



COMMITTEE OF THE WHOLE
MONDAY, NOVEMBER 2, 2015 – 6:30 PM
CITY HALL BUILDING, COUNCIL CHAMBERS

AMENDED AGENDA

Added item #7

1. Council President Kupsik calls the meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes from October 5, 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. Fire Department 10 year plan for Consolidated Services
7. Recap of the League of Wisconsin Municipalities conference from Alderman Kordus
8. **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
9. **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 Board, Alderman Kordus
- i. Parking Commission, Alderman Gelting
- j. Communications Committee, Alderman Kordus
- k. Avian Committee, Alderman Wall

10. **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

11. Adjourn

*This is a meeting of the Committee of the Whole.
No official Council action will be taken; however, a quorum of the Council will be present.*

10/30/2015 9:18am AMENDED 10/30/15 3:35pm
cc: Aldermen, Mayor, Administrator, Attorney, Media

**COMMITTEE OF THE WHOLE
MONDAY, OCTOBER 5, 2015 - 6:30 PM
CITY HALL BUILDING, COUNCIL CHAMBERS**

Council President Kupsik called the meeting to order at 6:30 p.m.

Pledge of Allegiance led by Council President Kupsik.

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

Kordus/Wall motion for approval of minutes from September 8, 2015 Committee of the Whole Meeting as distributed. Unanimously carried.

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

Mary Jo Fesenmaier, 955 George Street, spoke regarding the October 19th hearing regarding the proposed map change and rezone of the Hillmoor property. She is concerned the development will destroy the green space. She hopes the Plan Commission and City Council listen to the people who were here when the Comprehensive Map was established. During that time there were vision sessions where people spoke of wanting the Hillmoor property as rural holding to protect the green space. She has heard others say they want the property left for use by the citizens, not trapped in a private development or rezoned. She has concerns over the environmental impact of a 35 acre lake, the historical significance of the golf course, and the archaeological preservation. She noted the development will lower the value of surrounding property. She felt that if it is left as rural holding, it will support tourism. Ms. Fesenmaier said there is no promise from the developer as once that change is made, the developer can come in with a different plan or worse, the development will fail. She noted there is a website established with information about what is going on at Hillmoor and what it could be.

Kathy Mays, 1091 South Lakeshore Drive, was concerned about the boat, buoy, and slip process. She is number 22 on the list and questioned why residents do not get first choice. She does not feel the current process is fair to City residents.

Alderman Wall said Ms. Mays is welcome to attend the next Piers and Harbors meeting on October 22.

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, Alderman Hedlund
Tree Board, Alderman Kupsik
Police & Fire Commission, Alderman Gelting
Plan Commission, Alderman Kupsik
Board of Park Commissioners, Alderman Kupsik
Library Board, Alderman Hill
Historic Preservation Commission, Alderman Chappell
Cemetery Committee, Alderman Kordus
Parking Commission, Alderman Gelting
Communications Committee, Alderman Kordus
Avian Committee, Alderman Wall

Other Boards and Committee Reports given:

Chamber of Commerce, Alderman Kordus
Geneva Lake Museum, Alderman Chappell

Lake Geneva Economic Development Corporation, Aldermen Gelting & Hedlund
Geneva Lake Environmental Agency, Alderman Wall
Geneva Lakes Family YMCA, Alderman Kupsik
Geneva Lake Use Committee, Alderman Hill

Hill/Chappell motion to adjourn the meeting at 7:11 p.m. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

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

FINANCE, LICENSE & REGULATION COMMITTEE
MONDAY, OCTOBER 12, 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 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. None.

Approval of Minutes

Wall/Kordus motion to approve the Finance, License and Regulation Committee Meeting minutes of September 28, 2015, as prepared and distributed. Unanimously carried.

LICENSES & PERMITS

Park Reservation Permit application filed by Shawn Olp and Tiffany Stroede to use Library Park on August 7, 2016 from 1:00 pm to 4:00 pm for a wedding ceremony (recommended by the Board of Park Commissioners on October 7, 2015)

Kordus/Gelting motion to recommend approval. Alderman Gelting questioned the use of the barricades and if it was discussed at the Park Board meeting. Alderman Kupsik stated it was and the Park Board felt it would not cause a problem. Mr. Gelting asked if they will be blocking the sidewalk. Mr. Kupsik stated no. Mr. Gelting asked if the City should be steering them to vendors that would have stanchions as this request seems odd. Mr. Kupsik noted barricade rental is on the City's Schedule of Fees. This is the first time something like this has come up, and everyone at the Park Board was agreeable with it. Mr. Gelting explained he is okay with it as long as they are not blocking sidewalks. Alderman Kordus stated he would like to be careful with the in-season events when the parks are heavily used. Mr. Kupsik stated that was made clear at the Park Board meeting. Even though the barricades are up, there is still no guarantee that traffic will not come through the event. The Park Board felt there was no issue as long as nothing was being blocked. Mr. Kupsik commented that they could give it a try and see what happens. Unanimously carried.

Original 2015-2016 Operator's (Bartender) License applications filed by Catia Acri, Stephanie Brustman, Erin Flowers, Megan Gutbrod, Tara-lina Leech, Zachary Miller, Tanner Muur, Deiona Villiard

Gelting/Wall motion to recommend approval. Unanimously carried.

Renewal 2015-2016 Operator's (Bartender) License applications filed by Alexander Gygax, Brian Schmidt

Kordus/Wall motion to recommend approval. Unanimously carried.

First reading of Ordinance 15-12 amending Chapter 62, Section 222 regarding use of Chemical Deicers

First reading of Ordinance 15-13 establishing No Parking Zones in front of sidewalks at 1250 and 1270 Wisconsin Street

First reading of Ordinance 15-14 repealing Section 74-114, Display of Power of the Municipal Code of the City of Lake Geneva, Wisconsin

Alderman Kordus questioned where this came from. City Clerk Waswo stated the Court Clerk noticed there was a duplicate in the ordinances. Mr. Kordus noted this is not repealing an ordinance, just repealing a duplicate. Ms. Waswo confirmed that was correct. She clarified the correct ordinance is Section 74-217.

Discussion/Recommendation on preliminary approval to allow temporary sculptures at the Home Depot Park (recommended by the Board of Park Commissioners on October 7, 2015)

City Administrator Oborn noted the Park Board took a thorough look at this as preliminary approval. There are still a lot of areas that need to be addressed. Alderman Howell questioned who decides what goes where and how long they stay. He also noted there could be controversy if a sculpture offends someone. Alderman Kupsik stated the Park

Board agreed they will need to approve the sculptures. Mr. Oborn stated it will be annual with a policy about whether it should be delegated to the Park Board. Typically the committees bring proposals to the governing body to have the final say. Mr. Oborn explained the process would be developed in the plans.

Howell/Kordus motion to recommend approval. Alderman Kordus does not have an objection but saw the artwork will be placed at the artist's expense. He questioned the funding for the slabs and maintenance. Alderman Kupsik stated there are still issues that need to be discussed regarding the size of the pads as well as who was going to pay for the slabs. Alderman Wall asked how this can be voted on if the cost to the citizens is still unknown. Mr. Kupsik explained all that is being approved is dedicating the park for sculptures. Mr. Howell stated it was his understanding that this is preliminary and the final process will be brought back to the committee. Mr. Wall reiterated that the City currently has no idea how much the cost would be. Mr. Oborn confirmed, but noted the item can be preliminarily approved with a contingency on funding and costs. He explained he wants to make sure the use of the park is approved before the idea is researched or studied further. This is Alderman Chappell's project and questions can be directed to her. Mr. Wall explained he doesn't have a problem with the sculptures if it doesn't cost the taxpayers anything and if it is done in good taste. He doesn't see how they can vote on something without knowing the costs. Mr. Kupsik clarified the discussion was about what size pads would be needed and how much art would be allowed at the park. The consensus was a one-time permanent pad. Dan Winkler was going to look into the cost. Home Depot Park was never used for anything, so this would be a good opportunity to introduce the park into the system and get some use out of it. Mr. Howell commented all that is being done is keeping an idea alive if we vote yes. Mr. Kupsik agreed. He noted Ms. Chappell did a lot of research, and this would be the first step. Mr. Kordus was concerned as there is no good way for the public to access the park. It is a dangerous spot with people parking across the street at the Home Depot parking lot. If this moves forward, it would need to be extensively explored. Mr. Kupsik reiterated we are only looking for preliminary approval. If this committee feels this is something worth looking into, we can move forward with the idea. This is a very good location for exposure, but parking was not discussed at the Park Board meeting. Unanimously carried.

Discussion/Recommendation on Resolution 15-R47 amending the Schedule of Fees regarding Cemetery Fees
(recommended by the Cemetery Board on October 7, 2015)

Alderman Kordus stated there are certain grave sites that are not large enough to be sold as full grave sites, so they are used for cremation remains. This will give the opportunity to put two urns in one site for an additional fee.

Kordus/Gelting motion to recommend approval. Alderman Gelting questioned the fees. The two cremations buried in the same grave at one time is a \$100 extra charge. Mr. Kordus clarified the site can be bought to have the availability to put two cremations remains in, not necessarily at the same time. The buyer would still have to pay the digging charge and any other fees at the time of burial. This would give the opportunity to buy a double cremation grave for an additional \$100 rather than purchasing a full size grave in which you could put two cremation remains in. There are sites that aren't large enough to hold caskets. Mr. Gelting noted he was confused by the listing. The one listing that says two cremations buried in the same grave at one time is a \$100 extra charge and there is a grave single cremation and grave double cremation. The double cremation is \$100 more. Gelting asked if the two cremations buried in same grave at one time is just two cremations in a regular, full size grave. Mr. Kordus confirmed that it is. Unanimously carried.

2016 Budget Update

City Administrator Oborn stated there is a meeting scheduled for tomorrow at 6:00pm, and the Comptroller will go over the whole budget. He stated we are currently at a \$150,000 deficit. He will outline some ideas to get it balanced. Alderman Gelting questioned the health care insurance discussions for next year. Mr. Oborn stated he will be receiving a pricing to go fully insured by the middle of this month. He will possibly throw out the HSA plan at that time as well. Mr. Gelting asked how the budget will get wrapped up without a plan for health insurance for next year. Mr. Oborn stated Ms. Pollitt has an estimate. We want a plan in place by 2018 so that we don't have to pay the Cadillac tax. We don't have a trend yet to see the effect of the three pronged approach that we have done so far. That is a dilemma that we have.

Presentation of Accounts – Alderman Kupsik

Purchase Orders. None.

Wall/Kordus motion to recommend approval of Prepaid Bills in the amount of \$7,764.13. Unanimously carried.

Howell/Gelting motion to recommend approval of Regular Bills in the amount of \$136,566.33. Alderman Kordus stated in looking through the bills, we are buying light bulbs from three different places. He wants to get economies of scales to be gained by purchasing all our paper from one place or our lighting from one place. He noted by using one vendor, the City could save money. Unanimously carried.

Adjournment

Kordus/Gelting motion to adjourn at 6:27 p.m. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

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

FINANCE, LICENSE & REGULATION COMMITTEE - BUDGET WORKSHOP
THURSDAY, OCTOBER 15, 2015 – 6:30 PM
COUNCIL CHAMBERS, CITY HALL

Alderman Kordus called the meeting to order at 6:30 p.m.

Roll Call. Present: Aldermen Howell, Gelting, Kupsik, Kordus and Wall. Absent: Alderman Kupsik. Also Present: City Administrator Oborn and Comptroller Pollitt.

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.

Discussion/Recommendation of the 2016 Budget

City Administrator Oborn gave a summary of the budget, showing a deficit of \$42,804. The goal with regard to revenue is to keep the general property tax flat. Room tax was trending higher and he was comfortable raising it. The City gets 100% up to \$450,000 and anything above that is split. The Chamber gets 25% and the City gets 75%. On the shared revenue side, the City qualified for the expenditure restraint, which is an additional \$61,310. Last time we qualified in 2010, the City received \$1,500 for expenditure restraints. Mr. Oborn stated court and building and zoning were trending up. The police revenues were trending down and fire revenue was raised. The street department was trending down a little bit with traffic control staying the same. Park revenue is trending up. Mr. Oborn wants to put that money into a separate fund and use for capital replacements. He is hoping to raise the fee for the Brunk Pavilion, especially for out of town weddings. It can be done in a reserve or a special fund.

Alderman Kordus questioned the Fire revenues as the actual figures were significantly under estimated. He asked if the number budgeted is close to actual or ultra conservative. Mr. Oborn explained the Chief felt it was a conservative revenue number. There is about a \$25,000 increase between revenue and expenditures. Right now on the weekends, the calls are going to a private firm. When we have people on premise, they can answer EMS calls, which will increase revenue. Alderman Gelting noted it would be helpful to know what the 2015 actual revenues are year to date with the projection that was put together. Mr. Kordus hoped if the Fire Department was doing the paid on premise, the City could break even as opposed to running at a deficit. Mr. Oborn stated there is more volume in the summer than all year long. There is a possibility it will help our fund balance. Mr. Gelting would like to avoid what happened this summer where the paid on premises got added after the fact, mid-year. It was presented that funds would need to be allocated to this and it was done without going to Council. It came across as not the right way to lay out the budget. Alderman Howell stated having paid on premise Firefighters to break even or make a profit is not why they are there. They are there for another reason. Alderman Kordus and Gelting agreed. The paid on premise was paid out of excess in their revenue. Alderman Wall asked if the committee would rather have them say that there is going to be an extra \$100,000 and then they come up short. He feels what they are doing is fine. Mr. Kordus said they should be looking at actual numbers rather than being ultra conservative. Mr. Wall said no one knows how many calls they are going to get. Mr. Oborn commented any savings goes into fund balance on the revenue side. It is the expenditure side that he estimated. The problem is that it is easy to salary when it is a 40 hour work week. The calls become more difficult to double check what was done and they have to rely upon them. Mr. Gelting said it has been hedged pretty tight and he agrees with Mr. Kordus. There is a little bit of room where we might not have that type of deficit which is a good problem to have. Mr. Oborn said the real question is does he need the \$108,000. We could drop that down, which would help the \$42,000 deficit.

Mr. Oborn stated the general government was trending down with regard to expenditures. Contingency in this budget was dropped \$30,000. If there is surplus, we would put it back. Insurance was trending down because of the worker's comp. The real wild card here is what the health benefits are going to be. There is quite a significant increase of \$140,000. They have been trending even a little higher. We did raise it but are hoping with the 3-step approach it will trend down. This is the number that is the hardest to predict. Mr. Wall asked if there have been any savings since the changes have been put in place earlier this year. Mr. Oborn explained he hasn't been provided with any reports that suggested any yet. Mr. Wall asked if we are considering having the staff pay for part of their healthcare in the upcoming year. Mr. Oborn said in previous discussions, for the time being, it was discussed to not do that. The option the City was looking at is going fully insured. A quote should be coming in fairly soon for this next budget year. Mr. Wall said that change should be made at that time. Mr. Oborn explained he is not budgeting that because he does not

have a clue. The number may not come in. The only trend we have is being self insured. He would hope if we went that route, it would come down. Mr. Wall noted that right now it is a big increase. Mr. Oborn said it is a big increase and could even be higher. It has been a wild card in the past. We took the middle ground and didn't put in the whole \$1,500,000. Mr. Kordus said he thought there would be no change from the July period date but would look at employee payments toward their healthcare beginning January 1. He thought that was part of the agreement. It would be looked at with a phased approach starting January 1. Mr. Oborn answered we were going to look at self insured and the HSA options. The Council has always put that out there. Part of the reason the employees made the concessions for the increase in the benefit plan cost was to try to curtail the Council's desire to implement a premium. Mr. Kordus stated in these numbers we are not moving anywhere toward the reduction of the City having to pay that Cadillac tax. We aren't reducing any of the numbers or any of the benefits, so we aren't moving toward reducing that burden on the City. He asked if that is being pushed off to 2017. Mr. Oborn said it is not, he is still looking at the HSA option and the fully insured options. The compensation plan has been implemented, which will be talked about. We did the 4% lower because it's about 4% in salary if you were to implement the 10% deduction. Mr. Gelting asked if it is normally 12% at most municipalities. Mr. Oborn said 12% is what the state has. The most common is 10%. Mr. Gelting feels we made an implementation mid-year as a corrective action because of how out of control these costs are. From the looks of what they are being told, the implementation hasn't really done a whole lot. He noted he was under the impression that we are looking toward getting some sort of adjustment, not only with an HSA but to have an employee contribution or some other method. Mr. Oborn said when it goes back to Personnel, he will bring both options.

Mr. Oborn noted Common Council is trending up a little bit. City Clerk has a salary increase for the Clerk and a big election year with 4 elections, which explains the increase. Mr. Kordus asked if the number was comparable to 2012. Mr. Oborn said yes. The Clerk also budgeted for a part-time position. The Finance increase is pretty much the proposal that is coming to Personnel next week to add a Benefits Specialist position. Mr. Gelting questioned if there was anyone at the Utilities that has the financial expertise that could be helpful. Mr. Oborn wouldn't want to calculate any consolidation savings or movement of staff at this time. In the future if we have more staff then with attrition, we'll look at innovation and hope over time the consolidation would lead to savings. In the short run for this budget, he thinks it is too early to tell. If it were approved, it would be about a 3 month process.

Mr. Oborn explained City Hall was good news as it is trending down. Police expenses are trending down. Public fire protection charge was discussed earlier. Mr. Oborn is waiting for information from the PFC. Mr. Kordus asked if the Council addressed the public fire protection charge back in August. Mr. Oborn said fire protection is sometimes called hydrant rental. Mr. Kordus asked if the Council authorized that to go to direct bill. Mr. Oborn explained that they requested more information, which he has been gathering. One of the tricky things is subject to the levy limit but we have enough debt service on it so you can make a decision to drop the levy or you can bring up our debt service and wash it out. A decision needs to be made if they want to direct bill that on the utility bills. It would be around \$50 a year. Building and Zoning is trending higher. The numbers are conservative but if there is a lot of development, they can go higher.

Engineering was left flat. The Street Department excludes labor and 1/3 of the DPW wages, which Mr. Oborn is recommending be put into that position. Traffic control is trending a little higher. Museum is trending lower. Conservation is increases in the Chamber of Commerce. With adding the \$50,000 increase in revenue, the Chamber's payment goes from \$100,000 to \$112,500. The YMCA raised theirs about \$2,000. He noted there are a number of options that can be selected. Adding employee raises at 1.5% is an estimate of \$65,000, which he included. A 2% raise would be around \$85,000 if you wanted. The Finance Counter position is going to Personnel next week to be made into 2 part-time positions rather than 1 full-time. There is savings in health benefits that went towards the additional street laborer position. In the past, the Director of Public Works position has always worked for the City for free. Mr. Oborn does not think that should continue. He recommends the City pay 34% of that salary, which is around \$50,000. Mr. Oborn assumes the fire protection fee is going to be moved out in option number 1 and save \$232,000. The difference would be an increase in the contingency. That would get it up to \$82,000. The debt service has a slight increase in the way it is calculated. They can cut costs other places or raise the increment and levy. Capital levy was left the same. Library is asking to implement the compensation study and bring everyone up in one swoop as well as the City absorbing the whole cost at \$51,204. Option 2 is the same deficit to start; the raises are at 1.5%. Health benefits remain the same. The difference would be the fire protection fee. It would not be moved to the direct billing on the water bill. The best estimate Mr. Oborn has is an \$84,000 increase. We may not get that number in before the budget is finalized. Mr. Oborn noted he did not budget for the implementation of the compensation study, which is about \$14,500. He felt it could be done with contingency funds. We may not implement that the same way the Library

plans to. We are still completing the compensation study and we may not agree with some of those raises. They may be lowered to a lesser step. In regard to the public fire protection fee, administrative charges can be charged to the Utility Commission. Mr. Oborn came up with a rough estimate of \$20,000. We do provide insurance and benefit services for them. The contingency would be reduced from the \$60,000 by \$47,400. We can get a slight revenue increase by looking at the boat launch fee and getting \$500,000 there. Mr. Oborn also feels adjustments can be made in the levy. The levy would go up. The rate could remain the same by leaving our taxes the same rate. We are estimating that we can get upwards of \$110,000 because of our assessed value going up. The debt service increase would remain the same. He is open to either option or modify into a hybrid.

Alderman Kordus commented he really thought that we were going to move January 1 toward staff paying some portion of their health care. He is really surprised that it was not taken into consideration. Mr. Oborn did implement at another city he was at and administrative wise it creates some balancing issues. Mr. Kordus asked if it really creates that much work to add one more deduction to the payroll. Mr. Oborn explained it does create issues but overall, health benefits are a huge cost. Mr. Kordus noted he is not looking at it as a budget balancing item; it is more of a cost reduction toward the health care to avoid what is coming down the road. He thought the intention was to ease into it. Mr. Oborn explained if we were to ease in, he would keep the expenditure the same. Comptroller Pollitt stated the employees were lobbying that they took the hit on the copays and the coinsurance when the plan was revised. Most claims have a 60 day period before they are processed. We haven't seen what result we are going to get from those plan changes. With the thought of looking at a fully insured plan, when those rates become available which we may have by the end of the month, maybe we can realize the savings that you are looking for, which is how Ms. Pollitt recalled the discussion. Mr. Kordus said if we go to the fully insured plan, it doesn't do anything regarding the affordable care act as far as the Cadillac tax. Mr. Oborn noted that most fully insured aren't Cadillac. The rate for the number of employees has been moved up to 100. Ms. Pollitt explained in two weeks we are doing the second year of the wellness testing. This is the year that if the employees don't improve or keep their score in the healthy range, they are subject to a 10% premium share. That applies to them and their spouse. Conceivably, we could have some employees paying a 10% premium share as of January 1. Mr. Oborn stated there is already an employee paying because they didn't want to participate. It is hard to tell what the trend will be. Mr. Kordus stated if there is already someone paying, the administrative costs are there. He asked if it would be a difference if 1 person is paying or the entire employee base. Ms. Pollitt noted that employee is not with the City, so she is not handling the deduction. The changes need to be decided within the next month so an open enrollment period can be publicized to the employees so they can decide what they want to do. Mr. Kordus asked when they will have some solid numbers. Ms. Pollitt said she spoke with the brokers last week about the fully insured quotes, but apparently Obama just signed a law that the States are in control of what pool employers with under 100 employees fall in to. That is where we fall. We now have to wait for the fully insured companies to figure out how they are going to interpret it. Mr. Kordus asked if we are too late in the game to try to go fully insured for this year. Ms. Pollitt said she does not think so. Ms. Pollitt explained that is why the numbers were kept the way they were in the budget because we feel that we are covered in the best case now to stay self funded. We are tentatively looking at the third week in November for the open enrollment period. Alderman Wall stated this has been talked about for years now and he personally felt the staff should be paying toward their insurance. He feels each year it gets right to the end and nothing happens. This has to trend down. Alderman Gelting said we cannot keep footing the increases with the size that they are. He was under the impression that the mid-year adjustment that was made was an emergency correction to see what could be saved. He didn't look at it as a negotiation. Mr. Oborn stated the issue will be put on the Personnel agenda.

Mr. Oborn is looking for direction on option 1 or 2 or perhaps a hybrid of both. Alderman Howell is not sure how an answer can be given until they have an answer on that large expenditure. Mr. Kordus asked if you had to estimate, is the number too low if we have to stay in the self insured pool. He wonders if there will be a bigger hole to fill. Mr. Oborn said the worst case scenario was \$1.6 million. It is variable, that is the risk of being self insured. Mr. Kordus asked if there could be another hole in there. Mr. Oborn said worst case scenario. He is confident that the 3 pronged approach that has been implemented will drive us down. Mr. Kordus said the number is based on remaining self insured. Mr. Oborn answered he doesn't know what the rates would be to go fully insured. If it is advantageous, he wants to present that option to the Council. Mr. Oborn explained if the premium is brought down, if we do a premium share, it actually helps the employee because it is 10% of a smaller number. Mr. Wall suggested maybe we need a different agent. He said he noted back in June or July that he had been approached by a company that had substantial lower rates than what were presented to the Council. Mr. Oborn noted he is looking at other options. Mr. Gelting asked how far we are off from our 2015 budget number. He asked if a year to date is a reasonable way to forecast where we are going to end up for the year. Comptroller Pollitt shared through June our health insurance claims were

\$822,000. It is a little misleading because once you go over \$40,000 per person then our insurance kicks in and we get reimbursed. You can't just double it, because we would be getting some. As we said 3 months ago, part of the problem is that we have some very sick people on our plan. Mr. Gelting added we also have an inordinate number of family plans and no way of incentivizing people to take spouses' plans. Mr. Oborn stated a few people have dropped out of our plan when the plan design changed. In the numbers were above the trend before the change. Ms. Pollitt said if the Council feels that strongly about it, we need some direction on percentages and what plans would be affected and how does that impact the disincentive for the wellness program. Mr. Kordus suggested keeping the wellness program and have people pay more that don't participate or reach the healthy goal. Ms. Pollitt asked how that would affect raises. Mr. Kordus said one does not affect the other. Ms. Pollitt said we have held the levy flat since she has been with the City. Mr. Kordus stated between the two options, the significant difference is moving the PFP to the water bill. He felt as a Council they were moving in that direction anyway.

Mr. Oborn said a final decision did not need to be made today. The full Council will look at everything on October 21 at a special meeting and it will go to the regular Council on October 26. It will then be published and the final decision is made at the November 16 meeting. Right now we are just making a decision on what is the budget you publish. Mr. Kordus said in lieu of not knowing what our real healthcare costs are and some of the other numbers in a firm way, and knowing some direction has been given out, he feels more inclined to go with option 1. Mr. Gelting agreed. He does think a few things should be moved around. He agrees with the increase in the boat launch fees as well as changing the Front Counter position to two part-time positions. Mr. Kordus suggested implementing additional fees such as the parking stickers. He feels there is some abuse out there. There should be a 2 or 3 car maximum. A fee could be charged per sticker after that. Mr. Gelting asked for clarification on the contingency in option 1. Mr. Oborn said it is the balance. Mr. Kordus said we really have another \$22,000 that we have to cover and if we look at some of those options for fees. Mr. Gelting said that is an increase or a net decrease of \$8,000 from our previously budgeted contingency but that is a nice number if we want to go a little higher on the raise. Mr. Oborn asked Ms. Pollitt if the contingency is fairly new. Ms. Pollitt explained it has been budgeted for about 3 or 4 years and has worked out quite well. Mr. Gelting noted the Fire Department is looking to add another ambulance and hoped it was budgeted. He asked if some of that was set aside or available. Mr. Oborn said it would be part of the capital borrowing with allocating a balance into the equipment replacement fund. There was a significant savings with not putting in the full roof, so he's hoping all three of those issues together can address their capital needs. There will still be a proposal for the equipment replacement detail and redoing the capital projects fund. Mr. Kordus would like to direct staff to move forward with option 1; looking at moving additional revenue for things like lakefront and parking into option 1, and taking into consideration employee contributions to healthcare and solidifying the healthcare number. Mr. Gelting would like to see option 1 a little sharper along with tiers of what employee contribution percentages would look like. Ms. Pollitt asked if they want any raises built into the budget. Mr. Kordus believes they are building in 1.5% at this time, and that is included in option 1. Mr. Kordus asked to see 3%, 5%, and 10% contribution rates across single and family. Mr. Oborn asked if this would affect the retirees as they are all over the board. Mr. Kordus said it should be applied where it can be applied. Mr. Gelting wants to continue working on plan design.

Mr. Oborn noted the lakefront was raised a little bit by keeping the contribution to the general fund the same. The reserve went up by almost \$2,000. We could save a little bit of money by capping that at \$75,000 and putting a little less than \$2,000 into the general fund. The lakefront is trending higher. There were significant increases in the fee for the Riviera ballroom. The bad news is that parking is trending down on the revenue side. He held the transfer to the general fund the same, but it did create a deficit of \$13,216. People are paying less in fines. When the fines were raised, the total revenue from fines decreased. People began to comply. The transfer amount would need to be decreased into the general fund. Mr. Wall asked if the downtown parking is being used as much as last year. Mr. Kordus said less people are getting tickets. Comptroller Pollitt shared parking ticket revenue at 9 months is \$770,000. They year revenue finished at \$920,000. Meter revenue is at \$900,000 and we finished last year at \$919,000. We also lowered it because of the free parking in November and December.

Adjournment

Gelting/Howell motion to adjourn at 7:46 p.m. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

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

FINANCE, LICENSE & REGULATION COMMITTEE
MONDAY, OCTOBER 26, 2015 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL

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

Roll Call. Present: Aldermen Gelting, Kupsik, Kordus and Wall. Arrived Late (excused): Alderman Howell. Also Present: City Administrator Oborn, Comptroller Pollitt, Director of Public Works Winkler 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, 954 George Street, stated it is a great idea to revamp the City's website as the current website was created in 2008. She suggested adding emergency alerts to the public access channel.

Approval of Minutes

Kordus/Wall motion to approve the Finance, License and Regulation Committee Meeting minutes of October 12, 2015, and the Budget Workshop minutes of October 15, 2015, as prepared and distributed. Motion carried 4 to 0.

LICENSES & PERMITS

Original 2015-2016 Taxi Driver License application filed by Marcus Behr *(Approved by Police Chief; informational only)*

Discussion/Recommendation on changing the Public Fire Protection Charge from a Municipal Charge to a Direct Billing Charge

City Administrator Oborn is waiting for numbers to come out for the rate increase. It is taking longer than expected and will most likely be in November. During the budget process the assumption was to go from a municipal charge to a direct bill. The current rate per customer is \$40 per year, with a total fire protection amount of \$232,000 collected. Assuming a 36% straight line increase, the customer rate would raise to \$55. Alderman Kordus understood this would still be subject to PSC approval. Mr. Oborn confirmed.

Kordus/Gelting motion to recommend approval beginning January 1, 2016 from a municipal charge to direct billing charge pending PSC approval.

Alderman Howell arrived at 6:07 p.m.

Alderman Wall asked if this is the best deal for the taxpayers. Mr. Oborn stated overall it is. It would most likely be more advantageous to those within the City than outside City limits. Unanimously carried.

Discussion/Recommendation on the 2016 Budget and setting the Public Hearing date for the Budget

Kordus/Gelting motion to recommend approval to publish the budget as presented with a public hearing date of November 16, 2015. Unanimously carried.

Discussion/Recommendation on the 2016 Summer Season Lifeguard Services Contract with the Geneva Lake Water Safety Patrol.

City Administrator stated there was recommendation to extend the hours from the Piers, Harbors and Lakefront Committee. The beach will now be open from Memorial Day to Labor Day, which is an additional \$2,300. They also added a 65 degree weather closure and new language for training. The extra hours are already in the budget.

Howell/Kordus motion to recommend approval. Alderman Kordus asked if they give swimming lessons in the lake. Comptroller Pollitt stated yes. Unanimously carried.

Discussion/Recommendation on upgrading the city website with GovOffice for an amount not to exceed \$4,895 *(recommended by the Communications Committee on 10/20/2015)*

Alderman Kordus stated it has been 8 years since the last upgrade. They looked at other vendors, but the best price was with the current vendor as switching would be starting from ground zero.

Kordus/Gelting motion to recommend approval. Alderman Gelting asked if it was out of 2015. Mr. Kordus stated yes. Unanimously carried.

Discussion/Recommendation on creating a part-time Benefits Clerk position *(recommended by the Personnel Committee on 10/22/2015)*

Comptroller Pollitt stated the Personnel Committee approved the request for an individual to help facilitate with the benefits administration, which would be taken off the Comptroller's position. Mr. Oborn stated this will be effective immediately with funding this year from the vacant Counter Clerk position and is budgeted in 2016.

Kordus/Wall motion to recommend approval and post immediately. Unanimously carried.

Discussion/Recommendation on eliminating the full-time Front Clerk B position and creating two part-time Counter Clerk positions *(recommended by the Personnel Committee on 10/22/2015)*

City Administrator Oborn stated this is going from one full-time position to two part-time positions. The savings from the retirement and health benefits will be shifted to the Street Department for their new hire. Alderman Kordus asked if this is effective immediately. Mr. Kupsik stated yes, there is money in the budget for the two positions.

Wall/Kupsik motion to recommend approval. Unanimously carried.

Discussion/Recommendation on creating a full-time Street Laborer position effective January 1, 2016 *(recommended by the Personnel Committee on 9/24/2015)*

Wall/Kupsik motion to recommend approval. Mr. Oborn stated with the workload expanding in our parks it made sense to add this position. This would be contingent on the budget. Unanimously carried.

Discussion/Recommendation on updating the City's organizational chart *(recommended by the Personnel Committee on 10/22/2015)*

Kordus/Wall motion to recommend approval with position changes discussed. Unanimously carried.

Discussion/Recommendation on Kapur proposal for the 2015 Street Maintenance Contract not to exceed \$20,510 funded by Capital Projects Fund *(recommended by the Public Works Committee on 10/15/2015)*

Director of Public Works Winkler has been waiting for months to determine whether or not Tax Increment District funds will be available for street maintenance. Instead of bidding a \$400,000, we could have bid a \$700,000 project and done many more streets which would lower the price per street. They were given direction to not use the funds as the County had raised an objection when they reviewed the TIF. They are back to the original proposal with Kapur moving forward on the 2015 Street Maintenance program which includes items 1 through 11. Mr. Oborn commented this is year 3 for capital borrowing and is within the budget. Alderman Kordus noted based on the final cost it could only be items 1 through 10.

Howell/Gelting motion to recommend approval. Unanimously carried.

Discussion/Recommendation on memorandum of understanding regarding bike lane highway pavement marking *(recommended by the Public Works Committee on 10/15/2015)*

Alderman Kordus said the state will paint a bike lane but as part of the deal, the City is required to maintain those markings going forward. Mr. Winkler noted it will start at the Piggly Wiggly traffic signal and go toward the interchange.

Gelting/Kordus motion to recommend approval. Unanimously carried.

Discussion/Recommendation on installing a stop sign on Lakeview Drive at the first Orchard Lane *(recommended by the Public Works Committee on 10/15/2015)*

Mr. Winkler stated there has been a request from residents for a stop sign. He noted Orchard Lane has an offset that is about 50 feet apart. There would be one stop sign at the bottom of the hill.

Wall/Gelting motion to recommend approval. Alderman Howell stated the idea is to slow down traffic and questioned the concern with the snow plow. Mr. Winkler stated the stop sign would be installed for safety and there is still the

concern with the plows. If the hill is icy the truck will slide but they will have to be as cautious as they can. Mr. Kordus stated from his judgment, the traffic and speed was not excessive. He feels this is really a neighborhood problem, the people who live there are doing the speeding and the stop sign is not needed. Unanimously carried.

Discussion/Recommendation on reorganization of Utility Commission and corresponding Ordinance Change
City Administrator Oborn stated the main focus will be on procedural changes, not program or physical changes. As an alternative to the Utility Commission becoming a committee, the Commission will be addressing the procedural items to align themselves more closely to the City. He went over 3 options listed in the packet and noted state statute does give them the option to mandate the City as the fiscal agent, which will reduce their independence. Mr. Kordus stated there has been a lot of discussion on this and there is a lot to go through yet.

Kordus/Wall motion to recommend continuance to the first meeting in January 2016. Unanimously carried.

Presentation of Accounts – Alderman Kupsik
Purchase Orders. None.

Howell/Kupsik motion to recommend approval of Prepaid Bills in the amount of \$8,662.50. Unanimously carried.

Gelting/Kordus motion to recommend approval of Regular Bills in the amount of \$356,370.23. Unanimously carried.

Adjournment
Kordus/Gelting motion to adjourn at 6:34 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, OCTOBER 22, 2015 – 4:00 P.M.
CITY HALL, MEETING ROOM 2A**

Meeting was called to order by Alderman Hedlund at 4:00 p.m.

Roll Call. Present: Alderman Hedlund, Chappell, Kupsik, Wall, and Hill. Also Present: Mayor Connors, City Attorney Draper, City Administrator Oborn, Comptroller Pollitt, City Clerk Waswo, and Director of Public Works Winkler. Others in Attendance: Wendy Nowak, Cindy Borkhuis, Brenda Barton, Jewel Yakes, Courtney Bonk, Andrea Peterson, Officer Hansen, Officer Way, Officer Ward, Officer Nethery, Police Chief Rasmussen, Assistant Chief Reuss, Lieutenant Gritzner, Former Police Chief Meinel and Lake Geneva Regional News Chris Schultz and John Halverson.

Comments from the public limited to 5 minutes.

Andrea Peterson, Director of the Library, asked the committee to wait for a year to implement a health insurance premium deduction. She noted she has not heard a figure but would like to hear what the premium would be. She does not think the premium will compensate for the 1.5% increase that is being proposed for salary.

Ann Escaro, CPA, Educator and member of the Utility Commission, asked the committee to proceed with caution in regard to the Utility Commission. Her point of view is that change happens but really stresses that caution is used. She suggests taking baby steps first so the entire process is understood.

Dan Winkler, Director of Public Works, shared a memo with the committee as well as an article from the Lake Geneva Regional News. He gave a brief update on the Utility Commission meeting from the last week. The actions that the Utility Commission took or recommended moving forward were consideration of adopting the employee handbook, an operating budget at the Commission, bidding out the audit with the City's auditor, and deciding whether or not to eliminate the citizen stipends. The other recommendation was to leave the Commission form of governance as is at least for the time being and bring the City Administrator on board as a Commissioner. There are a number of initiatives and projects that need to be addressed between now and spring. There are TIF projects with deadlines, the street program, a large project at the wastewater plant, PSC rate increase is currently under review, a potential water rate increase for review, and the class and compensation study. The recommendation is to wait until Spring to give them a chance to accomplish the items they have laid out.

Approval of Personnel Committee minutes for September 24, 2015, as prepared and distributed.

Hill/Wall motion to approve. Unanimously carried.

Discussion/Recommendation on health benefits premium share and plan design

City Administrator Oborn explained that at the last FLR meeting, they asked him to come up with some numbers. A 3% premium share for single would be \$39.48 and family would be \$78.04 per month. A 5% premium share for single would be \$65 and family would be \$130 per month. A 10% premium share for single would be \$131.00 and \$260.12 for family per month. If we were to implement a category for non-union employees only, the City, the Library and Utility at 3% would be a savings to the City of \$56,263.56 annually, at 5% the savings would be \$93,772.61 annually and at 10% the savings would be \$187,545.22 annually. This can be done unilaterally with the Library, Utility and non-union City employees. It would have to be negotiated in for the Police Department because premium share is considered a type of pay. Plan design can be changed without bargaining, but this would have to be bargained. With regard to wages, the 10% premium amounts to about 4% of the individual's salary. If you were to do this revenue neutral and implement the 10%, his recommendation would be to do a 4% across the board salary increase to net with that. This would give the

employees a stake in the game of lowering it. This may incentivize employees that have other options, such as a spouse with another plan, to take that plan. Alderman Hill asked Mr. Oborn to explain again why the City would want to wash out. Mr. Oborn said you don't have to, but the benefit is the employee has a stake in trying to lower the premiums. It could be done without a wage increase, but essentially it would be giving the employees a 4% cut. Alderman Chappell asked what the long term would be. She asked with the compensation study, figuring they will go up 1% or 2% each year and the 10% average amount would be the same. Mr. Oborn stated it could go either way. If the health benefit cost goes down, they would be better off. If it goes up, they would be worse off. Alderman Hedlund noted the Cadillac tax has nothing to do with wages. It just would reduce the cost to the City. Mayor Connors said it seems like we are treating the symptoms and not the problem. He feels we need to get a handle on plan design first before this is discussed. Alderman Wall noted that 4% for someone making \$30,000 is quite different than someone making \$70,000 and they are paying the same insurance wise. He wants to know how that can be justified. Mr. Oborn said we could come up with a chart on that as well. It can be done revenue neutral if that is wanted.

Ms. Hill said last night it was agreed to not charge premiums for the upcoming year. Ms. Hill suggested giving the plan design some time to work. Alderman Hedlund noted giving them an increase to start at square one. If then the City's premiums and usage go up, so does the employees' premium. If the City's premiums go down, so does the employees' premium. The employees would have to cooperate with the wellness initiatives. Ms. Hill said she felt the plan design was their stake in the game. She feels this is premature. Mr. Hedlund said if we are going to make them participate in paying the premium, we have to give them the money to do that. Otherwise you are giving them a 1.5% raise and then charge them \$131.00 a month for insurance, which is not really giving them a raise. Instead of giving them a 1.5% raise, give them a 5.5% raise and then charge the \$131.59 per month. Mr. Wall said he had a change in his thoughts after finding out Delavan and Elkhorn are not charging employees for their insurance. He wants to let it go as is until at least July 1st and then look at things and implement a premium.

Mayor Connors noted an HSA and plan design change had been discussed. It is now time to decide if there is going to be a flex plan or an HSA. The Cadillac tax needs to be avoided in 2018. That has to be plan design. Ms. Chappell said if we pan out for a year, the rates may drop. Perhaps the monthly payment will then go down as well. Comptroller Pollitt noted that Mr. Oborn has an update on plan design after speaking with Cottingham & Butler. Mr. Oborn noted Congress passed a haystack ordinance so more things can be considered than just age and location for under 100 employees. They were estimating it would save us around \$800,000 a year. This would probably benefit us from leaving our self insured plan to a fully insured plan. The ordinance messed up the whole industry, so they stopped doing estimates and took time to regroup on what they are going to do. They are figuring they will have a quote to us within 5 to 10 days. His issue is that he can bring the HSA, but it is only a 3% or 4% change. He wants to look at all options together. The other issue with the HSA is how to deal with it for people that are retired. The IRS made a ruling that the employer contribution is counted toward the Cadillac tax. Mr. Oborn is confident that he will have the quote by the November 9th Council meeting.

Ms. Chappell asked if the employee task force would meet to assist in this process. Mr. Oborn noted they will kick the idea around. He explained WEA does not broker through our agent. He said the League will not give us a quote because they feel we are high risk. Mr. Oborn was told the fully insured may benefit us. The PPO would be similar to what we have now. The cost would hopefully be below the Cadillac. We would probably keep the HealthCheck 360 plan because it would encourage employees. We may eliminate some of the other areas to make it simpler to manage. The quote would include our current PPO design, a different PPO and several HSAs. Mr. Oborn noted he and Ms. Pollitt will probably look at about 10 options and narrow it down to 3 or 4. Ms. Hill asked if this should come back to the Personnel Committee. Mr. Hedlund noted time is running out, and the quote would come in right before the Council meeting. Alderman Kupsik asked what can be done to get off of the high risk level. Ms. Hill explained it is everything that was talked about. Mr. Kupsik

asked if there was anything from the insurance carriers that would encourage getting off of that high risk area. Mayor Connors asked about the HSA. He asked who will pay the penalty. Mr. Oborn explained he thought it would relieve us of the Cadillac tax. It would be a back door way where we have the same expenses, but we would not have the Cadillac tax area. We made a number of changes and it made it more difficult to implement everything and get it all signed, so they are backlogged in what they are paying now. Ms. Chappell asked how long it will take for the past history to fall off. Mr. Oborn explained our expenses need to go down. Ms. Pollitt asked why an HSA doesn't help us because then we would be on a high deductible plan. Mr. Oborn said it could. Mayor Connors asked for clarification that the City's premium plus the City's contribution toward the HSA are totaled which is considered toward the Cadillac tax. Mr. Oborn said that was correct. Mayor Connors added if we need to have a special meeting, then we have to have a special meeting. Ms. Pollitt asked if they want them to bring it back to the employee task force. Mayor Connors and Ms. Hill said it should to allow everyone in the loop as to what is going on.

Discussion and update on compensation study

City Administrator Oborn explained the Utility preliminary review is coming out. He hopes to bring items next month.

Discussion/Recommendation on creating a part-time Benefits Specialist

Comptroller Pollitt noted she is requesting and has put in the budget a part-time Benefits Clerk. This would be a 2 to 2 ½ day per week part-time position. It would not be eligible for benefits. Ms. Hill asked if there is seasonality to the job. Mr. Oborn answered no; it is kept at a level where health benefits and retirement are not paid. Ms. Pollitt noted they chose the salary they did as there are purely no benefits included, including retirement. Ms. Pollitt explained the job duties are structured totally on benefits. She would like this position to create a benefits administration manual and design an online employee portal, which comes free with our Cottingham & Butler relationship. This could house all of our summary plan documents and forms. She would like this person to run the wellness program. Mr. Hedlund asked if this can all be done in 20 hours a week. Ms. Pollitt said that is a good question. Ms. Pollitt said this is not a front counter job. It is highly confidential and this employee would need to have an office.

Discussion/Recommendation on reorganizing Front Clerk A and B positions

Ms. Pollitt noted the Front Clerk B position is essentially the same but separated into two part-time positions split between the Finance and Clerk departments. It is the perfect job for a job share because you come in that day and do that day's work. Benefits and retirement would not need to be paid. The 3 day a week person would report to the City Clerk and the 2 day a week to the Comptroller, although there could be some flexibility. City Clerk Waswo noted the only change with the full-time Front Counter Clerk A's position is a title change to Counter Clerk. Alderman Hill clarified the only net new position is the Benefits Clerk. Ms. Waswo confirmed that was correct. Mr. Oborn said the Public Works position was already approved. The benefits for the City Hall position was shifted to the Street Department so the health benefit cost did not need to be raised in the budget. Alderman Hedlund asked if the benefit cost would be the same. Mr. Oborn confirmed it would. Mr. Hedlund followed by asking that essentially we are only adding a part-time HR person to payroll. Ms. Pollitt said yes. Mr. Oborn noted they were all included in the 2016 budget. Mayor Connors asked why the 2 part-time Front Counter Clerks don't just go under the Clerk's Office. Ms. Waswo clarified it was because one reports to Finance and the other to the City Clerk. Mayor Connors added a part-time paid summer internship has been discussed in the past. He asked if that has been budgeted for. Ms. Pollitt said there is a small amount that has been. Mayor Connors asked if these will all be posted. He also asked if there is money in the 2015 budget for these. Ms. Pollitt confirmed there is.

Hill/Wall motion to recommend staff move forward with the creation of a part-time Benefits Clerk and the reorganization of the 2 Front Clerk positions as noted in Appendix A of the organizational chart. Carried unanimously.

Discussion/Recommendation on reorganization of Utility Department

Mr. Hedlund explained after speaking with the City Attorney, he does not believe this item would come before the Personnel Committee. City Attorney Draper confirmed. He feels there are personnel components to it once the reorganization is made. Overall policy decisions on exactly how government is going to be operated should be brought to FLR. Mayor Connors asked if ordinances need to be changed. Mr. Draper answered city ordinances will have to be changed for sure depending on the ultimate outcome. Alderman Chappell asked if once that happens they will be dealing with the employees. Mr. Draper said that is correct.

Discussion/Recommendation on updating organizational chart

Mr. Hedlund explained there is no update as it was discussed earlier in the meeting. Mr. Oborn confirmed it was done in the motion above. Mayor Connors noted the added Street worker is listed on the revised organizational chart. Mr. Oborn said they could approve Appendix A for formality.

Kupsik/Hill motion to change the organizational chart to reflect Appendix A with no option. Carried unanimously.

Discussion/Recommendation on an employee recognition program

Alderman Hill explained she started to do some digging and should meet with the City Attorney. She wants to see what is and is not allowed in the State of Wisconsin. She found an article regarding government employee recognition programs. There are some nice basic certificate programs. She would be recommending recognition at 1, 5, 10, 15, 20, and 25 years. At a bare minimum, the Mayor should get up and thank them for their service. An ad in the Regional News may be nice too. Lunches or pot lucks may be looked at as well.

Closed Session

Motion to go into Closed Session pursuant to Wis. Stat. 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of the Parking Department public employees over which the governmental body has jurisdiction or exercises responsibility.

Kupsik/Hill motion to go into Closed Session and allow the City Administrator, Mayor, City Clerk, and City Attorney to remain as part of the meeting.

Roll Call: Alderman Hedlund, Chappell, Kupsik, Wall, and Hill voted “yes.” Carried unanimously.

Committee went into Closed Session at 4:54pm.

Open Session

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 come back to open session.

Roll Call: Alderman Hedlund, Chappell, Kupsik, Wall, and Hill voted “yes.” Carried unanimously.

Committee returned to open session at 5:11 pm with no action taken.

Adjournment

Hill/Chappell motion to adjourn at 5:12 pm. Unanimously carried.

/s/ Stephanie Gunderson, Assistant City Clerk

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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 Phone: (262) 248-3673

October 15, 2015 Meeting Minutes

DATE: October 16, 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: October 14, 2015 Public Works Committee Meeting Minutes

The Public Works Committee meeting was called to order at **5:00 PM** at City Hall.

Members in attendance:

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

Staff Present:

City Administrator Blaine Oborn
Director Daniel Winkler (DPW) LATE
Mayor Jim Connors X
Assistant DPW Tom Earle X

Other: Aldermen Hedlund, Wall and Chappell

Public in attendance: Mr. Pete Peterson, Mr. Ryan Southwick, Mr. Chris Schultz, Mr. Tom Anthony, Sarah McConnell.

Approval of the Minutes of the Prior (September) Meeting:

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

Public Comments:

Mr. Peterson and Ms. McConnell regarding stop signs on Lakeview Drive, and Ald. Chappell requesting stop signs on the agenda listed intersections. Mr. Southwick and Mr. Anthony spoke on the drainage on Havenwood Drive.

Communications.

1. Projects & Activities Update-DPW Winkler's project list was reviewed.

Agenda Items:

1. Engineering Proposal from Kapur-2015 Street Maintenance Program.
2. Engineering Proposal from Kapur to Evaluate Signal Timings Downtown.
3. Application for Right-of-Way Permit to Geneva On Line – Lake Geneva Business Park.
4. DOT Permit for Highway Pavement Marking – Bike Lane in Front of Geneva Square.
5. Discussion – Salt Shed Storage Capacity.
6. Discussion – Golfview Condominium Association Storm Water Engineering Report.
7. Discussion – Manor Stop Sign on Lakeview Drive.
8. Recommendation to Study the Downtown Intersections of Center/Dodge, Williams/George, and Dodge/Broad Streets.

1. Engineering Proposal from Kapur-2015 Street Maintenance Program.

It was discussed that staff has been awaiting a decision on how much funding is available to proceed with the 2015 Street Maintenance contract, and whether or not to utilize TIF funds for additional downtown area streets. The discussion was that the County was not supporting using funding for street repairs.

The PWC discussed that without using TIF funds, Kapur's design fees to the \$400,000 level as outlined for Group "1" streets plus one alley for \$15,000 would be \$4,598.00 for design, project administration would be \$7,116.00, construction management would be \$7,020, and Construction administration would be \$1,776.00 for a not-to-exceed total of \$20,510.00. The DPW will verify with Kapur these numbers are still accurate.

Motion to approve the Kapur proposal for the 2015 Street Maintenance Contract in the amount not to exceed \$20,510.00 by Ald. Howell, Second by Ald. Gelting. Passed 4-0.

(This item needs to go to FLJ and Council for approval).

2. Engineering Proposal from Kapur to Evaluate Signal Timings Downtown.

The Committee discussed the proposal and the question asked was whether or not the GAI traffic count information could be utilized for making adjustments to the timings. The reason was not to waste recent data and save cost. There was also a concern for scaling down the evaluation to focus on off-peak operation, making the cycle time much shorter than it is now including modifications to the walk buttons pushed to activate in the off-peak high season times and off-season times except say busy autumn Saturdays and Sundays during the day. Staff was asked to contact Kapur and discuss repricing using the GAI data for making the changes described. Staff was, by consensus, also asked to investigate funding sources and return next month with updated information.

3. Application for Right-of-Way Permit to Geneva On Line – Lake Geneva Business Park.

DPW Winkler explained he issues right-of-way permits. But when a non-traditional utility applies the first time for a permit such as Windstream Wireless when they came through the City, the request was routed through Public Works and Council for their information. He reported that GOL has applied for a permit to run fiber optic in the business park. They are now a State enabled utility which has legal right to operate in City right-of-way and part of the Digger's Hotline network.

It was moved by Ald. Howell and seconded by Ald. Hill to go ahead and approve the permit as proposed. The motion passed 4-0.

4. DOT Permit for Highway Pavement Marking – Bike Lane in Front of Geneva Square.

The DPW reported that the future improvements to the USH 12 and CTH H intersection project included bike lanes to the Showboat. The DOT requires a sign off that when the bike trail marking need to be repainted, the City would repaint the markings in the City portion of the improvement. After some discussion regarding agreeing to it or not, it was moved by Ald. Hill and seconded by Ald. Howell to approve the memorandum of understanding. The motion passed 4-0.

(This item needs to go to Council for approval).

5. Discussion – Salt Shed Storage Capacity.

DPW Winkler explained there is room in the present shed for most of a winter's salt supply required based upon our estimates. A conveyor/augur system would allow us to stack higher. Chair Kordus and Mayor Connors thought we should get some pricing for a conveyor/augur system and at some point bring the information back to Committee. Assistant DPW Earle said we won't know exactly how much salt we need for a normal winter as the shed is presently full of sand/salt mixture from last winter and we need to empty it before going to the 100% salt. He also said he will check into price differentials in the County versus purchasing directly from State supplies.

6. Discussion – Golfview Condominium Association Storm Water Engineering Report.

DPW Winkler provided a brief discussion of the R-M study results. The PWC and Assistant DPW Earle discussed the merits of a new inlet. It was moved by Ald. Howell and seconded by Ald. Hill to proceed to install a second inlet at the bottom of the cul-de-sac of Havenwood to mitigate the periodic flooding and provide more inlet capacity. The inlet will be included in the 2015 Street Maintenance bids. It was recognized by consensus that the City will not be doing any work in the private basin or to the timbers/parkway landscaping, but would pursue with the Building Inspector what remedies the City can get on the gravel erosion from the Chateau Motel above.

The motion passed 4-0.

7. Discussion – Manor Stop Sign on Lakeview Drive.

Chair Kordus and DPW Winkler reported on the results on the City's speed counter placed recently on Lakeview Drive, with average speed of 21 mph with the 85th percentile being 26 mph out of over 1300 vehicles recorded. There was much discussion by Ald. Gelting regarding Mr. Earle's concern for City plow trucks being able to stop at a stop sign if placed at the bottom of the hill. After further discussion and the DPW's concern that a 3-way stop should be considered, it was moved by Ald. Howell and seconded by Ald. Gelting to install a stop sign at the southbound side of Lakeview Drive at the first Orchard Lane. The motion passed 4-0.

(This item needs to be referred to Council to instruct the City Attorney to draft an ordinance).

8. Recommendation to Study the Downtown Intersections of Center/Dodge, Williams/George, and Dodge/Broad Streets.

It was moved by Ald. Howell and seconded by Ald. Gelting to continue this item to the next meeting. The motion passed 4-0.

Motion to Adjourn:

Motion to adjourn by Ald. Hill and seconded by Ald. Howell. The motion passed 4-0 and the meeting was adjourned at 6:26 PM.

Cc: Mayor Jim Connors/Blaine Oborn/Sabrina Waswo/Common Council Members not on Committee/File

**Regular Lake Geneva Utility Commission Meeting
Thursday, October 15, 2015 - 4:00 PM
Utility Commission Office - 361 W Main Street**

Minutes

Call Meeting to Order by Pres. Brellenthin at 4:00P.M.

Roll Call - Members Present:

Pres. Brellenthin, Dennis Lyon, Ann Esarco, Mike Kocourek, Mayor Connors Ald. Jeff Wall & Ald. Rich Hedlund. Guests in attendance were Chris Schultz of the Lake Geneva Regional News, City Administrator Blaine Oborn, Billing Clerk Wendy Novak, Bookkeeper Marilyn Kolb, Greg Kolb, Maureen Winkler, Office Manager Cindy Borkhuis, Floyd Borkhuis, Water Superintendent Kent Wiedenhoef and Wastewater Superintendent Scott Tesmer.

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.

Wendy Novak –Billing Clerk at the Water Department: Collects water payments inside and at the drive up window. The drive up is very convenient for the elderly, handicapped, and customers with small children. There is also a drop box for payments as well. The three office staff rotate lunches so there is always coverage. There are 20 thousand bills that go out each year. Many of the customers pay in person. The equipment that is needed to do meter reading and move outs is located in this building. The employees at the Utility do not come and go. We come, provide years of dedicated service and retire. That says a lot.

Cindy Borkhuis –Office Manager and has worked here for 25 years. We are conscience of our spending, we always get the best prices for our needs and not our wants. The Utility sees itself as part of the community. Our new addition cost \$300,000. If the office is moved or closed what will happen to that? What will happen to customer support? The office is a very busy place as it is. \$2,000,000 per year is billed and collected, we provide many customer services, contractors needs and right-of-way permits of all kinds are issued here. All three office staff are necessary to run the office. The Director's office is within ear shot of all of the activity and can step in as necessary if problems should occur in the front office. We have very few customer complaints. Co-ordination between contractors, the utility and the customer works well under one roof. All maps and files are stored and maintained here and shared by all. We work as a fine oiled machine.

Marilyn Kolb –Bookkeeper. We serve many customers. Many need the drive up window. We stagger lunches and always put our customers first. Digger's Hot Line emergency tickets are handed out immediately. There are 1,200 venders and 4,500 invoices were handled in 2014. \$46,000 is the cost to merge with the City software. Where is the efficiency? She has worked here for 18 years and seen a lot of changes at City Hall. Dozens of employees, Alderman and Committee members have come and gone. We are presently on our 3rd City Administrator, 5th Comptroller and 6th City Clerk. While here at the Utility Department we come and stay. This creates continuity and harmony of duties and responsibilities.

Greg Kolb –Lifelong resident and tax payer. Why change, why rush? Why have this decided at the next Council meeting? Is this happening over something as small as different employee manuals? The Commission has worked this way for 70 years. Mayor and Alderman on the Commission look carefully at everything. Transparency of the change is requested to inform the Citizens. Change to taxpayers cost, what will the effect be to employees? Make the change within one month, why? After 70 years?!

Kent Wiedenhoeft –Water Superintendent. He is concerned about the continuity and the safety of the Water Department continued compliance. We were voted 2010 best water utility of the year. It is still great. We have had two perfect sanitary survey comprehensive facility inspections by the DNR which is unheard of. Why change what is running well and jeopardize that efficiency. Suggested to make the Mayor the President of the Commission if there is a feeling that the City is not aware of the Commission’s activities. His main concern is safety and compliance.

Scott Tesmer – Wastewater Superintendent. Came in 2000 with 12 years of experience from a place that had the same commission setup as ours is now. When he got here he was surprised on the deplorable condition the City Council overseen wastewater treatment plant was in. Because of the broken equipment in head works, a problem was created in the ditch. If left could have created DNR violations. After the Commission took over, the problem was corrected. We now have a top-notch operation. We work more efficiently, we went from five full time employees to three as part of the Commission governance.

Sarah Hill – Alderman. The 2010 award speaks to the Utility and service provided. From operations- does not expect the operation to change. There would be no moving the office or files. Just looking at changing how it’s administrated.

Approve Minutes of the Previous Meeting

Motion by Mike Kocourek to approve the minutes of the previous meeting as presented, 2nd by Ald. Hedlund. Passed 7-0.

Acknowledgement of Correspondence: - None

Agenda Items

Continued Discussion-City Administrator Recommendation on Reorganization Including Utility Commission and Utility Staff Response on Impacts Including Recommendations.

Director Winkler spoke about the personnel meeting of September 24th, and ultimately the Council will make a decision. There are three recommendations to present.

Directors recommendations:

#1 Hire a consultant to review cost for consolidating the servers and have software at hand to be able to cost change. Cost to change physical location would cost more to review. Can look at independently, possible organizational structures, and provide costs with the pros and cons.

#2 Items A – H: Items C/D/E are all either in the process or ok. Item F is ok but we would seek lowest bid. Item G not a problem to be decided. Item H is not a problem.

#3 Memo dated 10/15/15 Leave the Commission form of Governance in place and appoint the City Administrator to the Utility Commission.

The Council has had the power to make the change for 70 years. Why pull the trigger without sitting at the table. Include the City Administer. A Baker-Tilly consultant could have a proposal ready for November’s meeting. We would fully understand the options and costs of a merger. They manage our operating software and can calculate all cost changes. Moving to City Hall would be very expensive. Sarah Hill and Jeff Wall never have had any intention of considering the Utility Office moving to City Hall. Rich Hedlund said he has lived here for 30 years and this Utility runs as best as any. He is concerned why isn’t this a committee of the council, but isn’t considering any move of the operation from where it currently runs. Elected officials should have more say in how the money of the Utility is spent. He wants more oversight. He never expected people to move or the facility to move. There was no talk about merge of moving or replacing people, just the Commission should be a committee. Budget should be reviewed and managed by the Council.

Burly stated we already have mayor and two council members on the Commission. We are operating as a business. Dennis Lyon stated he was in corporate operations management. Be very cautious about this move and take the time to think through it very carefully. They provide 24 hour a day, 7 days a week, can't have cost over-run. Water and sewer must run. Maybe some administrative improvements can be achieved or tweaked. Oversight levels of local authority post audit. Mayor Connors / Rich Hedlund who would be on the new committee. Comments - in favor of similar structure and add the City Administer. Adopt City handbook, establish budget, roll audit into City audit. Burly gave background on why the Utility has a separate audit. Commission wanted it done by April or May and the City was getting the audit more than a year out.

Mayor Connors stated the City audit is now more timely. Rate increase will be the first in 25 years. Public Service Commission recommended a 6% return. Commission went with 2%. Just to keep rate increase at 33%. Work toward best practice. Eliminate stipend. Eliminate dinner or we can pay own way. Ald. Wall spoke about the Christmas dinner and stipend. No one should get it. Blaine needs some control of works comp. Work on the handbook. Talked about the compensation study and the Utility not participating. Dan stated that we were asked if we wanted to participate. For the Utility our own analysis of other utilities is more valuable to the Commission and more cost effective than hiring somebody to obtain the same information. That is why we declined the offer. When it comes to raises the Utility tries to mirror the City. Mayor Connors stated the compensation study should include the entire City. Mayor Connors asked Blaine if anything was missing. Blaine appreciates review of issues. Oversight is needed. He likes the consideration of putting the administrator on the Commission.

Motion by Mayor Connors to include items D – H on November’s Utility agenda and to implement actionable items. Handbook, budget, audit, stipend/dinner, refrain from spending outside water and sewer, 2nd Ald. Wall. Passed 7-0.
Item C is done. Items A & B the Council to decide.

Motion by Mayor Connors to have City Administrator on the Utility Commission in place of an alderman, 2nd Ald. Wall. Passed 7-0.

Director’s Report:

Financials Update

<u>Water</u>		<u>Sewer</u>	
EOM Cash Position	\$ 1,066,000	EOM Cash Position	\$2,370,000
Project Commitments	\$ 28,000	Project Commitments	\$1,519,000
Upcoming Projects	\$ -TBD-	Upcoming Projects	\$ -TBD-

Motion by Ald. Wall to approve the financials as presented, 2nd by Ald. Hedlund. Passed 7-0.

Review and Payment of Bills:

Motion by Dennis Lyon to approve the bills as presented, 2nd by Mike Kocourek. Passed 7-0.

Next meeting is scheduled for November 12, 2015, at 4:00 P.M.

Adjournment:

Motion by Ald. Hedlund to adjourn the meeting, 2nd by Ald. Wall. Passed 7-0.

Meeting adjourned at 5:06 P.M.



Secretary

CLB 10/16/15

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY OCTOBER 8, 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

The 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 Hartz

3. Roll call

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

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

5. Acknowledge correspondence - Administrative Assistant Papenfus handed out and acknowledged receipt of a letter from the Department of Justice commending Detective Joseph Ecklund on his investigation of the Lake Geneva Street Department.

6. Approval of regular meeting minutes from September 10, 2015.

Bittner motioned to approve the minutes from September 10, 2015. Pollard seconded. Motion carried 4-0.

7. 2015 Police and Fire Commission Workshop

If there is any interest in attending the Police and Fire Commission Workshop on November 5, 2015, Commissioners should let Administrative Assistant Papenfus know by October 14, 2015.

8. Fire Department Business

a. Approval of bills for the Month of September 2015, operating in the amount of \$47,522.15, capital in the amount of \$92.45, for a total of \$47,614.60

Pollard motioned to approve the bills for the month of September 2015. Gramm seconded. Roll call: Bittner-Y, Gramm-Y, Pollard-Y, Hartz- Y. Motion carried 4-0.

b. 2016 Budget-Discussion if needed.

The budget was presented to the finance committee and Chief Connelly felt that everything went smoothly. The 10-year program will be presented to the Committee of the Whole on November 2, 2015 at 6:30 p.m. Police and Fire Commission members were encouraged to attend if possible to show their support of the plan. Bittner asked if the Finance Committee realized the labor costs were going up as well as the revenue due to the changes. Chief Connelly advised that he did present that issue briefly but there were no negative comments or questions.

c. EMS Medical Billing Contract

Eric Keiffer from EMS billing advised that EMS expected to have the contract completed by now but there were some scheduling conflicts. The contract should be ready at the November PFC meeting.

d. Fee Schedule

The fee schedule went to the city council and was approved. The schedule was then presented to EMS and the entire fee schedule went into effect September 15, 2015.

e. Town of Geneva Emergency Services Agreement

Chief Connelly, Board President Joe Kopecky, Supervisor Mike Mumford, Administrator Oborn, and Commission President Tom Hartz met on September 24, 2015. The agreement includes an increase in the base rate by 3% which is approximately 1.5% per year. The new fee schedule will also be incorporated into the Town of Geneva agreement. Additionally a rental property fire inspection fee of \$25.00 was set. There will be approximately 60 to 100 inspections per year. Liaison Mumford noted that it will be a slow start to the inspection fees because the properties have to be approved for rental by Walworth County first. These inspections will be performed two times a year.

f. Water Tower Agreement-Host Tower Station #2

Two resolutions are in the packet. Chief Connelly was comfortable with the first resolution that was drafted by Administrator Oborn. The second agreement was drafted by Dan Winkler from the Water Department. Chief Connelly had some questions with regard to the second contract, specifically what type of repairs the fire department would be responsible for paying, and what is considered routine maintenance. Administrator Oborn agreed that these questions would have to be clarified. Bittner felt the contract needed to be a little more specific. Gramm wondered if the Utility Commission merged with the Water Department how that effected the payment. Administrator Oborn noted that they were still separate budgets and costs. Administrator Oborn will be the arbitrator and decide how costs should be distributed. The Police and Fire Commission agreed to refer the Agreement back to the City Administrator.

g. Hydrant Rental Fees-no report

Chief Connelly said the fees were still being worked out with the City Council and Finance committees. Administrator Oborn will work through the discrepancies.

h. Personnel-Reinstatement and resignation

Gramm motioned to accept reinstatement of employment for Firefighter Kevin Tietz and Firefighter Brent Schambow. Bittner seconded. Motion carried 4-0.

Pollard motioned to accept letter of resignation with regret from Firefighter William Clifford. Bittner seconded. Motion carried 4-0.

i. Quote for F.D. roof repair accepted

Initially it was quoted that the fire department needed a new roof but new estimates indicate the roof could last an additional five years if some repairs are made to the hose tower and the parapet wall. Repairs to the flashing on the parapet wall between the apparatus bay and meeting room, bathroom and kitchen should have been done prior to the new roof replacement the last time. Vans Roofing out of Kenosha will begin the repairs in October.

j. I.S.O. visit

Insurance Services Offices (I.S.O.) visited the department recently to rate the Fire Department. The department has rated since 1999 and at that time the Fire Department achieved a #4 rating. The rating is based on about ten different systems including fire suppression, testing and serving apparatus, public education, inspections and others. Chief Connelly is optimistic that the department will receive a better with the improved staffing services and water services. Dan Winkler from the Water Department and Jean Froggatt from Dispatch were very helpful with their information. I.S.O. rates fire departments and the higher the rating, the lower insurance costs are for commercial buildings and businesses and it may also affect the rating of houses within 1000 feet of hydrants. Pollard wondered why it wasn't done prior to 1999 and Chief Connelly indicated that I.S.O. decides when they come around and evaluate. Recently

they changed the grading procedure and it will be done every five years now. Administrator Oborn said it was a compliment to Chief Connelly, the Fire Department and the Water Department to achieve a rating of #3 or better is exceptional with a Paid on Premise Department. I.S.O. will notify the Fire Department within 6 months. Bittner suggested that the Fire Department publicize this rating when it is received and make it a big deal because customers may get something out of this new rating.

k. Monthly EMS Medical Billing/Stark Reports/Charge Detail Report

Chief Connelly said that the department has been comparing EMS billing with their charge detail report and there were no discrepancies this month.

l. Monthly Fire Department Activity Report, EMS report and weekend staffing cost report

The weekend staffing cost report indicates that the Fire Department is operating in the black with the additional personnel added and that adding the weekend staff was worth it. Hartz was pleased to see that the decision to add staff has showed immediate positive results.

m. Monthly Paratech Report – No action/discussion.

n. Thank you cards/letters – none

o. Items to be forwarded to City Council

Activity report/Weekend staffing costs report

9. Police Department Business:

a. Approval of bills for the Month of September 2015, operating in the amount of \$190,915.12, for a total of \$190,915.12

Pollard motioned to approve the bills for month of September 2015. Bittner seconded. Roll call: Bittner-Y, Gramm-Y, Pollard-Y, Hartz- Y. Motion carried 4-0.

Hartz asked about the status of the budget for 2015. Chief Rasmussen felt that we were in good standing for the year and he felt the department would come in under budget.

b. Job Descriptions/evaluation

Gramm motioned to accept job descriptions with changes for Police Officer, Police Detective and Police Sergeant. Bittner seconded. Motion carried 4-0.

Additional job descriptions will be done next month. Chief Rasmussen said the second part of the job descriptions would be working on job evaluations. One of the duties of the Police and Fire Commission is to evaluate the Chief. Hartz felt that having the job descriptions helps to identify the duties of the chief and evaluate performance based on the job description. The Assistant Chief and Lieutenant are evaluated on an ongoing daily basis. Command Staff is evaluated on an ongoing daily basis but Chief Rasmussen wondered if the Commission would like an annual review too. All employees are evaluated on a yearly basis except command staff. There are no specific evaluations for the command staff at this time and it is difficult to set a specific evaluation as duties vary. Bittner felt it was important to evaluate on an annual basis not necessarily for just the negative but also for strengths and weaknesses. Gramm also felt it was a good idea to evaluate annually to facilitate dialog. Bittner will bring in some of his evaluations from his business and Hartz will develop something from the job descriptions for next month. This will be a way to begin the process of developing annual evaluations for command staff.

c. Budget Update

The presentation went well. One Alderman asked if vests were provided for officers. Chief Rasmussen said that vests costs are in the budget and are required for officers to wear. The Finance Committee inquired if there were any immediate needs of the department. Chief Rasmussen advised the committee that he wanted to get new carpet in the dispatch area for approximately \$3,600.00 before the end of the year. Communications Supervisor Froggatt is working on bids. The carpet replacement will also be added into the budget just in case it isn't completed by the end of the year. Additionally, a squad had to

be replaced due to an accident and the committee asked why the department did not pay an extra \$7,500.00 to upgrade right away to an SUV. Insurance was paying for the vehicle replacement and there was not money in the budget. There is a budget workshop Tuesday October 13, 2015 at 6:00 p.m.

d. Lexipol Policy 808

Bittner motioned to approve Lexipol Policy 808. Gramm seconded. Motioned carried 4-0. City Attorney Draper was consulted about the wording of the policy and he advised that Policy 808 contained the proper wording.

e. Booking Officer Justin Samuel request to attend Police Academy

Sergeant Way set up some new requirements to attend the Police Academy and Chief Rasmussen explained and discussed the process of the academy to the Commission. The officers also have to sign an agreement including staying with the department for two years and reimbursing the department for expenses if they do not complete the academy. Hartz felt the new requirements were a good idea. The Commission also agreed that people wishing to attend the Police Academy should speak at a Police and Fire Commission meeting. Justin Samuel will speak at next month's Commission meeting about attending the Police Academy.

f. Resignation from Reserve Officer Stefanie Feider

Bittner motioned to accept resignation of Reserve Officer Stefanie Feider. Pollard seconded. Motion carried 4-0.

g. Resignation from part time Dispatcher Megan McFarland

Gramm motioned to accept resignation of Dispatcher Megan McFarland with regret. Bittner seconded. Motion carried 4-0.

h. Body camera survey

A body camera survey was sent out to all council members, coworkers and placed on Facebook for the sole purpose of Lieutenant Gritzner preparing a paper regarding body cameras. The Commission members had previously been presented the information on body cameras at the Budget Workshop and had voted no. The cameras were not put into the 2016 budget and were not even discussed.

i. Monthly reports

2015	Dispatch activity for September-	Telephone calls-3,217	911 Calls-234	Window assists-923
2014	Dispatch activity for September-	Telephone calls-3,117	911 Calls-229	Window assists- 706
2015	Patrol activity for September:	Calls for service- 1,374	Arrests- 83	
2014	Patrol activity for September:	Calls for service- 1,510	Arrests- 105	

The department continues to be busy with calls for service and Chief Rasmussen believes 18,000 calls will be reached again this year. He noted that the budget is 89% labor, however, the calls for service rises. The increase in technology has saved money over the years because no extra personnel have been hired.

j. Items to be forwarded to City Council
Monthly activity reports

10. Agenda items for the next regular meeting November 5, 2015.

Job descriptions/evaluation

Water Tower Agreement

Booking Officer Samuel request to attend the Police Academy

11. Motion to go into closed session under Wisconsin State Statute 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and 19.85(1)(f), considering financial,

medical, social or personal histories, or disciplinary data of specific persons, which if discussed in public would likely have a substantial adverse effect upon the reputation of any person referred to: Specifically Police Department Personnel.

Gramm motioned to go into closed session. Bittner seconded. Roll call: Bittner-Y, Gramm-Y, Pollard-Y, Hartz- Y. Motion carried 4-0 at 8:27 p.m.

12. Motion to return to open session per Wisconsin State Statute 19.85(2)

Pollard motioned to return to open session. Bittner seconded. Roll call: Bittner-Y, Gramm-Y, Pollard-Y, Hartz- Y. Motion carried 4-0 at 8:43 p.m.

13. Discussion and action on closed session items if needed.

No action/discussion

14. Adjourn

Pollard motioned to adjourn the meeting. Bittner seconded. Motion carried 4-0 at 8:45 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
SPECIAL JOINT MEETING OF CITY COUNCIL &
PLANNING & ZONING COMMISSIONERS**

MONDAY, OCTOBER 19, 2015- 5:30PM
COUNCIL CHAMBERS, CITY HALL

MINUTES

- 1. City Council meeting called to order by Mayor Connors at 5:42 pm.**
- 2. Planning & Zoning Commission meeting called to order by Mayor Connors at 5:30 pm.**
- 3. Roll Call of members of City Council**
Present: Mayor Connors, Aldermen Chappell, Aldermen Wall, Aldermen Kordus, Aldermen Hill, Aldermen Kupsik, Aldermen Hedlund, Aldermen Howell and Aldermen Gelting
Also Present: City Administrator Oborn, City Attorney Draper, Assistant Gregoles
- 4. Roll Call of members of Planning and Zoning Commission**
Present: Al Kupsik, John Gibbs, Doug Skates, Cindy Flower, Tyler Frederick
Also Present: Planner Mike Slavney, Atty. Dan Draper, Mayor Connors, Inspector Robers, Assistant Gregoles
Absent: Sarah Adams
- 5. Election of Joint Committee Chairperson**
Wall/Kupsik nominated Mayor Connors to be the joint committee chairperson.
The motion carried unanimously approved.
- 6. Comments from the public, limited to 5 minutes per person for any items on the agenda except for public hearing items.** None
- 7. Acknowledgement of Correspondence submitted to the Council and Commission regarding the Comprehensive Plan Amendment**

Correspondence received prior to the meeting against the Comp Plan Amendment:

- 9-22-15 Received an email letter from Mary Jo Fesenmaier against the comp plan amendment, along with suggestions for other uses for the property.
- 10-9-15 Received an email letter from Julie Whalen against the comp plan amendment.
- 10-14-15 Received an email letter from Charlene Klein against the comp plan amendment, along with several suggestions for other uses for the property.
- 10-16-15 Received a letter from Don and Alice Ogden against the comp plan amendment.
- 10-16-15 Received a letter from Paula J. Porubcan against the comp plan amendment.
- 10-19-15 Received a letter from Henry and Mary Sibbing against the comp plan amendment, along with suggestions for returning it to a municipally owned golf course.
- 10-19-15 Received 15 pages of Petitions against the comp plan amendment from Mary Jo Fesenmaier.
- 10-19-15 Received an email letter from Chad Hart against the comp plan amendment.*(rec'd after the mtg)*
- 10-19-15 Received an email letter from Nora Kilborn against the comp plan amendment.*(rec'd after the mtg)*
- 10-19-15 Received a letter from Thomas J. Anthony, MS against the comp plan amendment.

8. Consultant presents a summary of the Comprehensive Plan

Planner Slavney gave a summary presentation to the joint council and public.

Slavney expressed what the meeting is for in detail, clarifying the process with the Aldermen and the Planning Commissioners and the public.

9. Opening of the Public Hearing regarding an Amendment to the Comprehensive Plan on four parcels of land located on Highway 50 East at Tax Key No's. ZOP 00001, ZYUP 00001C, ZYUP 00131 & ZYUP 00153, Lake Geneva, Wisconsin, changing the land use from Private Recreation Facilities to Neighborhood Mixed Use. The change in the Comprehensive Plan may allow a change in Zoning from Rural Holding (RH) to Planned Development (PD) to allow for a residential planned unit development with limited commercial lots around a 35+ acre lake setting.

DISCUSSION – Atty David Williams, Lake Geneva (agent for Tempo Development Inc, Palos Pk, IL)

Applicant gave a brief summary of the request for Amendment to the Comp Plan to the joint council members and public.

Chuck Platz - Shorewest Real Estate, Lake Geneva

Platz gave a brief presentation to the joint council and public. He referenced other city projects that have already been done and well received by these developers. He spoke about the previous Developers who tried to develop the property but it did not go forward. He spoke about this new development idea and the positive impact it will have on the community of Lake Geneva.

Mike Ford - Tempo Development Inc., SW side of Chicago, IL

Ford addressed the joint council, planning members and public. He discussed the details of the proposed development and preliminary plan for Lake Hillmoor.

Mark Landstrom – Engineer

Landstrom gave a handout to the joint council and plan commission members showing the preliminary plan for Lake Hillmoor. He discussed the parcels for Single Family, Multi Family residences and also retail buildings. He discussed the plan for how to fill the lake and more.

(Handout regarding Lake Hillmoor is attached to these minutes.)

Alderman Hill asked when this was originally brought to the attention of the city or Plan Commission.

Slavney confirmed to Hill the original conceptual plan was brought before the Plan Commission in May 2015.

Per Hill's request, Slavney gave a step by step guideline of what this meeting determines and what will happen after this meeting.

Atty Draper stated that the published agenda and public notice were incorrect. Due to this fact his recommendation is to continue the meeting to a future date in the near future after a corrected agenda and notice can be published. The public hearing would be held at that time as well.

MOTION #1

Hill/Kupsik move to continue the meeting and the Public Hearing to a new meeting date in the near future after a corrected agenda and notice can be published. The motion carried unanimously.

10. Public Testimony

Not applicable due to the continuation of the meeting and public hearing.

It will be held at the rescheduled meeting.

11. Closing of the Public Hearing

Not applicable due to the continuation of the meeting and public hearing.
It will be held at the rescheduled meeting.

12. Adjourn City Council

MOTION #2

Kordus/Wall moved to adjourn the Council Members only.
The motion carried unanimously. The Council was adjourned at 7:09 pm.

13. Discussion/Recommendation from Planning Commission regarding Amendment to the Comprehensive Plan on four parcels of land located on Highway 50 East at Tax Key No's. ZOP 00001, ZYUP 00001C, ZYUP 00131 & ZYUP 00153, Lake Geneva, Wisconsin, changing the land use from Private Recreation Facilities to Neighborhood Mixed Use.

Not applicable due to the continuation of the meeting and public hearing.

14. Adjourn Planning and Zoning Commission

MOTION #3

Mayor Connors/Kupsik move to adjourn the Planning & Zoning Commission from the joint meeting.
The motion carried unanimously. The meeting was adjourned at 7:09 pm.

****Note Regarding Correspondence:***

Copies of all correspondence listed above in item #7 are attached to these minutes.

/s/Jackie Gregoles, B&Z Administrative Assistant

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

MINUTES

1. Meeting called to order at 7:21 pm by Mayor Connors.

2. Roll Call

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

3. Approve Minutes of September 21, 2015 Plan Commission meeting as distributed.

MOTION #1

Gibbs/Skates moved to approve the minutes of September 21, 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. None

5. Acknowledgment of Correspondence. - None

6. Downtown Design Review. - None

7. Review and Recommendation on an Application for Land Division Review for a Certified Survey Map submitted on behalf of Home Depot USA Inc., by Key Development Partners, LLC, 515 N State Street, Suite 2260, Chicago, IL 60654, for an outlot at 550 N. Edwards Blvd., Lake Geneva, WI 53147, Tax Key No. ZPW00001.

DISCUSSION –Chris Perry – Engineer – Oakbrook Terrace, IL (agent for Key Development/Home Depot)

Applicant gave brief overview of the application details and there was a brief discussion amongst the Commission to clarify those details. Planner Slavney stated that staff is recommending approval upon the dedication of an additional 20 ½ ft for the right of way dedicated to the public, on the North side of the parent property. Perry requested separating the 20 ½ ft of dedication from the CSM review and it was declined.

Home Depot Consultant – David Behrans (architect) – agent for Home Depot

Behrans addressed the commission regarding the dedication requirement as well as potential Turkey Road and proposed development issues. Behrans stated Home Depot would pass on this development if they are required to donate the 20 ½ ft.

MOTION #2

Kupsik/Flowers moved to approve the application for Land Division Review for a Certified Survey Map submitted on behalf of Home Depot USA Inc., by Key Development Partners, LLC, 515 N State Street, Suite 2260, Chicago, IL 60654, for an outlot at 550 N. Edwards Blvd., Lake Geneva, WI 53147, Tax Key No. ZPW00001; conditional on a dedication of 20 ½ ft of right of way along the north side, staff recommendations and the City engineer’s letter dated October 13, 2015. The motion carried unanimously.

8. Public Hearing and recommendation for a Planned Development (PD), Conceptual and General Development Plan (GDP) filed by Key Development Partners, LLC, 515 N State Street, Suite 2260, Chicago, IL 60654, to allow for a multi-tenant commercial building at an outlot created from 550 N. Edwards Blvd., Lake Geneva, WI 53147, Tax Key No. ZPW00001.

DISCUSSION –Chris Perry – Engineer – Oakbrook Terrace, IL (agent for Key Development/Home Depot)

Applicant gave brief overview of the Planned Development & Conceptual GDP details and there was a brief discussion amongst the Commission to clarify those details. The discussion covered various details regarding the drive thru, drive thru sign, landscaping, driveway issues, parking stalls, deliveries etc.

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

Klein had questions regarding the parking for the proposed facility. She stated her concerns regarding safety.

Planner Slavney commented in reply to Klein’s inquiry about parking safety. He stated utilization of the North driveway will need to be reported and studied and discussion continued regarding the parking spaces.

MOTION #3

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

MOTION #4

Kupsik/Flowers moved to approve the application for a Planned Development (PD), Conceptual and General Development Plan (GDP) filed by Key Development Partners, LLC, 515 N State Street, Suite 2260, Chicago, IL 60654, to allow for a multi-tenant commercial building at an outlot created from 550 N. Edwards Blvd., Lake Geneva, WI 53147, Tax Key No. ZPW00001, to include all staff recommendations and conditional on the approval of the CSM, to have staff look at the parking concerns at the North side and the City engineer’s letter dated October 13, 2015. The motion carried unanimously.

9. Adjournment

MOTION #5

Skates/Flower moved to adjourn the meeting at 8:21 pm. The motion carried unanimously.

/s/Jackie Gregoles, B&Z Administrative Assistant

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PLAN COMMISSION



Board of Park Commissioners

Doug Skates - President

Alderman Al Kupsik
Brian Olsen
John Swanson

Lynn Hassler
Peggy Schneider
Mayor Jim Connors

Barb Hartigan
Dave Quickel

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 Phone: (262) 248-3673

MINUTES OF THE 6:00 PM OCTOBER 7, 2015 MEETING

City Hall 2nd Floor Room 2A

Call to Order:

The Board of Park Commissioners meeting was called to order by President Skates at 6:01 PM. Secretary Winkler read the roll.

Roll Call:

President Doug Skates ___X___, Lynn Hassler __excused___, Barb Hartigan _excused __, Peggy Schneider ___X __, Dave Quickel ___X___, John Swanson ___X __, Ald. Al Kupsik ___X __, Brian Olsen ___X ____, Mayor Jim Connors ___X___. (___7_ Total).

Staff & Aldermen Present:

DPW Daniel Winkler, Ald. Elizabeth Chappell, Streets Foreman Neil Waswo, Administrator Blaine Oborn.

Public Present:

Mr. Dan Massopust, Ms. Dusti Ocampo, Mrs. Gygax.

Approve the Minutes of the Prior Meeting:

It was moved by Mayor Connors to approve the minutes of the September 2, 2015 meeting, and seconded by Commissioner John Swanson. The motion passed 7-0.

Public Input:

None.

Permits & Park Donations:

DATE August 7, 2016 1 PM to 4 PM LOCATION Library Park by the Veterans monument USE Olp Wedding

President Skates read the permit which included a request for 4 barricades. There was discussion on the use of the barricades to cordon off the area. It was moved by Ald. Kupsik to approve subject to clearing the date with any potential conflicts with Venetian Fest, and seconded by Commissioner Olsen. The motion passed 7-0.

Park Assignments/Repair Update/Maintenance:

Commissioner Swanson provided a list of items to Street Foreman Waswo. He also inquired as to replacement of dead trees in Veterans Park.

NEW BUSINESS

Adaptive playground discussion – Dusti Ocampo. (Item taken out of order first)

Ms. Ocampo discussed the community need for adaptive play equipment. She cited a \$15,000 project which included 2 swings, an adaptive swing, and matting material for access. She also suggested Veterans Park, which was concurred with by Administrator Oborn. The new \$1 million playground in Kenosha, Franklin, Elkhorn and Appleton were all discussed. The consensus was that this was a worthwhile project, Veterans Park was the likely location for a number of reasons, and President Skates noted the timing was perfect as the Park Commission just wrapped up its dog park project. Ald. Kupsik pointed to the Park Use and Open Space Plan of the City and said the City should follow it with a monetary commitment of \$15,000 to seed the project. After further discussion, it was moved by Mayor Connors and seconded by Commissioner Olsen to have staff look at opportunities at Veterans Park. DPW Winkler noted that we should go to Kenosha and assess its site requirements to determine the maximum area to set aside. The motion passed 7-0.

Sculptures in the parks discussion – Dan Massopust. (Item taken out of order second)

Mr. Massopust gave a slide show of several of his works including Mayo Clinic, mostly in bronze. There was discussion that Eau Claire, WI does art displays on both its streets and in its parks at no cost to the City. The City does buy the people's choice winner for \$10,000 even if it sells for much more. He said statutory bases are concrete or granite and have the ability to pick them up and relocate them. He would send an excel spreadsheet to DPW Winkler.

OLD BUSINESS

Art in the parks-Elizabeth Chappell.

Ald. Chappell gave a slide presentation on the status of her efforts to have art in the parks. It included a request to use Home Depot Park for the site, a list of members for the art review committee, forms modeled after Hopkins, MN to go to the City Attorney, a schedule for consideration of artists' proposals, and an April to April display period. She said she had 3 qualified artists for consideration and to launch the program and described their works. There was a question regarding involvement of the Park Commission membership on the review committee which Ald. Chappell said she would support. President Skates was concerned that the Park Commission needs to approve the artworks, and over the funding for the concrete bases. DPW Winkler was asked about the bases. He responded the most efficient and flexible means would be to cast slabs with lifting lugs so they can be set and moved. Cost would be less than \$3,000 for 3 slabs depending on size, and funding wasn't yet decided. Since the artwork is temporary, it wasn't determined if Plan Commission approval was required. Commissioner Quickel was concerned about the big picture if this takes off and future funding of numerous concrete pads. Commissioner Olsen thought the pads should be a standard size. It was moved by Mayor Connors and seconded by Ald. Kupsik to have staff work with Ald. Chappell on pad sizes and send a recommendation to the Council to set aside use of Home Depot Park for temporary art displays. The motion passed 7-0.

(This item needs to go to City Council and the City Attorney should look at it to make sure it doesn't need to go to Plan Commission)

Wind sculpture discussion – follow-up.

No discussion.

Parks Operating budget for 2016 discussion.

Commissioner Swanson said we should add benches and picnic tables around the skateboard park.

Park & Recreation intern staffing discussion–follow-up.

Ald. Kupsik explained the park intern was not approved through the budget committee review and the committee was pursuing a full-time street worker. Administrator Oborn said he would like to see a Park Director position as there appears to be a strong justification to address lakefront and parks under one manager.

Future Meeting Agenda Items-October 7, 2015 Meeting.

Items for next month include:

- Adaptive play equipment.
- 3-Graces Fountain repairs.
- Changing fees to rent the Brunk Pavilion.

ADJOURN:

It was moved by Mayor Connors and seconded by President Skates to adjourn.

The motion passed 7-0 and the meeting was adjourned at 7:52 PM.

Set Next Meeting Date:

The next regular meeting is scheduled for November 4, 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, October 8, 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 \$56,093.84 in General Funds for the month of September 2015. There were no expenditures from Donated Funds in September 2015.

Board of Trustees Meeting

Thursday, October 8, 2015 at 8:00 a.m.

Minutes

Call to order

Oppenlander called the meeting to order at 8:07 a.m.

Roll Call

Members present: Brookes, Dinan, Jones, Kersten, Kundert, Lafrenz, Oppenlander; Also present: Peterson and Benson

Adoption/Amendment of agenda

Oppenlander asked for a motion to adopt the agenda as proposed. Kundert made a motion to adopt the agenda. Kersten 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 September 10, 2015 meeting. Brookes made a motion to approve the minutes as proposed. Kundert seconded. Motion carried unanimously.

Oppenlander asked for a motion to approve the motions made at the September 10, 2015 and the minutes of the Special Finance Committee meeting on September 18, 2015. Lafrenz made the motion as proposed. Dinan seconded. Motion carried unanimously.

President's Report

Oppenlander reported on the success of the Open House on September 12 with attendance of approximately 70-75 people. Discussion followed. Peterson expressed appreciation to Oppenlander for his support and counsel to plan the event.

Oppenlander asked the Board for input regarding the next step with Jamie Hegel. Discussion followed. The Board concluded that they would like to invite Hegel to the Library to personally thank her.

Building & Grounds

Peterson updated the Board on building maintenance issues. Phil's Drain gave a good report after routing the line on October 6th. Vorpagel installed a new motor in the exhaust fan in the Youth Services area. A new refrigerator was purchased for the staff lunch room. Kundert presented a proposal from Northwind to landscape a neglected area on the east side of the building. Discussion followed. Kundert made a motion to accept Northwind's proposal in the amount of \$495.00 to be completed in October. Lafrenz seconded. Motion carried unanimously.

Kundert updated the Board on the bids submitted to repair the chimney and to repair tuckpointing around the exterior of the building. Discussion followed. Based on scheduling the project before the cold weather, Kundert made a motion that the Board allow the Director to accept a bid not to exceed \$2,000. Brookes seconded. Motion carried unanimously.

Finance

Kundert made a motion to approve \$56,093.84 in General Fund expenditures for the month of September 2015. Lafrenz seconded. Motion carried unanimously. No expenditures were made from Donated Funds in September 2015.

Peterson reported that she would like to pursue bids to install carpeting throughout the Library with the exception of the Smith Meeting Room. She asked approval from the Board to prepare for a Capital Improvement Project submission. Discussion followed. Lafrenz made a motion to proceed with carpeting bids. Dinan seconded. Motion carried unanimously.

Peterson asked if the Board would be interested in getting bids for an LED conversion as a Capital Improvement Project. Discussion followed. Kersten made a motion to review a broader city plan for LED lighting and proceed with that information. Dinan seconded. Motion carried unanimously.

Oppenlander asked for a motion to go into **Closed Session pursuant to WI Statutes 19.85(1) c Considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility**. Lafrenz made a motion to go into **Closed Session**. Kundert seconded. Motion carried unanimously.

Oppenlander asked for a motion to come out of **Closed Session**. Lafrenz made a motion to come out of **Closed Session**. Kundert seconded. Motion carried unanimously.

Director's Report

Peterson reported that the library needs approximately 43,000 check-outs, or over 14,000 check-outs per month, in the last three months of the year, to match the number of check-outs in 2014 and to maintain 2017 Walworth County reimbursements which represent an average of nearly 36% of the Library's annual operating budget. Benson reaffirmed that the circulation check-outs decreased significantly when the new parking meters were installed in May 2012.

Peterson reported that she will attend the Wisconsin Library Association Annual Conference in Middleton from November 3-November 6.

Benson reported on upcoming adult and youth programming.

Adjournment

Oppenlander asked for a motion to adjourn. Lafrenz made a motion to adjourn at 9:30 a.m. Dinan seconded. Motion carried unanimously.

Respectfully submitted,

Diane Jones, Secretary

Next meeting: Thursday, November 12, 2015 at 8:00 a.m.

Lake Geneva Historic Preservation Commission Meeting Minutes

October 8, 2015 6:30 p.m. at 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, Louise Rayppy and Jim Davis. Mary Tanner, Jackie Getzen, Elizabeth Chappell, were absent. Michael Rehberg was there representing Black Point.

Approval of the Minutes of Historic Preservation Commission Meeting of September 10, 2015.

Comments from the public: No new information.

Reports from the Geneva Lake Area Museum and the Maple Park Homeowners.

The museum will have their annual Trick or Treat on Our Street.

Sunday-October 25th, from Noon to 1 P.M.

Third Annual Craft Fair-Saturday November 28th-10 A.M. to 4:00 P.M.

Free admission

Update on the Geneva Lake Theater Building.

Still for Sale. No contract is currently pending. No other new information available.

Discussion on Proposed New 2016 City Budget for the Lake Geneva Historic Preservation Commission and review of bills, invoices and income from the Historic Walking Tour booklets. Elizabeth Chappell presented our request for a budget of \$6,500.00 for the year of 2016 to the City Council. We received \$20.00 from the last Black Point Walking Tour for this year.

Continued discussion on the updated version of a Historic Lake Geneva Walking Tour booklet. We have had 1,000 more copies published. Michael Rehberg discussed the Black Point Walking Tour. They had a good first year. Will keep it on Thursday evenings next year. Half of the attendances was local people. Need better promotion at hotels and need rack cards. Michael will have a presentation at our library on 11/12 and also at the museum.

Update on the status of 833 Wisconsin Street.

The School District withdrew their request for amending the Comprehensive Plan and rezoning of this property. They are looking for other parking options.

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.

Jackie Getzen has been in contact with Alana Platt, a professor at Whitewater University. We are changing our next meeting to Nov. 10th, at 6:30 P.M., so Alana Platt can attend and explain to us the apps for the Lake Geneva Walking Tour. We have the money to pay for the Apple application of \$2,500. The money is in our budget for 2015, and would like to designate it's use before the end of the year. Black Point will also be involved in this.

Continued discussion regarding nomination of Oak Hill Cemetery as a National Historic Site, including input from Historic consultant John Notz. Patrick Quinn has been in contact with Susan Benjamin (architectural historian). She will charge \$18,000 to put together a recommendation of Oak Hill Cemetery. John Notz said we could raise the money—cannot do. Patrick Quinn will try to do this himself. Will not pay out \$18,000. Will discuss further at next meeting.

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.

Will pay for the replacement of the plaque on the James Simmons' house, due to the incorrect date on it. It should have the date of 1869. Replacement cost: \$130.00.

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

www.historiclakegeneva.org

Meeting adjourned at 7:20 P.M.

Respectfully submitted,

Louise Rayppy

**COMMUNICATIONS COMMITTEE MINUTES
TUESDAY, OCTOBER 20, 2015 – 4:00 P.M.
CITY HALL, MEETING ROOM 2A**

Meeting was called to order by Chairman Milliette at 4:05 p.m.

Roll Call. Present: Chairman Gary Milliette, Ron Berndt, Alderman Bob Kordus and Jeff Miskie (advisory). Also Present: City Administrator Oborn, City Clerk Waswo, and Assistant City Clerk Gunderson. Absent: Andrew Fritz IV and Jeffrey Kriegel.

Approval of Communications Committee minutes from March 17, 2015 as distributed.

Kordus/Berndt motion to approve. Motion carried 3 to 0.

Comments from the public limited to 5 minutes. None.

Discussion regarding software for communicating with City Hall departments

Chairman Milliette explained that he wanted people to come up with ideas. When the City picks up brush, they go up and down every street. He questioned if they could receive feedback from citizens when there is or is not brush on their street. He was hoping the City could get software similar to what UPS uses that would plot out the most efficient route to travel. Mr. Milliette feels it would save time and gas. Mr. Berndt asked what percentage of their constituents would have access to this system. Mr. Milliette answered there would be 3 avenues: email, texting and phone. City Administrator Oborn noted they don't want to disenfranchise people who do not use computers. Mr. Miskie stated based on a national average, about 50% of homes have some form of internet service. Alderman Kordus asked if this is something that was asked for. Mr. Milliette said no but he thought this might be a way to increase service and decrease costs. He said someone would have to speak with the Street Department to see if this would be useful. Mr. Kordus asked if Mr. Oborn was aware of any such software. Mr. Oborn has seen programs used for trash collection and code enforcement. There are a number of things out there to deal with this. E-newsletters are becoming very common. Mr. Milliette noted he would like a feature on our website that allows citizens to provide more feedback. Mr. Oborn explained at a previous municipality he was with, work orders were put into a database where trends would be tracked. He asked if the Clerk's Office gets any useful requests/feedback using our current system. City Clerk Waswo said we do get a lot of good feedback on the current system. A lot of citizens use it to ask general questions and for open records. Mr. Oborn explained the Citizen Request Form doesn't enter it into a database; it just goes to the City Clerk. Mr. Miskie said the City has met with the group that sells the program that enters the information into a database, but the cost was unjustifiable. It is great for data collection, but it would have taken years for it to pay off. Mr. Oborn noted currently when people have public works issues, he sends an email to the department head. Public Works then writes up a little sheet. We are not putting it in a system, so we cannot check trends. Mr. Milliette asked if our current system could be modified to do this. Mr. Miskie said he believes a questionnaire could be made that could capture the data, but additional software would be needed. A lot can be done with adobe forms as well. Alderman Kordus asked what the value is of capturing this data and what will be done with it. Mr. Milliette said it is faster feedback. Mr. Oborn said it could be used to track trends to see if the issue had happened before and be proactive. Right now we don't capture the history or the response on the issue. He as a Manager cannot monitor these items. Ms. Waswo noted our current Laserfiche software has a workflow program that can do this but it would be expensive. Everyone would have to have a user license. Mr. Miskie stated it makes more sense in larger cities. Getting this out to the people, may be a challenge as well. We have a lot of weekend residents and there are a number of language barriers as well. He feels right now the telephone is the best avenue. Mr. Kordus noted that he believes they do currently log when they fill pot holes. Mr. Oborn noted the Police also have a database. Mr. Milliette asked if there is a separate form for a problem. Ms. Waswo said they can call the Street Department directly as well. Mr. Oborn followed by saying if someone calls with a major issue, they are forwarded to the Department Head that would be in charge of the issue. City staff will call the Department Head or email the information for the citizen if it is not an emergency. Mr. Berndt said he doesn't believe we have the infrastructure for the original request made by Mr. Milliette. He does not feel that we are a connected city. Mr. Milliette said it sounds like they can be referred into the phone system. Mr. Miskie explained that is what is being done right now. Mr. Milliette asked what is done when City Hall is closed. Mr. Miskie noted the caller is given a menu option. Mr. Milliette asked if contact numbers are listed on the City website. Mr. Miskie said they are on the website. Mr. Milliette pulled up the City of Madison's webpage and noted this is what he wants for Lake Geneva. Mr. Kordus questioned how much information should be put on the website. Mr. Milliette said it doesn't cost us

anything. Mr. Kordus said it makes it less user friendly if you have to scroll all over to find what you need. Mr. Oborn said he feels the term citizen request form is definitive enough. Mr. Milliette said if it was made like the City of Madison's webpage, it could be integrated with the phone system so it would route it and save some steps. Mr. Kordus said creating a voicemail off of a website that is going to kick over into the phone system is getting pretty pricy. Mr. Miskie stated right now if someone picks up the phone they can easily be routed throughout the system. Mr. Milliette said you may get a lot of people calling 911 for non-emergency issues. Mr. Berndt said he feels the current Citizen Request Form is prominent on the page and is easy to use. He also feels the Contact Us section of the page looks pretty good. He then asked what happens when you call City Hall after hours. Mr. Miskie explained the call would go to a number of voicemails and there may be a link out for emergency. Mr. Kordus said Police and Fire would be telling us if there were a lot of non-emergency calls coming in through 911. Mr. Milliette said it happens. Mr. Berndt asked if there is a sense that people can find our home page easily. Mr. Miskie said he thinks it is even better than it was before.

Discussion on redesign of website and current categorizing of sections and subsections

Mr. Milliette stated City Clerk Waswo brought a quote in from GovOffice, who is the CMS for the City. Ms. Waswo explained every 5 years the website should be revamped to keep current with technology and user friendly. We are at 8 years with our current website style. There is additional money in the City Clerk and Finance budgets which would cover the cost of the Premium Solution design. She noted she and Assistant Clerk Gunderson had a phone meeting and tutorial on it. They will assist in setting up the home page and section break outs. It allows for 4 custom banners that will be easier to swap out pictures than our current website. Mr. Berndt asked if it would be easier to maintain, add elements or change things around with the new website. Ms. Waswo explained the back end does not change very much, but it is more user friendly. Mr. Berndt asked if there are any functions that would be available that we don't currently have. Ms. Waswo noted it is more the look, feel and usability. Assistant Clerk Gunderson noted when the site is set up GovOffice will help to set it up in a way that makes it as user friendly as possible. Ms. Waswo noted pictures can be swapped out for a bold announcement, which we currently cannot do. Mr. Berndt asked how up to date the current website is. Ms. Waswo said it is about 90% up to date. There are a few things she would like to update. Mr. Berndt asked how often the site is worked on. Ms. Waswo explained she is working on the site every day. She noted she really likes having the upcoming meetings and agendas/packages listed on our home page. Mr. Kordus said when the e-alert goes out a link is included to the website. Mr. Berndt stated he does not have a problem with moving forward with this. Ms. Waswo said the cost is \$4,895 but would still like to bring it to Council.

Kordus/Milliette motion to recommend passing this to Council for approval.

Mr. Milliette asked if we would design the home page or are there set templates to choose from. Ms. Waswo explained GovOffice will go through and help us design it. She would like to design it at the Clerk's Office level with GovOffice and bring it back to the committee for feedback. Mr. Oborn noted the best program out there is Civic Plus, but they are priced around \$20,000. Ms. Waswo added that price is for basic service with no support. Mr. Kordus asked if Ms. Waswo got alternate bids. She answered that she looked at Civic Plus and GovOffice. She did not get any other quotes as the amount of work on our end to transfer over the data to a new company would not be cost effective. Mr. Miskie noted when GovOffice was first chosen, they did go through a full evaluation. Once you are with a company, it becomes a major expense to transfer to another. Mr. Berndt asked if there is ongoing support. Ms. Waswo stated there is a yearly maintenance fee and all support and training is included. She has not had to use the support as there have been no issues working with the website. Mr. Miskie added right now there are a few multiple web pages for different departments that could be pulled in through the banner. Mr. Berndt asked if the ordinances could be searched on the website. Ms. Waswo confirmed they can. Ms. Waswo noted Building and Zoning and the Parking Manager also help in maintaining their own department sites. Motion carried 3 to 0.

Discussion/recommendation on preliminary BID proposal for downtown wireless audio speaker system

Alderman Kordus explained this is for informational purposes. The BID has money in the budget to put in a sound system. They would like to put small wireless speakers on the banner poles where they could play standardized music around town. They would like to get a Pandora radio station that would be dedicated to Lake Geneva. This is all preliminary. The BID would pay for it but the transmitting device would reside in City Hall. City Hall would have access to it. In the case of an emergency there would be an override. Mr. Milliette asked if there would be commercial announcements on there. Mr. Kordus said not at this time. The BID would buy the license for Pandora. Mr. Milliette asked if this would affect residential units. Mr. Kordus noted this is more of a heads up so everyone knew what was going on. Ms. Waswo asked who would maintain the speakers. Mr. Kordus said he did not know. Mr. Miskie noted currently

there is only power to the lights at night. Mr. Berndt said he was against this. He does not want to listen to other people's music. He likes the idea of the speakers being used for emergency situations. Mr. Kordus said they would have to follow all noise ordinances. Ms. Waswo noted there are only 11 banner poles. Mr. Kordus clarified it would only be on the light poles, not the banner poles. Ms. Waswo questioned if the stores would still play their music as well. Mr. Kordus said that would be something the BID would manage. No action taken.

Set next meeting date

Mr. Milliette asked when a preliminary website could be ready. Ms. Waswo noted she would like to get as much done this year as there are 2 elections in the spring of 2016. Mr. Miskie asked if this money has to be spent this year. Ms. Waswo answered it is not in the budget for next year. Mr. Milliette asked Ms. Waswo to reach out to him when a preliminary is ready so they can call a meeting.

Adjournment

Kordus/Milliette motion to adjourn at 5:02 pm. Motion carried 3 to 0.

/s/ Stephanie Gunderson, Assistant City Clerk



Avian Committee

Alderman Jeff Wall, Chairman
Maureen Winkler, Secretary Kate Anderson Bob Nordhaus

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

October 6, 2015 Minutes

1.Meeting called to order by Chairman Wall. Time: 5:30pm

2. Roll Call :

Members in attendance:

Chairman Jeff Wall x Kate Anderson x
Secretary Maureen Winkler x Bob Nordhaus absent
City Administrator Blaine Oborn
Public in attendance: Sarah McConnell, Committee Nominee

3. Approval of minutes from July 28, 2015 meeting as distributed.

Motion to approve by Ms. Anderson Seconded by Ms. Winkler Passed.

4. Comments from the public limited to 5 minutes.

None

Agenda Items:

5. Discussion /Recommendation on Avian Committee Website improvement

Ms. Winkler shared progress on Website. She spoke with City Clerk about including links to Bird City requirements, Bird City website, Decal clings for sale, Swift Night Out, Google Map of current and future bird house locations. Having difficulties getting personal photos on map, though locator pins are fairly straight forward.

Consensus to continue work on the project with discussion at next meeting.

6. Update on student bat house project

Alderman Wall left a message with Marie Collins at Badger to talk to Woodworking Teacher for purposes of recruiting student to build bat or bluebird houses. Ms. Winkler volunteered to contact Home Depot for materials (posts/concrete/plywood). Ms. McConnell suggested local Scout troops or Eagle Scouts might be recruited.

Consensus to continue project with discussion at next meeting.

7. Discussion/Recommendation on Summary Swift Night Out

Alderman Wall felt Bryan Lenz did a nice job with his presentation at Swift night out. Ms. Anderson thought it went well, except for the fact that the Swifts didn't cooperate by showing up. Ms. Winkler noted that she saw a group go into the American Legion chimney a few weeks earlier, as well as a few go into the Museum chimney. She suggested the Committee stake out the various chimneys in town, including the Water Utility chimney, a few nights in advance to verify if and where the swifts are nesting. That way, people can relocate to the nearby chimneys after the presentation, if necessary.

Motion to continue Swift Night Out in 2016 by Ms. Anderson. Seconded by Ald Wall. Passed.

8. Discussion on Window Cling

Lake Geneva Bird City Window Clings were sold at August 2015 Swift Night Out for \$1.00 each. Twenty were sold. Sales are continuing at City Hall and the Water Utility. Notifications have been placed in the City e-Alerts. City Administrator Oborn suggested the Bird City decal photo be placed on the Avian Committee page. Sarah McConnell suggested they could also be sold at the Public Library. Ms. Winkler noted that the decals need to be stored off the counter as they may be mistaken as something to take for free, despite signage. A separate line item in the budget has been set up by the Finance Director for sale of the Clings. Ms. Winkler has been reimbursed her \$50 payment to A+ Graphics for the original 100 clings. Sales need to be encouraged to generate money for future projects.

Consensus to continue sales and discuss ways to sell more decals at next meeting.

9. Discussion on Future Agenda Items and Date For Next Meeting

- Nomination/Election of Ms. Sarah McConnell to the Avian Committee at City Council Meeting Monday, October 12, 2015
- Update on Avian Committee Website
- Update on Google Map Bird Location
- Update on Bat (and possibly Bluebird) House Student Project
- Update on Bird City Decal Sales with suggestions for Sales improvement
- Other New Project Suggestions
- Next meeting set for Tuesday, March 1, 2016 at 5:30pm

10. Motion to Adjourn: Time: 5:50 pm

Motion to Adjourn by Ms. Anderson. Seconded by Ms. Winkler. Passed.
Maureen Winkler, Secretary 10/06/15