

**AD HOC POLICY AND PROCEDURE COMMITTEE**  
**MONDAY, NOVEMBER 29, 2010 – 4:00 PM**  
**CITY HALL BUILDING, CONFERENCE ROOM 2A**

The meeting was called to order by Mayor Connors at 4:31 pm.

Roll Call: Alderman Marsala, Mayor Connors, Clerk Reale, and Administrator Jordan.  
Absent: Alderman Fesenmaier.

**Approval of minutes from the November 16, 2010 committee meeting.**

Connors/Marsala motion to approve minutes from the November 16, 2010 committee meeting, as presented. Unanimously carried.

**Comments from the public as allowed by Wis. Stats. 19.84(2), limited to items on this agenda. Comments will be limited to 5 minutes.** None.

**Continued review and discussion regarding current City Policies and Procedures and status of format revisions.**

Administrator Jordan distributed copies of the amended pages for Chapters 1, 3 and 4, reflecting the recommendations made by the committee at its previous meeting. Following discussion, the consensus of the committee was to forward the revised Chapters 1, 2 and 3 of the Policy Manual to the Committee of the Whole at its December 6, 2010 meeting. These items would then be considered for action by the Common Council at its first meeting in January 2011.

It was noted that Chapter 4, Section 4.4, needed revision to specify policies for weekend rentals of the Riviera facility, as it currently only applied to weekday rentals. Chapter 4 was forwarded to the Piers, Harbors, and Lakefront Committee for review and feedback at its next meeting.

The committee also discussed Chapter 6, Section 6.2, on reservations of space for park use. Administrator Jordan stated that the policy needed to incorporate language providing that the applicant would be responsible for covering the costs of additional services that are provided by the City in relation to the applicant's event. A reference to this policy would also be included on the Park Application form. It was discussed that events determined to be "high impact" should be required to submit a deposit in an amount that would be sufficient to cover these costs. Mayor Connors suggested that "high impact" could be defined in terms of requirements for street closures, additional police protection, or other factors that would be indicative of events that were not primarily confined within the park area. Clerk Reale noted that the deposit amount for repeated events could be based on actual costs incurred in previous years; however, he questioned how the City would determine an appropriate "high impact" fee amount for new events that had no history with the City. The consensus of the committee was that some type of provision should be included to provide for additional charges to cover City services, to be determined on a case-by-case basis. Chapter 6 would be referred to the Board of Park Commissioners for review.

The committee then reviewed the provisions of Chapter 5 on parking regulations. It was noted that several Lake Geneva Municipal Code citations contained in the existing policy had not been updated to reference the current language of Chapter 74 (Traffic). The committee recommended striking the reference to “City Comptroller” in Section 5.4 with respect to the department responsible for meter bag rentals. Following discussion, the consensus of the committee was that Chapter 5 should be rewritten to make general references to any applicable City ordinances without restating the language of those ordinances.

The committee also discussed the provision for replacement of lost or damaged parking stickers. In considering whether the City should charge for replacement stickers, the members of the committee believed that there should not be any charge to replace parking stickers that had been initially issued for free (residents, seniors, and non-resident property owners). With respect to possibly charging for replacements for paid parking stickers, Clerk Reale was directed to discuss this with the City Hall personnel responsible for issuing parking stickers for their input.

Connors/Marsala motion to adjourn at 5:56 pm. Unanimously carried.

/s/ Jeremy A. Reale, City Clerk