



**COMMITTEE OF THE WHOLE**  
**TUESDAY, SEPTEMBER 8, 2015 – 6:30 PM**  
**CITY HALL BUILDING, COUNCIL CHAMBERS**

**AGENDA**

1. Council President Kupsik calls the meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes from August 3, 2015 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. City Administrator presentation on overview of 2015 Budget and 2016 Budget Development Timeline and Goals
7. **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 Kupsik
  - b. Personnel Committee, Alderman Hedlund
  - c. Public Works Committee, Alderman Kordus
  - d. Piers, Harbors, & Lakefront Committee, Alderman Wall
  - e. Board of Review Committee
8. **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 Hedlund & Wall
  - b. Tree Board, Alderman Kupsik

- c. Police & Fire Commission, Alderman Gelting
- d. Plan Commission, Alderman Kupsik
- e. Board of Park Commissioners, Alderman Kupsik
- f. Library Board, Alderman Hill
- g. Historic Preservation Commission, Alderman Chappell
- h. Cemetery Commission, Alderman Kordus
- i. Parking Commission, Alderman Gelting
- j. Communications Committee, Alderman Kordus
- k. Avian Committee, Alderman Wall

9. **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 Kordus
- b. Geneva Lake Museum, Alderman Chappell
- c. Lake Geneva Economic Development Corporation, Aldermen Gelting & Hedlund
- d. Geneva Lake Environmental Agency, Alderman Wall
- e. Geneva Lakes Family YMCA, Alderman Kupsik
- f. Geneva Lake Use Committee, Alderman Hill

10. Adjourn

<p><i>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.</i></p>
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9/4/2015 10:54am

cc: Aldermen, Mayor, Administrator, Attorney, Media

**COMMITTEE OF THE WHOLE  
MONDAY, AUGUST 3, 2015 - 6:30 PM  
CITY HALL BUILDING, COUNCIL CHAMBERS**

Council President Kupsik called the meeting to order at 6:45 p.m.

Pledge of Allegiance led by Council President Kupsik.

**Roll Call.** Present: Aldermen Chappell, Wall, Kordus, Gelting, Kupsik, Hedlund, Howell. Absent: Alderman Hill. Also present: City Administrator Oborn.

Kordus/Howell motion for approval of minutes from July 6, 2015 Committee of the Whole Meeting as distributed. Motion carried 6 to 0.

**Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items.**

Mark Immer, 821 Wisconsin Street, spoke against the proposed parking lot at 833 Wisconsin Street.

Tara Trent, 1103 Geneva Street, spoke against the proposed parking lot at 833 Wisconsin Street.

Maureen Marks, 834 Dodge Street, spoke against the proposed parking lot at 833 Wisconsin Street.

Ken Etten, 1109 Wisconsin Street, spoke against the proposed parking lot at 833 Wisconsin Street. He also spoke on the theatre. He stated the Friends of the Geneva Theatre still strongly encourage the City to do whatever it can to assist in helping the property to be restored, developed and brought back on to the tax rolls as a viable downtown property.

James Wilson, 1120 Park Row, stated he would rather see money allocated to fix up the cemeteries rather than give a grant to the theatre. He feels that the party purchasing the theater should go to a bank to acquire funds. He feels the City should fix what it has before spending money on something new.

Terry O'Neill, 954 George Street, asked the City to close the TID #4. He feels if the TIF was closed immediately, the City would receive enough funds to complete all the projects that have been proposed. He feels the same level of justification should be used for spending TIF money as it is for regular City money.

Mary Jo Fesenmaier, 955 George Street, would like the City Council and staff to adhere to the City's mission statement. She is happy that the public is very involved in the process for the potential change to the comprehensive plan. She thanked the Plan Commission and City Council for notifying the public. She also stated she has asked the City Council to consider opening up to the public for comments at the beginning of the budget process. She also expressed that she would like to see the Piers, Harbors & Lakefront Committee be changed back to a citizen committee again. She closed by stating she would like to see TIF 4 closed.

Pete Peterson, 1601 Evergreen Lane, stated he is not in favor of the City giving a grant toward the purchase of the theatre. He stated that no other new businesses were given money. He also noted that there is a problem with speeding on Lake View Drive in The Manor subdivision. He would like to have speed bumps or temporary speed bumps put in.

Richard Malmin, N1991 S Lake Shore Drive, stated the lake shore should not be commercialized. He spoke against the Geneva Inn rezoning properties on the lake shore to commercial properties. He urged people to attend the public hearing in Zenda on this matter.

Theresa Giese, 528 Sage Street, spoke on the state of the cemeteries. She feels the Council needs to be more responsible with its spending.

**Standing Committee Reports given:**

Finance, License & Regulation Committee, Alderman Kupsik

Personnel Committee, Alderman Hedlund

Public Works Committee, Alderman Kordus  
Piers, Harbors, & Lakefront Committee, Alderman Wall  
Board of Review Committee, Alderman Gelting

**Committee, Commission and Board Reports given:**

Utility Commission, Aldermen Hedlund  
Tree Board, Alderman Kupsik  
Police & Fire Commission, Alderman Gelting  
Plan Commission, Alderman Kupsik  
Board of Park Commissioners, Alderman Kupsik  
Library Board, no report given  
Historic Preservation Commission, no report given  
Cemetery Commission, Alderman Kordus  
Parking Commission, Alderman Gelting  
Communications Committee, Alderman Kordus  
Avian Committee, Alderman Wall

**Other Boards and Committee Reports given:**

Chamber of Commerce, no report given  
Geneva Lake Museum, Alderman Chappell  
Lake Geneva Economic Development Corporation, Alderman Gelting & Hedlund  
Geneva Lake Environmental Agency, no report given  
Geneva Lakes Family YMCA, Alderman Kupsik  
Geneva Lake Use Committee, no report given

Kordus/Hedlund motion to adjourn the meeting at 8:09 p.m. Motion carried 6 to 0.

/s/ Stephanie Gunderson, Assistant City Clerk

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



# CITY OF LAKE GENEVA, WI

## 2015 Annual Budget Executive Summary

### January 1 – December 31, 2015

To the Honorable Mayor and Members of the Common Council

#### **Re: The Annual Budget Summary for Fiscal Year 2015**

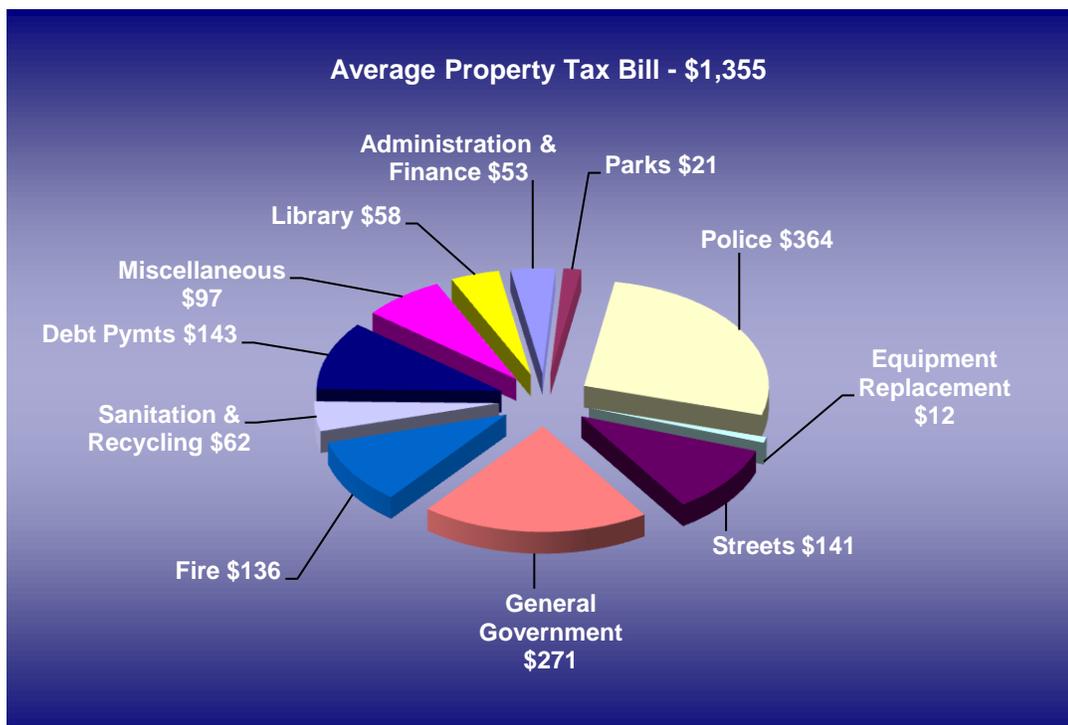
This Annual Operating Budget is intended to:

- Provide a basis of accountability to the taxpayers for the investment of their tax dollars
- Reflect Common Council policies as the elected representatives of the citizens of Lake Geneva
- Serve as an operating plan for the new fiscal year, and
- Provide fiscal policy direction to the City staff

#### **Where do Property Taxes go?**

To answer one of the most common questions from Lake Geneva residents, the following chart illustrates where the City of Lake Geneva property tax dollars went in 2014.

<b>Example:</b>	<b>Average Assessed Value</b>	<b>\$ 224,800</b>
	Total Tax Bill	\$ 5,130 (\$22.82 per \$1,000 of assessed value)
	City portion of Tax bill	\$ 1,358 ( \$ 6.04 per \$1,000 of assessed value)



**General Government \$270.56**

Encompasses expenditures for the Mayor and Council, Municipal Court, City Clerk, City Attorney, along with the cost of funding elections, health insurance and property insurance.

**Administration and Finance \$53.31**

Accounts for the salary, benefits and operational costs of the City Administrator, Assessor and Finance Department.

**Police \$363.72**

Encompasses all the expenditures for police operations including the salary and benefits of Police Officers, Command Staff, Dispatchers, and Community Service Officers.

**Solid Waste \$62.38**

Provides for the funds necessary for the contracted garbage pick-up and recycling services.

**Miscellaneous \$96.74**

Includes the City Hall Building, Building and Zoning, Emergency Management, Leisure Activities, and Conservation and Development.

**Fire \$136.01**

Accounts for all the expenditures of the fire department including prevention activities and fire suppression.

**Library \$58.19**

**Debt \$142.66**

Accounts for all of the general fund debt for major capital projects and equipment.

**Streets \$140.97**

Encompasses all expenses for street and storm sewer repair, leaf pick-up, snow plowing, sidewalk repair, traffic control and related services.

**Parks \$21.09**

All expenses related to the care and maintenance of the parks and trail system.

**Equipment Replacements \$12.37**

Funding for the replacement of Police Department vehicles.

**Levy Rate**

2014 saw a slight rise in the economy and decreasing unemployment rates. The outlook for 2015 is better than it was at the beginning of 2014.

Many cities have been concerned about levy limits and their effect on their respective municipalities. The levy cap allows an increase only if a municipality experiences enough construction growth to raise their levy in excess of the limit.

In Lake Geneva, staff was directed to hold their budgets at the same level that they had in 2014.



The below contributing factors will continue to make 2015 a difficult year for the City.

- State imposed levy limits placed on municipalities
- Legislature not taking into consideration indexing the levy limit by the rate of inflation
- Volatile fluctuation of petroleum products
- Slow growth in the construction industry
- Continued rising health care costs
- Decreasing interest rates to less than 1% causing negative effects on interest earned from City investments

**Property Values and Population**

Population growth is slowly improving as is new residential development. This past year the City issued a total of 28 new home residential permits. Although residential construction has remained slow in Walworth County, we are hopeful that the market will continue to improve in the City for 2015. The City expects residential property value recovery to be moderately steady over the next few years. The City currently has approximately 900 planned units available for residential development. The City’s assessed value increased by 1.76% to \$1,117,126,400 in 2014 due to continued revaluation by the Assessor.

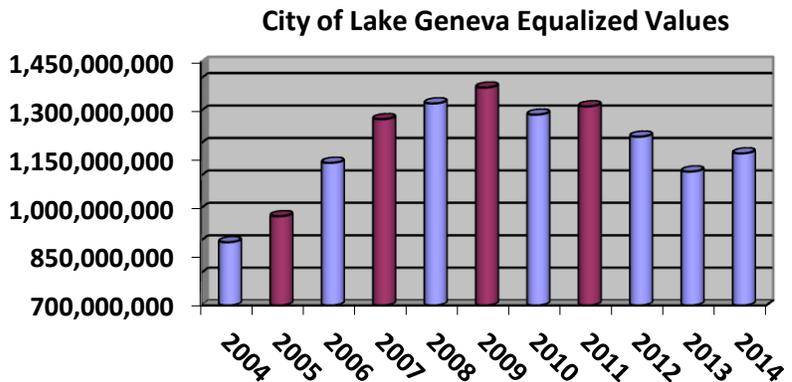
**Top Ten Taxpayers**

The below list demonstrates that the highest valued properties, in terms of assessed value, lean heavily to the retail sector as the top five taxpayers are retail properties.

<b><u>Top Taxpayers</u></b>	<b><u>Assessed Value</u></b>
Lake Geneva Retail District	\$ 14,400,000
Wal-Mart	\$ 13,147,200
Geneva Square	\$ 12,580,000
Home Depot	\$ 9,670,800
Target	\$ 9,284,200
Kocourek Property Holdings	\$ 9,170,700
Residential	\$ 6,545,500
The Ridges	\$ 6,477,200
Residential	\$ 6,449,900
AEI (Best Buy)	\$ 6,065,600
Total	\$ 93,791,100

**Equalized Values**

The 2014 City of Lake Geneva’s equalized value increased 5.0% from the 2013 value, settling at \$1,168,422,500. The equalized value is expected to rise moderately in 2015.



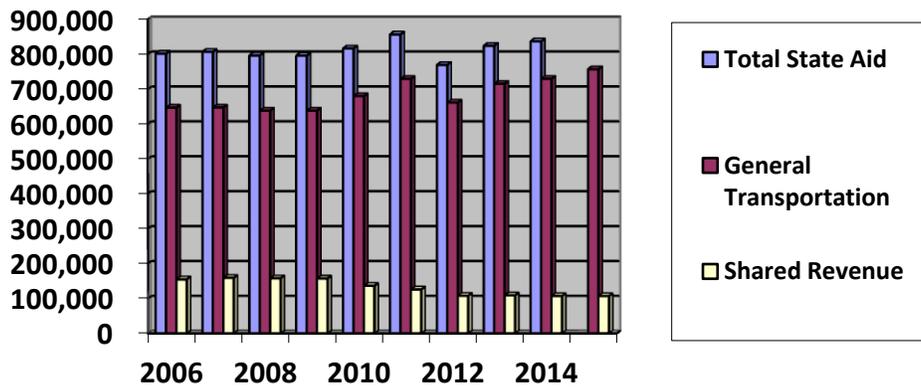
## **State of Wisconsin Shared Revenue & DOT Highway Payments**

This year we expect to receive state aid payments totaling \$879,823 from the State of Wisconsin. This amount covers Shared Revenue of \$107,060, General Transportation Aid of \$756,763, and Exempt Computer Aid of \$16,000.

## **Other Revenues**

Interest rates have continued to be low and result in less money earned on investments. The Common Council passed an ordinance that allows staff to invest in the CDARS program, which was supposed to maximize interest earned on investments. However, CDARS rates are depressed to the point of being just barely above the Local Government Investment Pool rates. It is estimated that the City's investments will earn \$5,000 in interest in 2015; a significantly lower amount than what the City has received in years past.

### **City of Lake Geneva State Aid**



## **Hotel/Motel Room Tax**

The 2015 budget shows no change in the Hotel/Motel tax revenue. Vacancy rates have stabilized and the City expects 2015 to be similar to 2014. The current room tax rate of five percent is expected to bring in a total of \$450,000 to the City's coffers. Of this revenue, \$100,000 will be provided to the Convention & Visitors Bureau for the promotion of tourism.

## **Building Permits**

Building permits are expected to show a moderate increase in 2015 as construction seems to be picking up.

## **Lakefront & Parking Funds**

The Lakefront and Parking funds are separate from the General Fund. However, the Common Council does utilize monies from these funds for general fund operations in order to provide property tax relief. The Lakefront revenues are generally rather static, except if there are increases to boat slip and buoy fees, or fluctuations in weather that can affect beach revenues. The Parking fund should derive revenues equal to those received in 2014. A referendum to erect a parking garage facility was defeated in 2014. The City is creating more parking through redesign of some parking lots and adding more angled parking. The Council voted to raise the ticket fine for an expired stall from \$12 to \$20 in 2015.

## **READING THE PROPOSED BUDGET**

In governmental accounting, the resources of the government are accounted for in funds.

### **Explanation of Fund Accounting**

“Funds” are defined as an independent accounting entity with a self-balancing set of accounts. Funds are categorized into fund types, each of which is associated with major services provided by the governmental unit. The equity accounts in governmental accounting are referred to as fund balance. The fund balance accounts can be divided into unreserved and reserved accounts. “Unreserved fund balance” is the difference between assets, liabilities and fund reserves. “Reserved fund balance” indicates that a portion of the fund balance is not available for appropriation or is legally separated for a specific future use.

Fund balance “designations” may be established to indicate managerial plans or intent. For example, a portion of the unreserved fund balance may be “designated” for future capital equipment replacement.

There are basically three groups of funds in governmental accounting: governmental funds, proprietary funds, and fiduciary funds. The City of Lake Geneva does not operate a fiduciary fund.

- Government funds are often referred to as “source and use” funds. These are the funds through which most governmental functions typically are financed. These fund types included in this category are general, special revenue, capital projects, and debt service funds.
  
- Proprietary funds are used to account for a government’s ongoing organizations and activities which are similar to those often found in the private sector. The fund types included in this category are enterprise and internal service funds. For example, the City utilizes the following enterprise funds: Lakefront and Parking.

### **FY 2015 Proposed Budget Overview**

The proposed budget attempts to address the rising demand for services and increasing costs for utilities, fuel, and supplies.

Residential property values comprise approximately 71% of total property values for 2014, while commercial and manufacturing property comprises approximately 26% and 1.9% of total assessed property values, respectively.

#### **General Fund**

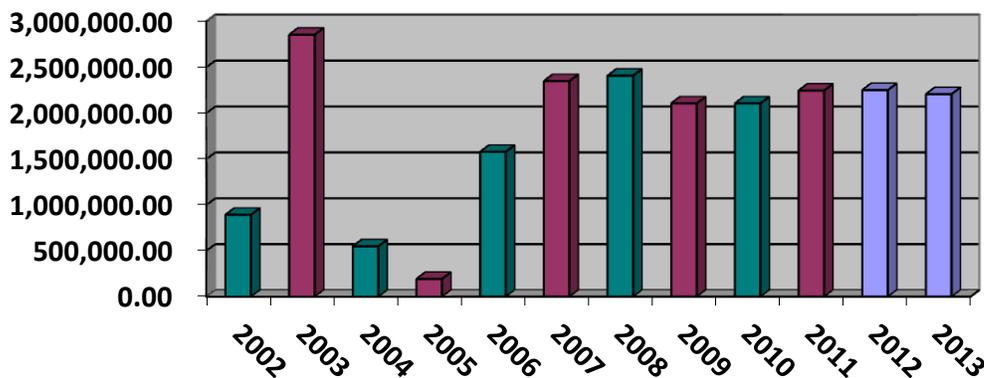
	<b><u>2014 Budget</u></b>	<b><u>2015 Budget</u></b>	<b><u>% Change</u></b>
<b>Expenditures:</b>	<b>\$8,322,172</b>	<b>\$8,183,013</b>	<b>-1.7%</b>
<b>Revenues:</b>	<b>\$8,322,172</b>	<b>\$8,183,013</b>	<b>-1.7%</b>

### Summary

The City continues to closely evaluate all expenditures and the 2015 Budget results in a decrease in operating expenditures. This is significant given that the budget accounts for increases in fuel, utility, and insurance costs. We believe that this has been accomplished through constant close evaluation of the budgeted and actual expenses on a monthly basis.

The proposed budget would leave \$2.2 million in the General Fund Reserve. This is 26.8 percent of the general fund expenditures and allows the City to have three months of operating funds if there was an emergency that led to delayed state and federal payments.

### **General Undesignated Fund Balance**



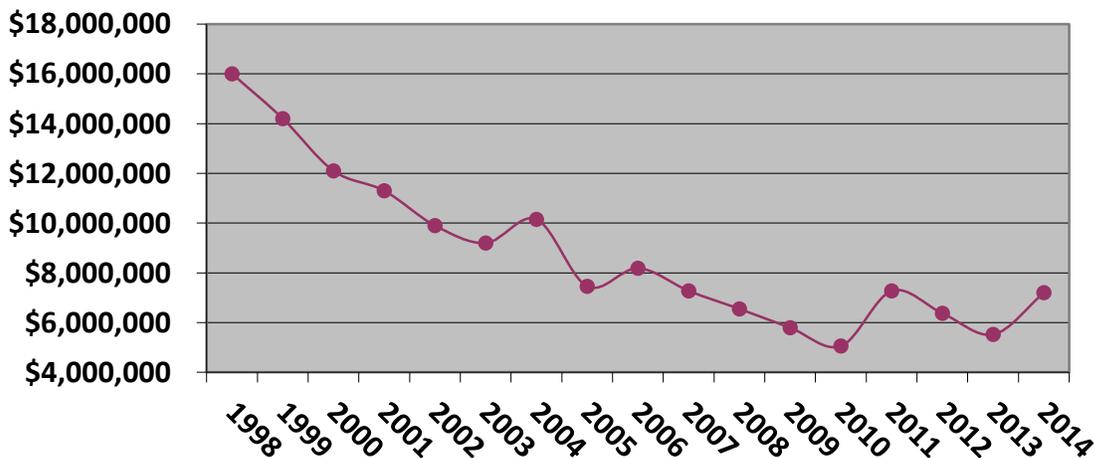
### General Fund Budget

Operations costs in the General Fund Budget have remained under control over the past two years. The major drivers of every operational budget are personnel costs, including health insurance increases.

### General Fund Debt:

The following is a chart showing the City of Lake Geneva's debt since 1998. A city is allowed to borrow up to 5 percent of its equalized value. In 1998, the City owed \$16 million in bond payments with an assessed value of \$569,144,000. The City had borrowed 55 percent of its

### **Outstanding Debt Balance**



capacity. Currently, the City's GO debt is \$7,205,000. The City's debt payments for principal and interest in 2015 will be \$1,110,602. The \$7,205,000 is 12.3 percent of the City's borrowing capacity. If the City needs to borrow for capital projects, it has the capacity to do so.

#### **Tax Increment Finance District #4**

TIF districts are the primary economic tool used in communities throughout Wisconsin. A TIF district is a defined geographic area, where a new development or redevelopment can/should occur within the boundaries of a city. Through a partnership with the other taxing entities, the TIF district provides funds for infrastructure improvements, redevelopment assistance, and economic development activities by capturing all the new value within its boundaries.

Once a district is created, a base value is determined. All the taxing jurisdictions continue to receive tax income on the base value of the district. However, any new value created in the district is "captured" and expended upon projects that will continue to contribute to the development/redevelopment of the district. This is known as the "Tax Increment." Typically large scale infrastructure improvements are funded through debt (municipal bonds) and the tax increment makes the debt payments. Through these activities, property values continue to increase, as the new development pays for itself.

Once all the debt is paid in the district and the projects are completed, the district can be retired. When this occurs, the value of the property is added to the base value of the city. TIF #4 is projected to be dissolved at the end of 2017 unless the Council decides to close it sooner.

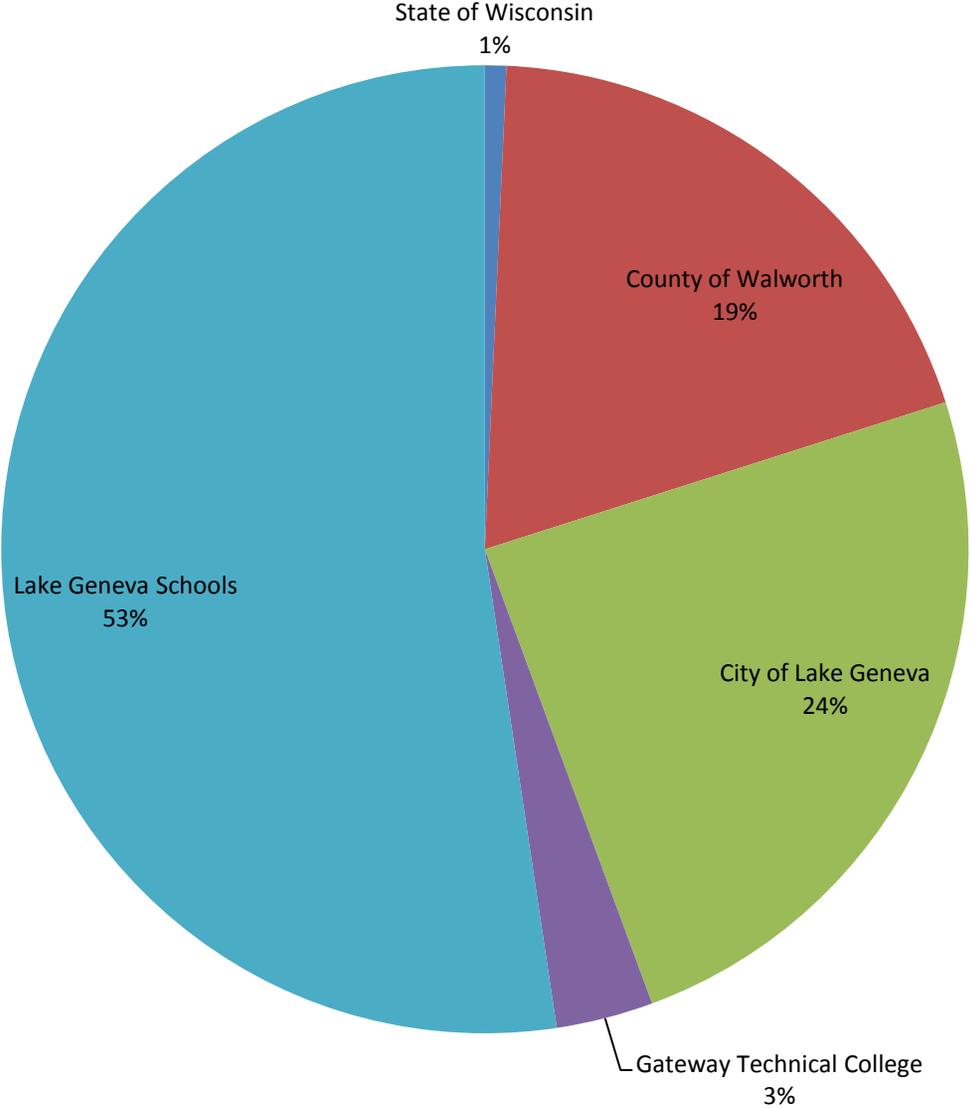
The Tax Increment Finance (TIF) District #4 encompasses a large area of the City, and includes much of the downtown core, the White River area, and the waterfront. TIF #4 has performed well since its inception, and it has created more than \$73,763,900 in incremental value.

#### **Summary**

The proposed budget is reflective of the City's commitment to maintaining sound fiscal policy with an emphasis on establishing fiscally sound reserve funds. The proposed budget would not be possible without the efforts of our department heads and their staffs, the Comptroller, the Finance Committee, and the Mayor and Common Council. I hope you find this introduction and overview useful and informative. The proposed budget allows the City to continue to provide essential services at a reasonable tax rate for the citizens of Lake Geneva.

Dennis E. Jordan  
City Administrator  
February 6, 2015

# City of Lake Geneva 2015 Budget 2014 Tax Assessment



City of Lake Geneva  
2015 Budget  
2014 Tax Assessment

State of Wisconsin	198,288.31
County of Walworth	5,379,878.75
City of Lake Geneva	6,746,276.39
Gateway Technical College	900,049.87
Lake Geneva Schools	14,544,462.99
	27,768,956.31

## **Budget Guideline**

### **City of Lake Geneva 2016 Budget Process**

<b>Monday, August 24, 2015</b>	Finance Committee's Regular Meeting - Review Timeline and Goals (modify if necessary)
<b>Thursday, August 27, 2015</b>	Administrator's staff meeting to notify Department Heads of Budget due dates and guidelines
<b>Tuesday, September 29, 2015</b>	Department 2016 Budget Requests due to City Administrator
<b>Thursday, October 1, 2015</b> <b>10:00 am – noon</b>	Department Budget Request Presentations <b>10:00 Library 10:20 Meter 10:40 PW/Streets/Parks 11:10 Cemetery</b>
<b>Thursday, October 1, 2015</b> <b>4:00 pm – 6:00 pm</b>	Budget Request Presentations (if necessary) <b>4:00 Historic Preservation 4:15 Geneva Lake Level 4:30 GLEA 4:45 Chamber 5:00 YMCA 5:15 Museum</b>
<b>Friday, October 2, 2015</b> <b>3:00 pm – 5:00 pm</b>	Department Budget Request Presentations <b>3:00 Fire 3:30 Police 4:00 Emergency Mgmt</b>
<b>Monday, October 12, 2015</b> <b>10:00 am – noon</b>	Compile all Budget requests by Administrator, Comptroller and Finance Chair
<b>Monday, October 12, 2015</b> <b>6:00 pm</b>	Finance Committee – Regular meeting – Budget update
<b>Tuesday, October 13, 2015</b> <b>6:00 pm</b>	Finance Committee – Budget Workshop/Review
<b>Wednesday, October 21, 2015</b> <b>6:00pm</b>	Full Council – Budget Workshop/Review (preliminary budget on website)
<b>Monday, October 26, 2015</b> <b>6:00pm</b>	Finance Committee-Regular meeting – approve Budget Summary to publish, follow with Council approval
<b>Tuesday, October 27, 2015</b>	Deadline to newspaper for publishing Budget Summary
<b>Thursday, October 29, 2015</b>	Publication Date for the Budget Summary
<b>Monday, November 16, 2015</b> <b>5:00pm</b>	<b><u>Public Hearing</u></b> for the 2016 City Budget and Special Council meeting following

City of Lake Geneva  
2016 Budget Goals

1. No property tax increase
2. Balanced budget with \$90,000 Contingency
3. Evaluate options on Public Fire Protection charge and pending increase
4. Evaluate options on Room Tax Revenue and pending law changes
5. Review Capital Needs
6. Evaluate Premier Resort Area Sales Tax and Infrastructure Funding
7. Implement Compensation Study
8. Budget for Employees' Pay increase
9. Fund Equipment Replacement Fund
10. Complete negotiations on Labor Agreements for Police and Fire
11. Continue effort to lower Employee Health Benefit Costs including :
  - a. Wellness Program
  - b. Plan Design including consideration of High Deductible Plan with HSA and fully insured plan
  - c. Transparency Program
12. Evaluate cost allocation between funds

**FINANCE, LICENSE & REGULATION COMMITTEE  
MONDAY, AUGUST 10, 2015 – 6:00 PM  
COUNCIL CHAMBERS, CITY HALL**

Chairperson Kupsik called the meeting to order at 6:00 p.m.

**Roll Call.** Present: Aldermen Howell, Gelting, Kupsik, Kordus and Wall. Also Present: City Administrator Oborn, Comptroller Pollitt and Assistant City Clerk Gunderson

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

**Approval of Minutes**

Wall/Kordus motion to approve the Finance, License and Regulation Committee Meeting minutes of July 27, 2015, as prepared and distributed. Unanimously carried.

**LICENSES & PERMITS**

**Park Reservation Permit Application filed by Daniel E. Thiermann to use Seminary Park for a birthday party on August 15, 2015 from 2:00 pm to 7:00 pm**

Kordus/Wall motion to approve. Unanimously carried.

**Street Use Permit Application filed by Nicole and Michael Keens to close the block surrounding 1115 Geneva Street for a block party on August 22, 2015 from 5:00 pm to 10:00 pm**

Kordus/Howell motion to approve. Alderman Kordus questioned if it was the alleyway or street that would be closed. Alderman Kupsik confirmed it was the alleyway. Unanimously carried.

**Original 2015-2016 Operator's (Bartender) License application filed by Amanda Crawford, Llana Crego, Shari Cruz, Samantha Denton, Bridget Ieronimo, Scott Koeppen, Steven Kosmalski, Kimberly Purnell, Kayla Richter, Samantha Rizzo, Manjit Singh, Sharise Stamborski, and Treasha Warren**

Howell/Gelting motion to approve. Unanimously carried.

**Renewal 2015-2016 Operator's (Bartender) License application filed by Nancy Dvnoch and Dawn Hancock**

Kordus/Wall motion to approve. Unanimously carried.

**Original Taxi Driver License applications filed by Mark Crews and Courtney Riordon** (*Approved by Police Chief; informational only*)

**Discussion/Recommendation on Resolution 15-R40, a resolution adopting a budget amendment to transfer \$1,500 from the Contingency account to the Museum-Maintenance & Repairs account to fund the installation of smoke detectors at the museum**

Kordus/Wall motion to approve. Alderman Kupsik questioned the extent of the installation and if is one smoke detector or a whole system. City Administrator stated it is a multiple wireless system. There was recently a fire in the museum and the alarms did not go off. Mr. Kupsik asked if the system will be wired to the Fire Department so that they are notified if there is no one in the building. Mr. Oborn was unsure but stated he would look into it with the committee. Alderman Gelting asked for the current balance in the contingency fund. Comptroller Pollitt stated \$89,934. Mr. Kupsik stated he has no objection. Although he would like to do it the right way now, even if it costs a little more money, to avoid a major catastrophe. Mr. Oborn stated the committee can approve a higher figure if they would like. Alderman Kordus asked if the Fire Department has looked at the plan and approved it. Mr. Oborn stated the Fire Department provided recommendations. Mr. Kupsik would like an opinion from the Fire Department. Mr. Kordus asked if this is needed immediately or can it be continued to the next meeting. Mr. Oborn recommended they approve it and he will make sure whatever system they go with meets the requirements Mr. Kupsik suggested. He stated if additional money is needed, they can come back to council.

Kordus/Wall motion an amendment to approve contingent upon the system being connected to the Fire Department and approved by the Fire Department. Unanimously carried.

**Discussion/Recommendation on Resolution 15-R41, amending the City's Schedule of fees, raising Riviera rental fee to \$2,500 for resident weekend and \$3,000 non-resident weekend effective immediately for new Riviera bookings** (Recommended by Piers, Harbors and Lakefront on July 23, 2015)

Wall/Kordus motion to approve. Unanimously carried.

**Discussion/Recommendation on Parking app proposal from Parkmobile** (Continued from July 27, 2015 Council meeting and recommended by Parking Commission on July 15, 2015)

Kordus/Gelting motion to accept option #1 including the 15 cent surcharge and wallet option.

Kordus/Kupsik motion to suspend rules to allow Sylvia Mullally to update the Committee. Parking Manager Mullally noted option 1 would be a revenue sharing. Parkmobile would receive 20 cents from the user. The City would receive 15 cents that would directly subsidize credit card processing fees. The wallet portion is optional and the user would have to load a minimum of \$25. With this option, Parkmobile would be the merchant of record. The City would pay the processing fee to Parkmobile of 15 cents plus 3%. The City would then benefit with the 15 cents per transaction. The wallet option can be used in Fontana and Milwaukee as well. She stated this would be a nice convenience that we can pass along to our customers. Parking revenues would be received from Parkmobile between 30 to 45 days. Ms. Mullally stated the 35 cent option would leave the City as merchant of record. This would be a trial to understand better how it is used and if it would be an advantage to the City.

Alderman Wall asked if this was the option Ms. Mullally previously recommended with the added 15 cents that the City would retain. She stated yes, the 15 cents would help offset the credit card processing. Mr. Kordus pointed out that they should not look at the 15 cent transition as revenue; it is only to offset the credit card processing fees. He stated the City pays about 6 ½ cents for every dollar taken in and with a 3 hour transaction, the 15 cents would not even cover the full fee, just offset it.

Alderman Gelting questioned how Parkmobile would determine the wallet reload fee. Ms. Mullally stated it depends on where it is originated. Mr. Kordus asked if the City has control to turn on or off the wallet option. Mr. Oborn noted if they choose not to do the wallet, it would not be available. It is just an added option. Unanimously carried.

**Discussion/Recommendation on request filed by William Chesen on behalf of the Lake Geneva Fire Bells Rehab Unit #64 to reserve and waive the parking fees for six parking stalls on the east side of the 100 block of Broad Street from the alleyway north to Main Street for the annual Lake Geneva Fire Bells fundraiser on Sunday, September 20, 2015**

Wall/Gelting motion to approve. Unanimously carried.

**Discussion/Recommendation on method of charge for Fire Department Fire Protection Hydrant Rental Charge**

City Administrator Oborn stated the Lake Geneva Utility Commission is seeking a 36% water rate increase from the Public Service Commission. A component of the Water Rate is the Public Fire Protection (PFP) charge sometimes referred to as hydrant rental with the charge to the City listed in the Fire Department Budget under Fire Protection – Hydrant Rental. He stated component means it is one of the sources of revenue that the water fund receives. The PFP charge covers the utility's cost for upsizing the water system and to provide hydrants for Public Fire Protection Services. The PFP charge was \$229,357 in 2014 and is budgeted at \$232,000 in 2015. A 36% increase in the PFP is about \$84,000. It is essentially \$84,000 paid from the general fund. The PFP is a component of the rate increase and could vary plus or minus 36%. Meaning the estimate of \$84,000 could vary between \$100,000 to \$20,000.

Currently the PFP charge is recovered as a Municipal charge funded through property taxes and is included in the Fire Department Budget. At the August 6, 2015 Police & Fire Commission meeting it was recommended the City Council remove the PFP charge from the Fire Department Budget. He stated the PFC did not want to get involved if the City would like to charge it an alternative way. If left in their budget, PFC would have to absorb a rate increase. The City's other option would be to recover the charge from the water bill. He stated most municipalities have moved towards the water bill option. He stated the advantages of leaving as it is right now as a municipal charge on the general fund which is primarily funded by property tax is the water bill is smaller, the PFP charge is tax deductible, and the tax is paid proportional to the value of home. If it is on the water bill it would be one rate for residential based on meter size. Hypothetically it would be proportional as more taxes are charged with someone with a larger home. A disadvantage is that Tax exempt organizations do not contribute, such as the school districts. Alderman Kordus stated the charge is tax deductible to the homeowner as it is part of the property tax bill. Mr. Oborn stated this option would take it off the tax bill and put it on the water bill instead. He noted there is some complexity on how water customers outside of the City are treated. Right now it is done the old fashioned way, based on line sizes and number of hydrants. They do not include the hydrants and lines that are outside of City limits. There are also a lot of islands where there is no significant line outside of City limits. Mr. Oborn stated if put

on the water bill, people outside the City limits would have the fee included, plus they would still pay the 25% water rate surcharge. Alderman Kordus asked if it goes on the water bill, it would be a flat rate per customer regardless of home size and/or water usage or is it a percentage. Mr. Oborn stated the most common way would be a flat rate based on meter size. It would be an annual estimate of about \$50 per customer, although it may be lower upon implementation.

Alderman Wall asked if the water bill charge would be beneficial to the tax payer. Mr. Oborn stated yes because people outside the City limits would have the surcharge and PFP charge. From that point of view it would be advantageous to the City taxpayer and less advantageous to people outside the City limits.

Mr. Kordus asked if this would be made as a line item on the water bill, would an increase have to go through the Public Service Commission. Mr. Oborn stated they would only raise it if they do a rate increase, which is also when they would recalculate the fire protection charge. He stated as part of this 36% rate increase, they are going to calculate it the new way and the City will receive a fixed amount. With fire protection being a component, it is subject to them and they will go through their process. By having it on the general fund, the City is at the mercy of the PSC. If it is on the water bill, it will be passed on every time there is a water rate increase. He stated they have not raised the water rates in over 21 years.

Mr. Kordus stated if it is on the tax bill, the burden is solely on the City of Lake Geneva property taxpayers. If someone is on the City water system and is outside the City limits with a hydrant, they are not paying for the service. By using the water bill option, anyone that is attached to the City water system, would be charged. Mr. Oborn added people outside the City limits would also pay the 25% surcharge. Mr. Kupsik asked if they put it on the water bill, would tax exempt organizations contribute. Mr. Oborn stated yes, they will be added into the equation.

Mr. Oborn explained including it on the water bill does not increase property taxes, the rate increases are passed on to users, tax exempt organizations contribute, and water customers outside of the City contribute. The disadvantages are that it is not tax deductible, water rate increases on the water bill, and it is not perfectly equitable. However, he noted it is not perfectly equitable right now.

When calculating the PFP charge, it appears that the PSC does not include the over sizing waterlines and hydrants outside of the City in the PFP charge for the City. It is estimated that 8% of users and 12% of usage is outside of City limits. The water rate 25% surcharge for outside the City water customers appears to help reduce the PFP expense for these customers. Mr. Oborn stated more research will be done to make sure they get charged. The most common method for the water bill charge is a rate based on ratios of meter size. The PFP charge method has been changed since the last rate increase so the new PFP charge could vary. The Utility Commission expects to have the water rate increase detail by the middle of September 2015. He noted they could hold off on making a decision until they receive the dollar amount as it does not have to be included with the rate increase.

Mr. Oborn stated he recommended the amount going on all at one time which avoids the general fund covering any additional fees. It can be blended with 50% on the water bill and 50% the way it is being done now as well. Mr. Kordus stated he would be interested in the charge on the water bill as it seems most advantageous to the City and taxpayer. Mr. Kupsik stated he would like to hold off until they receive the water rate increase detail.

Kordus/Wall motion to continue the item until figures are received on water rates with recommendation that the charge go on the water bill. Unanimously carried.

### **Presentation of Accounts**

Purchase Orders. None.

Howell/Gelting motion to recommend approval of Prepaid Bills in the amount of \$9,043.94. Unanimously carried.

Wall/Kordus motion to recommend approval of Regular Bills in the amount of \$132,058.94. Unanimously carried.

### **Adjournment**

Kordus/Gelting motion to adjourn at 6:44 p.m. Unanimously carried.

/s/ Stephanie Gunderson, Assistant City Clerk

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE FINANCE, LICENSE & REGULATION COMMITTEE**

**FINANCE, LICENSE & REGULATION COMMITTEE**  
**MONDAY, AUGUST 24, 2015 – 6:00 PM**  
**COUNCIL CHAMBERS, CITY HALL**

Chairperson Kupsik called the meeting to order at 6:00 p.m.

**Roll Call.** Present: Aldermen Howell, Gelting, Kupsik, Kordus and Wall. Also Present: City Administrator Oborn, Comptroller Pollitt and City Clerk Waswo.

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

Mary Jo Fesenmaier, 955 George Street, commented on the budget timeline and goals. She suggested scheduling a public input session as part of the Council or Committee of the Whole meeting in the beginning of the budget process rather than the end. Ms. Fesenmaier also asked for more explanation on item 12 and the budget goals document related to item 6. She noted the residents are anxious to find out how they will not bear the cost of the Premier Resort tax but the tourists will. She stated there are other options regarding insurance such as what the school district offers. She hopes the City will move away from self funded insurance. She asked if someone could describe in more detail when the decisions were made on item 8 and Resolution 15-R42.

**Approval of Minutes**

Wall/Kordus motion to approve the Finance, License and Regulation Committee Meeting minutes of August 10, 2015, as prepared and distributed. Unanimously carried.

**LICENSES & PERMITS**

**Temporary Class “B”/Class “B” Retailer’s License application for the sale of fermented malt beverages and wine filed by the Lake Geneva Business Improvement District for Taste of Lake Geneva on September 12, 2015 from 10:00am to 5:00pm in Flat Iron Park**

Alderman Kupsik noted there was a mistake regarding the time. It should be 6:00pm.

Kordus/Gelting motion to recommend approval with amendment of time from 10:00am to 6:00pm. Unanimously carried.

**Temporary Class “B” Retailer’s License application filed by Geneva Lake Arts Foundation for the sale of fermented malt beverages during the Art Exhibit Opening Reception at 647 W. Main Street on August 28, 2015 from 6:00pm to 8:00pm**

Wall/Gelting motion to recommend approval. Unanimously carried.

**Temporary Operator License application filed by Linda McLean on behalf of the Geneva Lake Arts Foundation for the Art Exhibit Opening Reception at 647 W. Main Street on August 28, 2015**

Gelting/Kordus motion to recommend approval. Unanimously carried.

**Original Class “A”/“Class A” Intoxicating Liquor and Fermented Malt Beverage License application filed by Hare Krishna Liquor Inc d/b/a Geneva Liquor, 797 Wells Street, Lake Geneva, Devdatt Patel, Agent, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, clearance of any Department of Revenue holds by all parties, and contingent upon H&P Enterprises LLC d/b/a Geneva Liquors surrendering their license**

Gelting/Howell motion to recommend approval. Unanimously carried.

**Original Class “A”/“Class A” Intoxicating Liquor and Fermented Malt Beverage License application filed by SA Enterprises LLC d/b/a QuickNSave, 1231 Grant Street, Lake Geneva, Amrik Singh, Agent, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, clearance of any Department of Revenue holds by all parties, and contingent upon QuickNSave LLC d/b/a QuickNSave surrendering their license**

Gelting/Wall motion to recommend approval. Unanimously carried.

**Original 2015-2016 Operator's (Bartender) License applications filed by Melissa Froemming and Alyssa Olsen** Gelting/Howell motion to recommend approval. Unanimously carried.

**Renewal 2015-2016 Operator's (Bartender) License applications filed by Justin Davis, Jay McNulty, Melissa Reiherzer, Gail Rempert, Judith Tapson and Andrew Wesolowski** Gelting/Kordus motion to recommend approval. Unanimously carried.

**Original Taxi Driver License application filed by Brandon Frank** (*Approved by Police Chief; informational only*)

#### **Discussion/Recommendation on approval of 2016 Budget timeline and goals**

Comptroller Pollitt stated the timeline is the same as it was done in the past where prescheduled finance meetings were set. She stated if something different is preferred, please let staff know. She noted all of these are public meetings that the public can attend. Alderman Wall stated he is not available on Friday and noted if anyone else is not available they cannot have the meeting. Alderman Gelting asked how the budget request presentations are made. Ms. Pollitt explained they are made to this committee. Historically the meetings have been done during the day, but if is not acceptable to let her know. Alderman Kupsik asked if all of the meetings will be noted and have agendas. Ms. Pollitt stated they are workshop meetings and are published as a notice. Mr. Kordus wanted to clarify the Friday October 12<sup>th</sup> meeting by the Administrator, Comptroller and Finance Chair is only to compile all budget requests into a final form for the meeting.

Kupsik/Kordus motion to recommend approval of the 2016 Budget timeline. Unanimously carried.

City Administrator Oborn explained the goals and stated he likes providing this information for transparency. Item on is no property tax increase. Item 2 is balancing the budget with \$90,000 contingency. Ms. Pollitt stated that number has fluctuated. Item 3 is to evaluate options on the public fire protection charge and pending increase. Mr. Oborn stated they do have issues with the projected \$82,000 increase. It will continue to be evaluated and brought back in September after the report is done. Item 4 is to evaluate options on room tax revenue and pending law changes. The final implementation is in 2017. Mr. Oborn stated he will evaluate it and present options. Item e is to review capital needs. It appears to be done every three years and the City is on year two. However, there may be some immediate capital expenditures to put to add instead of borrowing. Item 6 evaluates the premier resort area sales tax and infrastructure funding. Mr. Oborn stated it will help going through the budget process to evaluate the need and what the monies would be spent on. At some point strategy should be discussed as well as goals. Item 7 is implementation of the compensation study. Item 8 is a pay raise which is normally done at the end of the year, but stated it would be easier to budget for it at the beginning. Mr. Oborn suggested and welcomed modifications to a 1% at the beginning of the year and 1% at the middle of the year, which would be 1.5% on the budget. Item 9 is to fund the equipment replacement fund. He noted this has always been a goal and tied it in with reviewing the capital needs. Item 10 is to complete the Police and Fire union contracts so they will know the amount of pay increase to budget for in 2016. In years past the City has been two to three years behind in retro effect. He explained item 11 regarding health benefits. The Wellness program is an area that is being worked on as well as the plan design and fully insured plan options. The transparency issue is also being focused on to bring down costs. Item 12 is to evaluate cost allocation between funds. Mr. Oborn explained he wants to make sure water, sewer and general fund are all paying their fair share, so that one fund is not subsidizing the other.

Alderman Kordus questioned item 4 as it would not affect the 2016 budget since it takes effect January 1, 2017. Mr. Oborn noted that was correct, but the City may want to plan for it and budget in its own fund to prepare for changes in 2017. Alderman Gelting stated with regard to no property tax increase, the City must make sure to tie together the potential changes for the fire protection charges if it is going to move that out of the tax roll and into a user fee that is reduced accordingly. Mr. Oborn explained it will be an option that will flush out and will be discretionary with the finance and council's part. It ties to the levy limit, and there are a lot of variables involved in that. Mr. Gelting said as the City ties together the equipment replacement fund and the capital need review, he is not sure if the Luke system and other pieces of that have been allocated into the equipment plan, as they have a 5 to 7 year life. Mr. Oborn suggested it converts the City from a borrowing to a pay as you go system.

Mr. Kordus explained he is fine with number 8 assuming it is a place holder with a recommendation from the Personnel Committee. He also wants to tie that to performance based pay versus an across the board pay increase. Mr. Oborn stated it is a benchmark to start with.

Kordus/Gelting motion to accept the 2016 budget goals as presented. Unanimously carried.

**Discussion/Recommendation on renewal of CD in the amount of \$463,302.57 plus interest, maturing on August 30, 2015 from BMO Harris Bank**

Comptroller Pollitt stated she recommends keeping the money at BMO Harris at 0.50% for 13 months.

Kordus/Gelting motion to recommend renewal with BMO Harris for a total of \$463,302.57 plus interest, maturing on August 30, 2015 for a 13 month period at 0.50%. Unanimously carried.

**Discussion/Recommendation on Resolution 15-R42, a 2015 budget resolution transferring \$30,762.00 from the Contingency Account to the City Administrator Account for the City Administrator's salary increase per employee agreement**

Comptroller Pollitt noted this is not only for salary, it also includes balancing the recruitment fees and moving expense. City Administrator Oborn stated the employee agreement is only part of it.

Wall/Gelting motion to recommend approval. Alderman Gelting questioned the contingency amount of \$88,000 and asked if staff keeps a list of everything taken out of contingency. Ms. Pollitt confirmed it is tracked. Unanimously carried.

**Discussion/Recommendation on awarding bid to Burris Equipment of Waukegan, Illinois for a Sand Star II groomer for the Veteran's Park baseball fields in the amount of \$16,410.50 funded from Department of Public Works Equipment Replacement Fund with the YMCA to contribute half of the replacement cost**

Howell/Gelting motion to recommend approval. Alderman Kordus asked where the \$8,000 is coming from for the City portion. City Administrator Oborn clarified it would come from the equipment replacement fund. It is not budgeted but there are sufficient funds to cover the cost. Unanimously carried.

**Discussion/Recommendation on second amendment to the City of Lake Geneva Employee Health Care Plan regarding chiropractic care**

City Administrator Oborn stated when changing the benefits design, one of the clarifications was the chiropractic care. There was not a separate line item so it was lumped in with the Specialist charge co-pays. During the employee meetings, the intent was to go from \$10 to \$25. The intent was to treat those as two different deductibles. Alderman Wall asked how much it will cost the City. Mr. Oborn stated more, but he does not have a model that breaks it out separately. We know from experience our chiropractic is used 400% more than normal. He stated in the private sector, those that do have chiropractic care would have to pay their deductible first. Alderman Kordus stated if \$50 was presented initially, they should stick with it. He has a problem reducing it especially not knowing what the end cost is.

Alderman Gelting asked if information can be retrieved it show the first 6 month usage and what the potential impact may be. Mr. Oborn stated we can do that on a whole. He feels the \$25 or the \$50 will curtail usage. He stated chiropractic is an issue and \$25 will drive down behavior. The modeling was basically an estimate as behavior differs from organization to organization. Alderman Howell asked when the impact will be known as he cannot make a good decision without that information. Mr. Oborn stated he is getting the numbers monthly which he is tracking very significantly. He noted if changed, it would be retroactive to July 1. Mr. Kordus said he would have a problem reducing the amount as it sounds like abuse. He asked what the retroactive amount would cost the City. Mr. Oborn did not have the numbers.

Wall/Howell motion to leave chiropractic care at the current rate of \$50.00. Unanimously carried.

**Discussion/Recommendation on Cemetery mapping project proposals**

City Administrator Oborn stated the card system works efficiently for cost but does not meet the standards of data systems. A number of systems were looked at, and the committee decided to go with Pontem Software. There is not a cost on the data entry, which would be budgeted in the following year. These two items would be \$20,600. Alderman Kordus explained this puts our foot in the door with software and gets us set up moving forward. The expensive work is the data entry portion which we are looking into for the 2016-2017 budget year. Bringing the historical data in is a monumental task that will take some time. Alderman Wall asked if the money is budgeted for this year. Comptroller Pollitt stated yes, in the Cemetery Fund. Mr. Kordus explained this was in the mid-range. It was not the lowest bid but in comparing apples to apples, it was the most complete bid that gave the most forthright numbers. Mr. Oborn estimated data entry will be somewhere in the \$20,000 range. The committee thought the data entry would not get

done in-house. Mr. Gelting questioned if it is a matter of having the engineer set up a different workflow if we want to layer in more information such as next of kin. Mr. Oborn clarified there is no next of kin in our database currently. He tried to downscale to reduce costs. Mr. Gelting asked if workflows will be developed for the new sections that would be plotted. Mr. Oborn answered it would be part of the estimate.

Kordus/Gelting motion to recommend approval of purchase of software and mapping. Unanimously carried.

**Discussion/Recommendation on acceptance of City of Lake Geneva Tax Incremental District No. 4 Financial Statements through June 30, 2015 and distribution of report to taxing jurisdictions**

Kordus/Wall motion to send to council without recommendation. Alderman Kupsik stated he is assuming this report will satisfy the county's needs for updated reports and what they asked for. Mr. Oborn stated he hopes so. Unanimously carried.

**Presentation of Accounts – Alderman Kupsik**

Purchase Orders. None.

Kordus/Wall motion to recommend approval of Prepaid Bills in the amount of \$6,103.50. Unanimously carried.

Kordus/Gelting motion to recommend approval of Regular Bills in the amount of \$129,749.84. Unanimously carried.

**Adjournment**

Kordus/Gelting motion to adjourn at 6:49 p.m. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE FINANCE, LICENSE & REGULATION COMMITTEE**

# **PERSONNEL COMMITTEE MINUTES**

**THURSDAY, AUGUST 27, 2015 – 4:00 P.M.**

**CITY HALL, MEETING ROOM 2A**

Meeting was called to order by Alderman Hedlund at 4:05 p.m.

**Roll Call.** Present: Alderman Hedlund, Chappell, Kupsik, Wall, and Hill. Also Present: City Administrator Oborn, Comptroller Pollitt, City Clerk Waswo, Director of Public Works Dan Winkler, City Attorney Dan Draper and Mayor Connors. Others in Attendance: Utility Commission President Birdell Brellenthin

## **Comments from the public limited to 5 minutes.**

Birdell Brellenthin, President of the Utility Commission, stated he has been on the Commission for 45 years. He finds it hard to believe that an operation that has been so successful and so City orientated would be changed. When it was first started it was a political mess. He does not believe the Mayor or Aldermen on the Commission ever disagreed with anything the Commission took action on. He stated he cannot understand why anyone would add more duties than they already have.

Jeff Nethery, President of the Police Union, stated he knew the committee would be discussing the grievance regarding the 27 pay periods. He stated he had spoke with Chris Schulz from the Lake Geneva Regional News. He noted that he was quoted in the paper as saying the last time there were 27 pay periods, they were paid for it and it was budgeted. He noted there is an argument over whether they are hourly or not. He explained they are technically hourly. He stated if he wants to take a day off, he has to use comp or vacation time or does not get paid. If he works over 8.5 hours, he gets overtime. He said a former employee kept records and show they were paid for 27 pay periods in 2003. He said they work 27 pay periods and should be paid for 27 pay periods.

Dan Winkler, Director of Public Works, stated he believes the Utility Commission has been in place since around World War II. They have made independent decisions, taking politics out of the process. Each commissioner serves a 5 year term which provides for continuity, and two members are Aldermen. The rates have not been increased since 1991. The first increase in 25 years is being discussed now. The rates are among the lowest in the state. They were the 2010 Wisconsin Rural Water Association Utility of the Year recipient. The Water and Wastewater Departments both have no debt. There has been a vast reinvestment in infrastructure. He feels the fixed based meter reading system most likely would not have been granted under the Council which saves considerable time, effort and cost. The wastewater plant now has an increased capacity. In January of 2002, the wastewater operation was taken over by the Utility Commission. The Utility Commission absorbed all the additional effort and cost when this took place. All Operators are cross-certified and cross-trained. He stated the current Administrator does not understand the background, politics, or what was driving them to take it over in the early 2000s. The process in the early 2000s was a rigorous 7 to 8 month evaluation; it was not a quick decision. The importance of cross-training the employees is that if there is a shortage or need, there is an Operator ready to help. He stated an important thing to keep in mind is that the Public Works administration runs out of the Utility. Mr. Winkler stated their services and the projects he designs and bids out save the City between \$100,000 and \$150,000 a year easily. If you dissolve the Commission, a lot of work is going to come back to City Hall and will fall on that staff. One of the biggest benefits of having the system that is in place now is that customers all come to the same place for a permit. Most are looked at by the Director personally whether it is Water, Sewer or Public Works. He stated there is a huge emphasis in customer service. Anyone that comes in is given an answer. If it is a complicated answer, Mr. Winkler takes care of it personally. He noted their auditor has been doing the job for them for years. He knows the system and gives a very good price. Mr. Winkler explained their audit is independent of the City's which means

that they can be cross-checked. Their auditor caught a sizable mistake made by the City's auditor last year. There is succession planning in place. Lastly, if Mr. Winkler or the Commission is not making decisions, then it falls on the Public Works Committee to make all of the decisions and then to Council.

**Approval of Personnel Committee minutes for July 23, 2015, as prepared and distributed.**

Hill/Wall motion to approve. Unanimously carried.

**Discussion and update on compensation study**

City Administrator Oborn stated he had nothing new to report. He noted he would continue to list this as an agenda item until new information comes in. Alderman Hill asked what the next step would be. Mr. Oborn explained that it would be distributing the job descriptions and the pay as well as getting information from the department heads. After that, they can appeal the descriptions, classification or level. Ms. Hill asked where Springsted was with the Utility Commission. Director of Public Works Winkler stated a contract has been approved. Forms have been sent over to Mr. Winkler, and staff has been filling them out. The job descriptions and rates have been sent over to Springsted as well. Ms. Hill asked if there was an estimated time that they are expecting this to be finished. Mr. Winkler stated it would be done soon.

**Discussion/Recommendation on Worker's Compensation Report**

City Administrator Oborn noted that R&R Insurance did a breakdown report for them. Mr. Oborn stated that 100% is the average rate. Everything is set by the state right now because our usage exceeds the norm. We are paying \$24,000 more a year on claims that exceed the norm. The lowest you can get if you didn't have any claims at all is 63%, so you can get it back to where it reduces below the norm. The goal is around 80% because 63% is not really attainable. If we had the average amount of claims that they would expect which is about \$56,000 a year, then the City would be paying \$131,000. Right now the City pays \$162,000. The lowest the City could pay would be \$82,000 to \$83,000. The goal is around \$60,000. Realistically the City is not going to get the full \$80,000 savings but getting \$60,000 is achievable with good management and control. Alderman Hill asked if the City should at least be striving for the norm. Mr. Oborn said we will try to shoot for below the norm. Mr. Oborn stated \$40,000 really would be achievable but \$60,000 would be the goal. Alderman Kupsik asked if all departments are included in the City's worker's compensation or if they are broken down by group. Mr. Oborn said they were all included. Mr. Kupsik followed up by asking if the City knows which departments have which claims and who has the most claims. Mr. Oborn said yes, it would be discussed in closed session. Ms. Hill asked if there is a safety program in place. Mr. Oborn stated there was not. Mr. Oborn then discussed yearly statistics. Ms. Hill asked who is responsible for training. Mr. Oborn said it was him. Alderman Hedlund stated he wanted to see this information to determine if we are trending higher or were stable. Mr. Oborn said what we do now will not hit the rate for about 2 years. Mr. Kupsik asked if any feedback and recommendations are given from the worker's comp provider regarding the status of where we are at or when we start trending in the higher marks. Mr. Oborn said yes.

**Discussion/Recommendation on reorganization including Utility Commission**

City Administrator Oborn explained the current organizational chart. The only area that the City is not partially a fiscal agent for is the Utility Commission. The Utility Commission is the only area that is discretionary. Alderman Hill asked for clarification. Mr. Oborn stated it is only independent because the Council decided to make it independent, it does not have to be by State Statute. Utility is the Water Department and Wastewater Department. He noted that in his career, the Utility has always been a part of the City. The City Administrator has always been over the Utility departments. The City does do the employee benefits and insurance for the Utility Commission and does not charge them any allocation for that. Worker's comp was one that was just discussed. The City does the WRS for them as well. They do their own 457. With regard to health benefits, they pay the cobra rate into it and we self insure with them. If their employees are the ones getting sick, the City bears the cost in the rate, but cannot allocate them

differently. That would not change with reorganization. Mr. Oborn stated the Library has to have a board and cannot do their own insurance per State Statute. They have to use a municipality as a fiscal agent. The Police and Fire Commission have limited powers as the City still controls all of the budget powers. Ms. Hill said the organizational chart shows the Utility Commission reporting to the Mayor and Council, but that has never happened. Mr. Oborn said that is why it is called 'indirect'. Mr. Winkler reports to Mr. Oborn on Public Works items but reports to the Utility Commission on Utility items. Alderman Chappell asked where the idea for this came from. Mr. Oborn stated that he has an obligation to tell the Committee that they have this option since it is not mandated by statute. Ms. Chappell wanted to know the pros and cons of making this change. Mr. Oborn stated that Wisconsin Statutes give the municipality the option of providing for an independent Utility Commission to run the day to day operations of the City. Ms. Chappell asked if there is something broken with the City or if this is informational only. Mr. Oborn stated if it was not broken, he would not be here. Alderman Hedlund stated this is an exploratory thing as he has heard a lot of comments about the autonomy of the Utility Commission and they do what they want to do. People don't think it should be that way; it should be under City Hall guidance. He wanted to know what people's thoughts were on that. Mr. Hedlund stated he would not want to start all over with a bunch of people who do not know what they are doing but if this pay structure is going to be put in place, we all need to be under the same umbrella. He is not suggesting starting over from scratch, but he does not see why the Utility Commission cannot operate the same way except for the autonomy from the City itself. It seems they are using all the stuff that they like from the City but keeping their own items on the side to make their lives easier, which is not part of the common goal. Ms. Hill stated since she has been here it has been the absolute understanding that it is their world; we are just living in it. She thinks this is a worthy conversation to be having. Ms. Chappell noted she needs to know what is going on that would warrant a change. Mr. Hedlund asked if she remembers how much push back they got when pay raises were being discussed this year. The Utility Commission employees received 2% and everyone else got 1.5%. If they were under the same umbrella, it would all be the same. They would not be able to make their rules. Ms. Hill gave the examples of the bocce ball court and the Christmas parties. She stated that she does not want public money being spent on a bocce ball court or a lavish Christmas party when the Police Chief cannot get a \$25 gift certificate for a turkey at the end of the year for his employees. They are the City when they want to be and they are alone when they want to be. It is not fair. Ms. Chappell again stated she would like a more detailed list of pros and cons.

Alderman Kupsik said they are not here to disband everything, just have a discussion. Mr. Kupsik said they can look at the information from Mr. Winkler and Mr. Oborn and use that as pros and cons. It was brought up that the Utility Commission was created years ago because of political issues. If you take the political issues out, it could work. It could run just as efficiently with a committee as it can with a commission. There may be different procedures, but either way it could work. The Cemetery Commission was changed to a committee, and it seems to be working well. Ms. Chappell questioned how the budget is done for the Utility Commission. Mr. Kupsik stated their funds come from user fees. Alderman Wall asked how many utilities are ran separately like the City versus under one umbrella in the state. Mr. Oborn answered it is a minority. Mr. Hedlund asked Mr. Winkler if he knew. Mr. Winkler responded in the early 2000s it was about a third of the utilities. He contacted the municipalities and they preferred that way of operation. Mr. Oborn stated a lot of those operate as a commission because they have multiple jurisdictions. Mayor Connors asked if there are any synergies from changing the structure. Mr. Oborn stated there are. Right now there is not a lot of charging because we have to bill one another. There is more billing from the Utility to the General Fund than the other way around. Mr. Oborn stated one of the advantages is that we will all be in the same books; it would just be a matter of coding. Mr. Kupsik asked what kind of bills the City gets from the Utility Commission. Mr. Winkler stated he orders things for Public Works. He allocates it to the proper accounts and the balance goes to the City. It has to be divided up either way. The Utility Commission pays their own way. Mayor Connors asked if there is a simpler way to do this. Mr. Oborn said he thinks there is. Ms. Chappell asked if the simpler step would be making it a committee. Mr. Oborn explained one accounting system is simpler than having two. Mr.

Hedlund stated he has no issues with the way the Utility Commission runs, and he thinks they are very efficient. He does not know if anyone on the City side could make any improvements to what they do. If they were a committee, they would be under the City's umbrella. To do that, there need to be more pros and cons presented. Mr. Kupsik noted that at some point Mr. Winkler is going to retire and we will not be able to find someone who will fill the shoes of the DPW Director and the Director of the Utility Commission. He is currently doing two jobs. At some point there is going to have to be a separation. Ms. Hill stated right now the General Fund pays him nothing to do the DPW Director job. He is paid entirely by the Utility Commission. He essentially volunteers the DPW Director job. Mayor Connors stated it was his understanding that in many communities there is a Director of Public Works and the Utility and Street Department are under that person. He thinks our structure is convoluted. Mayor Connors would like to see how other communities operate. Ms. Chappell asked if there is a financial benefit. Ms. Hill said we are going to have pay a Director of Public Works at some point and not assume someone is going to volunteer a six figure job. Ms. Chappell asked if there is any give in the money that comes in to the Utility Commission that can feed into paying for that job. Mr. Oborn stated the planning and the future are not the issue right now.

Mr. Winkler stated when he was hired, they wanted to unify the Street, Wastewater and Water Departments. The City Council would not renew his contract under the group that was in authority in 2000. In 2001, the Utility Commission wanted to keep him so he entered into a contract with them. When a new Mayor came into office, the first thing he did was bring Dan back to oversee the reconstruction of the dam and asked him to be the Public Works Director. The Utility Commission picks up the entire salary for Mr. Winkler and he does it because he is invested in the community. He will continue to serve as the Public Works Director until the Council no longer wants him to. In 2001, there were also problems with the wastewater plant so they asked the Water Commission to take over the Wastewater and that is where it became the Utility Commission. Mr. Winkler stated he thought the City was going to give 2% raises and it changed somewhere after the first of the year. The Utility Commission issues their raises right before the end of the year. Mr. Hedlund asked if they are in agreement that they would like to see how other communities operate as well as seeing their organizational chart and how their chain of command works. Ms. Hill agreed. Mr. Wall said he would like to see pros and cons of one way versus the other. Mr. Oborn noted the auditor has been a big advocate of merging together. He sees other cities and can offer that information.

#### **Update on front counter position and discussion/recommendation on temporary help**

City Administrator Oborn stated there is an opening so there have been some salary savings. In the past the City had put aside money for temporary help. It is not in the budget anymore. There is need for the help. City Clerk Waswo explained that she would like to get back on a scanning schedule. Right now it is only getting done in the winter. With being short staffed, it is not getting done as quickly as she would have liked. She would like to hire for a temporary position. Alderman Hill asked about the status of the front counter position. Ms. Waswo stated the interviews would take place tomorrow. Ms. Hill asked if the temporary help would be in addition to the front counter position that is being filled. Ms. Waswo confirmed that it would. Ms. Hill asked if this would be seasonal help. Ms. Waswo stated this position would not be helping at the counter, only for special projects such as the scanning. Alderman Chappell asked what the temporary timeframe would be. Ms. Waswo said it would be as needed. Alderman Hedlund asked if the funds are there. Ms. Waswo said yes. Mr. Oborn said they are looking for the ok to do that within the funds they have.

Hill/Wall motion to instruct staff to move forward with hiring temporary help. Unanimously carried.

#### **Discussion/Recommendation on City Administrator phone and laptop agreement/usage**

City Administrator Oborn stated these items are already budgeted for but he wanted to make sure everyone knows what he is doing and why he is doing it. Mr. Oborn noted his predecessor had a City

phone that was about \$41.50 a month, which did not include the price of the phone. If the phone was purchased, it would be a \$60.00 plan. Mr. Oborn stated he does not want to carry two phones. He is requesting to use his own phone and turn in receipts for reimbursement. The phone email will be housed on the server as to not have any open records issues. He suggested a reimbursement of \$40.00 per month or allow him to have a city phone with incidental personal usage. Alderman Kupsik and Ms. Hill were in agreeance with the City providing Mr. Oborn a phone and allowing incidental personal use. Alderman Hedlund stated he would prefer it that way. City Attorney Draper clarified that Mr. Oborn would still be subject to the open records law either way.

Mr. Oborn noted that the laptop is already in the budget and wanted to clarify that no one had a problem with the equipment he is utilizing. Mr. Kupsik asked if Mr. Oborn would prefer a laptop or tablet. Mr. Oborn stated it is a three in one. It functions as a tablet, a laptop and a docking station for a desktop. Mr. Kupsik asked if they needed to vote on the item. Mr. Draper said it was informational purposes only.

Mayor Connors asked if they could discuss items for the next Personnel agenda before the committee goes into Closed Session. Mayor Connors noted he would like to explore adding a person to do Human Resource functions. Alderman Hill stated she would like to explore an employee recognition program. Alderman Kupsik stated he would like to discuss temporary help for event permits. Comptroller Pollitt added that the Street Department would like to attend the next meeting and talk about adding another person to their Department.

**Motion to go into Closed Session pursuant to Wis. Stat. 19.85 (1)(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 for Police Department pay and grievances (City Attorney Draper); And pursuant to Wis. Stat. 19.85(1)(e) for purposes of conducting other specified public business, whenever competitive bargaining reasons require a closed session concerning Police Department pay and grievances and Fire Union Negotiations; And pursuant to Wisconsin Statutes 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee which the governmental body has jurisdiction or exercises responsibility for individual employee worker's compensation usage.**

Hill/Kupsik motion to go into Closed Session and allow City Clerk Waswo, Mayor Connors, Alderman Kordus, City Administrator Oborn and City Attorney Draper to stay.

Roll Call: Chappell, Kupsik, Hedlund, Hill, Wall voted "yes". Unanimously carried.

**Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session**

Hill/Chappell motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session

Roll Call: Hedlund, Wall, Hill, Chappell and Kupsik voted "yes." Unanimously carried.

Hill/Chappell motion to proceed as discussed in closed session, and no action taken on the last item. Unanimously carried.

### **Adjournment**

Hill/Chappell motion to adjourn at 6:18 p.m. Unanimously carried.

/s/ Stephanie Gunderson, Assistant City Clerk

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE**



# Public Works Committee

Alderman Bob Kordus Chairman

Alderman Chris Gelting  
Alderman Ken Howell

Alderman Al Kupsik  
Alderman Sarah Hill

Director of Public Works Daniel S. Winkler, P.E.  
Assistant Director of Public Works Tom Earle

City of Lake Geneva 626 Geneva Street Lake Geneva, WI 53147-1914  
[www.cityoflakegeneva.com](http://www.cityoflakegeneva.com) Phone: (262) 248-3673

## August 13, 2015 Meeting Minutes

DATE: August 14, 2015

### MEMORANDUM

TO: Chairman Bob Kordus & Members of the Public Works Committee

FROM: Daniel S. Winkler, P.E. DSW  
Director of Public Works & Utilities

SUBJECT: August 13, 2015 Public Works Committee Meeting Minutes

The Public Works Committee is scheduled to meet at **5:00 PM** at City Hall.

**Members in attendance:**

Chairman Bob Kordus   X    
Alderman Chris Gelting   X    
Alderman Sarah Hill         
Alderman Al Kupsik   X    
Alderman Ken Howell   X  

**Staff Present:**

City Administrator Blaine Oborn   X    
Director Daniel Winkler (DPW)   X    
Mayor Jim Connors:   X  

Other: \_\_\_\_\_Assistant DPW Tom Earle, Street Foreman Neil Waswo\_\_\_\_\_

Public in attendance: \_\_\_\_\_none\_\_\_\_\_

**Approval of the Minutes of the Prior (June) Meeting:**

Motion to approve June's meeting by Ald.   Howell   and seconded by Ald.   Gelting  . The motion passed   4  -  0  .

**Public Comments:**

None.

**Communications.**

1. Projects & Activities Update-DPW Winkler.  
DPW Winkler discussed the stage of the various projects.

**Agenda Items:**

1. Ice Rink Discussion Continued (Flat Iron Park).
2. Winter Operations, Salt Versus Sand/Salt Application-Discussion Continued.
3. Request for No Parking Zone, 1250 Wisconsin Street.
4. 2015 Street Maintenance List for Project Approval.
5. 2015 Crackfilling List for Project Approval.

**1. Ice Rink Discussion Continued (Flat Iron Park).**

There was much discussion regarding the ice rink at Flat Iron Park and the Park Commission’s recommendation to go out for bids. DPW Winkler said he was planning on drafting bidding documents and placing an ad in the paper to obtain sealed bids. DPW Winkler and Assistant DPW Earle expressed concerns for Public Works staff not being available to perform the work required to create and maintain the rink in the manner expected, and questioned where budget for overtime costs for a full-time staff member, or to hire a part-time would come from. Administrator Oborn noted that it appeared the City may have to partner with BID on the initiative at probably a 75% BID/25% City rate the first year, and probably all City costs going forward. The Committee discussed that the Down to Earth proposal for around \$7,000 to \$8,000 to do the previously described site work was representative of the cost not including seeding, mulch, re-seeding, continuous watering, temporary fencing as needed to protect the site, and additional applications of seed and mulch as required. And the consensus was that if the City had to fund a winter seasonal employee, pay a landscaper for additional watering, provide ongoing care of the lawn area to get it established year to year because of the location and heavy use of the park, that it probably would not have support of the Council.

Motion to \_\_\_\_\_table\_\_\_\_\_by \_\_\_Ald. Howell\_\_\_\_\_, Seconded by \_\_\_Ald. Gelting\_\_\_\_\_. Passed \_\_\_4-0\_\_.

**2. Winter Operations, Salt Versus Sand/Salt Application-Discussion Continued.**

DPW Winkler stated this item was continued for further discussion and Assistant DPW Tom Earle to be in attendance. It was said that the latest information regarding operating costs was in the packet. Assistant DPW Earle and Foreman Waswo were in attendance to explain the operational cost savings, road treatment effectiveness, and environmental benefits of adjusting salt and salt/sand mixture application rates based upon the weather conditions. They also pointed out that even if the City went 100% salt that the application rate would remain the same, just that the sand would not go down with it. The PWC also discussed how sand actually causes more potential harm to the environment, particularly small marine life, than the dissolved salts. Mr. Earle noted that being allowed to adjust salt application rates to meet the weather conditions will actually result in less sand and salt application, less labor to apply it and pick it up, less repairs to equipment, less fuel consumed, and less overall wear and tear on the equipment, and reduced sand disposal landfill fees. Chair Kordus and the Committee by consensus supported the recommended change in how we treat our roads in the winter, wishing to grant the flexibility to Public Works to adjust application rates as deemed appropriate for the weather conditions at hand. It was discussed that we would need to modify the Snow and Ice Policy as well as City Ordinance.

Motion to \_Direct the City Attorney to draft language to rewrite or remove Chapter 62-222 of City Code which speaks to salt/sand application rates, and to direct staff to amend the City Snow and Ice Policy to reflect the discussed changes, and present same to the Council for consideration\_\_ by \_\_\_\_Ald. Kordus\_\_\_\_\_, Second by \_\_\_\_Ald. Kupsik\_\_\_\_\_. Passed \_\_\_4-0\_\_.

**(This item needs to go to the City Attorney and Council and the snow and ice policy amendment needs to go to Council)**

**3. Request for No Parking Zone, 1250 Wisconsin Street**

DPW Winkler explained the request through the Parking Department for consideration of establishing a no parking zone in front of the condo/apartment complex at 1250 Wisconsin Street. Assistant DPW Earle also explained the area was previously painted yellow on the curb by the maintenance people for the complex, but we striped it for parking when the road was recently paved.

Motion to \_\_\_approve the request\_\_\_\_\_ by \_\_\_Ald. Howell\_\_\_\_\_, Second by \_\_\_Ald. Kupsik\_\_\_\_\_. Passed \_\_\_4-0\_\_.

**(This item needs to go to the City Attorney for advice regarding if it needs to go to Council for approval)**

#### **4. 2015 Street Maintenance List for Project Approval.**

DPW explained the city was recently inventoried and streets rating updated, and attached are provided maps spreadsheets carrying containing the priorities. Running totals were also provided to assist with determining the funding/maintenance cut-off with and without blending in TIF funds for eligible streets.

After reviewing the lists and discussing the funding sources, it was the consensus to utilize TIF funding for the downtown benefitting streets. Chair Kordus noted that utilizing TIF allows for adding several neighborhood streets to the upcoming program that otherwise wouldn't get repaired. Mayor Connors also said he would be in favor of doing 5 or 6 alleys if using TIF to repair downtown streets freed up funding for them. DPW Winkler mentioned the alley we would repair this year would be the alley behind Dennison School. Mayor Connors said the Schools just did half of the alley for us this last week. The Mayor questioned Center Street by Wrigley, the Peller Road repair with a possible development pending, and possible curbing repairs needed on West Main Street. Assistant DPW Earle said we would include spot repairs of curb and gutter there and throughout the project as needed. Administrator Oborn inquired if there were any large street projects in the near future and DPW Winkler mentioned that resurfacing Edwards Boulevard south of Main Street is a consideration, probably a few years away. Water main replacements on selected roads were also discussed and DPW Winkler said he would verify if any of the streets on the list contained water mains in need of replacement.

DPW Winkler was asked by Chair Kordus what the next step was and he responded it is to obtain a proposal from Kapur for project design and construction services, and to provide direction to staff as to the Committee's desire to pursue using TIF funds for eligible streets or not.

Motion to \_\_\_\_\_ approve the priority list as presented and discussed to utilize \$500,000 from the CIP projects borrowing and to do all the \$300,000 plus TIF eligible streets as listed and as discussed and pursue including 5 or 6 alleys \_\_\_\_\_ by \_\_\_\_Ald. Kupsik\_\_\_\_\_, Second by \_\_\_\_Ald. Gelting\_\_\_\_\_. Passed \_4-0\_\_.

**(The decision to proceed to utilize TIF#4 funds for 2015 Street Maintenance and the upcoming Kapur engineering design contract need to go to Finance and Council).**

#### **5. 2015 Crackfilling List for Project Approval.**

DPW Winkler presented the 2015 street for crackfilling this fall funded with \$40,000 from the CIP program. Ald. Kupsik wished to include crackfilling of the cemetery roads. Assistant DPW Earle said a chip or slurry seal may be more appropriate and the Committee agreed with his assessment.

Motion to \_\_\_\_\_ Approve the 2015 crackfilling list as presented to go out for bids including the addition of the discussed work at Oak Hill Cemetery \_\_\_\_\_ by \_\_\_\_Ald. Howell\_\_\_\_\_, Second by \_\_\_\_Ald. Gelting\_\_\_\_\_. Passed \_\_4-0\_\_.

#### **Items for Next Month's Agenda:**

Items suggested for next month include:

- Traffic Signals Adjustments in the Downtown.

#### **Motion to Adjourn:**

Motion to adjourn by \_\_\_\_\_Ald. Howell\_\_\_\_\_, seconded by \_\_\_\_\_Ald. Gelting\_\_\_\_\_. Passed \_\_4-0\_\_. The meeting was adjourned at 6:28 PM.

Cc: Mayor Jim Connors/Dennis Jordan/Sabrina Waswo/Common Council Members not on Committee/File

# SECRETARY'S MINUTES

NAME-----Lake Geneva Utility Commission  
MINUTES-----Regular Meeting  
PLACE-----Lake Geneva Utility Commission  
DATE-----August 12, 2015  
TIME-----4:00 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 4:00 P.M.

Members present: Pres. Brellenthin, Dennis Lyon, Ann Esarco, Mike Kocourek, Ald. Jeff Wall & Ald. Rich Hedlund.

Motion by Ald. Hedlund to approve the minutes of the previous meeting as presented, seconded by Ald. Wall. Passed 6-0.

## **Communications:**

None.

## **Water & Sewer Agenda Items:**

1. 2014 CMAR Resolution  
Great report – just chlorides noted. Compliance Maintenance Annual Report is required. Get score card on items – up to #4 (points). Chlorides high due to businesses and water softeners. We have chlorides reduction program. Only on demand water softeners now permitted. Give \$100 credit to home owner. Will go out to home owners and help with water softener settings. More rain – less chlorides. Marginal improvements with softener program. Collection of grease – possibility of grease trap? All restaurants have grease traps we inspect annually. We should consider more often inspections of restaurants. Motion by Dennis Lyon to approve the 2014 CMAR Resolution, 2<sup>nd</sup> by Ald. Hedlund. Passed 6-0.
2. Host & Dodge Water Towers Inspections Report – Dixon Engineering  
Some items of repair/upkeep are normal maintenance items. Dixon hired to comply with DNR requirements. Antennas are located on tanks – venders pay leasing fee. Suggestion to manage cabling better. Listing of suggested maintenance items included: Host - Exterior and interior tank coatings. Recommend 2016 painting interior. Agree the need to paint interior of Host in 2016. Cost is in are capital improvement budget. Dodge – Painting outside of Dodge. No action required.
3. Replacement of Security Uplighting with LED's – Host Water Tower  
Security uplighting put in 1999-2000. Due to upgrade to LED technology. Bids were acquired from lighting vendors. RAB has 100,000(?) life expectancy. Lights are on for four hours per night. LEDs should last 80 years. \$7,800 investment in lights and \$500 for the installation, total \$8,300 total cost. Savings of electric = \$150 per month.

\$8,300/\$150 = 55 month pay back. Grant funds requested. Suggest that we wait for outcome on grant funding. Motion by Ald. Wall to continue decision until next month, 2<sup>nd</sup> Dennis Lyon. Passed 6-0.

**Director's Report:**

1. Financials Update

Water

EOM Cash Position	\$	1,287,000
Project Commitments	\$	31,000
Upcoming Projects	\$	-TBD-

Sewer

EOM Cash Position	\$	2,474,000
Project Commitments	\$	67,000
Upcoming Projects	\$	-TBD-

Motion by Mike Kocourek to approve the financials as presented, 2<sup>nd</sup> by Ald. Hedlund. Passed 6-0.

**Review and Payment of Bills:**

Motion by Mike Kocourek to approve the bills as presented, 2<sup>nd</sup> by Ald. Hedlund. Passed 6-0.

Next meeting is scheduled for September 17, 2015, at 4:00 P.M.

**Adjourn:**

Motion by Ald. Wall to adjourn the meeting, 2<sup>nd</sup> by Ald. Hedlund. Passed 6-0.

Meeting adjourned at 4:28 P.M.



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Secretary

CLB 08/17/15

# **Lake Geneva Tree Board**

Wednesday, August 19, 2015

City Hall, Conference Room 2C

The Lake Geneva Tree Board was called to order by President Kirchberg at 6:15 p.m. Present were: Bob Flemming, Clara Jacobs, Al Kupsik, Joe Esposito, John Foster, Dan Andresen and City Administrator, Blaine Oborn. A motion was made by Al Kupsik, seconded by Bob Flemming to approve the minutes of the June 24, 2015 meeting. Motion carried.

Under public comments: Joe Esposito had a question on the power line on Lake Shore Dr. Arborist Foster will look into it.

Park Board Report: Al Kupsik reported the date for dedication of the new dog park forth-coming. The Senior Leadership Dynamics held a fund raiser for the new Dog Bench.

Arborist Report: John Foster reported because of time schedule there will be no fall planting. Planting to be done in the spring. However, the estimated 20 elms to be replaced will be planted. The new 14 Ginko trees on Broad St. are looking stressed but are guaranteed. The meeting was held a day after a storm and Mr. Foster had already taken down 13 damaged trees. 100-150 trees are on the list for spring planting. This totals more than are being removed. Mr. Foster also reported that there had been a request of about 30 trees to be planted on Townline Rd.

In new business the Tree Board voted that if the pro-proposed parking lot for Central Denison School is approved, the Tree Board would need a commitment by the School Board to replace each and every City Tree that is removed. A motion by Dan Andresen, seconded by Joe Esposito to approve said request. Motion carried. Replacement to be discussed at a later date.

Next meeting will be September 23.

Meeting adjourned at 6:55 p.m.

Clara Jacobs

Secretary

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY AUGUST 6, 2015, AT 7:00 P.M.**

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

1. Call meeting to order

Meeting was called to order by commissioner Hartz at 7:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Pollard.

3. Roll call

Commissioners Pollard, Jordan, Hartz, Bittner and Gramm were present. Fire Department Liaison Mumford was present. Liaison Gelting was absent.

4. Comments from the Public reference agenda items only. Comments are limited to a maximum of five minutes. – NONE.

5. Acknowledge correspondence - NONE.

6. Approval of regular meeting minutes from July 9, 2015.

Jordan motioned to approve the minutes from July 9, 2015. Bittner seconded. Motioned carried 5-0 with corrections.

7. Police Department Business:

a. Approval of bills for the Month of July 2015, operating in the amount of \$268,617.89, for a total of \$268,617.89.

Bittner motioned to approve the bills for the month of July 2015. Pollard seconded. Roll call: Pollard-Y, Jordan-Y, Bittner-Y, Gramm-Y, Hartz- Y. Motion carried 5-0.

Chief Rasmussen noted the "\*" signed beside some of the capital numbers indicates a resolution was prepared by City Hall. Bittner inquired about the increased cost of Squad Car Replacement, #41-21-00-9078. Chief Rasmussen noted that one of the vehicles purchased was an SUV. It gives the officers more room in the vehicle and is more comfortable. Hartz stated Miscellaneous Account #11-21-00-5399 is over budget and it is only August. Chief Rasmussen noted some extra budget items had to be taken out of this account that did not fit into any other budget category. Next year, this will be addressed in the budget to keep the cost down in this budget item.

b. Succession Planning/Job Descriptions

Chief Rasmussen indicated that the department is currently updating job descriptions. Chief of Police, Administrative Lieutenant and Patrol Lieutenant job descriptions are currently being reviewed and updated. The Chief of Police position was totally different because it was outdated. Gramm felt the descriptions were too detailed and the itemization needs to be generalized. Chief Rasmussen explained the reason for the descriptions was for job evaluation purposes. Gramm felt detailed description was good for evaluations but not necessary for the job description. Chief Rasmussen indicated the Lieutenant duties need to be detailed because of each Lieutenant's

specific duties. Bittner asked about the Lieutenant positions being designated second and third in command. Chief Rasmussen indicated that if Assistant Chief Reuss retired, the position of Assistant Chief will not be filled. Both a generalized and a descriptive job description will be presented at the next meeting along with an organizational chart.

c. 2016 Budget Planning

The budget needs to be presented to the City by the end of September 2015. A budget workshop was set for September 9, 2016 at 6:00 p.m.

d. Lexipol Updates

Lieutenant Gritzner stated eleven Lexipol revisions will be presented next month. The corrections will be handed out and highlighted prior to the meeting.

e. Police Body Cameras

Lieutenant Gritzner is researching Police Body Cameras for his Certified Public Management Class and the department would like to put it into the 2016 budget as a Capital Project if the Commission agrees to it. There is a big cost difference between cameras and the software provided with the cameras. Lieutenant Gritzner will do a presentation prior to the Budget Workshop on September 9, 2015.

f. Court/bond issues

There were a few issues with court and bond payments with dispatch on two separate evenings in July. Chief Rasmussen spoke with the Clerk of Court and Administrator Oborn to resolve the issue and feels it has been corrected.

g. Update Payroll Grievance

The Police Union grievance has not been resolved and is moving forward. Data Entry has also filed a complaint with the Department of Workforce Development. Chief Rasmussen has been meeting with Administrator Oborn to try and resolve the Data Entry complaint and it will probably come down to the Department of Workforce Development's recommendation.

h. Upcoming City Events

Art in the Park is August 8 and 9, 2015 and then Venetian Fest is August 19 through 23, 2015. The department will be fully staffed at that time as all paternity leaves will be ended.

i. Drug Take-Back Box

The Department has purchased a Drug Take-Back box for disposing of medications. Chief Rasmussen asked that it be placed in the main lobby of the building where there are security cameras to monitor. We currently take the prescriptions now but this will be more convenient for people to turn in their medication. The Commission felt this was a good idea and it will be brought to the City Council to approve.

j. Letter of Resignation request from Zach Smith

Pollard motioned to accept the resignation of Reserve Officer Zach Smith. Gramm seconded. Motion carried 5-0.

k. Monthly reports

2015 Dispatch activity for July: Telephone calls– 3,962	911 Calls– 239	Window assists– 1,072
2014 Dispatch activity for July: Telephone calls– 4,058	911 Calls– 290	Window assists– 973

2015 Patrol activity for July: Calls for service-1,962	Arrests- 238
2014 Patrol activity for July: Calls for service-1,612	Arrests- 186

Chief Rasmussen stated Phoenix reports are not accurate as far as determining incidents at downtown establishments as it misrepresents where the incidents actually occurred, either inside or outside. If any significant issues arise at any establishment, then the incident will be placed on the agenda.

l. Thank you letters:

Citizen thank you to Sergeant Jason Hall and Officer Kara Richardson  
YMCA Day Camp-Officer Giovannoni for Police Tour  
Citizen thank you to Officer Ward

m. Items to be forwarded to City Council  
Monthly reports and Take-Back drug box.

8. Fire Department Business:

a. Approval of bills for the Month of July 2015, operating in the amount of \$68,550.04, Fire Hydrant Rental in the amount of \$57,339.25, and Impact Fees in the amount of \$1,538.00 for a total of \$127,427.29.

Gramm motioned to approve the Fire Department bills for the month of July 2015. Pollard seconded. Roll call: Pollard-Y, Jordan-Y, Bittner-Y, Gramm-Y, Hartz- Y. Motion carried 5-0. Bittner had a question about Account #11-22-00-5240, Equipment Repairs with regard to what Pump Tests were and if it was something that the department could perform themselves. Chief Connelly advised the Fire Department doesn't have the equipment to perform this test. Emergency Apparatus Company certifies that the pumps are working properly according to standard regulations and completes any needed maintenance. Bittner also asked about Gas Monitor probe and Yearly PMI-Ambulance Cots bills in Account 11-22-00-5820 State Mandated Equip Testing. Chief Connelly stated the Air quality tests are performed on the air compressors to make sure they are working properly and the tests are sent in quarterly. Preventative maintenance on the ambulance cots is performed annually. Hartz asked about account 11-22-00 5134 Workman's Comp Disability. Chief Connelly stated this is an annual fee that is paid every year.

b. Hydrant rental discussion-Administrator Oborn

Hartz motioned to remove line item Fire Protection-Hydrant Rental 11-22-10-5229 from the Fire Department Budget and place it in the City's budget. Pollard seconded. Motion carried 5-0. City Administrator Oborn discussed the options for fire hydrant rental. Basically when the Public Service Commission does the rates, they take a component that is not considered the water utility system and they come up with a Fire Protection Fee/Fire Hydrant Rental. This fee is reimbursed through taxes. The Utility Department is requesting a 36% water rate increase, which could be an approximate \$84,000 increase in the Fire Department Budget. The fee charged could be placed in the general fund and funded through property taxes. It could be

placed in the water bill charge through the utility bill. There are disadvantages and advantages of each method. The Commission felt the Fire Protection Fee should be placed on the water bill.

Jordan stated the main concern of the Police and Fire Commission is the budget increase in the Fire Hydrant Rental. Chief Connelly noted that the Fire Hydrant Rental is approximately one quarter of the Fire Department's \$1,000,000 budget. City Administrator Oborn will present the information to City Council.

c. EMS Medical Billing Contract

Chief Connelly handed out a memo from City Attorney Draper regarding the proposed agreement with EMS. City Attorney Draper and Eric Keiffer from EMS will work together to resolve the issues of the EMS Medical Billing Contract. Hartz asked how the new contract would impact the budget. Chief Connelly felt the extra cost would be about \$1,100.00 to \$1,200.00. He will provide a breakdown at the next meeting.

d. Fee Schedule Revisions

There were some discrepancies in the current documents. The City Clerk, City Administrator, Chief Connelly and Commissioner Hartz will sit down together and review the resolutions and put the revisions together.

e. Town of Geneva Emergency Services Contract

Chief Connelly met with Liaison Mumford and Town Chairman Kopecky last month to discuss the services contract that ends in December.

f. Water tower agreement – Host Tower station #2

Dan Winkler could not locate an agreement so a new agreement was developed between the departments. City Attorney Draper did not want to represent both departments so City Administrator Oborn is the liaison. One of the electric meters and heat meters at the Host Tower Station will be put in the Fire Department's name for complete control of the bill. Administrator Oborn will do a resolution of the agreement. Pollard questioned the wording of the last paragraph and felt the paragraph was unclear with regard to termination of the agreement. The City Council will act as the arbitrator and make the final decision regarding the termination if necessary.

g. Fire Protection Ordinance Committee

Chief Connelly is working on finalizing the committee members for the next meeting. A resolution of Act 270 will be proposed soon. Hartz asked if any Commission member wanted to sit on the committee. Bittner suggested someone involved in the building industry. Pollard agreed to be on the committee.

h. Accept \$50.00 donation on behalf of Shelly Shepstone Family

Pollard motioned to accept a \$50.00 donation on behalf of Shelly Shepstone family. Jordan seconded. Motion carried 5-0.

i. Monthly EMS Medical Billing/Stark Reports

Chief Connelly noted that they have been reviewing all the bills for the month and found 4-5 errors. Gramm questions Accounts Receivables versus current bills. She noted revenues are good but accounts receivable continues to rise. Chief Connelly will look into the discrepancy.

j. Monthly Fire Department Activity Report

Chief Connelly noted it was a busy month with 51 transports and 121 calls total.

k. Monthly Paratech Report

Gramm asked what "unable to handle" on the report meant. Chief Connelly stated it means the department usually has to transport because Paratech cannot handle the call. Hartz wondered if the department could put together a list of Lake Geneva's ambulance calls like the Paratech report. Chief Connelly advised it wasn't possible through the Phoenix system but he will check the software program.

l. Thank you cards/letters - Thank you notes from Safety Town, YMCA Day Camp, Commissioner Gramm's family and the family of Shelly Shepstone.

m. Items to be forwarded to City Council

Monthly report

9. Agenda items for the next regular meeting September 10, 2015.

Succession planning/Job Description

Lexipol policies update

EMS billing

Fee Schedule Revisions

Water Tower Agreement

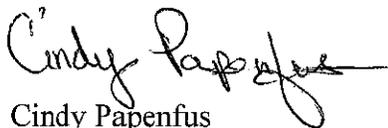
Fire Ordinance Committee members

Approval 2016 Budget

10. Adjourn

Gramm motioned to adjourn the meeting. Pollard seconded. Motion carried 5-0. Meeting adjourned at 8:18 p.m.

Respectfully submitted,



Cindy Papenfus

Administrative Assistant

c: Police Chief

Fire Chief

Commissioners-file

Commission Liaisons

City Administrator

City Clerk

City Comptroller

Council Members - Mayor

**MINUTES NOT OFFICIAL UNTIL APPROVED AT THE NEXT POLICE AND FIRE COMMISSION MEETING**

**CITY OF LAKE GENEVA  
PLAN COMMISSION MEETING**

MONDAY, AUGUST 17, 2015- 6:30 PM  
COUNCIL CHAMBERS, CITY HALL

**MINUTES**

**1. Meeting called to order by Mayor Connors at 9:09 PM.**

**2. Roll Call**

Present: Al Kupsik, John Gibbs, Doug Skates, Cindy Flower, Tyler Frederick, Sarah Adams  
Also Present: Planner Mike Slavney, Atty. Dan Draper, Mayor Connors, Inspector Robers, Assistant Gregoles  
Not Present:

**3. Approve Minutes of July 19, 2015 Plan Commission meeting as distributed.**

MOTION #1

Kupsik/Gibbs moved to approve the minutes of July 19, 2015 Plan Commission meeting as distributed.  
The motion carried unanimously.

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

PUBLIC SPEAKER #1 – Charlene Klein -817 Wisconsin Street, LG

Re Item #12 – Klein feels that the City is missing a huge opportunity with relation to the Hillmoor property. She suggests a visitors center with a shuttle bus to and from the downtown area. She believes two Sr. Housing projects at one time is too many. (Hillmoore Estates / Symphony Bay)

**5. Acknowledgment of Correspondence.**

Same correspondence presented at the earlier Joint meeting, goes along with this agenda item #7 for this meeting. *(Scan copies of documents can be found with the minutes from the Joint meeting or hard copies are on file with these minutes.)*

Correspondence received prior to the meeting against the Comp Plan Amendment – Related to Agenda Item #7:

- 8-14-15 Protest Petitions received from James McIntosh, Maureen A. Marks and Mark Immer with a total of 132 signatures
- 8-17-15 Received handout – “Chapter 34 Historical Preservation”
- 8-17-15 Received handout – “Wisconsin State Statute 120.12 (21)”
- 8-17-15 Received a letter from Kris Kukla against the comp plan amendment
- 8-17-15 Protest Petition received from Virgil & Sharon Wuttke with 9 signatures
- 8-17-15 Received 3 photographs of the alley area across from the comp plan amendment area
- 8-17-15 Received optional new parking lot plan located on school property

Correspondence received prior to the meeting in support the Comp Plan Amendment:

- 8-17-15 Received a letter in support of the comp plan amendment from David C Williams

Additional packets of letters in support of the Agenda item #7.

**6. Downtown Design Review.**

**A. Application by Jeff Liberman for Verve Art Gallery, 223 Cook Street, Lake Geneva, WI 53147 for a new exterior sign on the storefront at Tax Key No. ZOP 00253.**

DISCUSSION – Jeff Liberman

Liberman gave a brief overview of his sign.

MOTION #2

Kupsik/Flower moved to approve the application by Jeff Liberman for Verve Art Gallery, 223 Cook Street, Lake Geneva, WI 53147 for a new exterior sign on the storefront at Tax Key No. ZOP 00253.

The motion carried unanimously.

**B. Application by Elizabeth Tumas for The Bottle Shop, 617 W. Main Street, Lake Geneva, WI 53147 for two new exterior signs on the storefront at Tax Key No. ZOP 00291.**

DISCUSSION – Elizabeth Tumas

Tumas gave a brief overview of her sign.

MOTION #3

Kupsik/Adams moved to approve the application by Elizabeth Tumas for The Bottle Shop, 617 W. Main Street, Lake Geneva, WI 53147 for two new exterior signs on the storefront at Tax Key No. ZOP 00291.

The motion carried unanimously.

**C. Application by Shannon Levitt for Broadway Academy of Art & Dance, 709W. Main Street, Lake Geneva, WI 53147 for a new exterior sign at the storefront at Tax Key No. ZA276000001.**

MOTION #4

Kupsik/Skates moved to approve the Application by Shannon Levitt for Broadway Academy of Art & Dance, 709 W. Main Street, Lake Geneva, WI 53147 for a new exterior sign at the storefront at Tax Key No.

ZA276000001. The motion carried unanimously.

**D. Application by Michael Keefe for Venture Investment Partners, 703 W. Main Street, Lake Geneva, WI 53147 for a new exterior façade and signage at Tax Key No.ZA276000001.**

DISCUSSION – Michael Keefe

Keefe gave a brief overview of his new exterior façade and signage. There was brief discussion about upper level windows being done at a later time.

MOTION #5

Kupsik/Flower moved to approve the Application by Michael Keefe for Venture Investment Partners, 703 W. Main Street, Lake Geneva, WI 53147 for a new exterior façade and signage at Tax Key No.ZA276000001.

The motion carried unanimously. To include all staff recommendations including window repair.

MOTION #6

Kupsik/Mayor Connors moved to suspend the rules and go to item #10. The motion carried unanimously.

**7. Public Hearing and recommendation for a Planned Development (PD) including the General Development Plan (GDP) and the Precise Implementation Plan (PIP) filed by William Henry, for the Lake Geneva Joint 1 School District, 208 South Street, Lake Geneva, WI 53147 on behalf of Michael & Kathleen Sebastian, to allow for a Parking Lot at 833 Wisconsin Street, Tax Key No. ZOP 00100.**

DISCUSSION – Mr Bill Henry

Mr. Henry presented a power point with handouts and briefly addressed the commission. There was some back and forth general discussion related to needed traffic studies, signage, drainage and landscaping for the proposed parking lot.

PUBLIC SPEAKER #1 –Charlene Klein -817 Wisconsin St, LG

Speaker voiced their concerns and opposition to agenda item #7.

\*Referencing her previous comments from the Joint meeting (*See Joint meeting minutes*)  
She also inquired who is going to monitor who is parking in a teacher/staff parking lot?

PUBLIC SPEAKER #2 – Gail Gygax -Address, LG

Speaker voiced their concerns and opposition to agenda item #7.

She would like to see a study done on traffic from school, tourists and residents.

PUBLIC SPEAKER #3 - Perez -, LG (*He is the son of mother who lives there*)

He voiced his concerns and opposition to agenda item #7.

PUBLIC SPEAKER #4 – Maureen Marks – 834 Dodge St, LG

Speaker voiced their concerns and opposition to agenda item #7.

Sebastian told her that the school board approached him.

Concerned about the exceptions ... at least 10 of them...

PUBLIC SPEAKER #5 – Mark Immer – 821 Wisconsin St, LG

Speaker voiced their concerns and opposition to agenda item #7.

Not looked into all options.

PUBLIC SPEAKER #6 – Richard Melman – S Lake Shore Dr, LG

Speaker voiced their concerns and opposition to agenda item #7.

Switch the schools and have the older kids go to Dennison and young ones go to LGMS.

MOTION #8

Kupsik/Gibbs moved to close the public hearing. The motion carried unanimously.

DISCUSSION

Inspector Robers clarified that there are 3 units in the existing property and no building permits have been pulled on The property, if they are doing any remodeling it is being done without City permits. The property owner submitted a signed letter with the application granting permission for the application.

#### MOTION #10 TO AMEND

Mayor Connors/Skates moved to amend the recommendation with the following additions:

- Add a Stop sign at the North exit with the alley and a left turn only sign
- Stop Sign at the alley along with a crosswalk
- Detection field on the sidewalk
- Landscaping be preserved as noted in the plan and any damaged trees be replaced by the same species
- Length of the fence along the East side be cut off even with the angle on the Northern most parking stall to protect vision
- City engineers review and approval of all drainage

The amendment passed 6/1 (Gibbs against).

#### MOTION #11

Kupsik/Skates moved to approve the recommendation for a Planned Development (PD) including the General Development Plan (GDP) and the Precise Implementation Plan (PIP) filed by William Henry, for the Lake Geneva Joint 1 School District, 208 South Street, Lake Geneva, WI 53147 on behalf of Michael & Kathleen Sebastian, to allow for a Parking Lot at 833 Wisconsin Street, Tax Key No. ZOP 00100. To include finding of fact and all staff recommendations and amendment items listed below and contingent upon council approval of the Comprehensive Plan change.

- Add a Stop sign at the North exit with the alley and a left turn only sign
- Stop Sign at the alley along with a crosswalk
- Detection field on the sidewalk
- Landscaping be preserved as noted in the plan and any damaged trees be replaced by the same species
- Length of the fence along the East side be cut off even with the angle on the Northern most parking stall to protect vision
- City engineers review and approval of all drainage

The motion passed 5/2 (Gibbs/Frederick against).

- 8. Review and Recommendation on an Application for Land Division Review for a Certified Survey Map submitted on behalf of Potter's Self Storage LLC, by Farris Hansen & Associates, PO Box 437, Elkhorn, WI 53121 for land located in the extra-territorial plat review area at W2285 Townline Road, Lake Geneva, WI 53147.**

#### MOTION #10

Mayor Connors/Kupsik moved to approve the recommendation on an Application for Land Division Review for a Certified Survey Map submitted on behalf of Potter's Self Storage LLC, by Farris Hansen & Associates, PO Box 437, Elkhorn, WI 53121 for land located in the extra-territorial plat review area at W2285 Townline Road, Lake Geneva, WI 53147; including engineering review of the CSM. The motion passed 6/1 (Flower against)

- 9. Public Hearing and recommendation on a Conditional Use Application filed by Elizabeth & Jeffery Iverson, 365 Elm Street, Elgin, IL, to operate a Bed & Breakfast establishment at 421 Madison Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00091.**

#### DISCUSSION

Elizabeth Iverson spoke to the commission with a brief overview of the proposed recommendation. There was a brief discussion of the application for clarification purposes.

PUBLIC SPEAKER - None

#### MOTION #11

Kupsik/Flower moved to close the public hearing. The motion carried unanimously.

MOTION #12

Kupsik/Adams moved to approve the recommendation on a Conditional Use Application filed by Elizabeth & Jeffery Iverson, 365 Elm Street, Elgin, IL, to operate a Bed & Breakfast establishment at 421 Madison Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00091. To include all staff recommendations, findings of fact, no outside storage and the location of the parking stalls, two on the alley and balance on the driveway. The motion carried unanimously.

- 10. Public Hearing and recommendation for a Planned Development (PD), General Development Plan (GDP) filed by Kim Pischke for Core Commercial, Inc., PO Box 1154, Appleton, WI, 54912, to allow for a multi-tenant commercial building at 351 Peller Road, Lake Geneva, WI 53147, Tax Key No. ZA 76100001.**

DISCUSSION – Grant (Fondu Lac)

He gave a brief overview of the PD and GDP for Core Commercial. There are two tenants lined up, Noodles Inc and QDoba and two more will be general retail. There was a brief discussion of the application for clarification purposes.

PUBLIC SPEAKER - None

MOTION #7

Connors/Flower moved to continue the item to the September meeting including the public hearing. The motion carried unanimously.

- 11. Review and Recommendation on an Application for Site Plan Review for landscape and parking lot alteration filled by City of Lake Geneva, 626 Geneva Street, Lake Geneva, WI 53147 for parking lot located at 255/275 Mill Street, Tax Key No's ZA312100001 and ZOP 00298.**

DISCUSSION

ROBERS gave a brief overview of what is proposed.

MOTION #13

Kupsik/Flower moved to approve the recommendation on an Application for Site Plan Review for landscape and parking lot alteration filled by City of Lake Geneva, 626 Geneva Street, Lake Geneva, WI 53147 for parking lot located at 255/275 Mill Street, Tax Key No's ZA312100001 and ZOP 00298. To include all staff recommendations. The motion carried unanimously.

- 12. Review and recommendation for an Application for a Comprehensive Plan Amendment submitted by John Michael Ford for Tempo Development, Inc., 11921 S. Hobart Street, Palos Park, IL 60464 to change the land use for parcels located at Tax Key No's. ZOP 00001, ZYUP 00001C, ZYUP 00131 & ZYUP 00153 from Private Recreation Facilities to Neighborhood Mixed Use, to start the Public Review process, and set a Public Hearing on said matter before a joint meeting of the Plan Commission and City Council.**

DISCUSSION

There was a brief overview of what is proposed.

MOTION #14

Mayor Connors/Kupsik moved to approve the recommendation for an Application for a Comprehensive Plan Amendment submitted by John Michael Ford for Tempo Development, Inc., 11921 S. Hobart Street, Palos Park, IL 60464 to change the land use for parcels located at Tax Key No's. ZOP 00001, ZYUP 00001C, ZYUP 00131 & ZYUP 00153 from Private Recreation Facilities to Neighborhood Mixed Use, to start the Public Review process, and set a Public Hearing on said matter before a joint meeting of the Plan Commission and City Council. Including notification recommendations for 300 ft. (To be on agenda of October 19<sup>th</sup> meeting.) The motion carried unanimously.

- 13. Review and acceptance of an Application for a Petition for Direct Annexation submitted by 120 Properties, LLC, PO Box 935, Lake Geneva, WI 53147 for vacant land located in the town of Lyons, on the Northwest corner of the intersection of South Edwards Boulevard and Townline Road, Tax Key No. NLY 3100013A and set a Public Hearing on said matter before the Plan Commission.**

MOTION #15

Kupsik/Gibbs moved to approve the acceptance of an Application for a Petition for Direct Annexation submitted by 120 Properties, LLC, PO Box 935, Lake Geneva, WI 53147 for vacant land located in the town of Lyons, on the Northwest corner of the intersection of South Edwards Boulevard and Townline Road, Tax Key No. NLY 3100013A and set a Public Hearing on said matter before the Plan Commission. (For the September meeting.)  
The motion carried unanimously.

**14. Adjournment**

MOTION #16

Gibbs/Skates moved to adjourn the meeting. The motion carried unanimously.  
The meeting adjourned at 12:06 am.

*/s/Jackie Gregoles, B&Z Administrative Assistant*

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE CITY COUNCIL.**



## Board of Park Commissioners

Doug Skates - President

Alderman Al Kupsik

Lynn Hassler

Barb Hartigan

Brian Olsen

Peggy Schneider

Dave Quickel

John Swanson

Mayor Jim Connors

Director of Public Works Daniel S. Winkler, P.E., Secretary

City of Lake Geneva

626 Geneva Street

Lake Geneva, WI 53147-1914

[www.cityoflakegeneva.com](http://www.cityoflakegeneva.com)

Phone: (262) 248-3673

# MINUTES OF THE 6:00 PM AUGUST 12, 2015 MEETING

City Hall 2<sup>nd</sup> Floor Room 2A

### Call to Order:

The Board of Park Commissioners meeting was called to order by President Skates at 6:00 PM. Secretary Winkler read the roll.

### Roll Call:

President Doug Skates \_\_\_X\_\_\_, Lynn Hassler \_\_\_ \_\_\_, Barb Hartigan \_\_\_X\_\_\_, Peggy Schneider \_\_\_X\_\_\_, Dave Quickel \_\_\_X\_\_\_, John Swanson \_\_\_X\_\_\_, Ald. Al Kupsik \_\_\_X\_\_\_, Brian Olsen \_\_\_Late\_\_\_, Mayor Jim Connors \_\_\_X\_\_\_ (7 to start and 8 Total).

### Staff & Aldermen Present:

DPW Daniel Winkler \_\_\_X\_\_\_, \_\_\_\_\_

Administrator Blaine Oborn \_\_\_X\_\_\_.

### Public Present:

Ann Brunk Peterson and Rod Brenner.

### Approve the Minutes of the Prior Meeting:

It was moved by Commissioner \_\_\_Swanson\_\_\_ to approve the minutes of the July 1, 2015 meeting, and seconded by Commissioner \_\_\_Quickel\_\_\_. The motion passed \_\_\_7\_\_\_-0.

### Public Input:

Mr. Brenner gave a brief summary of this summer's concessions at Veterans Park and expressed interest in another 2 years of operating there. It was discussed that the tournaments also went well.

## Permits & Park Donations:

### (NO PERMITS THIS MEETING)

DATE	LOCATION	USE

President Skates read the permit. It was moved by Commissioner \_\_\_\_\_ to approve, and seconded by Commissioner \_\_\_\_\_. The motion passed \_\_\_\_\_.

### Park Assignments/Repair Update/Maintenance:

Commissioner Swanson provided a sheet with comments and went through it. He said that he didn't see much trash at the skate park. President Skates said he observed the opposite and that the Street Department was constantly picking up the area. Commissioner Quickel mentioned that he received complaints on the skate park garbage and foul language, the north dog park gate being left opened, and that more dog bag dispensers would help reduce the non-pick-up problem. President Skates disagreed and said either you are the type of person to pick up after your animal or you aren't, and that he carries his own bags everywhere.

### NEW BUSINESS

#### Discussion of offer of land for bike trail –Sage Street.

DPW Winkler explained the offer of a triangle of land. After discussing that the key to the bike path was the land to the north and the trail could go through with or without the Dee Bark property, it was moved by Mayor Connors and seconded by Ald. Kupsik to have the City contact the property owner to the north and inquire as to making a donation or inquire as to what they would sell the property for. The motion passed 8-0.

#### Wind sculpture discussion-Anne Brunk Peterson. (Taken out of order on a motion by Skates and second by Mayor Connors, and passed 8-0.)

Mrs. Peterson appeared and discussed Lyman Whitaker wind sculptures for Lake Geneva parks. She offered to donate two for either side of the new pavilion. There was a video played, photographs, and a price list. The consensus was that the Park Commission thought it was a good idea worth supporting/pursuing, possibilities for numerous locations were there, discounts are offered for multiple purchases, it cost \$950 to install one, Commissioners should identify preferred locations, the cluster had some appeal, Mrs. Peterson should come back with some kind of plan showing what she is proposing by the new pavilion so they can see the scale, and everyone should go there during Venetian Fest to see where attractions are spotted around the pavilion.

#### Staffing a park and recreation intern for the park system.

President Skates said we are overdue to consider an intern. Commissioner Schneider said she contacted Whitewater and LaCrosse for a job description for an intern and has not been successful. There was discussion regarding job duties, availability of space at City Hall, the multiple tasks performed by the front desk, and whether or not to budget for the position. An ad hoc committee comprised of Administrator Oborn, Ald. Kupsik and Commissioner Schneider was established to meet and develop a job description for the position to continue the discussion at the next meeting.

## **Park operating budget for 2016 discussion.**

DPW Winkler provided copies of the parks related operating budgets, capital projects borrowing and detailed descriptions of the items in the capital borrowing. Commissioner Quickel and Schneider discussed possible ADA improvements, President Skates said he would like to see the park fund and park impact fee fund balances on a regular basis. Monthly or quarterly were discussed. The DPW and Mayor Connors both said the Commission's main opportunities lie in the CIP funded projects as well as the two park funds. Commissioner Schneider inquired if there was interest in building a swimming pool in Veterans Park. President Skates asked everyone to bring their priorities to the next meeting.

## **OLD BUSINESS**

### **Downtown ice skating rink discussion.**

DPW Winkler said that it was his understanding that the BID set Flat Iron Park as the location for the rink or it would not participate. He repeated the concerns for lawn restoration and full-time staff availability to perform maintenance like everyone wanted to see. Ald. Kupsik said it may be a tough sell to the Council as the park is already heavily used. After much discussion about the pros and cons of the site, it was moved by President Skates to obtain 3 bids for the work so everybody has an accurate cost for what it could take to regrade the site and restore it to original condition. After further discussion, the motion passed 8-0.

### **Dog park dedication & amenities update.**

DPW Winkler provided an update on the deliveries, and indicated the last of them should arrive by the end of August. The result would be an early September installation with Humphreys Contracting. A dedication date was set for October 3<sup>rd</sup> (motion by President Skates and second by Commissioner Hartigan, passed 8-0) which coincides with Badger High School homecoming to draw as many Leadership Dynamics alumni who worked on the fundraiser. President Skates was also going to check with Mr. Gephardt regarding some kind of marker or monument.

## **Future Meeting Agenda Items-September 2, 2015 Meeting.**

- Concessions Bids (Administrator Oborn).
- Park Intern (Ad hoc committee report).
- Capital & Operating Budgets (DPW Winkler).
- Dog Park Dedication.
- Ice Rink Bids (DPW Winkler).

## **ADJOURN:**

It was moved by \_\_\_\_\_Skates\_\_\_\_\_ and seconded by \_\_\_Olsen\_\_\_ to adjourn. The motion passed 8-0 and the meeting was adjourned at \_\_\_\_\_8:20\_\_\_\_\_ PM.

## **Set Next Meeting Date:**

The next regular meeting is scheduled for September 2, 2015.

Respectfully Submitted,

***Daniel S. Winkler***

***Secretary***

If anyone finds any inaccuracies, errors or needs to adjust the minutes please call or email me prior to the next meeting.)



# Board of Park Commissioners

Doug Skates - President

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Brian Olsen  
John Swanson

Lynn Hassler  
Peggy Schneider  
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City of Lake Geneva 626 Geneva Street Lake Geneva, WI 53147-1914  
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## MINUTES OF THE 6:00 PM SEPTEMBER 3, 2015 MEETING

City Hall 2<sup>nd</sup> Floor Room 2A

### Call to Order:

The Board of Park Commissioners meeting was called to order by President Skates at 6:03 PM. Secretary Winkler read the roll.

### Roll Call:

President Doug Skates , Lynn Hassler excused , Barb Hartigan , Peggy Schneider , Dave Quickel , John Swanson excused , Ald. Al Kupsik , Brian Olsen excused , Mayor Jim Connors . (6  Total).

### Staff & Aldermen Present:

DPW Daniel Winkler , \_\_\_\_\_  
Administrator Blaine Oborn  .

### Public Present:

Mr. Frank Marsala, Mr. Dan Massopust, Ms. Nancy Elder.

### Approve the Minutes of the Prior Meeting:

It was moved by Commissioner Quickel to approve the minutes of the August 12, 2015 meeting, and seconded by Mayor Connors. The motion passed 5-0 with Commissioner Hartigan stepping out of the room.

### Public Input:

Ms. Elder introduced herself as the Chamber/CVB events coordinator.

### Permits & Park Donations:

None.

### Park Assignments/Repair Update/Maintenance:

President Skates mentioned he made out new park assignments for the membership and they should check the list for the parks to inspect from time to time.

## **NEW BUSINESS**

None.

## **OLD BUSINESS**

### **Parks operating budget for 2016 discussion.**

DPW Winkler provided a packet to the Commission and went through the different types of budget and funding options. President Skates advised all to review their priorities and be in a position to discuss them next meeting. Commissioners Schneider and Quickel mentioned swings and better ADA accessibility. The City budget schedule was also discussed.

### **Downtown ice skating rink electrical issues.**

DPW Winkler provided the maps of the rink location in Flat Iron Park as well as the map of underground electrical in conflict with the project. The Commission decided by consensus to drop the idea and expressed appreciation to BID for the offer. Alternate locations were discussed and DPW Winkler mentioned that if the project were to proceed with staff availability limitations, the preferred location would be the old skate park asphalt pad.

### **Dog park dedication & amenities update.**

The confirmed date and time is October 3<sup>rd</sup> at 10 AM. President Skates asked Mr. Schultz to put the word out. By consensus the Commission wished to have the large gates normally locked to avoid people coming and going leaving them open. The plan was reviewed and approved with moving one of the trash cans into the middle of the park at the shade structure. Trees were discussed and referred to City Arborist Foster and the Tree Board for locating up to 10 trees.

### **Discussion of offer of land for bike trail –Sage Street.**

DPW Winkler explained the offer was rescinded but the trail could be built on Wisconsin Street right of way if we obtained the remaining parcel.

### **Wind sculpture discussion-Anne Brunk Peterson.**

DPW Winkler and Commissioner Quickel provided the resume' of Mr. Dan Massopust, an experienced sculptor from Hebron. After discussion, President Skates said he would put the item back on the agenda and he would contact Ann Brunk to pursue the matter further.

### **Staffing a park and recreation intern for the park system.**

DPW Winkler provided a memorandum to Administrator Oborn requesting a seasonal intern to assist with duties in the parks. After discussion of the duties including that a job description was needed, it was moved by Alderman Kupsik to revisit the wage as he thought it may be low, but to proceed to send the request with a job description to Personnel. The motion was seconded by President Skates & passed 6-0.

### **Future Meeting Agenda Items-October 7, 2015 Meeting.**

- Discussion of 2016 Park budgets and priorities.
- Discussion of sculptures in the parks.

**ADJOURN:**

It was moved by \_\_\_Mayor Connors\_\_\_ and seconded by \_\_\_Commissioner Hartigan\_\_\_ to adjourn.  
The motion passed 6-0 and the meeting was adjourned at 7:05 PM.

**Set Next Meeting Date:**

The next regular meeting is scheduled for October 7, 2015.

Respectfully Submitted,

***Daniel S. Winkler***  
***Secretary***

If anyone finds any inaccuracies, errors or needs to adjust the minutes please call or email me prior to the next meeting.)

## **Lake Geneva Public Library Board of Trustees Meetings**

**918 West Main Street Lake Geneva, Wisconsin 53147 (262) 249-5299**

### **Finance Committee**

Thursday, August 13, 2015 at 7:30 a.m. (Director's Office)

Present: Kundert, Lafrenz, Oppenlander; Also present: Peterson and Busch

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$69,610.07 in General Funds for the month of July 2015. There were no expenditures from Donated Funds in July 2015.

### **Board of Trustees Meeting**

Thursday, August 13, 2015 at 8:00 a.m.

#### **Minutes**

#### **Call to order**

Oppenlander called the meeting to order at 8:03 a.m.

#### **Roll Call**

Members present: Brookes, Dinan, Kundert, Lafrenz, Oppenlander; Also present: Peterson

#### **Adoption/Amendment of agenda**

Oppenlander asked for a motion to amend the agenda to include "Fire Inspection" under Building & Grounds. Lafrenz made a motion as proposed. Kundert seconded. Motion carried unanimously. Oppenlander asked for a motion to adopt the amended agenda. Kundert made a motion as proposed. Lafrenz seconded. Motion carried unanimously.

#### **Disposition of minutes of previous regular meeting and any intervening special meeting(s)**

Oppenlander asked for a motion to approve the minutes of the July 16, 2015 meeting. Brookes made a motion to approve the minutes as proposed. Dinan seconded. Motion carried unanimously.

#### **President's Report**

Oppenlander reviewed the proposed agenda for the Open House on September 12. Discussion followed. Oppenlander reviewed proposal from Black Point to offer Walking Tours after the Open House. Discussion followed. The Board agreed to partner with Black Point by including the Walking Tour in the press release of Open House, creating a separate flyer for the event, and announcing the Walking Tour at the end of the Open House program. The Board also asked that the proceeds from the Walking Tours be directed to the Friends of the Library.

Oppenlander introduced a discussion about speaker fees for the Open House. It was agreed that the Friends Adult Programming fund will provide the honorarium for the speaker and that the lodging fee will be covered by the General Administration account. Other logistics of the Open House event were reviewed. Peterson reported that the library staff would like to prepare a set of note cards featuring the stained glass pieces in the library for the Open House.

Oppenlander asked that the Personnel Committee meet to develop a planned approach for 2016 salaries.

Oppenlander related the request of the Friends regarding street banners. No further action could be taken.

### **Building & Grounds**

Peterson reported that the locks for the men's and women's public restrooms and the staff lunch room have been replaced.

Kundert reported on the August 12 inspection of the roof by a representative from the manufacturer, Sarnafill. Kundert walked the entire roof with representative and it is in good condition with the minor leak caulked in May. We are at the half-way mark for the 15 year warranty. Kundert reported that the Board is waiting for a third bid on the chimney repair, planter restoration, and replacement of worn bricks on the exterior of the building.

### **Finance**

Kundert made a motion to approve \$69,610.07 in General Fund expenditures for the month of July 2015. Dinan seconded. Motion carried unanimously. No expenditures were made from Donated Funds in July 2015.

### **Director's Report**

Peterson expressed appreciation to the Friends for their work at the Friends Books Sale and all preparations required to coordinate the weekend.

Peterson reported on the July checkouts which were lower than June but higher than May.

Peterson asked the Board to review a recommendation to include the following addition to the Library Use Guideline policy: "Please do not enter the library building in beach attire or without shirt or shoes." Lafrenz made a motion as proposed. Dinan seconded. Motion carried unanimously.

Peterson asked the Board to review the removal of some files and items in the basement. Discussion followed. The Board asked Peterson to consult City Hall Administration to confirm dates of record retention. Lafrenz recommended that the 2003 model of the proposed renovation of the Library be reviewed again in two-three years.

Peterson reported on the receipt of the recent gift of The Chapin Foundation.

Peterson reported on the program featuring Carol DeMarco on August 28<sup>th</sup>.

### **Adjournment**

Oppenlander asked for a motion to adjourn. Lafrenz made a motion to adjourn at 9:01 a.m. Kundert seconded. Motion carried unanimously.

Respectfully submitted,

Chris Brookes  
Vice President

**Next meeting: Thursday, September 10, 2015 at 8:00 a.m.**

## Lake Geneva Historic Preservation Commission Meeting Minutes

August 13, 2015 6:30 P.M. Lake Geneva City Hall

President Ken Etten called the meeting to order at 6:30 p.m. at Lake Geneva City Hall

Present: Ken Etten, Patrick Quinn, Mary Tanner, Jackie Getzen, Louise Rayppy, Jim Davis. Elizabeth Chappell, was absent. Charlene Klein, Mark Immer, Maureen Marks, were there as guests. Michael Rehberg was there representing Black Point.

Approval of the Minutes of Historic Preservation Commission Meeting of July 9, 2015.

Comments from the public: Charlene Klein, Mark Immer, and Maureen Marks were there to voice their opposition to the proposal of the School District to purchase the house at 833 Wisconsin Street and demolish it and construct a new parking lot for the teachers. Our Commission had already voted against this plan and had sent a letter to the Mayor and City Council notifying them of our decision.

Reports from the Geneva Lake Area Museum and the Maple Park Homeowners. The Venetian Night Cruise on August 23rd had a good turnout and a good time was had by all.

A Very special event with Chris Brookes as Lady Bacon.

2:00 to 3:00 P.M. Please RSVP, Members: free, Guests: \$5.00

Saturday August 29th

On October 10th, the museum will offer a tour of Clear Sky Lodge on South Shore Drive.

Cost: \$100.00 per person

Most of the people living in the Maple Park area who respond to a questionnaire concerning the proposal of the parking lot at 833 Wisconsin Street was opposed to it.

Update on the Geneva Lake Theater Building.

Still for Sale. No contract is currently pending. Tom Hartz is still interested in the theater.

The proposed \$800,000 Tif grant is being held up by the City Council until certain things are ironed out.

Continued discussion on the updated version of a Historic Lake Geneva Walking Tour booklet. We have revised parts of the booklet to correct some errors and have had 1,000 more copies published, as they have been very popular.

Michael Rehberg was present to update us about the Black Point Walking Tour. Since there has been a good response, they have extended the tour until September 10th. The tour starts at the Riviera every Thursday evening from 6:30 to 8:00 P.M. Price: \$8.00. It has been mostly attended by local people. We received \$70.00 on July 6th and \$60.00 on July 30th, from Dave Desimone as our share of the Black Point Walking Tour proceeds.

Presentation by Jackie Getzen regarding her discussions with staff at UW-Whitewater Innovation Center on creation of phone app version of A Historic Lake Geneva Walking Tour. Will discuss this further at our next meeting. Michael Rehberg and David Desimone will cooperate.

The Veranda Views. A Geneva Lake Chautauqua on the veranda at Black Point. This series has ended for this year. Dave Desimone commented that this experimental program has had some ups and downs but we learned a lot about what works and will use that information in developing next year's program.

Continued discussion regarding nomination of Oak Hill Cemetery as a National Historic Site, including input from Historic consultant John Notz. John Notz will pay for the nomination. Patrick Quinn is in communication with Carol Wyant. The "Tales of Lake Geneva" was held on August 23th at 1:00 P.M. at Horticultural Hall. The speakers were: Burly Brellenthin, Colleen Alexander, Muriel Malsch, Clyde Boutelle, Fritz Button. Patrick Quinn as the moderator. The event was well attended.

Also discussion on John Notz's request for recognition of three extant buildings designed by William Le Baron Jenney on former Maple Lawn property in the City of Lake Geneva. No new information.

Review of recent Plaque Program applications, and information from the Wisconsin Historical Society, National Trust for Historic Preservation, the Society of Architectural Historians and the Wisconsin Association of Historic Preservation.

Request for one new plaque on Main Street.

Review of potential projects and promotional ideas for the LGHPC, educational programs and updates on the website.

[www.historiclakegeneva.org](http://www.historiclakegeneva.org)

Meeting adjourned at 8:50 P.M.

Respectfully submitted,

Louise Rayppy

**City of Lake Geneva Parking Commission**  
**August 26, 2015 – 6:00pm**  
**Conference Room 2A, City Hall**  
**Minutes**

1. **Opening and Attendance:** Attendance recorded and copies of minutes distributed.
  
2. **Roll Call at 6:00pm**  
Present: Chairman Krause, Fleming, and Swangstu  
Not Present: Gelting  
Also Present: Schaefer (non-voting), City Administrator Oborn and Parking Manager Mullally
  
3. **Approval of Minutes from July 15, 2015**  
Fleming/Swangstu motioned to approve minutes. Motion carried 3 to 0.
  
4. **Open Comments**  
None
  
5. **Update on parking app trial**  
Mullally stated that on August 10, 2015, Parkmobile was approved and the contract has been sent to the City Attorney. She stated that she would inform the committee as to when the trial will begin.
  
6. **Discussion/Recommendation on Central Dennison**  
Mullally stated that she has not be contacted by anyone from the school regarding any traffic or parking problems; however she stated that through meetings it has come to her attention that traffic through Cook Street has had congestion problems. Mullally stated wanted to start the discussion on the long-term goals for parking in the City. Mullally proposed a one way street (going North) from Main Street to Dodge Street. She stated that this would add more (angled) stalls on the east side of the 200 block of Cook Street alleviating business traffic from school traffic; and bring parkers towards the northside during the peak season. Krause thought the problem at the school dealt with parents dropping off children and blocking lanes on Cook Street and Dodge Street. Krause asked what the goal was. Mullally stated to add parking stalls, to help with traffic flow in addition to making a safer passage for walking across to Library Park. Krause stated that changing to one way traffic would be a drastic change. Fleming started that he felt that the problem was really on Madison Street. Fleming also stated that you could not make a one way street northbound without making another adjacent street southbound as well. As a resident, he would not be in favor of a one way. Krause stated that as this was a discussion piece that there would be no action from the Commission.

**7. Discussion/Recommendation on parking lot agreement with the Cove**

Mullally stated she is striving for a long term strategic plan from the Commission that would entail adding smart inventory perhaps entering partnerships with already established businesses with parking lots. Mullally pointed out that the Cove has a 102 space underutilized parking lot in which they are interested in a possible revenue sharing program with the City. Through analysis of the lot, Mullally stated its location as in close proximity to Seminary Park, boat launch and beach. Mullally also mentioned that they was also a tennis court near the Seminary Park boat launch parking lot that could be reconfigured to a walking pathway, additional vehicle or boat launch parking. Oborn stated that the City could use the additional space as an overflow to the boat launch as drivers sometimes have to park on Dodge Street congesting traffic while they wait to launch their boats. Oborn also stated that the City is undercharging its fees. Krause makes the motion pursue the lease option but also to investigate the option to purchase. Fleming seconded. Oborn stated that we would continue to talk to the Cove and work out the details.

**8. Discussion/Recommendation on purchasing parking meters**

Mullally stated that the City of Appleton is selling (3) three Luke II meters that would integrate with our system and that we have an opportunity to purchase them. Fleming motioned to make an offer for (2) Luke meters at \$6,000 each subject to Council approval. Motioned passed 3-0.

**9. Discussion/Recommendation on unifying parking signage**

Mullally began a discussion and showed samples of directional and parking signage in order to pursue a unifying parking signage program in the City. Oborn stated that we should wait for the wayfinding allocation program. Schaefer also stated that the wayfinding program would require and study that would assist in providing the most appropriate signs for the City. Krause stated that we needed professional direction. Krause stated that the item needed a more in-depth discussion so the item should be put into the next agenda.

**10. Date and agenda items for next meeting.**

Krause requested that the City's free parking areas should be discussed. Fleming requested discussion on vendor parking during events and festivals. Krause asked for a follow up on the Central Dennison school traffic flow.

**11. Adjourn**

Fleming motioned to adjourn passed unanimously. Adjourned at 6:58pm

**Next Meeting Wednesday September 16, 2015 at 6:00pm**