would also violate the open meeting law. Social or chance gatherings in which no city business is intended to be discussed or acted upon is exempt from the open meeting requirements. All discussion on city business should be conducted at public meetings and not behind closed doors before meetings.

Open meeting law requires that every meeting of a governmental body be preceded by public notice. Notice must be given twenty-four hours in advance, except in an emergency a minimum of two hours is required. Public notice must be posted in at least one public place, provided to the news media who have filed written request for such notices and the official newspaper. Notices must include the time, date, place and subject matter of the meeting. The format of the notice must be reasonably likely to apprise the public and news media of the subject matter.

II. GROUNDS FOR CLOSED MEETINGS

Wisconsin State Statute 19.85 provides for several reasons for going into closed session. All closed sessions must be listed on the public notice a minimum of 24 hours in advance.

- (a) Deliberation on judicial or quasi-judicial trial or hearing before the government body.
- (b) Consideration of dismissal, demotion, or discipline of any public employee.
- (c) Consideration of employment, promotion, compensation or performance evaluation data of any public employee.
- (d) Consideration of specific applications of probation, extended supervision or parole, or considering strategy for crime detection or prevention.
- (e) Deliberating or negotiating the purchasing of public properties or other specified public business, whenever competitive or bargaining reasons require a closed session.
- (f) Considering financial, medical, social or personal histories or disciplinary data of specific persons.
- (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
- (h) Consideration of requests for confidential written advice from the ethics board.
- (i) Considering any and all matters related to acts by businesses which, if discussed in public, could adversely affect the business, its employees or former employees.

The governmental body cannot reconvene into open session unless the public notice specified that the body would reconvene in open session. The body, therefore, will adjourn at the conclusion of the closed session. Action can be taken during a closed session on the item that the notice list for the closed session. Action should be taken during open session if at all possible. Discussion during the closed session should be limited to the topic listed on the public notice.

III. PROCEDURES FOR RUNNING PUBLIC MEETINGS

Presiding Officers

The mayor is the presiding officer at all common council meetings. In the mayor's absence the council president presides at council meetings. Other committees and commissions normally elect their own presiding officer annually. All presiding officers, except the mayor, shall have a vote on all matters presented to the governmental body. The mayor has a vote only in the event of a tie. The mayor also has the veto power which none of the other presiding officers possess except a common council president when serving as "acting mayor". An "acting mayor" may not, however, approve an act which the mayor has vetoed.

Quorum

A quorum is the minimum number of members that may meet and transact business. A quorum of the city council is two-thirds of the members. The mayor is not counted in determining whether a quorum is present at a meeting. For committees, a quorum is a majority of the members, including the chairperson. In calculating quorum requirements, answers with fractions are rounded up to the next whole number, although a lesser number can constitute a quorum for purposes of triggering the open meeting law (i.e., a negative quorum or a walking quorum). A negative quorum is a number of members less than a quorum, but by voting in a block can prevent the passage of an item before the governing body. For example some items require more than a majority vote, they require a three-quarters vote. If you have eight council members, three members can constitute a negative quorum by discussing how they would vote on the item requiring the three-quarters vote. Even though three members do not constitute a quorum of the council, they do make up a negative quorum which is a violation of the open meeting law. A walking quorum is done by going from one official to the next to tally the votes on an item before the governing body, done outside the regular meeting. A walking quorum robs the public of the chance to offer input into the decision and hear how the public official has come to their decision.

Actions by Less than a Quorum

Any action taken by a governing body at a meeting without a lawful quorum is null and void. Therefore, a governing body may not take any action without a quorum except as specifically authorized. The statutes authorize less than a quorum of a municipality's governing body to adjourn or to compel the attendance of absent members.

Voting

No secret ballot may be used to determine any election or other decision except election of a body's own officers. Election of the officers is a very narrow exception covering just the council president or other committee officer elections. It does not include filling vacancies, making committee appointments or appointed positions. A majority of the members present must vote favorably to approve an item, unless a greater number is required specifically in the state statutes. A quorum of members must vote on an item for official action to be taken. A vote by less than a quorum of members does not allow official action to be taken on an item. A tie vote generally fails, except that the Mayor may break a tie vote at the City Council.

Abstaining from Voting

No member of a governmental body can be compelled to vote. If a person abstains because of a conflict of interest, that person is not considered present for quorum and voting purposes pertaining to the particular measure.

Veto

The Mayor may veto any action by the City Council within five days after approval. A two-thirds vote of the entire council is required to override a veto.

Public Participation

The open meeting law is concerned only with the public's right to be present at the meeting of a governmental body. It does not imply a right of the public to participate in the conduct of government business or speak at meetings. Therefore, a governmental body may prohibit the public from speaking or set conditions, such as limiting the amount of time a member of the public has to address the governing body. There is often tension between the desire to be responsive to constituents and the need to run meetings effectively and efficiently. Although the public is not entitled to participate in a meeting, a public hearing is different because it is specifically designed to allow the public to have input into a given matter. Although a governmental body does not have to allow members of the public to participate in the meeting, a governmental body must make a reasonable effort to accommodate any person desiring to record, film or photograph meetings. This does not permit recording or filming which interferes with the conduct of the meeting.

Open Meeting Law Violations

Violations of the open meetings law may be prosecuted by the attorney general or the district attorney upon the verified complaint of any person. The individual who filed the complaint may bring an action on behalf of the state if the district attorney fails to commence an action within twenty days after receiving a complaint. Members of a governmental body who knowingly attend a meeting in violation of the open meeting law or otherwise violate the open meeting law by some act or omission are subject to a forfeiture of between \$25 and \$300. This is personal liability and is not reimbursable by the municipality.

Roberts Rules of Order

Introducing a Motion

A motion comes from an individual member. It is not necessary to have a motion before a discussion can begin. It often happens that a motion will grow out of a discussion. The subject matter that the motion relates to, if not the motion itself, must be on the public notice of the meeting. If the subject matter or the motion is not listed on the meeting's public notice, the group may not deliberate the motion, but may agree to add it to a later meeting's agenda so that proper public notice can be issued.

Motions must be worded clearly and their effects must not leave the group in an

ambiguous situation. If necessary, the group should take the time to allow the maker of a motion to work out the wording that reflects what he or she means. The expression "so moved" should be avoided and the motion being made should be repeated by the recording secretary before being seconded. "Negative motions" i.e., motions that propose that the group not do something should be avoided if at all possible. If they cannot be avoided, care should be taken that the group understand the effect of the motion's passage or defeat. Similarly, motions that propose that the group not consider certain issues or "wash their hands" of certain situations are to be avoided if possible as are motions to "reaffirm" previous decisions. They are almost always unnecessary and leave the group in an ambiguous situation if they fail.

Motions must be seconded. The function of a second is to certify that at least one other member regards a motion as worth discussing. Motions must be stated by the chairperson to become pending. After having been moved and seconded, motions are to be put to the group by the chairperson who states the motion (e.g., "It has been moved and seconded that . . .") which thus becomes pending. When a motion is pending, it is the only item that can be discussed and other subject matter not relevant to the motion is out of order. Once pending, motions belong to the group. After a motion is moved, seconded and then stated by the chairperson, it cannot be withdrawn or amended without the group's permission.

Discussing and Debating a Motion

It is customary to permit the member who has offered the motion to speak on its behalf before opening the discussion to others. The group may limit the speaking time devoted to a pending motion. A group may limit the total time devoted to a motion, or the number of times a single member may speak on the motion, or it may limit the amount of time a member may speak each time he or she addresses the motion. It is a good idea to have some limits expressed in the group's own rules. Such limits can be relaxed or altered on a case by case basis as long as all members are treated similarly.

Comments made during the discussion and debate of a motion must be relevant. Comments that are not related to the subject matter or impact of the decision to be made should be ruled out of order by the chairperson. Every member is entitled to speak on every motion. It is out of order to close debate before every member who wants to speak on an issue has a chance to do so. The debate on a motion may be closed by a group decision to do so. No single member may demand that debate be closed by "calling the question" as long as any other member objects to closing the debate. If it comes to a vote, two-thirds of the members voting must agree to close debate.

Members may exert certain rights during discussion and debate. Members may make inquiries, requests and points of order without a second required. A member may use an inquiry to seek information related to the substance of the motion under consideration or to seek advice as to the proper procedure for him or her to follow. The chairperson is

expected to respond to the inquiry as best he or she can, either by providing the information or by asking another member or staff person to do so, or by making an appropriate ruling. Similarly, a member may, without a second required, request just about anything ranging from steps to increase personal comfort to some special treatment or consideration. Again, the chairperson is expected to respond, either by granting the request or denying it. Points of order may be raised by any member who thinks that current procedures are incorrect. The chairperson is expected to rule that the member is either correct or not, and if the member is correct, the chairperson is expected to take steps to get back to the correct procedures. Note that the chairperson is expected to respond to inquiries, requests and points of order. If any member believes that the chairperson is unresponsive to inquiries, does not respond appropriately to requests, or rules incorrectly on points of order, he or she may appeal the decision of the chair. An appeal requires a second. If the chairperson disagrees as to the validity of the appeal, the matter is put to a vote and a majority of those voting can overrule the chair. Decorum must be observed during debate. Personal attacks and other disruptions are out of order during the discussion and debate of a motion.

Amending a Motion

Any motion that contains a variable capable of alteration can be amended. A motion to amend proposes to alter a main motion by deleting language from it, or adding language to it, or deleting language and adding substitute language within the motion or by substituting different language for the entire main motion. Note that a motion to replace the language of the entire main motion (a substitute motion) is a form of amendment.

It is out of order to use the amendment process to bring a totally separate issue before the group. If the chairperson is unsure whether a proposed amendment is sufficiently related to the main motion to be germane, he or she should put the question of germaneness to the group to decide by vote or unanimous consent. If the exact effect of the proposed amendment can be achieved simply by voting no on the main motion, the amendment is not germane. However, amendments that are otherwise relevant but are hostile to the main motion may be germane if their exact effect cannot be achieved by voting no on the main motion.

A proposed amendment to a main motion must be approved by the group. There is no such thing as a "friendly amendment", in which just the mover makes the amendment. An amendment may be approved by unanimous consent of the group unless a member objects. If a proposed amendment is not approved by unanimous consent, it will require a formal motion and vote.

Amendments are debatable. If not approved by unanimous consent, motions to amend must be moved, seconded, and then stated by the chair to become pending. Once pending, the motion to amend is open to debate. While pending, an amendment is itself subject to amendment. It is possible to have a main motion, motion to amend and motion

to amend the amendment at any one point in time. Amendments take precedence over main motions. When an amendment becomes pending, it replaces the main motion as the immediately pending issue and must be decided one way or the other before the group returns its attention to the main motion.

Postponing a Motion

A pending motion may be postponed to a time later in the same meeting or to a later meeting. When the group agrees to postpone a pending matter, it in effect commits itself to return to the postponed issue at the specified time. The motion or decision to postpone must be specific as to when the group intends to return its attention to the postponed issue.

Postponing a motion indefinitely has the effect of killing the motion. The motion to "postpone indefinitely" is part of Roberts Rules of Order. Its effect is to get rid of a pending motion without voting on the motion directly. A motion that has been postponed indefinitely cannot come up again in the same meeting unless the decision to postpone indefinitely is reconsidered, which would require another motion. A motion that has been postponed indefinitely can be reintroduced at a later meeting if properly listed on the agenda.

Postponing a motion and tabling a motion are not the same thing. The effect of tabling a motion is to set it aside with no provision for returning it to the group's attention. If a motion is tabled, it takes another motion to take it from the table and make it pending again. Thus, a motion to table is sometimes used to kill a motion. Postponing specifies when the motion will be considered again.

Reopening a Previously Decided Motion

Motions that have been voted down may be renewed at a later meeting by having the item placed on the agenda of the future meeting. Motions that have been voted down can only be reopened in the same meeting by passing another motion to reconsider the defeated motion. The motion to reconsider can be applied alike to motions that have previously passed or those that have failed. The motion to reconsider can be made only by a member who voted with the prevailing side when the motion was previously decided. Any member may second the motion to reconsider. The effect of passing a motion to reconsider is to reopen the discussion of the motion being reconsidered as if it had not been voted on at all. Motions can be reconsidered during the current meeting or the next regularly scheduled meeting. However, a motion decided in the previous meeting cannot take place unless the matter under reconsideration is on the public notice of the meeting in which it is to be reconsidered.

Controlling the Course and Content of the Meeting

Members may agree to adjourn or recess a meeting at any time. Although meetings are typically adjourned or recessed by the chairperson, he or she may do so only with the consent of the members. Group decisions to adjourn can be made at almost any time since the motion to adjourn takes precedence over most other motions. The motion to adjourn requires a second and the affirmative vote of a majority of those voting. A motion to recess must be specific as to the length of the recess or the time at which the meeting will reconvene.

Members can change the order in which agenda items are taken up. Although the group cannot take up items in a meeting that are not on the public notice for the meeting, they can change the order of the agenda. The decision to change the order may be done by unanimous consent or by a vote of two-thirds of the votes cast. Members may also agree not to take up items that are on the agenda, either by unanimous consent or two-thirds vote.

Chairing the Meeting

The chairperson is responsible for public notice, agenda and minutes. Even though another official, most often the clerk, is assigned to preparing them, the chairperson is responsible for seeing that these tasks are performed properly.

The chairperson is responsible for adhering to the agenda. In administering the meeting, the chairperson is expected to take up each item on the agenda in the order they are listed unless the group orders otherwise. As discussed earlier, the chairperson makes motions pending by presenting them to the group as having been made and seconded. Also, the chairperson sees to it that the remarks made during discussion are relevant to the issue or motion at hand. The chairperson responds to inquiries, requests and points of order and regulates decorum in discussion and debate. The chairperson may participate in discussion and debate and may make and second motions. The chairperson is a member of the group and will vote on each issue with the group. Only the Mayor does not vote, with the exception of a tie vote. The Mayor does vote while serving on other committees, such as the Plan Commission. His role on the Plan Commission is as a chairperson, but also as a voting member.

IV. EMPLOYER-EMPLOYEE RELATIONS

The Role of Government

For the smooth operation of the City government, the City employs a hierarchical system of management. The City Council has the ultimate authority within the City to hire, fire and set policy. The role of each level of government is outlined below under the categories of supervision, setting policy, hiring, firing, discipline and spending authority.

Mayor

While the top executive position of the City, has no direct supervision of any City employees. The Mayor does work closely with the City Administrator, but the true authority of the City rests with the City Council. The Mayor has no individual authority to hire, fire or discipline employees or authorize any expenditure of city funds. The Mayor does, however, have the authority to veto or break tie votes of any action of the City Council related to these matters. The Mayor makes appointments to most committees, subject to confirmation by the City Council.

City Council

Aldermen acting alone have no more authority than any other citizen of the City. Acting together as the City Council, Aldermen have the authority to set departmental policy, hire, fire and discipline employees. The City Administrator answers directly to the City Council and carries out all requests made by the City Council. Every action of the City must be approved by the City Council. Most operating policies are already set and approved by the City Council. The Council also adopts the annual budget which lays out the spending priorities for the City. Any expenditure over \$10,000 must be approved by the City Council, even if budgeted.

Committees

A Committee member acting alone has no more authority than any other citizen of the City. A Committee acting together has the authority to set department policy, which the City Council can overrule. A Committee does not have hiring, firing or disciplinary authority, although they may make a recommendation to the City Council for the hiring, firing or disciplinary action of department heads within their department if requested by the City Council.

Police and Fire Commission

The Police and Fire Commission is a special group with different powers provided by State Statutes. Their authority with the police department and fire department supersedes the authority of the City Council. Any member of the Police and Fire Commission acting alone, though, has no more authority than any other citizen of the City. The Police and Fire Commission has the authority to hire, fire and discipline members of the police and fire departments. The City Council has no authority to challenge or change those decisions. The City Council does control the funding, which can dictate how many police and fire department personnel can be hired and how much they will be compensated. The Police and Fire Commission in Lake Geneva has optional powers which give it authority over the administration of the police and fire department. The Police and Fire Commission has spending authority over the money in the Police and Fire Department budgets.

City Administrator

The City Administrator reports to the City Council. The City Administrator has no authority to hire or fire Department Heads, although the City Administrator will make a recommendation to the City Council on the hiring and firing of Department Heads. General full-time employees of the City may only be terminated by approval of the City Council. The City Administrator is responsible for the discipline of Department Heads. The City Administrator has authority to set department policy, subject to change by the appropriate Committee or the City Council. The City Administrator may approve budgeted expenditures up to \$10,000.

Department Heads

Department Heads report to the City Administrator. Department Heads have the authority to hire and fire seasonal employees as provided for in the budget. Department Heads are responsible for the discipline of employees in their department. Department Heads do not have authority for the hiring of full-time employees, although they will make a recommendation to the City Administrator and the Personnel Committee. Only the City Council has authority to terminate a full-time employee. Department Heads have authority to set department policy, subject to change by the City Administrator, appropriate Committee or City Council. Department Heads may approve budgeted expenditures up to \$5,000.

Description of Committees

Standing Committees:

Finance Committee:

(Composition)

Consists of five (5) Aldermanic members appointed by the Mayor with Council approval. The Mayor appoints the Chairman. One year term begins May 1.

(Duties)

1. Monitor financial position of the City on behalf of the City Council.
2. Work closely with the City Administrator and City Clerk to review, prepare and recommend a yearly budget and tax levy to the City Council for adoption.
3. Responsible for recommending short and long-term borrowing, investments, and working closely with the City Treasurer on cash management to insure liquidity and ability to borrow and fund unexpected project obligations as well as to invest the City's funds wisely.
4. Approve Clerk's bills, Treasurer's bills and CAO bills and other related line item matters.
5. Review Annual Audit and help implement auditors' recommendations.
6. Work with each city department to insure fiscal integrity.

7. Approve contingency fund or general fund withdrawals.
8. Handle retirement and health insurance and financial issues of concern to the City.
9. Review and approve financial matters referred by other Committees, particularly on non-budget items or for contracts requiring City executions and financial remuneration.
10. Upon recommendation by other Committees, review and recommend the financial aspect of the purchase or sale of buildings and land. Recommendations to sell then go to Planning Commission prior to Council presentation.

The Committee has the following regulatory and licensing duties:

1. License applications, as required by statutes and ordinances; planning and policy setting for the abatement of nuisances; planning and policy setting on matters pertaining to licenses and permits, and planning and policy setting on matters pertaining to orderly conduct.

Piers, Harbors and Lakefront Committee

(Composition)

The Committee consists of five (5) members appointed by the Mayor and approved by the Common Council. The Mayor appoints the Chairperson.

(Duties)

The Committee shall consider the following and shall have the duty to recommend action there as to the Common Council:

1. All commercial and private pier and buoy leases, including wording, length of lease, cost and any other provisions.
2. All rules and procedures pertaining to City leases, all activities within or surrounding the Riviera piers, buoys, dinghy pads, launching, trailer parking as part of boat launch fee and access road (if any) to piers; Launch fees and annual beach passes.
3. New construction and maintenance of beach piers, buoys, dinghy pads and boat launches; and, the Harbormaster or other person in charge of any lakefront activity shall report to and cooperate with the Committee.

Personnel Committee

(Composition)

The Personnel Committee consists of five (5) aldermanic members appointed by the Mayor and approved by the Common Council. The Mayor selects the Chairperson of the committee.

(Duties)

The Personnel Committee performs the following duties:

1. Serves as City's Personnel Committee and recommends the creation or elimination of job positions and the corresponding salary/wages and raises and position/departamental restructuring if related to the City's finances.
2. The Committee shall be responsible for negotiating all employment contracts or agreements between the City of Lake Geneva and its employees, excepting only those employees who are specifically governed by another City committee or commission.
3. Conduct grievance hearings in matters related to the Public Works and Clerical Unions.
4. The Committee shall be responsible for all disciplinary matters involving grievances, prohibitive practice complaints, work rule violations, contract violations and other matters including discharge or separation for employment.
5. The Committee shall be responsible for creating and recommending to the City Council job descriptions for all City employees (except police and fire), and such job descriptions shall be utilized when advertising for and evaluating potential new and current employees.
6. The Personnel Committee will interview all prospective full time City employees (excepting Police and Fire Department officers and employees) and make recommendations concerning employment to the City Council.

Public Works Committee

(Composition)

The Public Works Committee consists of five (5) members appointed by the Mayor and approved by the Common Council.

(Duties)

The Public Works shall be responsible for activities taking place on public property, rights-of-way, and easements, and including the following:

1. Planning for maintenance, repairs and remodeling of all City-owned facilities except those facilities under the control of the Utility Commission and the Piers and Harbors Committee.
2. Recommend repairs of City-owned facilities to be included in the following year's budget.
3. Determine by inspection or otherwise, not less than annually, the need for repairs of each facility. Major repairs are to be included in the proposed five-year capital improvement plan and approved by the Common Council.

4. Consult and cooperate with Piers, Harbors and Lakefront Committee, Park Commission, Cemetery Commission, Library Board and any other overlapping City Committees.
5. Superintend all public works and keep the streets, alleys, sidewalks, storm sewers, public open spaces and public related places in repair.
6. Unusual use of streets. No building shall be moved through the streets without a written permit therefore granted by the Board of Public Works, except if the Common Council shall, by ordinance authorize some other officer or officers to issue a permit therefore; said Board shall determine the time and manner of using the streets for laying or changing underground utilities in City rights-of-way or easements including electric, telephone, or gas pipes, cable television, or placing and maintaining electric and telephone poles therein, provided that its decision in this regard may be reviewed by the Council.
7. Restoring streets. In case any corporation or individual shall neglect to repair or restore to its former condition any street, alley or sidewalk excavated, altered or taken up, within this time and in the manner directed by the Board, said Board shall cause the same to be done at the expense of said corporation or individual. The expense thereof, when chargeable to a lot owner, shall be certified to the City Clerk by the Board, and if not paid shall be carried into the tax roll as a special tax against the lot.

City Boards and Commissions

Committee of the Whole

(Composition)

The City Aldermen shall be the Committee of the Whole. (See Ord. No. 08-02, 3-10-2008; Ord. NO. 08-07, § 1, 6-23-2008). The Council President shall serve as the Chairman of the Committee of the Whole. The Committee of the Whole may elect a Vice Chairman to serve in the Chairman's absence.

The Committee of the Whole shall meet in the Council Chambers of the City Hall on the first Monday of each month. The Council President may change the meeting time and place and may call special meetings of the Committee of the Whole.

(Committee Power and Duties)

1. The Committee of the Whole may hold informal discussions on any agenda item and may make recommendations and suggestions to the Common Council.
2. The Committee of the Whole may receive reports from the committees, commissions and boards of the City.

3. The Committee of the Whole may receive reports and information from all City officials.
4. The Committee of the Whole may take other actions and consider other matters that may be assigned to it by the Common Council.

Communications Committee

(Composition)

There shall be five (5) members on the Communications Committee. One member shall be an Alderman (Ord. No. 08-02, 3-10-2008). The members shall be appointed by the Mayor and confirmed by the Common Council. The members shall serve two-year terms. The members' terms shall be staggered so as to have two members' terms expire one year and three members' terms expire the next. Any Alderman's terms shall end if the Alderman leaves office. Any vacancy shall be filled through the appointment procedure described above for the remainder of the term. The Alderman shall serve as Chairperson of the Committee.

(Committee Powers and Duties)

1. Advise the Mayor and the City Council on issues related to cable television pursuant to applicable state and federal laws.
2. Monitor the local cable television franchise and review service concerns pursuant to the franchise agreement.
3. Study the use of public access and government channels.
4. Review and make recommendations concerning the City's website.
5. Propose facilities and equipment needs necessary for video, electronic and digital information distribution to staff and to the public.

Board of Review

(Composition)

There shall be six (6) members of the Board of Review. The members shall be the Mayor, the City Clerk and four (4) Aldermen. (Ord. NO. 08-02, 3-10-2008). The Alderman shall be appointed to the Board of Review by the Mayor, subject to confirmation by the Council. The Mayor shall appoint the committee Chairman. The terms of the elected members on the Board of review shall serve contemporaneously with their terms on the Council.

(Duties)

Conduct hearing for aggrieved taxpayers who have applied for changes in the assessed value of their real estate or personal property. (See Wis.Stats. Sec. 70.47-70.48)

Police and Fire Commission (Optional Powers)

(Composition)

Consists of five (5) citizens appointed by the Mayor (without Council approval). The Chairman is elected by the Commission. The five year terms begin May 1. There shall not be more than three (3) members belonging to the same political party serving on the Commission at any one time.

(Duties)

The Police and Fire Commission shall have the duties and powers set forth in W.S.A., § 62.13. Besides these basic powers, the Board has the following optional powers:

1. Organize and supervise the Fire and Police Departments and to prescribe rules and regulations for their control and management.
2. Contract for and purchase all necessary apparatus and supplies for the use of the departments under their supervision, exclusive of the erection and control of the police and fire station buildings.
3. Audit all bills, claims and expenses of the Fire and Police Departments before the same are paid by the City Treasurer.

Library Board

(Composition)

The Library Board consists of seven (7) members. A minimum of four (4) members shall be residents of the City of Lake Geneva. One member may be a resident of the Town of Bloomfield, and one member may be a resident of the Town of Linn. There shall not be members from any other municipality, except those approved pursuant to § 43.60(3), Wis. Stats. and the person appointed by the School District Administrator. The members shall be appointed to the Library board by the Mayor. The appointments shall be subject to approval by the Common Council.

(Duties)

The Library Board shall have the duties and powers as set forth in W.S.A., § 43.58, including those duties and powers as set forth below:

1. The Library Board shall supervise the administration of the public library and shall appoint a Librarian.
2. The Librarian shall appoint such other assistants and employees as the Library Board deems necessary.
3. The Librarian shall prescribe the duties and compensation of the assistants and employees.
4. The Library Board shall have exclusive control of the following assets:
 - a. Of the use and expenditure of all monies collected, donated, or appropriated for the library fund; and
 - b. Of the purchase of a site and the erection of a library building whenever authorized; and
 - c. Charge, and custody of all lands, buildings, money, or other property which is devised, bequeathed, given, granted to or otherwise

Cemetery Commission

(Composition)

The Cemetery Commission Committee consists of three (3) members that are appointed to the Commission by the Mayor. The members shall serve three (3) year terms. The terms shall be staggered so as to have one member's term expire each year.

(Duties)

The Cemetery Commission shall operate subject to the general direction and control of the Council. The Cemetery Commission shall have the entire charge of all City cemeteries and all sales of cemetery lots. The Cemetery Commission shall also have entire charge of:

1. Funds derived from the sales of cemetery lots;
2. Funds appropriated for the benefit of such cemeteries by the Council; and
3. All monies or property in any manner given, conveyed or devised to the City (including any officer or board of the City given to it in its capacity as City officer or board) in trust for ornamenting, caring for, keeping in repair or maintaining any cemetery or cemetery lot or lots or any building or lot therein.

Cemetery Use of Funds:

1. All funds derived from the cemeteries from the sale of lots;
2. All funds derived from other sources; and
3. All funds appropriated by the Council for the general benefit of cemeteries.

The Cemetery Commission shall use the above funds according to its discretion in caring for and improving such cemeteries and the fences, buildings, and public monuments thereon. However, the Cemetery Commission shall not have the power to create any debt against the City to be paid from any other fund.

Planning Commission

(Composition)

The Planning Commission consists of eight (8) members. The membership shall include the Mayor, the President of the Park Board, one Alderman, the Zoning Administrator and four citizens. The mayor shall preside as the Chairman. The members shall be appointed by the Mayor with the approval of the Common Council. The members shall serve three (3) year terms, The terms of the citizen members shall be staggered so as to have approximately one-third of the members' terms expire each year.

(Duties)

The Plan Commission shall have the duties and powers as set forth in W.S.A. § 62.23(2), including those described below:

1. The Committee shall make and adopt a master plan for the physical development of the City, including any areas outside of its boundaries that in the Commission's judgment bear relation to the development of the City. The master plan shall meet the requirements in W.S.A., § 62.23(2) through (3).
2. The Commission may amend, extend or add to the master plan or carry any part or subject matter into greater detail.

Miscellaneous Powers:

1. The Commission may make reports and recommendations relating to the plan and development of the City to City government and the citizens.
2. The Commission may recommend programs for public improvements and the financing thereof.
3. The Commission, its members and employees may enter upon any land, make examinations and surveys, and place and maintain necessary monuments and marks in the performance of its functions.
4. In general, the Commission shall have such powers as may be necessary to enable it to perform its functions and promote municipal planning.

Matters Referred to the City Planning Commission:

1. The location and architectural design of any public building;
2. The location of any statue or memorial;
3. The location, acceptance, extension, alteration, vacation, abandonment, change of use, sale, acquisition of land for or lease of land for any street, alley or other public way, park, playground, airport, area for parking vehicles or other memorial or public grounds;
4. The location, extension, abandonment or authorization for any public utility whether publicly or privately owned;
5. All plats of lands in the City or within the territory over which the City is given platting jurisdiction by ch. 236;
6. The location, character and extent or acquisition, leasing or sale of lands for public or semipublic housing, slum clearance, relief of congestion, or vacation camps for children; and
7. The amendment or repeal of any ordinance adopted pursuant to this section.

Unless such report is made within 30 days, or a longer period as may be stipulated by the Common Council, the Council may take final action without it.

Parking Commission

(Composition)

The Parking Commission consists of five (5) members. The members are appointed by the Mayor and shall serve two (2) year terms. The members' term shall be staggered so as to have two members' term expire one year and three members' terms expire the following year.

(Duties)

The Parking Commission shall have the duties and powers set forth below (**Ord. No. 08-02, 3-10-2008**):

1. The Parking Commission shall manage all acquisition and maintenance of land for public parking. The Parking Commission shall set up and maintain a system of operation for the municipal parking system.
2. The Commission shall, with the approval of council, purchase, acquire or lease land in order to operate a municipal parking system.
3. The Commission shall construct, extend, add to, improve, conduct and operate the municipal parking system for the parking of vehicles. The Commission may exercise the preceding duties in a manner they see fit. However, the Commission shall, in exercising its power of operation of the municipal parking system, limit itself through the exceptions below:
 - a. The municipal parking system shall include parking lots and other parking facilities upon the public streets or grounds of the City.
 - b. For the purpose of providing off-street parking, the Parking Commission shall purchase options on parcels of land without Council approval, provided the price of such option shall not exceed \$50.

Exceptions to Parking Commission powers:

1. The Parking Commission as an entity shall not have the power or duty to address the issues of fines, fees, rates or enforcement before the City Council.
2. The Parking Commission shall not set parking rate and penalties. The City Council shall set parking rates, penalties and fines.
3. The City Administrator shall enforce parking regulations.
4. The Parking Commission shall not enforce parking regulations.
5. The Parking Commission shall not have any authority over the Parking Department.

Board of Appeals

(Composition)

The Zoning Board of Appeals consists of five (5) members appointed by the Mayor, subject to confirmation by the Common Council, for three (3) years, except that those first appointed, one shall serve for one year, two for two years.

(Duties)

The Board of Appeals shall have the following powers:

1. To hear and decide appeals when it is alleged there is an error in any order, requirement, decision or determination made by the Zoning Administrator.

2. To hear and decide special exceptions to the terms of this Code upon which the Board of Appeals is required to pass.
3. To authorize, upon appeal in specific cases, such variance from the terms of this Code as will not be contrary to the public interest, when, owing to special conditions, a literal enforcement will result in practical difficulty or unnecessary hardship, so that the spirit of the ordinance shall be observed, public safety and welfare secured and substantial justice done.
4. Permit in appropriate cases, and subject to appropriate conditions and safeguards in harmony with the general purpose and intent of this Code, a building or premises to be erected or used for such public utility purposes in any location which is reasonably necessary for the public convenience and welfare.

Historic Preservation Commission:

(Composition)

Consists of five (7) members of which one (1) is an Alderman who is the Chairman and four (6) residents of Lake Geneva also appointed by the Mayor and subject to Council approval. Three year term begins May 1.

(Duties)

Numerous sign/construction/architectural/demolition/and code review and enforcement responsibilities pertaining to the Historic Preservation District as detailed in Ordinance 20.01 through 20.11.

Board of Park Commissioners:

(Composition)

The Board of Park Commissioners shall consist of nine (9) members. One of the members shall be the Mayor, one member shall be an Alderman and the rest shall be citizens of the City. The Chairman is elected by the Commission. The members shall be appointed to the Commission by the Mayor and subject to the approval of the Common Council. The members shall serve a three (3) year term. The terms of the members shall be staggered so as to have three members' terms expire each year Three (3) year citizen terms and one (1) year Aldermen term begin May 1.

(Duties)

The Board of Park Commissioners shall have the duties and powers set forth below as expressed in **(Ord. No. 08-02, 3-10-2008; Amended 7-13-2009 by Ord. No. 09-14)**. The Board of Park Commissioners shall serve as an advisory commission to the Common Council. The Board of Park Commissioners shall advise the Council on all matters pertaining to parks, recreation and forestry. Areas of responsibility shall include but are not limited to:

1. Creation of subcommittees to effectively monitor and advise on specific issues regarding parks, recreation or forestry including the City tree Board;

2. The management, improvement and care of public parks, parkways, boulevards and pleasure drives of the City;
3. The development of policies, procedures, rules and regulations pertaining to the use of public parks, City-sponsored recreation programs and forestry.
4. The development of annual operating and capital budgets for parks, recreation and forestry.
5. The development of a broad variety of recreational programs and services to meet the needs and demands of the community.
6. The development of a master plan for the City's park system;
7. Advising the Council on issues of land acquisition, use of park impact fees and leasing and/or land sales or exchanges affecting the City's park system; and
8. Advising the Council on levels of staffing required by the City's park system.

(Powers)

The Board of Park Commissioners shall, in accordance with the state law established in W.S.A., § 27.08, exercise the powers granted to it, including:

1. Govern and maintain all public parks and other natural enjoyment areas in the City; improve those areas; secure the quiet and orderly enjoyment of the areas; and create rules and regulations to facilitate the above purposes.
2. Acquire property, money, trusts, rights and privileges through gift, devise, bequest or condemnation for the City parks.
3. Gifts shall only be accepted after the Board of Park Commissioners has recommended the gift to the Common Council and the Common Council has approved acceptance by a resolution.
4. Buy or lease lands in the name of the areas under the control of the Board of park Commissioners, in accordance with W.S.A., § 27.08(2)(c).
5. Change or improve all areas under the Board's control.

Tree Board

(Composition)

The Board of Park Commissioners shall create and appoint members of a Tree Committee who shall carry out provisions of Wisconsin Statutes and Chapter 82 of the Municipal Code for the City of Lake Geneva, Wisconsin, and such other duties as required to report to the Board of Park Commissioners.

Authority of Elected/Appointed Officials

All powers granted to cities are vested in their governing bodies. A city governing body can generally act only through ordinance, resolution or motion adopted by a majority vote of a quorum at a properly noticed public meeting. As a matter of law, an individual alderman or

committee member has no more authority than any other citizen. Thus, unless the governing body has delegated authority to one of its members to take certain authorized actions on behalf of the municipality, individual members of a governing body have no authority to make purchases, enter into contracts, give direction to municipal officers and employees, conduct investigations, bring suit or make any binding legal commitment on behalf of the municipality.

Staff Use and Misuse

Employees of the City of Lake Geneva are hired to perform various jobs that benefit the City of Lake Geneva. Those tasks are dictated by the policies and missions of their departments. Other departments, individual committee members or aldermen should not interfere with the task that the employees are set out to accomplish. Their work is directed by their Department Head. The work of the Department Head is directed by the City Administrator.

If you have questions about the work being done by a city employee or have a request for a project, you should contact the appropriate Department Head. They will provide you with an answer regarding their employee's work. They will also inform you of whether their department can perform your project request or not. They will likely refer you to the City Administrator or appropriate committee if your project request is not within their normal duties.

V. CITIZEN COMPLAINT PROCEDURES

In general, complaints should be handled by the person who receives the complaint and in a prompt, friendly manner. If you cannot resolve the problem yourself, direct the person to the appropriate department or supervisor. Unresolved complaints can be directed up the chain of command until the complaint is resolved or all avenues have been exhausted. The final forum for any complaint is to appear before the City Council (with the exception of Police & Fire Commission discipline procedures).

Both the police department and the building inspection department have written complaint forms. These forms are geared toward common recurring problems and they gather the appropriate information about a situation so the problem can be addressed. In some cases the building inspection department will not investigate a complaint unless it is in writing. This reduces the amount of time spent investigating frivolous complaints.

VI. PRESS RELATIONS

Questions from the press should be handled delicately. Information provided should be kept to your area of jurisdiction and should not disclose any information discussed in closed session. If you are unsure about the appropriate response to an inquiry, refer the press to the appropriate Department Head or the City Administrator.

VII. ETHICS

State Laws on Prohibited Conduct

Using Office for Private Gain

No public official may use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of themselves or their immediate family, or for an organization with which they are associated.

Illegal Influence

No person may offer or give a local public official, directly or indirectly, and no local public official may solicit or accept from any person, directly or indirectly, anything of value if it could reasonably be expected to influence the local public official's vote, official actions or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of the local public official.

Taking Action Affecting Matter in which Official has Interest

No public official may take any official action substantially affecting a matter in which the official, a member of his or her immediate family, or an organization with which the official is associated has a substantial financial interest. Nor may a public official use his or her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the official, one or more members of the official's immediate family either separately or together, or an organization with which the official is associated. When in doubt the public official should abstain from discussion and voting on the issue.

Private Financial Interest in Public Contracts

A public official is prohibited from participating in the making of a contract in which the officer or employee has a private pecuniary interest, direct or indirect, or performing in regard to that contract some function requiring the exercise of discretion on the officer's or employee's part. Abstaining from all discussion and votes relating to the matter will prevent a violation.

City Ethics Code

The City ethics code duplicates some of the State standards and in some cases is more stringent than the State standards. The full City ethics policy can be found in Ordinance 2-201 through 2-204 of the City of Lake Geneva Municipal Code.

Fair and Equal Treatment

No official or employee shall request or permit unauthorized use of City-owned vehicles, equipment, materials or property for personal convenience or profit. No official or

employee shall grant any special consideration, treatment or advantage to any citizen.

Financial and Personal Interest Prohibited

No official or employee, paid or unpaid, shall engage in any business or transaction or shall act in regard to financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his official duties in the public interest contrary to the provisions of this section or would tend to impair his independence of judgment or action in the performance of his official duties.

Incompatible Employment

No official or employee shall engage in or accept private employment or render service, for private interest, which employment or service is incompatible with the proper discharge of his official duties or would tend to impair his independence of judgment or action in the performance of his official duties, unless otherwise permitted by law and unless disclosure is made.

Disclosure of Confidential Information

No official or employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the City, nor shall he use the information to advance the financial or other private interest of himself or others.

Gifts and Favors

No official or employee shall accept any valuable gift, whether in the form of service, loan, thing or promise, from any person which to his knowledge is interested, directly or indirectly, in business dealing with the City; nor shall any official or employee accept any gift, favor or thing of value that may tend to influence him in the discharge of his duties, or grant in the discharge of his duties any improper favor, service or thing of value.

Representing Private Interest before City Agencies or Courts

No officer or employee shall appear on behalf of any private person, other than himself, his spouse or minor children, before any City agency or Municipal Court. However, a Council Member may appear before City agencies on behalf of his constituents in the course of his duties as a representative of the electorate or in the performance of public or civic obligations.

Disclosure of Interest in Legislation

Any Council member who has a financial interest or personal interest in any proposed legislation before the Council shall disclose on the records of the Council the nature and extent of such interest. Any other official or employee who has a financial or personal interest in any proposed legislative action of the Council and who participated in discussion with or gives an official opinion or recommendation to the Council shall

disclose on the records of the Council the nature and extent of the interest. When in doubt the public official should abstain from discussion and voting on the issue.

Compatibility of Offices and Positions

The same person cannot hold two public offices or an office and a position where one post is superior to the other. This does not apply to sitting on multiple committees, but does exclude an employee from serving on the Council or a committee unless specifically authorized by state law.

Exceptions to the Compatibility in Office Rules

Volunteer fire fighters, emergency medical technicians or first responders whose annual compensation from one or more of those positions, including fringe benefits, does not exceed the amount specified in State Statute 946.13(2)(a) (currently \$15,000 per year) may also hold an elective office in the City. Also, local governing body members can serve on both the City Council and County Board simultaneously without a conflict.

Ineligibility for any Position Created During Term of Office

Except as expressly authorized by statute, no member of the City Council shall, during the term for which the member is elected, be eligible for any office or position created during that term. The member is also ineligible for any office or position where the Council selects the candidate. This subsection does not apply to a member of the Council who resigns before the position is created.

Misconduct in Office

Any public officer or public employee who does any of the following is guilty of a Class E felony, punishable by a fine not to exceed \$10,000 or imprisonment not to exceed two years or both:

1. Intentionally fails or refuses to perform a known mandatory, nondiscretionary, ministerial duty of the officer's or employee's office of employment within the time or in the manner required by law.
2. In the officer's or employee's official capacity does an act which he or she knows is in excess of the officer's or employee's lawful authority or which the officer or employee knows the officer or employee is forbidden by law to do in the officer's or employee's official capacity.
3. By commission or omission, in the officer's or employee's official capacity, exercises a discretionary power in a manner inconsistent with the duties of the officer's or

employee's office of employment or the rights of others with intent to obtain a dishonest advantage for the officer or employee or another.

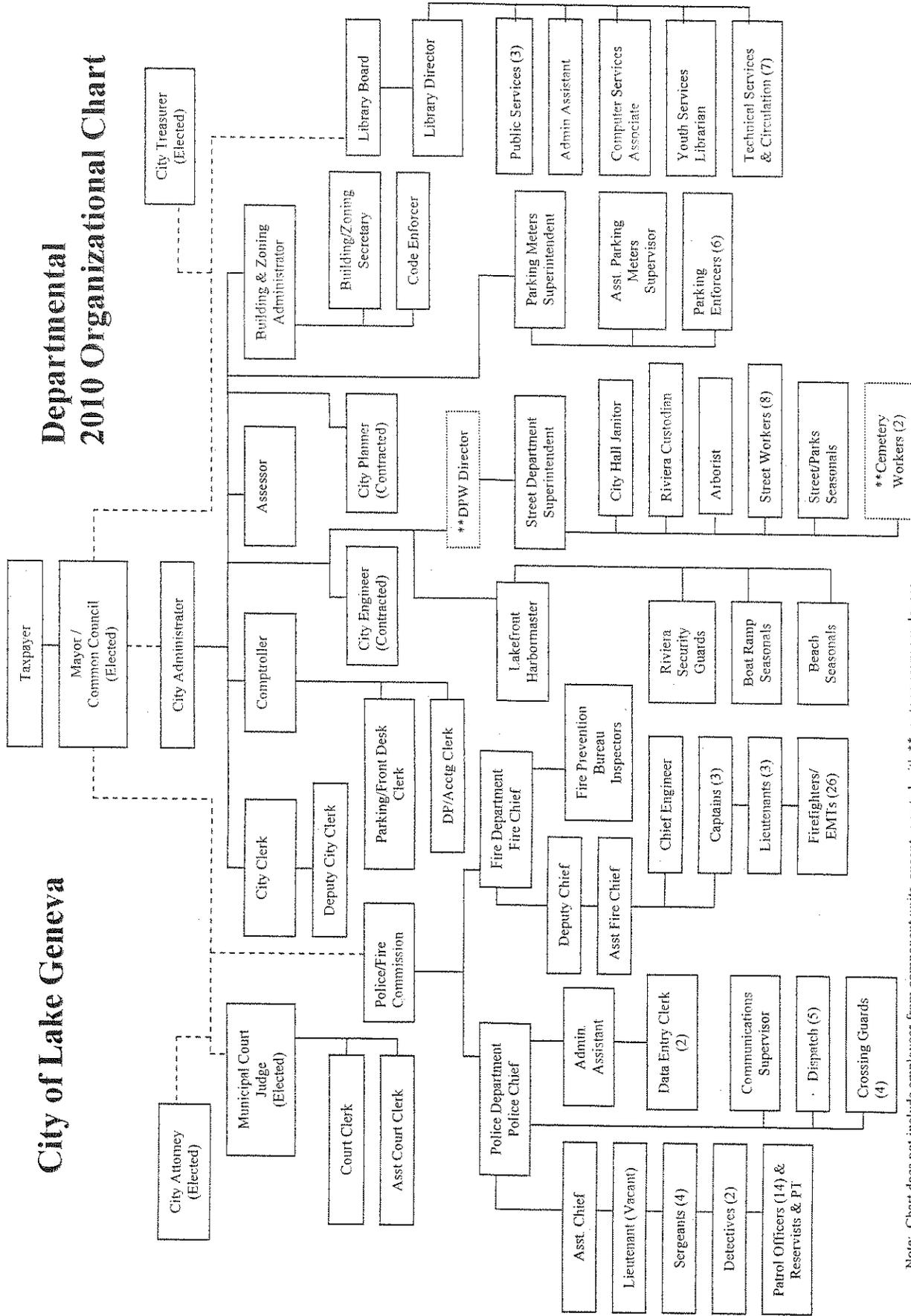
4. In the officer's or employee's official capacity intentionally and materially falsifies an entry in an account or record book or return, certificate, report or statement.
5. Under color of the office or employment, intentionally solicits or accepts for the performance of any service or duty anything of value which the officer or employee knows is greater or less than is fixed by law.

Bribery

Any public officer or public employee who directly or indirectly accepts or offers to accept any property or personal advantage, which the officer or employee is not authorized to receive, pursuant to an understanding that the officer or employee will act in a certain manner regarding any matter which is pending or might come before the officer or employee in the officer's or employee's capacity as such officer or employee or that the officer or employee will do or omit to do any act in violation of the officer's or employee's lawful duty is guilty of a Class D felony. A Class D felony is punishable by a fine not to exceed \$10,000, or imprisonment not to exceed five years, or both.

City of Lake Geneva

Departmental 2010 Organizational Chart



Note: Chart does not include employees from component units, except as noted with **, or temporary employees.
Council approved

SECRETARY'S MINUTES

NAME-----Lake Geneva Utility Commission
MINUTES-----Regular Meeting
PLACE-----Lake Geneva Utility Commission
DATE-----June 23, 2011
TIME-----4:45 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 4:45 P.M.

Members present: Brellenthin, Tom Hartz, Sheldon Shepstone, Tony Saia, Frank Marsala, and Mayor Connors. Dan Winkler took secretary's minutes. Secretary Larry Magee absent.

Minutes of June meeting were approved on a motion by Saia, 2nd by Marsala. Passed 5-0. (Connors arrived late.)

Communications:

Water & Sewer Agenda Items:

- 1. Talmer Bank & Trust – Corporate Resolution
DPW Winkler explained the agreement. It was moved by Saia to approve, 2nd by Marsala. Passed 6-0.
- 2. WWTF Oxidation Ditch Gear Drive Replacement
Winkler explained. President Brellenthin suggested buying both drives if we could get them for \$24,000. It was moved by Shepstone and 2nd by Hartz to buy only one new drive for the \$12,717.40. Motion passed with amendment to bring back the price to rebuild the old drive for approval. Passed 6-0.
- 3. AB 182 "Landlord Bill" – Discussion/Action
Director Winkler explained the bill and cost to the Utility if passed. He indicated he contacted our elected officials to voice opposition to the bill. No action taken.
- 4. SB 58 – "Change in Two Year Deadline to Collect From a Customer Due to a Billing Error" – Discussion/Action.
Change in two year deadline to collect from a customer due to a billing error. Director Winkler and President Brellenthin explained. Winkler indicated he contacted our elected officials voicing opposition. No action taken.
- 5. 2011 Budget Repair Bill Impact on Utility Employees – Discussion/Action.
Director Winkler explained a request for consideration as it was not fair if the Utility employees were about the only ones impacted by the new law in the City. The only change would be additional employee contributions to our reserve funds. After much discussion pro and con, it was moved by Shepstone to adhere to the employee deduction % under the state's budget repair bill. The motion was 2nd by Marsala. Passed 6-0.

Director's Report:

1. Director Winkler presented Financial Report & Project Update. Below are the Financials & Investments Update:

<u>Water</u>		<u>Sewer</u>	
EOM Cash Position	\$1,278,000	EOM Cash Position	\$2,246,000
Project Commitments	\$ 33,000	Project Commitment	\$ 40,000

.13% on LGIP for May.

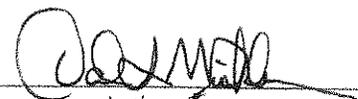
Review and Payment of Bills:

Bills were presented for payment on motion by Shepstone, Saia 2nd. Motion passed 6-0.

Next meeting is scheduled for Thursday, July 14, 2011 at 4:45 P.M.

Adjourn:

It was moved by Saia and 2nd by Marsala to adjourn. Passed 6-0. The meeting was adjourned at 5:50 PM.


Acting Secretary

**LAKE GENEVA POLICE AND FIRE COMMISSION
AMENDED
MEETING AGENDA
THURSDAY, JUNE 9, 2011, AT 7:00 P.M.**

Amendment: Item number 11 was added

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

1. Call Meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Comments from the Public reference agenda items only. Comments are limited to a maximum of five minutes
5. Acknowledge Correspondence
 - a. Letter from the Lake Geneva Police Association
6. Approval of minutes from the regular meeting May 5, 2011
7. Final 2010 budget numbers for the Police and Fire Departments
8. Police Department Business:
 - a. Approval of bills for the Month of May 2011. Operating in the amount of \$179,784.64
 - b. 911/Telephone System
 - c. Dictaphone Recording System
 - d. Radio Repeater replacement
 - e. Capital Projects update
 - f. State Budget Bill Update
 - g. New Squad Car update
 - h. Approve policy number 4-5-14 Electronic Control Device
 - i. Approve policy number 1-3-38 Knox Box Policy
 - j. Accept resignation of Reserve Officer Ryan Halsted
 - k. Monthly Activity reports

9. Fire Department Business:
 - a. Approval of bills for the Month of May 2011. Operating in the amount of \$42, 228.37 and hydrant rental in the amount of \$56,980.92, for a total of \$99,209.29
 - b. Revenue Report for POP Program
 - c. Accept donation of \$500.00 from the Geneva Lakes Women's Association to purchase an ice rescue suit
 - d. Approve the purchase of an ice rescue suit out of donated money
 - e. Memorandum of Understanding between the Lake Geneva Fire Department and Paratech Ambulance for coverage in Geneva Township
 - f. Fire Inspection Fee Ordinance
 - g. Correspondence from Reliant Fire Apparatus regarding the 2011 Pierce Tower Ladder Truck
 - h. Accept resignation from Joe Larson
 - i. EMS Committee report
 - j. Capital Projects update
 - k. Succession planning
 - l. Approval of Knox Box Policy
 - m. Review and approve policy for Community Relations Cards.
 - n. Approve leave of absence request from Patrick Heindl and discuss fund raisers for him
 - o. Monthly Activity Report
 - p. Paratech Report
 10. Motion to go into closed session per Wisconsin State Statute 19.85(1)(f), Considering medical information to specific persons which if discussed in public would have a substantial adverse effect upon the reputation of person referred to: specifically Police Department employee
 - ** 11. Motion to return to open session under Wisconsin State Statute 19.85(2)
 12. Agenda items for the next regular meeting July 7, 2011
 13. Adjourn
- ***Item amended: Added Number 11 to agenda.

Lake Geneva Public Library Board of Trustees Meetings
918 West Main Street Lake Geneva, Wisconsin 53147
(262) 249-5299

Finance Committee

Thursday, June 9, 2011 at 7:30 a.m. (Director's Office)
Present: Kundert, Lafrenz Also present: Peterson

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$42,330.58 in General Funds and \$0 in Donated Funds.

Board of Trustees Meeting
Thursday, May 12, 2011 at 8:00 a.m.

Call to order

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

Roll call

Members present: Brookes, Eckola, Jones, Kundert, Lafrenz
Also present: Peterson and Benson

Adoption/Amendment of agenda

Lafrenz asked for a motion to amend the agenda to include Employee Parking under President's Report. Kundert made a motion to amend the agenda as proposed. Eckola seconded. Motion carried unanimously.

Lafrenz asked for a motion to approve the amended agenda. Kundert made a motion to approve the amended agenda. Eckola seconded. Motion carried unanimously.

Disposition of minutes of previous regular meeting and any intervening

special meeting(s)

Lafrenz asked for a motion to approve the minutes of the May 12, 2011 meeting.
Kundert made a motion to approve the minutes of the May 12, 2011 meeting. Eckola seconded. Motion carried unanimously.

President's Report

Lafrenz reported that the Committee Appointments for 2011-2012 are the same as last year and an updated list is in the packet.

Lafrenz reported that he and Peterson are in the process of scheduling introductory meetings to the Library with the newly elected aldermen.

Lafrenz reported that he and Peterson attended the Lakeshores Library System Annual Trustee meeting on May 26, 2011.

Lafrenz reported on the success of the Appreciation Luncheon and acknowledged the contributions of the volunteers.

Lafrenz presented the importance of a 5-year plan for the Library's goals and services. Discussion followed. Brookes made a motion that the Board develop a Strategic Planning Committee of the Whole. Eckola seconded. Motion carried unanimously.

Lafrenz reported that Library staff is concerned about safety walking to their cars when the Library closes. Discussion followed. Peterson will follow-up on suggestions.

Building & Grounds

Peterson reported that ECW is scheduled to be at the Library two more times to complete the lighting upgrade.

Peterson reported that the replacement of circuit breakers was done this week by Stephan Electric.

Peterson reported that Phil's Drain will do the first routing of the season on Friday, June 10th.

Lafrenz advised that the Library will schedule a carpet cleaning in the Fall.

Peterson reported that after a review of the security lock on the staff workroom entrance, Advantage Alarm will modify the security system.

Lafrenz presented need to improve landscaping on the Lakeside of the library. Discussion followed. Peterson will follow-up with suggestions.

Finance/Endowment

Kundert reviewed monthly expenditures and made a motion to approve \$42,330.58 in General Funds and \$0 in Donated Funds. Jones seconded. Motion carried unanimously.

Personnel

Closed Session

Kundert made a motion to go into Closed Session. Eckola seconded. Motion carried unanimously.

Adjourn to Closed Session per 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 exercise responsibility

Eckola made a motion to out of Closed Session. Kundert seconded. Motion carried unanimously.

Eckola made a motion to internally manage staff hours with consideration of financing. Brookes seconded. Motion carried unanimously.

Public Information

Benson reported on the meeting she attended with Trustee Kersten at the United Way of Walworth County. Their response to our proposal for a collection development grant was well-received.

Director's Report

Peterson reported on current service statistics. Check-outs of materials has increased almost 89% since 1996 and over 53% since 2007.

Peterson reported on the discussion about standards at the recent Walworth County Library Planning Committee.

Peterson reported on policy update. Discussion followed. Peterson will follow-up on suggestions.

Peterson reported on the LSTA grant providing a mobile computer JOBS unit to assist job-seekers.

Benson reported on upcoming adult programming and youth Summer Reading Program and events.

Adjournment

Eckolat made a motion to adjourn at 9:45 a.m. Brookes seconded. Motion carried unanimously.

Next meeting: Thursday, July 14, 2011 at 8:00 a.m.

Respectfully submitted,

Diane Jones
Secretary

**LAKE GENEVA HISTORIC PRESERVATION
COMMISSION MEETING AGENDA
JUNE 9, 2011 – 6:30 P.M.
LAKE GENEVA CITY HALL**

1. Meeting Called to Order
2. Roll Call
3. Approval of minutes of Historic Preservation Commission Meeting of 5/12/11.
4. Comments from the public and correspondence.
5. Reports from Geneva Lake Area Museum and Maple Park Homeowners' Association, including update on replacement of Historic Wisconsin Power & Light Sign.
6. Update regarding approval and installation of New Historic Railway Sign at Sage Street and going discussion on creation of proposed "Railroad Heritage Trail" through the City of Lake Geneva.
7. Update re: the future of the Geneva Theater Building at 244 Broad Street in Lake Geneva, report on the June 7, 2011, meeting of The Friends of The Geneva Theater re: creation of a Community Cultural Arts Center and new website www.friendsofgenevatheater.org.
8. Ongoing discussion re: "Tales of Lake Geneva" program on Sunday, July 31, 2011, in conjunction with 100th Anniversary of Horticultural Hall in 2011 including potential speakers. Program will run from 1:00 P.M. to 3:00 P.M. and include Harry Hartshorne, Marcie Douglass, Sue Morton, Christi Moritz et al.
9. Discussion re: potential projects for the 2011 fiscal year such as additional historic signage, educational programs, repairs at Pioneer Cemetery, etc.
10. Discussion re: additional promotional ideas for Historic Preservation Commission including promotions with the National Trust for Historic Preservation and "Dozen Distinctive Destinations" program, updates on L.G.H.P.C website (www.historiclakegeneva.org) and link to Chamber of Commerce website.
11. Review of Plaque Program and status of recent applications and any other business, including Historic District design reviews and review of materials from the Wisconsin Historical Society and the National Trust for Historic Preservation.
12. Adjournment

NOTICE

OAK HILL CEMETERY

HAS SCHEDULED A
GENERAL BUSINESS MEETING

ON

WEDNESDAY, JUNE 22ND, 2011

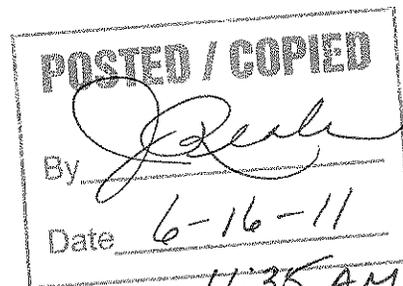
2:00 pm

AT THE

CEMETERY OFFICE
1101 CEMETERY ROAD
LAKE GENEVA, WI

248-2789

YOU ARE WELCOME TO ATTEND



CITY OF LAKE GENEVA
626 GENEVA ST.
LAKE GENEVA, WI 53147

AMENDED

Added Item #4

06-07-11

PARKING COMMISSION

THURSDAY, JUNE 9, 2011 – 6:00PM

CITY HALL BUILDING, CONFERENCE ROOM 2B

AGENDA

1. Call meeting to order
2. Comments
3. Discussion/Recommendation on Parking System
4. Parking Objectives
5. Adjournment

Submitted by Kevin Fleming, Chair

This is a meeting of the Parking Commission.
No official action will be taken; however a quorum of the Council may be present

6/07/2011 9:00 AM
cc: Committee Members: Martin Smith, Dennis Swangstu, John Button, Kevin Fleming, Alderman Marsala, George Hennerley
Mayor & remaining Council
Administrator, City Clerk, Department Heads, Attorney, Parking Dept.

City of Lake Geneva amended 6/16/2011
Communication Committee
Agenda
June 22, 2011

The regular meeting of the Communications Committee will be held the third Wednesday June 22, 2011, City Hall, 626 Geneva Street, Lake Geneva, WI in the second floor meeting room at **6:00 p.m.**

Call to order.

Roll Call.

Minutes of the Prior Meeting. Approve minutes from October 26, 2010

Public Comments.

Communications.

Agenda Items:

- 1.) Cable Television
 - a.) Status of Cable Ordinance
 - b.) Other Cable Issues
- 2.) City Website
 - a.) Disclaimer
 - b.) Calendar for Social Events
 - c.) Review Website detail report
 - d.) Review protection of e-mail lists
 - e.) Review adding RFP & RFQ
- 3.) Proposals for facilities and equipment needs
- 4.) Print communication for public (i.e. newsletter, newspaper submissions)
- 5.) Agenda Items for July 19th meeting

Future meeting dates: July 19, 2011 & Oct. 19, 2011

Adjourn.

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the City of Lake Geneva at 262-248-3673 with as much advance notice as possible.

No official Council action will be taken, however, a quorum of the council may be present.