

**REGULAR CITY COUNCIL MEETING
MONDAY, JULY 28, 2014 – 7:00 PM
COUNCIL CHAMBERS, CITY HALL**

Mayor Connors called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was led by Alderman Chappell.

Roll Call. Present: Aldermen Chappell, Wall, Kordus, Hill, Kehoe, Kupsik, Taggart and Lyon. Also present: City Administrator Jordan, City Attorney Draper, Director of Public Works Dan Winkler and Acting City Clerk Waswo.

Awards, Presentations, and Proclamations. None.

Re-consider business from previous meeting. None.

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

Terry O'Neill, 954 George Street, commented about Public Participation in the Comprehensive Plan. He suggested allowing comments from the public at the beginning and the end of public meetings. He also was concerned with the structure of the new audit as it was summarized and not broken down like in the past.

Acknowledgement of Correspondence. None.

Approval of Minutes

Kehoe/Kordus motion to approve the Special City Council minutes of June 27, 2014, as prepared and distributed. Unanimously carried.

Presentation of 2013 Draft Financial Audit by David Maccoux, CPA of Schenck SC.

David Maccoux and Lisa Salo of Schenck SC presented the 2013 Financial Audit draft report for the year ending December 31, 2013. Mr. Maccoux provided an overview of the financial statements. Mr. Maccoux said the city's financial statements present fairly in all material respects, which is the best opinion to receive. Ms. Salo presented the management communications report. She reported there are two significant findings for 2013. These are the same findings as the prior year that related to segregation of duties and preparation of the annual financial report. She noted that due to the minimum number of employees, there is a lot of overlap of responsibilities versus separation of control for the accounting transactions. Ms. Salo further stated the preparation of the annual financial report is accepted as a responsibility of management. Due to Schenck assisting in the preparation of these financial statements on an annual basis, this finding is listed as a deficiency. Both are considered significant deficiencies and are not material weaknesses. Material weaknesses would be considered the worst finding. Mr. Maccoux stated the audit is still in draft form as he is waiting on the utilities auditor to finalize, additional information from the Library Director on the endowment agreement, and the park fee. Once this information is received, the audit will be complete.

Mayor Connors asked how the city could improve the segregation of duties. Mr. Maccoux stated it's challenging due to the minimal number of employees in the accounting department. He stated it would be difficult to segregate the duties without adding a substantial amount of staff, but this would not be cost effective based on the city's budget. Mr. Maccoux stated overall, the city does a good job, which is why it is not listed as a material weakness.

Consent Agenda

- a. Park and Public Assembly Permit Application filed by Michael Sandberg on behalf of Mt. Zion to use Seminary Park for a Bilingual Church Service on August 3rd, 2014 from 12:30 pm to 4:30 pm.
- b. Park Permit Application filed by Michael Cotter on behalf of Elkhorn Kiwanis Club to use Donian Park for a Kiwanis Duck Race on August 16th, 2014 from 11:00 am to 1:30 pm.

- c. Park Permit Application filed by Toni Trentadue to use Seminary Park for a bridal shower on August 24, 2014 from 1:00 pm to 5:00 pm.

Kupsik/Kehoe motion to approve the consent agenda. Unanimously carried.

Items Removed from the Consent Agenda. None.

Finance Committee Recommendations – Alderman Lyon

Discussion/Action on reinvestment of the TID CD in the amount of \$310,317.57 with Community Bank.

Lyon/Wall motion to renew the TID CD with the Community Bank of Delavan for a 6 month term at 0.25% in the amount of \$310,400.00.

Roll Call: Chappell, Wall, Kordus, Hill, Kehoe, Kupsik, Taggart and Lyon voted “yes.” Unanimously carried.

Discussion/Action on the expenditure for the Park Plan Postcard mailing.

Alderman Lyon stated this was forwarded to Council by Finance, License and Regulation Committee without recommendation, discussion or action. Administrator Jordan explained that in the process of renewing the 5 year park plan, the board had discussed with the consultant about having a couple of workshops or possibly doing a survey. The board agreed that they could get more public input by conducting a survey. Postcards will be sent out to residents informing them of the online survey or obtaining a copy from City Hall. The cost to print and mail the postcards is \$1,610.96 and can be financed from the Park Use Fund.

Hill/Kupsik motion to approve the \$1,610.96 for the postcard mailing funded from the Park Use Fund. Alderman Hill stated she is in favor of comprehensive planning and believes our citizens should be allowed to participate. Alderman Wall asked how many people participated last year. Administrator Jordan stated they conducted two workshops and only around 40 to 50 people attended. The board was hoping to reach a lot more people this year by conducting the survey. Alderman Kupsik stated the purpose is to get more people involved in an online survey to help improve the end result of the parks and open space plan. Alderman Hill stated this is a nominal cost. Alderman Chappell suggested using this tool as another way to communicate with the public. Alderman Hill stated they were successful using this method with the survey for the parking study. Alderman Wall asked how much was put aside for the workshops and is this cost in addition to the workshops. Mr. Jordan stated the workshops were part of the original cost but this method would be an additional cost. The workshops were calculated at around \$700 a piece. The board is planning on having one workshop and sending out the postcards to direct people to survey monkey for the online survey. Mayor Connors stated the goal is to get more input from the residents on our parks and recreation of what we may or may not provide.

Roll Call: Chappell, Kordus, Hill, Kehoe, Kupsik, Taggart and Lyon voted “yes.” Wall voted “no.” Motion carried 7 to 1.

Discussion/Action on the expenditure for the Park Plan Survey.

Alderman Lyon stated this was forwarded to Council by Finance, License and Regulation Committee without recommendation, discussion or action. Alderman Hill stated she is in favor of the survey.

Hill/Kupsik to approve \$1,500 expenditure for the park plan survey with the funding source coming from the City Administrator’s budget. Administrator Jordan stated there was a lot of work done by the consultant on the survey including researching the postcards. Mr. Jordan stated he received an invoice for \$6,000, which he was able to negotiate down to a more reasonable figure of \$1,500.

Roll Call: Chappell, Kordus, Hill, Kehoe, Kupsik, Taggart and Lyon voted “yes.” Wall voted “no.” Motion carried 7 to 1.

Discussion/Action on the 2014 Street Maintenance Priority Listing. (recommended by Public Works Committee 7/17/14)

Lyon/Wall motion to approve the 2014 Street Maintenance Priority Listing for items 1 through 40 as noted in the public works committee minutes. Alderman Chappell stated she appreciates the little things that have been done and suggested additional speed bumps down alleyways. Mayor Connors noted that there is a policy for speed bumps and people can apply for them. Mayor Connors stated that DPW Winkler and Assistant DPW Earle rated all our streets and Mr. Winkler

was able to get additional funding from the county. Mr. Winkler stated they took the 2013 Street Rating System and drove the entire city. They selected the worst streets and prioritized them by deterioration. Mr. Winkler stated Mr. Earle was a tremendous help based on his past experience. Alderman Hill was concerned with why there wasn't a dollar amount indicated with the motion. She stated that the end line is between items 39 and 40 but that the minutes should reflect that item 40 should be included with an approximate total cost of \$603,000. As there is roughly 1.1 million earmarked for the borrowing, Ms. Hill stated this is a good start. Alderman Kordus added that they did stop at the \$600,000 mark based on not knowing what the next couple of winters will bring. Mayor Connors noted it is in the minutes that the Public Works Committee wanted staff to include item 40 as they wanted to complete one particular area so that they didn't have to bring back heavy equipment on top of the new pavement.

Roll Call: Chappell, Wall, Kordus, Hill, Kehoe, Kupsik, Taggart and Lyon voted "yes." Unanimously carried.

Discussion/Action on Disposal of Surplus Street Lights. (recommended by Public Works Committee 7/17/14)

Lyon/Kordus to approve the disposal of surplus street lights.

Roll Call: Chappell, Wall, Kordus, Hill, Kehoe, Kupsik, Taggart and Lyon voted "yes." Unanimously carried.

Plan Commission Recommendations – Alderman Kupsik

Resolution 14-R37, authorizing the issuance of a Conditional Use Permit filed by Kelly C. Frazier of McCormak + Etten / Architects, LLP, 400 Broad Street, Lake Geneva, WI 53147, on behalf of Frank Sottrel/Oak Birch LLC, 5N501 Curling Pond Road, Wayne, IL 60184 to construct a raised patio and open air pergola on an existing Single Family Residential lot in the 100' shoreland setback in an Estate Residential Zoning District (ER-1) located at 927 Bayview Drive, Tax Key No. ZGB 00002, contingent on staff review and approval of the drainage and landscaping plan to add 400 square feet of native plants.

Kupsik/Kehoe motion to approve resolution 14-R37. Alderman Kupsik stated that this is an ongoing improvement to the property. He noted there were some issues regarding drainage onto an existing property, however those have resolved by approving a drainage system and additional landscaping. Mayor Connors stated there is also a letter from the association to support the project as well.

Roll Call: Chappell, Wall, Kordus, Hill, Kehoe, Kupsik, Taggart and Lyon voted "yes." Unanimously carried.

Resolution 14-R38, authorizing the issuance of a Conditional Use Permit filed by George Kenessey & Meri Vallin, 4341 N Oakley Ave. Chicago, IL 60618, to construct a Single Family Residence on an existing lot using the SR-4 Zoning requirements in an Estate Residential Zoning District (ER-1) located at 1630 Evergreen Lane, Tax Key No. ZLM 00017, contingent on staff review and approval of drainage, landscaping, and driveway width/angle, along with all staff recommendations and fact finding on staff report dated July 21, 2014.

Kupsik/Kordus motion to approve resolution 14-R38. Alderman Kupsik noted the plan commission did receive a letter from the Manor to approve the building of the new home. Mayor Connors stated there was a member of the manor who attended the meeting and nodded his head in agreement of the project.

Roll Call: Chappell, Wall, Kordus, Hill, Kehoe, Kupsik and Lyon voted "yes." Taggart voted "no." Motion carried 7 to 1.

Resolution 14-R39, adopting the Public Participation Procedures for the 2014 Amendments to the City of Lake Geneva Comprehensive Plan.

Kupsik/Hill motion to approve resolution 14-R39. Alderman Hill stated she is in favor of planning and stated there is ample opportunity for public participation.

Roll Call: Chappell, Wall, Kordus, Hill, Kehoe, Kupsik, Taggart and Lyon voted "yes." Unanimously carried.

Discussion/Action on application for Land Division Review for a Certified Survey Map submitted by James F Mullen, 1200 Pheasant Court, Lake Geneva, WI 53147 to split his property into two parcels. Current Tax Key No. ZA293700001.

Kupsik/Kordus motion to approve the recommendation application of the land review for a certified survey map contingent upon a CSM including the current location of the siren, the location of the easement and that the access would be restricted to LaSalle Court with the front of the house facing LaSalle Court.

Roll Call: Chappell, Wall, Kordus, Hill, Kehoe, Kupsik and Lyon voted “yes.” Taggart voted “no.” Motion carried 7 to 1.

Presentation of Accounts – Alderman Lyon

Purchase Orders. None.

Prepaid Bills. None.

Lyon/Wall motion to approve Regular Bills in the amount of \$192,827.41.

Roll Call: Chappell, Wall, Kordus, Hill, Kehoe, Kupsik, Taggart and Lyon voted “yes.” Unanimously carried.

Mayoral Appointments – Mayor Connors - None

Closed Session

Kordus/Lyon motion to go into Closed Session pursuant to Wis. Stat. 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of public employee Sabrina Waswo over which the governmental body has jurisdiction or exercises responsibility.

Roll Call: Chappell, Wall, Kordus, Hill, Kehoe, Kupsik, Taggart and Lyon voted “yes.” Unanimously carried.

The Council entered into Closed Session at 8:16 p.m.

Alderman Taggart left the meeting at 8:28 p.m.

Return to Open Session

The Council reconvened in open session at 9:06 am.

Kordus/Hill motion to instruct the city administrator to make an offer as discussed in closed session.

Roll Call: Chappell, Wall, Kordus, Hill, Kehoe, Kupsik and Lyon voted “yes.” Motion carries 7 to 1, with Taggart absent.

Adjournment

Kordus/Hill motion to adjourn at 9:08 p.m. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE COMMON COUNCIL