

COMMITTEE OF THE WHOLE
MONDAY, FEBRUARY 7, 2011 - 6:30PM
CITY HALL BUILDING, COUNCIL CHAMBERS

Council President Krause called the meeting to order at 6:30pm.

Pledge of Allegiance was led by Alderman Hartz.

Roll Call. Present: Aldermen Hartz, Mott, Marsala, Kehoe, Fesenmaier, Krohn, Tolar, and Krause. Also present: City Administrator Jordan.

Tolar/Marsala motion for approval of Minutes from January 3, 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.

George Hennerley, Executive Director of the Lake Geneva Chamber of Commerce, addressed the Committee to thank the City for its assistance during the recent Winterfest activities. He noted that Winterfest had been initiated to demonstrate that the Lake Geneva area is a tourist destination not only during the summer months, but the entire year-round. The event was fulfilling that original mission, as Mr. Hennerley stated that the City had hosted a great crowd during the events of the previous weekend. He also acknowledged the assistance of the event sponsors in covering the costs of Winterfest activities. He further informed the Committee that the Chamber had recently launched an upgraded version of its website (www.lakegenewawi.com), which is a primary source of information on the Geneva Lake area that is visited by approximately 700,000 users each year. The Chamber was also in the process of finalizing its 2011 Travel Guide, which he anticipated would become available within the next couple of weeks. Mr. Hennerley noted that economic indicators were forecasting that the area should be coming into a pretty good year in 2011.

Terry O'Neill, 954 George Street, addressed the Committee with respect to the ongoing discussion about potential borrowing for capital projects. He suggested that the question to be considered by the Council should be why the City is in a position where it is necessary to borrow money to fund these items. Noting that the list of requested capital included such items as protective gear for firefighters and street improvements, Mr. O'Neill stated that funds which should be dedicated to those items had instead been spent in other areas as a result of the City's spending priorities. He mentioned that the City annually received \$600,000.00 to \$700,000.00 in road repair funds from the State; however, the City opted to use those funds to cover basic operating costs for the Street Department rather than dedicating that money to road repairs. He further stated that funding for protective gear should be a fundamental part of the basic operating budget of the Fire Department. To him, this suggested that the members of the Police and Fire Commission were using firefighter safety as a bargaining chip to force the Council into borrowing. Mr. O'Neill reiterated that the City had a spending problem that would not be resolved through borrowing; rather, it was incumbent upon City officials to get their priorities and finances in order before proceeding with any type of borrowing. He also stated that the City should get approval from its citizens through the referendum process before initiating a bond issue. Although he acknowledged that there was no requirement for a referendum, he believed that it would be the right thing to do. Finally, he noted that the City presently had about \$150 million in lawsuits pending against it. To that point, he wondered what legitimate institution would be willing to lend the City money at a reasonable interest rate, given the risk involved.

Administrator Jordan responded to some of the points raised by Mr. O'Neill, noting that the City had had over \$16 million in debt in 1998 and was paying over \$2 million per year in principal and interest at that time. Currently, the City had under \$5 million in debt and was paying approximately \$900,000.00 annually. He stated that he did not believe that City officials were being financially irresponsible, as suggested. The Council was doing a good job of getting the debt levels down and keeping debt service payments under control. He added that he would include a discussion on State Transportation Aids on the next Council agenda.

Presentation to City of Lake Geneva from Bird City USA

Administrator Jordan noted that the City had applied for and received the Bird City USA designation. Carl Schwartz, Project Coordinator for Bird City Wisconsin, was present to make a formal presentation of the award to City officials. Mr. Schwartz saluted the City of Lake Geneva as a member of the inaugural class of Bird City Wisconsin municipalities being recognized for their efforts to make their communities a better place for birds and wildlife. He noted that Bird City Wisconsin sought to mobilize a statewide coalition of citizens and public officials who recognize the significance of birds and wildlife, and the organization offered highly-visible public recognition for those communities that take action on these issues. Bird City had developed twenty-two criteria across five different categories, with any municipality meeting at least seven criteria being designated as a "Bird City". Mr. Schwartz then presented a plaque to Mayor Connors and Administrator Jordan recognizing the City for implementing sound practices and fostering public education on important bird conservation issues. He also presented a Bird City flag and two signs that could be installed at locations determined to be appropriate by the City.

Update on Winter Storm

Administrator Jordan distributed a memorandum prepared by DPW Winkler to update the Committee on where the City presently stood with respect to the major snowstorm that had occurred February 1 and 2. He reported that the Emergency Government Committee had met the morning prior to the storm to lay out plans for snow removal and reactions for potential emergency situations. The group had then reassembled the following day to review the work performed by City crews and determined whether any operational changes needed to be made. Administrator Jordan added that the committee would be holding a debriefing to review the City's response and determine what might be able to be improved before the next such event. He also thanked the personnel from the Fire, Police, and Street Departments for their efforts during the storm. It was noted that the southeastern section of Wisconsin had been declared a disaster area. The City had documented all of its activities during the storm and would hopefully be able to qualify for a grant to recover some of the operational costs associated with the cleanup efforts. Mayor Connors echoed the previous comments in acknowledging the work of City personnel, and also reminded residents to assist with the clearing of snow from walkways and around fire hydrants. Administrator Jordan added that any residents who needed assistance with snow shoveling should contact the City Administrator or City Clerk to make arrangements. Alderman Tolar complimented the Street Department, noting in particular that there had been two equipment breakdowns during the storm that were able to be fixed in-house so cleanup operations could continue without much interruption.

Recommendation to Direct City Administrator to Submit RFP for Parking System

Administrator Jordan stated that the Parking Commission had discussed the potential options for a parking system; however, there had not been any formal recommendation made to Council. He noted that staff had concerns that a delay in issuing an RFP for the system would make it impossible for any new system to be installed in time for the upcoming summer season. He stated that he would like some direction from the Committee about proceeding with the RFP, so proposals could be brought forward to the Council for review and approval

within a reasonable time frame. Alderman Kehoe indicated that she did not favor issuing an RFP only for the parking system, instead advocating that proposals should be solicited for the construction of a parking garage as well. Alderman Hartz expressed some concern over security and possibility liability that could be incurred by the City, with respect to the credit card reader operations and the potential for identity theft. Administrator Jordan responded that any final contract could include software security language to address those concerns. He also noted that the contractor would be responsible for system installation and staff training. In response to the point raised by Alderman Kehoe, Administrator Jordan stated that the significant costs of acquiring land and constructing a parking garage would be subject to referendum. Alderman Krause suggested that this item should be referred to the next regular Finance and Council meetings for additional discussion. Administrator Jordan responded that he was hopeful he could get some consensus from the Committee to proceed with issuing the RFP because delaying would likely put the City past a June 1 installation. Alderman Fesenmaier noted that there was a listing of several companies to which it was proposed to send the RFP. She asked how many of those companies would likely be eliminated from competing for the project, given the specifics contained in the draft RFP. She noted that she had been contacted by one company, which was concerned that the language of the RFP was specific to one particular company and contained some unnecessary items. Administrator Jordan responded that he believed only one of the companies (Duncan) would be unable to compete for the project, as that company did not offer solar or cash options. It was also noted that the draft RFP had been reviewed by one of the companies (Digital), which recommended the technical language included in the document. He stated that he believed it was a relatively even playing field with respect to the pay stations; however, the license plate identification option might reduce the number of companies that could meet that need. Alderman Krause suggested that any members with feedback or suggested changes to the RFP document should contact Administrator Jordan.

Finance, License & Regulation Committee, Alderman Krause

Alderman Krause reported that Comptroller Pollitt had been working to prepare for the annual audit, which would begin in March and was expected to be completed in mid-April. He also noted that she had been working to input the figures for the one percent raise into the payroll system. He mentioned that he had spoken to City Clerk Reale regarding the capital improvement items, and the Clerk had indicated that he was still awaiting responses from some of the aldermen with respect to their capital priorities. Alderman Krause asked that those aldermen turn in their lists to the City Clerk's office so the information could be compiled and distributed to the members prior to the next Council meeting.

Personnel Committee, Alderman Hartz

Alderman Hartz reported that the committee had met on January 25. At that time, the members had discussed a compensation package for the former City Assessor, with the committee ultimately recommending approval of a total payout in the amount of \$4,884.63 for unused sick leave and vacation benefits. The subject of a one percent wage increase for non-represented City employees was also considered, with the committee recommending approval of the increase for full-time and certain part-time supervisory staff. Alderman Hartz added that the committee had completed performance evaluations of the City Administrator and other department heads. Alderman Krohn asked if the City Attorney had determined whether or not the former City Assessor was entitled to additional compensation under the provisions of previous policy. Alderman Hartz responded that he had not yet received advice from the City Attorney on that issue. He explained that Ms. Lininger had been employed by the City for over twenty years, and the committee had wanted some clarification as to whether she would be entitled to additional benefit payouts under the terms of the personnel policy that had been in place at the time of her hiring.

Public Works Committee, Alderman Tolar

Alderman Tolar reported that the committee had, at its January meeting, discussed the proposed easement for AT&T at the Host Tower site and recommended approval to the Council. Among the other items addressed were: banquet chairs for the Riviera, Chamber of Commerce building restroom remodeling, the fence at Central Denison School, White River Trail, metering system upgrade, and skateboard park improvements. He also noted that the committee had recommended approval of a change order for batt insulation at the Riviera, as well as plans for the installation of a sidewalk along the Center Street side of Flat Iron Park. The committee had considered pre-emption devices for traffic signals, and had not recommended going forward with those items. There had been additional discussion on the State's plans for the ramps at the interchange of Route 12 and Highway 120. Alderman Tolar also stated that the committee had talked about the issue of residents pushing snow into the streets, adding that there was a City ordinance covering that.

Piers, Harbors, & Lakefront Committee, Alderman Marsala

Alderman Marsala reported that the committee had discussed ongoing issues with scooters and other equipment being left on dinghy pad space, ultimately recommending that the Council adopt restrictions specifying that dinghy pad space shall be limited to dinghies only. The subject of kayak racks had also been addressed, with a recommendation that the racks be numbered and issued on a first-come, first-served basis. The committee had also recommended an increase in waiting list fee from \$5.00 to \$50.00. Alderman Marsala noted that the new rate would be comparable with rates in other lake area communities and would hopefully deter individuals who were not serious about pursuing a lease from placing their names on the waiting list. He added that the fee would be non-refundable; however, it would be applied toward the first rental. Additional items discussed included a recommendation to waive fees for the League of Wisconsin Municipalities for using the Riviera and the restriction of dogs from the pier area. Several aldermen remarked that they had fielded calls from residents with complaints about the new rates. Alderman Marsala noted that the Council had approved the increase as a means of generating additional revenue without burdening the general taxpaying population, adding that the City's rates were still the least expensive of the communities around Geneva Lake.

Utility Commission, Aldermen Marsala & Tolar

Alderman Tolar noted that the Utility Commission had discussed its future plans and expected capital needs through 2015. He also reported that the Utility had stopped changing lead services to houses, as it had been determined that there is no significant reduction in the lead content. This was likely due to the fact that the pieces connecting the homes to the changed service lines were still lead. Alderman Marsala elaborated on some of the capital items being considered, noting that the Commission was working on prioritizing capital needs in much the same way as the City had been.

Tree Board, Alderman Fesenmaier

Alderman Fesenmaier reported that the Tree Board had met on January 19. The main topic of discussion had been the removal of trees from Flat Iron Park for the construction of a new sidewalk along the Center Street side. A motion to approve of the tree removal had failed; however, the Council had ultimately approved the action. She also reported that Arbor Day 2011 events were scheduled for April 30 at 10:00am, although she was not certain of which park they were to be held. Alderman Marsala stated that he believed that Arbor Day was being held in Library Park, with a tree dedication for Elmer Zingle. This information would need to be confirmed.

Police & Fire Commission, Alderman Tolar

Alderman Tolar reported that the Fire Department had provided a report on calls for the 2010 year. The department had responded to a total of 1,027 calls, of which 338 were fire calls and 689 were EMT calls. Other calls had pertained to fire inspections. He also noted that EMTs would now be taking training and have the ability to carry weapons when they accompany the SWAT Team on operations. This was a relatively common practice and was designed to protect the safety of these personnel during potentially dangerous situations.

Planning Commission, Alderman Hartz

No report. Alderman Fesenmaier noted that the transient rental ban was to be discussed at the next Council meeting. She asked if the City Administrator would direct the City Attorney to draft a memorandum advising Council as to the potential legal ramifications of banning this type of activity.

Board of Park Commissioners, Alderman Fesenmaier

Alderman Fesenmaier reported that the Board had held a special meeting on January 25 regarding improvements to the skateboard park. This meeting had included a webinar with a representative from Spohn Ranch, the company that had been giving the Board general plans for the park. She noted that other companies had now expressed interest in bidding on the project. The Board would be continuing to discuss preferences for the skateboard plaza and developing specifications for an RFP.

Library Board, Alderman Krause

Alderman Krause noted the passing of James Dresser, the architect who designed the library building, and would provide information once any services for the late Mr. Dresser had been set. It was believed that Mr. Dresser had recently completed some renditions of the library. Alderman Krause also stated that the library had met its required standards, though there had been some difficulty in finding adequate space to put everything. He also discussed the lighting upgrade, painting, and other improvement projects being considered by the Library Board.

Historic Preservation, Alderman Kehoe

Alderman Kehoe reported that the committee would be meeting on February 10. The group was working on projects involving the history of the railroad, as well as plans for the centennial of Horticultural Hall.

Cemetery, Alderman Krohn

No report.

Parking Commission, Alderman Marsala

Alderman Marsala reported that the commission had met on January 11 to discuss ideas on goals and objectives for the upcoming year. Commissioners had been directed to bring additional ideas to the next meeting to be incorporated into a set of overall goals for the group. He noted that discussions about the parking system and the possibility of a new parking structure were ongoing; however, the parking structure was not a primary focus right now due to the expenses of land acquisition and construction. Chapter 5 of the City Policy Manual had been distributed to the commissioners for review and recommendations at the next meeting. The next meeting would be scheduled for February 24.

Communications Committee, Alderman Fesenmaier

Alderman Fesenmaier reported that the committee had met on January 18. The committee had asked that the City Attorney draft language for a cable television ordinance to be forwarded to Council for approval. She also noted that Mayor Connors had drafted a letter to Time Warner requesting the reinstatement of WTTW Channel 11, adding that a copy of the letter was available on the City's website. Residents were encouraged to continue writing letters or making calls to Time Warner to express their support for returning Channel 11 to the local lineup. The committee had also requested that the City Attorney draft language to be included on the City website to serve as disclaimers regarding the accuracy of information posted. Alderman Fesenmaier reported that Ross Heupel from Gov Office had been on site in December to conduct a staff training session for employees with access privileges to maintaining the website. She added that City Clerk Reale had reorganized the City's website to better manage information and make the site more user-friendly. The committee had reviewed the website section for the various committees, and had noted that some committees were not up-to-date with respect to agendas and minutes. She stated that the City Clerk had asked that committee secretaries or representatives submit electronic copies of their minutes to him so he could easily convert those documents to PDF files and upload them to the website. Alderman Krause stated that he had discussed the subject of committee minutes with the City Clerk, who had expressed some concern about publishing minutes on the website prior to their formal approval. City Clerk Reale had indicated that he would like some direction from the Council as to how they would prefer to see him manage the posting of minutes to the website. Following discussion, the consensus of the members was that minutes could be posted as soon as drafted, including a statement or disclaimer that the minutes were unofficial until approved by the body. Alderman Fesenmaier also reported that the committee had been discussing the possibility of having a City newsletter periodically published on the website as a means of keeping the public informed of events and happenings in the City. The next meeting was scheduled for April 19.

Ad Hoc Committee on Policy & Procedure, Aldermen Fesenmaier & Marsala

Alderman Marsala reported that the committee had not recently met; however, copies of the various policy manual chapters were in the process of being reviewed by the appropriate committees and City departments for feedback and potential modifications.

Chamber of Commerce, Alderman Krause

Alderman Krause reported that the Chamber continued to attract new members at a rate of five to twelve per month, with several members coming from the Milwaukee area and northern Illinois. He also noted that Grace Eckland had made several interesting presentations on the role of the Internet and its relationship to the tourism industry.

Lake Geneva Museum, Alderman (Vacant)

Mayor Connors stated that the Museum Board had met in January to discuss the Ceylon Court exhibit under construction. He also noted that the remodeling project was coming along nicely. The Board had been discussing the possibility of having an open house after the remodeling work was completed; however, no specific date had been set. The next meeting was scheduled for February 9 at 5:30pm.

Lake Geneva Economic Development Corporation, Aldermen Mott & Hartz

Alderman Hartz reported that the signage for Frank Fermano Park had been let out for bid, adding that the Board would be making a recommendation to the Board of Park Commissioners as to the format of the sign. He also noted that the "Breakfast and Learn" series continued to see good attendance numbers, as it offered several interesting and informational programs. The next program was scheduled for February 16.

Geneva Lake Environmental Agency, Alderman Fesenmaier
No report.

Geneva Lake Use Committee, Alderman Krohn
No report.

Kehoe/Marsala motion to adjourn at 8:01pm. 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**