



COMMITTEE OF THE WHOLE
MONDAY, DECEMBER 7, 2015 – 6:30 PM
CITY HALL BUILDING, COUNCIL CHAMBERS

AGENDA

1. Council President Kupsik calls the meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes from November 2, 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. Presentation on proposed adaptive playground at Veteran's Park
7. **STANDING COMMITTEE REPORTS.** The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.
 - a. Finance, License & Regulation Committee, Alderman Kupsik
 - b. Personnel Committee, Alderman Hedlund
 - c. Public Works Committee, Alderman Kordus
 - d. Piers, Harbors, & Lakefront Committee, Alderman Wall
8. **COMMITTEE, COMMISSION AND BOARD REPORTS.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
 - a. Utility Commission, Aldermen Hedlund & Wall
 - b. Tree Board, Alderman Kupsik
 - c. Police & Fire Commission, Alderman Gelting

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

9. **COUNCIL REPRESENTATIVES SERVING ON OTHER BOARDS AND COMMITTEES.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.

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

10. Adjourn

*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.*

12/4/2015 10:35am

cc: Aldermen, Mayor, Administrator, Attorney, Media

COMMITTEE OF THE WHOLE
MONDAY, NOVEMBER 2, 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, Kupsik, Hedlund, Howell. Absent: Alderman Gelting. Also present: City Administrator Oborn.

Hedlund/Wall motion for approval of minutes from October 5, 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.

Darien Schaefer, speaking on behalf of the Lake Geneva Chamber of Commerce and Convention and Visitors Bureau at 527 Center Street, discussed plans for Winterfest 2016 and spoke on the various events the Chamber holds in the City.

Maureen Marks, 834 Dodge Street, spoke in opposition of changing the comprehensive plan, map changes and a rezone of the Hillmoor property.

Theresa Giese, 528 Sage Street, spoke in opposition of developing the Hillmoor property.

Pete Peterson, 1601 Evergreen Lane, spoke in opposition of adding a fire charge to the water bill.

Mary Jo Fesenmaier, 955 George Street, requested the City Administrator place the water increase application from the Utility Commission to the Public Service Commission on the City website with a link to the PSC's public comments section so residents can easily contact them. She also spoke in opposition to the development of the Hillmoor property.

Dick Malmin, N1991 South Lakeshore Drive, spoke in opposition to the proposed Lake Hillmoor development.

Fire Department 10 year plan for Consolidated Services

Fire Chief Connelly gave a history of the City of Lake Geneva paid on premise program. Chief Connelly and Firefighter Yung Cho presented the Fire Department's 10 year plan. Mr. Cho explained the hurdles fire departments face today. He noted the recommendation from the Police and Fire Commission and the Lake Geneva Fire Department is to look at creating a Walworth County fire district. He went over a study that shows there are many advantages to moving in this direction. Bloomfield, Elkhorn, Fontana, Linn, Lyons, Williams Bay and Lake Geneva would make sense to work together. He suggested a feasibility study for consolidation by an independent party with the main emphasis of providing efficient and effective fire and EMS service to area communities. They would like to change the Paid on Call Firefighters to Paid on Premise Firefighters from July through October. It was implemented this year with a positive impact of reduced response times and effective firefighting. Based off of the figures from this year, the program is paying for itself. The shifts would be 7:00 to 7:00, 12 hours a day, 365 days a year. Implementation time frame would be 2016 with quarterly evaluations. In 2017 they would like to implement additional staffing weekend nights from July through October due to the increase in calls. He explained the evening shift would be a 2 person staff as there are more POCs available. The final recommendation is to find a way to staff 24 hour days, 7 days a week throughout the year. They want the district to have Paramedic level services across the board for all communities. Chief Connelly explained in 1997 a similar study was done by the City of Lake Geneva, Elkhorn and City of Delevan. The recommendation was to have full time staffing here by the year 2000 and in those communities as well. This was held up by the implementation of MABAS as well as politics. Chief Connelly stated it will be difficult to get all those communities together and have them agree to this. Alderman Hill worries this may get held up by politics. Firefighter Cho was optimistic it could be done.

Recap of the League of Wisconsin Municipalities conference from Alderman Kordus

Alderman Kordus noted he and Mr. Kupsik attended a presentation on Act 10, payroll and performance reviews, TIF and communications. He met with a number of the City's vendors such as Kapur and GovOffice.

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 Kordus

Committee, Commission and Board Reports given:

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

Other Boards and Committee Reports given:

Chamber of Commerce, Darien Schaefer
Geneva Lake Museum, Alderman Chappell
Lake Geneva Economic Development Corporation, Aldermen Hedlund
Geneva Lake Environmental Agency, Alderman Wall
Geneva Lakes Family YMCA, Alderman Kupsik
Geneva Lake Use Committee, Alderman Hill

Kordus/Hill motion to adjourn the meeting at 8:00 p.m. Unanimously carried.

/s/ Stephanie Gunderson, Assistant City Clerk

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

FINANCE, LICENSE & REGULATION COMMITTEE
MONDAY, NOVEMBER 9, 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.

Darien Schaefer, Lake Geneva Chamber of Commerce and CVB spoke on the Winterfest items requesting consideration on their applications. As the event has grown, they are requesting closing off Wrigley Drive and spreading out the snow sculptures from the Riviera to Flat Iron Park. Mr. Schaefer also requested consideration on waiving the banner fees as was done in the past.

Approval of Minutes

Wall/Howell motion to approve the Finance, License and Regulation Committee Meeting minutes of October 26, 2015, as prepared and distributed. Unanimously carried.

LICENSES & PERMITS

Park Reservation Permit application filed by Lake Geneva Chamber & CVB to use Flat Iron Park and Brunk Pavilion for Winterfest event and allowing sales of food from Grand Geneva's food truck beginning February 1, 2016 through February 7, 2016 with a \$25 application fee and \$105 reservation fee (recommended Nov. 4, 2015 by Board of Park Commissioners). Kordus/Gelting motion to recommend approval. Unanimously carried.

Kordus/Howell motion to suspend the rules and combine items b, c, d, and e regarding the Winterfest applications into one vote. Unanimously carried.

Beach Reservation Permit application filed by the Lake Geneva Chamber & CVB utilizing the Riviera Beach for helicopter rides Saturday, February 6, 2016 through Sunday, February 7, 2016 and a fire ring on Tuesday, February 9, 2016 with a \$25 application fee and \$105 reservation fee (recommended Nov. 5, 2015 by Piers, Harbors & Lakefront)

Street Closure Permit application by the Lake Geneva Chamber & CVB for two-day road closure of Wrigley Drive from Wrigley Drive and Broad Street to Wrigley Drive and Center Street on Saturday, February 6, 2016 through Sunday, February 7, 2016

Riviera Ballroom application filed by the Lake Geneva Chamber & CVB utilizing the ballroom and the downstairs of the Riviera for storage including snow sculptures displayed on the Driehaus Plaza Monday, February 1, 2016 through Sunday, February 7, 2016 with all fees waived (recommended Nov. 5, 2015 by Piers, Harbors & Lakefront)

Banner Permit application filed by Lake Geneva Chamber & CVB to use 11 banner poles January 18, 2016 through February 13, 2016 with request to waive fees

Kordus/Gelting motion to recommend approval of items b, c, d, and e. In response to Alderman Wall's question, City Clerk Waswo stated all departments including the Police discussed and were in agreeance with the road closure. Alderman Kupsik clarified if they vote to approve, it would include approval to waive banner fees. Unanimously carried.

Park Permit application filed by Lake Geneva Hope Walk, for "Lake Geneva Hope Walk" using Library Park on September 24, 2016, from 5:30 am to noon with waiver of security deposit (recommended Nov. 4, 2015 by Board of Park Commissioners). Kordus/Wall motion to recommend approval. Unanimously carried.

Beach Reservation Permit application filed by Clearwater Outdoor to use the Lake Geneva Beach September 9 through September 11, 2016 from 6:00 am to 10:00 pm for the 7th Annual Masters Race (recommended Nov. 5, 2015 by Piers, Harbors & Lakefront). Wall/Kordus motion to recommend approval. Unanimously carried.

Renewal Massage Establishment License application filed by Mia Faccia LLC d/b/a Mia Faccia Salon and Day Spa, 235 Broad Street, Lake Geneva. Kordus/Gelting motion to recommend approval. Unanimously carried.

Renewal Massage Establishment License application filed by Body Logic Fitness Inc., 709 Main Street, Lake Geneva, WI. Gelting/Kordus motion to recommend approval. Unanimously carried.

Renewal 2015-2016 Operator's (Bartender) License applications filed by Kaleb Fisher
Gelting/Kordus motion to recommend approval. Unanimously carried.

Discussion/Action on amending the Organizational Chart to reflect Fire Department correction
City Administrator Oborn stated the order was inadvertently switched and is being brought back for a formal motion on the correction. Kordus/Wall motion to recommend approval. Unanimously carried.

Discussion/Action on awarding bid quotation to Beilfuss Corporation of Muskego, WI for the Veteran's Park field 5 rework in the amount of \$5,120 funded from ball field rehabilitation (recommended Nov. 4, 2015 by Board of Park Commissioners). Wall/Gelting motion to recommend approval. Unanimously carried.

Discussion/Action on a two-year extension of the Veteran's Park concessionaire contract with Ro-Della, Inc. (recommended Nov. 4, 2015 by Board of Park Commissioners)
Kordus/Kupsik motion to recommend approval. This was not put out for bid as the recommendation was to award the extension to the current vendor as they have been very happy with their service. Unanimously carried.

Discussion/Action on repair of the 3-Graces fountain in Flat Iron Park with \$2,000 funded by Park Funds (recommended Nov. 4, 2015 by Board of Park Commissioners)
Kordus/Gelting motion to recommend approval. The City received a bid for \$10,055 for repairs due to vandalism and deterioration. Insurance will cover all but \$2,000, to be paid by park funds. Unanimously carried.

Discussion/Action on Resolution 15-R48 increasing the Brunk Pavilion rental rates for resident/nonprofit to \$250 and non-resident to \$500 (recommended Nov. 4, 2015 by Board of Park Commissioners)
Kordus/Gelting motion to recommend approval. Unanimously carried.

Discussion/Action on Resolution 15-R49 establishing the 2016 West End Pier, Lagoon Slip, Buoy, Dinghy and Kayak Rack Rates (recommended Nov. 5, 2015 by Piers, Harbors & Lakefront)
Gelting/Wall motion to recommend approval. All rates are increasing by 3%. Unanimously carried.

Discussion/Action on buoy and boat slip lease agreements with Marina Bay Boat Company, Lake Geneva Boat Line and Gage Marine (recommended Nov. 5, 2015 by Piers, Harbors & Lakefront)
Wall/Kordus motion to recommend approval. The rates applied are the same as Resolution 15-R49. They do not go out for bid as in the past the contracts have been ongoing and renew every 3 years. Alderman Gelting commented they should consider raising the Riviera slip rates as they are more favorable. Unanimously carried.

Discussion/Action on increasing the resident boat launch fees for non-trailer/non-motorized to \$7.00 and boats less than 20 feet in length to \$10.00 (recommended Nov. 5, 2015 by Piers, Harbors & Lakefront)
Wall/Kordus motion to recommend approval. The increase is up to the maximum allowed, rounded down to the nearest dollar. Unanimously carried.

Discussion/Action on renewing Riviera elevator service agreement with Otis Elevator (recommended Nov. 5, 2015 by Piers, Harbors & Lakefront). Wall/Kordus motion to recommend approval. This was not put out for bid. It is a roll over with the rate locked for 5 years. Piers and Harbors was comfortable staying with Otis as they have been happy with their service. Unanimously carried.

Discussion/Action on Resolution 15-R50 authorizing the City of Lake Geneva to direct charge Public Fire Protection. Kordus/Wall motion to recommend approval. This is a formal resolution passing what was approved at the last council meeting. It includes the meter sized method where larger meters are charged a higher fee. The method equalizes the cost among users. Unanimously carried.

Presentation of Accounts – Alderman Kupsik

Purchase Orders. None.

Kupsik/Kordus motion to recommend approval of Prepaid Bills in the amount of \$13,892.79. Unanimously carried.

Kordus/Howell motion to recommend approval of Regular Bills in the amount of \$129,209.91. Mr. Oborn clarified the Geneva Lake Environmental Agency is a quarterly payment. Unanimously carried.

Adjournment

Kordus/Gelting motion to adjourn at 6:29 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, NOVEMBER 23, 2015 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL

Chairperson Kupsik called the meeting to order at 6:01 p.m.

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

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

Mary Jo Fesenmaier, 955 George Street, was concerned with past activity regarding credit cards and does not feel it is a good idea to issue credit cards outside City Hall staff. She commented on the park and ride with regard to potentially placing it at Hillmoor.

Approval of Minutes

Wall/Gelting motion to approve the Finance, License and Regulation Committee Meeting minutes of November 9, 2015, as prepared and distributed. Unanimously carried.

LICENSES & PERMITS

Original 2015-2016 Operator’s (Bartender) License application filed by Megan Melonas

Gelting/Wall motion to recommend approval. Unanimously carried.

Original 2015-2016 Class “B” Fermented Malt Beverage License application filed by Board and Brush LLC d/b/a Board and Brush Lake Geneva, 252 Center Street, Lake Geneva, Julie Selby, Agent

Gelting/Kordus motion to recommend approval with amending the address to 252 Center Street. Unanimously carried.

First reading Ordinance 15-15 adding a stop sign on Lake View Drive at the first intersection with Orchard Lane

Discussion/Recommendation on Resolution 15-R56, a resolution approving the 2015 tax levy for the City of Lake Geneva. City Administrator Oborn stated the City remained flat with an overall 2% decrease due to one of the school districts lowering their budgets. Kupsik/Howell motion to recommend approval. Unanimously carried.

Discussion/Recommendation on Resolution 15-R54, a resolution updating the schedule of fees to reflect increase in dog license fees. The County raised their rates last year. Currently the City does not make a profit on unaltered tags. The recommendation is to raise the fee to at least \$25. Elkhorn’s fee is \$27 and Delavan is \$25. It is minimal revenue but helps offset administrative costs. The City had 7 unaltered dog tags last year; and is required to provide a share of the fee to the County. Alderman Wall questioned if raising the fees will deter people from obtaining licenses.

Kordus/Gelting motion to recommend approval. Mr. Gelting asked if the City has to issue dog licenses and if they did not, what would the County do as it seems like a lot of work for a minimal fee. Mr. Oborn explained cats are optional. Mr. Kupsik commented when obtaining a license, proof of vaccination must be shown. He felt this is a good way of keeping track of that and is not in favor of eliminating it. Also dogs must be licensed and properly vaccinated to use the dog park, which the police will monitor. Mr. Gelting noted there is already non-compliance as only 120 tags were sold. Unanimously carried.

Discussion/Recommendation on utilizing center area of Veteran’s Park for adaptive playground equipment (recommended Nov. 4, 2015 by Board of Park Commissioners)

Howell/Gelting motion to recommend approval. The area designated is between the playground and public restrooms.

Kupsik/Wall motion to suspend the rules and allow Ms. Ocampo to speak. Unanimously carried.

Dusti Ocampo stated Kenosha built a 15,000 square foot adaptive playground for people of all ages and abilities. She proposed the City of Lake Geneva build one in Veterans Park. It will take a couple years to complete as the projected

cost is a million dollars. Mr. Kupsik said the City lacks an ADA park and Veteran's Park was earmarked as it has the space needed for the equipment; it will be combined with the existing playground. Unanimously carried.

Discussion/Recommendation on Resolution 15-R57, a resolution establishing a designated fund balance account and transferring \$15,000 of park funds set aside for adaptive playground equipment (recommended Nov. 4, 2015 by Board of Park Commissioners). Howell/Gelting motion to recommend approval. Unanimously carried.

Discussion/Recommendation on the Business Improvement District (BID) Operating Plan, budget and map

This is the same plan submitted yearly with a couple modifications and meets the minimum requirements. The budget is about the same, which the City will levy. According to state statute, funds are kept at the City and the BID submits receipts and invoices for payment. Kordus/Wall motion to recommend approval. Unanimously carried.

Discussion/Recommendation on request from Lake Geneva BID to use the Riviera Grounds (Richard Dreihaus Plaza) and downstairs of the Riviera building during the Festival of Lights ceremony

Kordus/Gelting motion to recommend approval. Unanimously carried.

Discussion/Recommendation on limited issuance of credit cards to City Administrator, City Clerk, Assistant Public Works Director and BID Events Coordinator

Kordus/Gelting motion to recommend approval. The BID Events Coordinator was added, which would have to be approved by their board. Mr. Oborn is confident the checks and balances are in place so it cannot be abused as happened in the past. Comptroller Pollitt explained these will be separate bills that all come to her attention. The City will be issuing P-Cards with a \$2,000 limit. The cards also have an option to place restrictions on what items can be purchased. Ms. Pollitt would like to update the City's credit card policy to be more stringent. The cards are not personal guarantee cards, the liability would be assumed by the City. Each cardholder will have to sign a form. All receipts are submitted to the Finance Department for processing, where they will be matched with the corresponding charge. In response to Mr. Kupsik, Ms. Pollitt said this will not cause a burden for her, but will help cut fewer checks. The City will also receive a percentage back as a rebate on all purchases. In speaking with the County, they buy almost everything on P-Cards and their rebate was almost \$46,000. Mr. Kordus has administered programs like this before and noted certain restrictions may lock down more than anticipated. Unanimously carried.

Discussion/Recommendation on correction of retirement benefits for Ralph Braden with corresponding loan

The City entered the wrong date of retirement for Mr. Braden, a police retiree. The City corrected the date, however due to the antiquated and slow reconciling of the retirement system, it doubled. After 7 months the WRS caught the mistake but did not notify Mr. Braden was being overpaid until 1 year and 9 months later. They gave him the option to take a \$26 per month reduction in his benefit or pay the loan at \$83 per month. Mr. Braden was originally looking for damages. As a goodwill effort, Mr. Oborn is recommending the City provide Mr. Braden with a 5 year loan.

It was explained the debt is owed by Mr. Braden to the retirement system. The City is not making the payment on his behalf. Mr. Braden is currently on the City's health plan and makes monthly payments. Ms. Pollitt noted there are things that can be done if Mr. Braden defaults or passes away. Discussion followed on setting precedence of the City loaning individuals money. Mr. Kordus felt it is not a good practice to get into. Mr. Gelting said it did not make sense to provide a no interest loan with no recourse and no collateral. Mr. Kupsik said the solution is for Mr. Braden to take the lifetime reduction. Mr. Kordus replied it would be a 16 year payback on the loan versus a 5 year loan. The City Attorney could write up a loan agreement that would address the council's concerns.

Howell/Wall motion to recommend City Attorney to review and come up with a loan document. Alderman Kordus questioned the State's timeline and if a delay will force a decision one way or the other. He does not want to jeopardize the situation and force a decision. Mr. Oborn stated it was fairly soon but was unsure if he could continue it to the December 14 meeting. Howell/Wall withdrew motion.

Gelting/Howell motion to send to City Council without recommendation. Unanimously carried.

Discussion/Recommendation on health benefits plan design modification including changing from a self-insured plan to a fully-insured plan. Mr. Oborn still has not received a firm quote. The broker is in negotiation with a health care provider and is hoping to have a 30% reduction. Mr. Kordus is uncomfortable discussing the issue due to their limited time. He noted the trend is to go back to self insured because costs can be controlled differently. He does not know how the wellness program is going to impact costs or how they are going to make an informed decision without

that data. Mr. Oborn would like to make a decision on the health benefit as soon as possible to provide adequate time for employees. The broker had stated the City is probably one of the 20% that would be better off going fully insured. Kupsik/Gelting to send to City Council without recommendation. Unanimously carried.

Discussion/Recommendation on HVAC maintenance agreement for City Hall/Police Department, Museum, and Firehouse. Mr. Oborn provided bids received in May and recommends going with their current vendor, Mared Mechanical. Mr. Kupsik has experience with them and feels they are very good. Howell/Kordus to recommend approval of Mared Mechanical Contractors for a one year service agreement for the City Hall, Police, Museum and fire house equipment for \$5,475. Motion carried 4 to 1 with Alderman Wall voting “no.”

Discussion/Recommendation on EMS medical billing contract (recommended by Police & Fire Commission 11/5/2015). Mr. Oborn explained they were very accommodating and addressed our City Attorney’s concerns. Kordus/Wall motion to recommend approval pending City Attorney review. Unanimously carried.

Discussion/Recommendation on shared services agreement with the Town of Geneva for fire protection and emergency services for the term of January 1, 2016 to December 31, 2017 (recommended by Police & Fire Commission 11/5/2015). This is a renewal of the 2 year contract with a 3% increase. They are adding some vacation home inspections along with simplifying the process by referencing the City’s fees. Kordus/Wall motion to recommend approval. Unanimously carried.

Discussion/Recommendation on Luke maintenance and support contract (recommended by Parking Commission 11/18/15). There was discussion about doing more of the maintenance in-house and getting rid of the contract. If the contract is eliminated, the City would not get the updates. Kordus/Gelting motion to recommend approval of signing the contract pending City Attorney review. Mr. Gelting is comfortable with the service contract. Parts would probably have some obsolescence issues over time and to abandon the contract would be foolish. Unanimously carried.

Discussion/Recommendation on limiting residential parking stickers to 4 per residence with a fee of \$25.00 for each additional sticker over 4 (recommended by Parking Commission 11/18/15)
There were about 84 people that exceed the 4 stickers. The City has issued as high as 11 stickers per residence. During the budget process this was brought up as a fee to look at and limit. The Parking Commission recommended 4 free stickers. The \$25 fee would be the same as what is currently charged for commercial business stickers. Kordus/Gelting motion to recommend approval of a \$25 fee for each additional sticker over 4, including updating the fee schedule. Unanimously carried.

Discussion/Recommendation on approval of Geneva Lake Use Committee Bylaws
Mayor Connors stated this committee had been dissolved and it was desired by the communities to bring it back to discuss the uniform lake law. This will clarify the duties of the advisory committee. There were a number of inter-governmental meetings with the Village of Williams Bay, Town of Linn and Village of Fontana. Kordus/Wall motion to recommend approval. Unanimously carried.

Discussion on proposed closure of TID 4 by May 2016 with escrow for remaining projects
Kupsik/Gelting motion to send to Council without recommendation. Unanimously carried.

Discussion/Recommendation on Resolution 15-R55, a budget resolution appropriating the funding of Tax Incremental District No. 4 (TID 4) remaining proposed projects; and proposed distribution of an advance of surplus funds to taxing jurisdictions
Kupsik/Gelting motion to send to Council without recommendation. Unanimously carried.

Presentation of Accounts – Alderman Kupsik
Purchase Orders. None.

Wall/Gelting motion to recommend approval of Prepaid Bills in the amount of \$4,634.20. Unanimously carried.
Kordus/Gelting motion to recommend approval of Regular Bills in the amount of \$150,251.74. Unanimously carried.

Adjournment

Kordus/Gelting motion to adjourn at 7:04 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, DECEMBER 2, 2015 – 4:00 P.M.
CITY HALL, POLICE TRAINING ROOM**

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

Roll Call. Present: Alderman Hedlund, Chappell, Kupsik, and Hill. Absent (excused): Alderman Wall. Also Present: Mayor Connors, City Administrator Oborn, Comptroller Pollitt, City Clerk Waswo, and City Attorney Draper.

Comments from the public limited to 5 minutes.

Jeff Nethery, President of the Police union, handed out a sheet of 8 comparable municipalities in the area comparing wages. He felt many of the comparables used in the compensation study are not actually comparable to the City of Lake Geneva. He feels the information the committee received is flawed. He noted holiday pay was included in Lake Geneva's wages and not the participating municipalities' wages. Alderman Kupsik questioned if the comparison provided by Mr. Nethery was chosen by population or other criteria. Mr. Nethery replied it was not necessarily based on population. Alderman Hill asked why the City was able to retain Patrolmen when they could apply elsewhere. Mr. Nethery stated it was because they are very tight knit group. He said if wages and benefits are taken away, the City of Lake Geneva will not get quality employees.

Approval of Personnel Committee minutes for October 22, 2015, as prepared and distributed.

Kupsik/Chappell motion to approve. Motion carried 4 to 0.

Discussion/Recommendation on compensation study including pay scale implementation, changes in job titles, and 2016 pay raises.

City Administrator Oborn explained the first phase of implementation is to assign each position a grade. He met with Department Heads to discuss each position. The Library was left out as they are quite different. Mr. Oborn went through each position, the grade Springsted provided, and what grade he is recommending. Alderman Chappell asked why he feels positions should be bumped up one level. He explained the City of Lake Geneva has greater complexity than other cities with higher population. He is assigning a scale, which is more advantageous to the employee. After time, someone with a lot of experience will be at the midpoint or over based on performance. He is recommending title changes for a number of different positions and does not want to give 2% raises to people who are above the max. Mr. Hedlund questioned the classification of the part-time Fire Chief versus the full-time Comptroller. Mr. Oborn stated the focus should be on the level of responsibility for that position in a grade comparative to other positions. The grade is based on the level of difficulty. Further discussion followed on lowering the Fire Chief grade.

Mayor Connors pointed out a number of positions are still under where the midpoint had been either with the old or new classification. Those positions are the Comptroller, Fire Chief, City Clerk, Street Department Working Foreman, Parking Manager, Financial Analyst and Municipal Court Clerk. He suggested bringing them up to the midpoint. Ms. Hill questioned how that would work for the employees under contract. She would prefer the Fire Chief be left at 17 but brought up to the midpoint.

Hill/Kupsik motion to accept the City Administrator's compensation study positions by grade as presented with the Fire Chief remaining at 17 and the other positions of Comptroller, City Clerk, Street Department Working Foreman, Parking Manager, Financial Analyst and Municipal Court Clerk adjusted as noted. Motion carried 4 to 0.

Discussion/Recommendation of City Hall office moves

There is a need for an additional office now that the Benefits Clerk position has been created. There is an upstairs Aldermen room, but it is never used. Mr. Oborn suggested moving the Harbormaster and/or the Parking Manager up to that room. He is contemplating moving his office back to where the Parking Manager is now. The consensus was to allow the City Administrator to proceed as he needs to.

Discussion/Recommendation on health benefits plan design modification including changing from a self-insured plan to a fully-insured plan

Hedlund/Kupsik motion to send item to Council without recommendation. Motion carried unanimously.

Discussion/Recommendation on Resolution 15-R59 amending the 2016 Section 125 (FLEX) Plan
Hedlund/Hill motion to send item to Council without recommendation. Motion carried unanimously.

Closed Session

- a. **Motion to go into Closed Session pursuant to Wis. Stat. 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of public employee Peg Pollitt including contract review which the governmental body has jurisdiction or exercises responsibility**

- b. **Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(e) for purposes of conducting other specified public business, whenever competitive bargaining reasons require a closed session concerning the 2015-2017 Lake Geneva Firefighters' Association Labor Agreement**

Hill/Kupsik motion to go into closed session and allow the Mayor, City Attorney, City Administrator and Comptroller to stay. Roll Call: Alderman Hedlund, Chappell, Kupsik, Hill voted "yes."

Meeting went into Closed Session at 5:05 pm.

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/Kupsik motion to come back to open session.

Roll Call: Alderman Hedlund, Chappell, Kupsik, and Hill voted "yes." Carried unanimously.

Committee returned to open session at 5:24 pm.

- a. Hill/Kupsik motion to recommend adjusting the Comptroller's salary, PTO and health insurance premium and clauses as discussed in closed session.

- b. No action taken.

Adjournment

Hill/Kupsik motion to adjourn at 5:25 pm. Unanimously carried.

/s/ Stephanie Gunderson, Assistant City Clerk

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE



Public Works Committee

Alderman Bob Kordus Chairman

Alderman Chris Gelting
Alderman Ken Howell

Alderman Al Kupsik
Alderman Sarah Hill

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

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

November 12, 2015 Meeting Minutes

DATE: November 12, 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: November 12, 2015 Public Works Committee Meeting Agenda

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

Members in attendance:

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

Staff Present:

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

Other: _____

Public in attendance: Mr. Chris Schultz of the Regional News, Ms. Sylvia Mullally, Parking Enforcement Director.

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

Motion to approve the minutes of the prior meeting by Ald. Howell and seconded by Ald. Kupsik . The motion passed 3-0.

Public Comments:

None.

Communications:

None.

Public Works Projects Update

The list and updates on the various Public Works projects were discussed in brief.

Agenda Items:

1. Discussion of Traffic Control at the intersections of Center/Dodge, Williams/George and Dodge/Broad Streets continued from the October meeting.

This item was tabled to a future meeting.

2) Consideration of the following TIF #4 Projects to approve engineering and bid specification expenditures to be sent to Council:

- a) Engineering Proposal from Kapur to re-evaluate and update signal timings and traffic flow Downtown.**
- b) Bury Power lines on Main Street from Curtis Street to Downtown.**
- c) Upgrade downtown signage.**
- d) Riviera grounds rehabilitation.**

2a.) Assistant DPW Earle explained he and DPW Winkler met with TAPCO for an hour on 11 Nov. and many 'bugs' and corrupted data were repaired. Signal at Cook and Main was reprogrammed for winter as well as all the turn lanes on Main and Broad. Assistant DPW Earle explained the schedule; 7am-5:30pm normal. 5:31pm to 12am 'speedy'. 12:01am-6:59am flash. With Main having yellow and north-south streets flashing red. This item was tabled.

Motion by Ald. Howell, 2nd by Ald. Kupsik, and passed 3-0 to wait and see how the signals perform for a while before going any further with signal design changes.

2b.) The project was discussed. The Committee wished to have DPW Winkler to bring back the project when prices are more definitive.

Motion by Chair Kordus, 2nd by Ald. Howell, and passed 3-0 to direct directed DPW Winkler to proceed with obtaining prices from all affected utilities based on the project scope in the packet.

2c.) Signage was discussed including parking lot signage and directional signage. Chair Kordus asked Sylvia Mullally to bring back information on prices on making all parking signs in the city uniform. We now have several different styles and Sylvia would like to make them uniform so they are easier to spot. DPW Winkler is to contact the Chamber and ask them to get prices for replacing and/or rehabbing all wayfaring signs downtown.

Direction of the Committee was by consensus.

2d.) It was discussed that the Beautification Committee would like to rehabilitate the Driehaus Plaza and were approved by the PWC to take the lead and work with the DPW in developing a plan for the area, obtaining prices, project plans/specs, bidding and construction. Estimates now are in the \$160-200k range with the City supplying half that amount. Kupsik asked if TIF can be used. The response from Mayor Connors was that there were still funds in that project account.

Motion to direct staff to move forward as discussed by Ald. Howell, 2nd by Ald. Kupsik. The motion passed 3-0.

Motion to Adjourn:

It was moved by Chair Kordus to adjourn and seconded by Ald. Kupsik. The motion passed 3-0 and the meeting was adjourned at 5:16 PM.

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

PIERS, HARBORS & LAKEFRONT COMMITTEE
THURSDAY, NOVEMBER 5, 2015 AT 5:30 P.M.
CITY HALL, CONFERENCE ROOM 2A

The meeting was called to order by Chairman Wall at 5:31 p.m.

Roll Call. Present: Aldermen Hedlund, Wall, Kordus, Hill and Chappell. Also Present: City Administrator Oborn, Mayor Connors and City Clerk Waswo. Others in Attendance: Sean Payne and Kent Martzke

Kordus/Chappell motion to approve Minutes from September 3, 2015 and September 24, 2015 as distributed. Motion carried unanimously.

Comments from the public limited to 5 minutes. Sean Payne, Clear Water Outdoor, explained they do demos on the beach the first three weekends in May. They generally let people go out for free. He questioned if any permits would be needed for this. Mr. Wall said this will be added to the agenda after the first of the year.

Harbormaster's Report provided. City Administrator Oborn gave the Harbormaster's Report stating the piers are almost all out for the season. He noted the concourse leases are still being reviewed by the City Attorney.

Discussion/Recommendation on Beach Use application filed by Clear Water Outdoor to use the Lake Geneva Beach on September 9-11, 2016 from 6:00am to 10:00pm for the 7th Annual Masters Race Hill/Chappell motion to approve. Motion carried unanimously.

Discussion/Recommendation on Beach Use application filed by the Lake Geneva Chamber & CVB utilizing the Riviera Beach for helicopter rides on Saturday, February 6, 2016 and Sunday, February 7, 2016 and a fire ring on Tuesday, February 9, 2016. Kordus/Hill motion to approve. Darien Schaefer, Chamber President, gave an explanation of what the plans are for 2016 Winterfest. He requested the same fee structure that was paid last year, which was 1 daily charge plus the permit fee which came to \$130. Kordus/Hill motion an amendment to charge \$130 for the beach use and application fee. Motion carried unanimously. Original motion with amendment carried unanimously.

Discussion/Recommendation on Riviera Ballroom use application filed by the Lake Geneva Chamber & CVB utilizing the downstairs of the Riviera for storage and the upstairs ballroom on Monday, February 2, 2016 through Sunday, February 7, 2016. City Clerk Waswo noted this was never charged in the past and was unaware if it ever came to the committee. Mayor Connors stated the Park Board felt the Driehaus Plaza is the prevue of this committee as it is part of the Riviera. Alderman Hill opposed and felt the usage should go before the council and noted Driehaus Plaza should not be charged as a park as it is not listed on the comprehensive plan as a park. Mr. Schaefer commented on the contribution the City makes toward Winterfest and would recognize that in all of their materials. Hill/Kordus motion to approve waiving all fees for the use of the Riviera building. Motion carried unanimously.

Kordus/Hill motion to suspend the rules and combine next two items (items 9 and 10). Motion carried unanimously.

Discussion/Recommendation on establishing the 2016 West End Pier, Lagoon Slip, Buoy, Dinghy and Kayak Rack Rates. Mr. Oborn recommended a 3% rate increase across the board as the City's rates are way under the current market rate. Hill/Kordus motion to recommend the West End Pier, lagoon slip, buoy, dinghy and kayak rack rates increase by 3% for 2016. Motion carried unanimously.

Discussion/Recommendation on buoy and boat slip lease agreements for Marina Bay Boat Company, Lake Geneva Boat Line and Gage Marine. City Administrator Oborn explained Marina Bay Boat Company has 10 buoys, Lake Geneva Boat Line has 10 buoys and 4 slips and Gage Marine has 4 buoys and 10 slips.

Kordus/Hill motion to approve buoy and slip lease agreements with Marina Bay Boat Company, Lake Geneva Boat Line, Gage Marine charging buoys at the non-resident property owner rate and piers at the non-resident rate. Motion carried unanimously.

Discussion/Recommendation on Elmer's Pier (Lake Geneva Boat Line) replacement

Mayor Connors noted DNR permits generally have to go to the Plan Commission. He stated if the pier is rebuilt as it is currently, a permit is not needed. If the length is changed, it may have to go to the DNR and the Plan Commission. Kordus/Hill motion to continue this item to the next meeting and direct staff to look into the realignment and requirements needed. Motion carried unanimously.

Discussion/Recommendation on boat launch fees. Kordus/Chappell motion to amend the resident boat launch rates: non-motorized boat fee \$7.00, less than 20 feet \$10.00, 20-25 feet 11 inches \$12.00, 26 feet and over \$14.00; and keep the non-resident rates the same at: non-motorized boat fees \$7.00, less than 20 feet \$10.00, 20-25 feet \$18.00, 26 feet and over \$22.00. Motion carried 4 to 1 with Alderman Hill "opposed."

Discussion/Recommendation on Riviera door repair. Mr. Oborn updated the committee on the Riviera door replacement project. They are working with Gage Marine and will probably take 1 or 2 doors off at a time to be repaired at Gage's wood shop.

Discussion/Recommendation on Riviera elevator service agreement. Kordus/Hill motion to approve extending for 5 years pending contract review by the City Attorney. Motion carried unanimously.

Discussion/Recommendation on beach fees and hours. Kordus/Hedlund motion to leave the fees and hours unchanged for the next season. Motion carried unanimously.

Agenda items for next meeting

Mr. Wall suggested waiting until Mr. Oborn obtains information on the pier replacement before scheduling the next meeting.

Adjournment

Kordus/Hill motion to adjourn at 6:44pm. Motion carried unanimously.

/s/ Stephanie Gunderson, Assistant City Clerk

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED
BY THE PIERS, HARBORS AND LAKEFRONT COMMITTEE**

**Regular Lake Geneva Utility Commission Meeting
Thursday, November 12, 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, Mayor Connors Ald. Jeff Wall, Ald. Rich Hedlund, and Director Dan Winkler. Guests in attendance were Chris Schultz of the Lake Geneva Regional News, Ald. Sarah Hill, City Administrator Blaine Oborn & Cindy Borkhuis.

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

Approve Minutes of the Previous Meeting

Motion by Ald. Rich Hedlund to approve the minutes of the previous meeting as presented, 2nd by Dennis Lyon. Passed 6-0.

Acknowledgement of Correspondence:

None

Agenda Items

Election of Officers: Ann Esarco nominated Burly for president, Dennis Lyon 2nd. Mayor Connors nominated Dennis Lyon for president, 2nd Ald. Rich Hedlund. Secret Ballot Vote: Burly 3 – Dennis 3. Motion to continue by Ald. Rich Hedlund, 2nd Dennis Lyon. Passed 5-0.

Motion by Ald. Rich Hedlund to have Dan Winkler chair the meeting with departure of President Brellenthin, 2nd Dennis Lyon. Passed 5-0

Memorandum of Understanding for Fire Department Use of Host Water Tower:

Items 5 & 6 to be rewritten with Fire Department.

Utility Employees Classification and Compensation Study Update:

Further information needed. Salary and survey and title/grade. Title and grade with “current” = utility current pay and in format with the City.

Consideration of Adoption of Items from City Administrator Oborn’s List of Concerns as Referred from the October Meeting as Follows:

- 1) Discussion/Action on adopting the current City Employee Handbook (adjusted for the Utility): Motion by Mayor Connors to continue handbook discussion to December, 2nd Ald. Jeff Wall. Passed 5-0

- 2) Discussion/Action on adopting an annual budget for Water and Wastewater for 2016 and subsequent years: How will software accommodate budget lines and variances? Budget variances may not be useful until more historic data is incorporated. Training of Utility employees is upcoming. Motion by Mayor Connors to adopt an annual budget by year end, 2nd Ald. Rich Hedlund. Passed 5-0
- 3) Discussion/Action on rolling the Utility Audit into the City's Audit (guided by City's Professional Services Policy): Motion by Ald. Jeff Wall to roll the Utility audit into City audit for year 2016, 2nd by Ald. Rich Hedlund. Passed 5-0
- 4) Discussion/Action on elimination of Commissioner Stipend and December Dinner. Motion by Ald. Jeff Wall to remove stipend as of January 2016, 2nd Ald. Rich Hedlund. Passed 5-0. Motion by Mayor Connors to spend no Utility monies on December meeting/dinner, 2nd Ald. Jeff Wall. Passed 5-0
- 5) Discussion/Action on prohibiting expenditures or use of Utility resources outside of Water and Wastewater operations without Council approval: Motion by Mayor Connors to bring back a resolution prohibiting expenditures or use of Utility resources outside of Water and Wastewater operations without Council approval, except drinking fountains, etc., as a resolution for December meeting, 2nd by Ald. Jeff Wall. Passed 5-0
- 6) Discussion/Action on recommending an ordinance change regarding the composition of the Utility Commission: Utility Chapter 78 Dan to send out. Motion by Mayor Connors to continue discussion to next meeting to study further, 2nd Ald. Jeff Wall. Passed 5-0

Utility Annual Budgeting Module - Training Proposal: Motion by Dennis Lyon to approve proposal from Civic Systems to create budget for water & wastewater for \$1,800 plus travel expenses, 2nd Mayor Connors. Passed 5-0

Discussion on Utility Commission Office Manager's Replacement:

Advertise in League of Municipalities, City web-site, internally, water utility related associates. Salary would be offered with reference to current/new salary study as a guideline. It was decided not to publish a wage range but state depending upon qualifications. Postings will be with water utility experience preferred. Temporary help as needed by Ms. Winkler @ \$15/hr. and/or City employees as available. Motion by Mayor Connors to advertise the Office Manager position, 2nd by Dennis Lyon. Passed 5-0

Director's Report:

Financials Update

Water

EOM Cash Position	\$ 1,261,000
Project Commitments	\$ 5,000
Upcoming Projects	\$ -TBD-

Sewer

EOM Cash Position	\$2,556,000
Project Commitments	\$1,519,000
Upcoming Projects	\$ -TBD-

Motion by Dennis Lyon to approve the financials as presented, 2nd by Ald. Rich Hedlund. Passed 5-0

Review and Payment of Bills:

Motion by Dennis Lyon to approve the bills as presented, 2nd by Ald. Rich Hedlund.
Passed 5-0

Next meeting is scheduled for December 17, 2015, at **3:30** P.M.

Adjournment:

Motion by Ald. Hedlund to adjourn the meeting, 2nd by Ald. Wall. Passed 5-0

Meeting adjourned at 5:05 P.M.



Secretary
CLB 11/19/15

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING MINUTES
THURSDAY NOVEMBER 5, 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 Bittner.

3. Roll call

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

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

5. Acknowledge correspondence - Administrative Assistant Papenfus handed out and acknowledged receipt of a letter from Union President Jeffrey Nethery dated October 20, 2015 regarding Health Insurance Premiums.

6. Approval of regular meeting minutes from October 8, 2015.

Gramm motioned to approve the minutes from October 8, 2015. Bittner seconded. Motion carried 5-0.

7. Police Department Business:

a. Approval of bills for the Month of October 2015, operating in the amount of \$193,691.31, capital in the amount of \$116.16, for a total of \$193,807.47

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

Gramm wondered if the department would be receiving more money before the end of the year regarding Account 11-21-00-4354 State Grants and Reimbursements. Chief Rasmussen said we have been getting some money in from Traffic Grants. Recently we received \$3,600.00 on a vehicle sold from a seizure. Gramm asked what Payroll Summary meant under Account 11-21-00-5410 expenses. Chief Rasmussen indicated this is time cashed out for training purposes. Chief Rasmussen noted our budget is at 77.6%, which is far under the 83.33% where we should be at this time of year. Fuel expense is still not caught up but that is minimal in a budget this size.

b. Consider and/or take action on Amended Petition for Removal from Office of the City of Lake Geneva Chief of Police Michael S. Rasmussen ("Petition") (service of Petition, scheduling, process, rules, other procedures to be followed).

Hartz motioned to direct Attorney Waskowski to arrange a prehearing conference with the Petitioner and his Attorney, Chief Rasmussen and his Counsel, and Commissioner Hartz, to serve the Amended Petition on Chief Rasmussen, to determine amount of time needed for preparation to identify witnesses who need to be subpoenaed, to follow the rules as set forth in this matter and to set a date for hearing. Gramm seconded. Roll call: Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz- Y. Motion carried 5-0.

Attorney Waskowski, Police and Fire Commission Attorney, received an Amended Petition signed by Dennis Dyon. Attorney Glasbrenner was present on behalf of the Petitioner. Attorney Glasbrenner stated

there would be a statutory problem requiring Dyon to prosecute his own case but he is willing to follow through with the petition.

Some discussion was held on how to proceed with the petition. The Police and Fire Commission agreed to proceed with the petition at this point. Attorney Waskowski stated that since the Petitioner is willing to prosecute, the next step would be to set a prehearing conference between the two parties and then set a date for a hearing to listen to the evidence Mr. Dyon has.

c. Job Descriptions/evaluation

Gramm motioned to accept job descriptions for Police/Fire/EMS 911 Telecommunicator and Communications Supervisor as presented. Bittner seconded. Motion carried 5-0.

Hartz spoke about the positions and how they fit within the organizational chart and the difficulty to recruit people to fill these positions. Chief Rasmussen noted the only advancement for a dispatcher would be the Communications Supervisor position. Once that position is filled, it could be several years before that position is open again. Data Entry Clerk job descriptions are being reevaluated as they are at the top of their pay scale and have added responsibilities then when they were hired. Data entry is a fraction of their job duties as they also handle social media, websites, etc. The department must look at other opportunities for longevity for the positions, especially with the cuts in benefits and everything else going on. Chief Rasmussen discussed long term how to keep people interested in the positions. Hartz would like to lay out a plan on where the positions/department is headed in the future. Gramm agreed that a workshop would be a good idea. Hartz will set up dates with Chief Rasmussen.

d. Budget Update

The budget has been published online. The public hearing is scheduled for November 16, 2015.

e. Part time officers

Jordan motioned to recommend approval of a part time officer position with a rate of \$20.00 per hour. Gramm seconded. Roll call: Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz- Y. Motion carried 5-0. Chief Rasmussen explained that it is difficult keeping qualified officers so they will be creating a Part Time Officer position. This position is for officers who have full time jobs elsewhere and want to pick up extra hours. The recommendation will go to the Finance Department to approve the wage of \$20.00 per hour. This cost will be offset because money will be saved on officer training. It is more difficult to obtain qualified officers because of longer academy training, fewer academies and less qualified people. The need for officers will also increase. Pollard wondered how many positions would be created and the number of hours each officer would work. He questioned whether people would be interested in the position. Gramm wondered if \$20.00 was adequate to attract the officers. Chief Rasmussen stated there would be approximately 4-5 part time positions and they felt comfortable starting out with \$20.00 per hour for now. Bittner agreed it was a good idea but wondered if there were actual numbers to show the savings and availability, especially at budget time. Chief Rasmussen tried to look at budget numbers but it is hard to know how many officers will be hired. He is not worried about going over budget because the number of hours worked can always decrease during the off season. Hartz also agreed it was a good idea. Chief Rasmussen said the cost of the part time officers has been figured into the 2016 budget. The Commission is simply recommending approval of the position but that it has to go to the Finance Committee for final approval. Jordan asked if the reserve officers would still be getting an hourly wage of \$15.95 per hours. Chief Rasmussen advised that Reserve Officers will continue to get \$15.95 per hour.

f. Booking Officer Justin Samuel request to attend Police Academy

Gramm motioned to send Justin Samuel to the Police Academy. Bittner seconded. Motioned carried 5-0. Booking Officer Justin Samuel asked the Commission to approve his request for the Lake Geneva Police Department to sponsor his enrollment/attendance to the Police Academy.

g. Possible carpet replacement in dispatch center

Hartz motioned to accept the bid from Four Seasons Flooring, Delavan, WI not to exceed \$2,407.97. Pollard seconded. Roll call: Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz- Y. Motion carried 5-0. Gramm made an amended motion to take the money for carpet in the dispatch center out of the operational budget. Pollard seconded. Motion carried 5-0.

Chief Rasmussen discussed the need for carpeting in the dispatch center. Bids were received from Bob's Flooring, Lake Geneva, Value Discount Flooring, Richmond, IL and Four Seasons Flooring, Delavan. Chief Rasmussen recommended the bid from Four Seasons Flooring. It was then discussed if the money should be taken out of the operating budget or the Capital Improvement Budget. If the money came out of the Capital Improvement Budget it would take longer to install the carpet as the approval would have to go through Council. Chief Rasmussen advised that there is enough money in the Operating Budget to purchase the carpet and it can come out of the Communications Maintenance Account.

h. Donation to the Special Olympics by the members of the Chicago 5th Gen Camaro Club and Badger State Camaro Club in honor of the City of Lake Geneva Police Dept. – NO ACTION/DISCUSSION.

i. Monthly reports

2015	Dispatch activity for October - Telephone calls-3,021	911 Calls-211	Window assists- 954
2014	Dispatch activity for October- Telephone calls-3,111	911 Calls-226	Window assists- 764

2015	Patrol activity for October:	Calls for service- 1,403	Arrests- 131
2014	Patrol activity for October:	Calls for service- 1,367	Arrests- 129

Chief Rasmussen stated that drugs continue to be the main problem. Heroin is a big issue and they have administered Narcan several times. The Department recently ran into some portable Meth labs and an International steroid ring which will be handled by the Federal government.

j. Thank you notes and letters:

Officer Tom Giovannoni - Help with 2nd Annual Safety & Fun vs. 911 Safety Fair

Sergeant Daniel Derrick – Active Shooter Training at Geneva National Resort

Thank you from Baker House to the entire Police Department

Thank you from Lake Geneva Home Depot regarding Fire Safety Day –

Chief Rasmussen said it has been a difficult year for law enforcement in general but the local community has been very appreciative of our police department recently.

k. Items to be forwarded to City Council

Activity reports

Part time officers-Chief Rasmussen will meet with Alderman Gelting

8. Fire Department Business

a. Approval of bills for the Month of October 2015, operating in the amount of \$62,733.56, Fire Hydrant Rental in the amount of \$57,339.25, Capital in the amount of \$273.35, for a total of \$120,346.16

Pollard motioned to approve the bills for the month of October 2015. Bittner seconded. Roll call:

Gramm-Y, Pollard-Y, Jordan-Y, Bittner-Y, Hartz- Y. Motion carried 5-0.

Gramm was pleased with the large amount of EMS revenue.

b. 2016 Budget-Discussion/Action if needed

Administrator Oborn said the increased staffing was discussed and the Council has been well-educated.

That has been put into the budget. The public budget hearing is scheduled for November 16, 2015.

Bittner noted that Young and everyone presenting did an excellent job. He wanted to reiterate to the Council that the Police and Fire Commission paid strong attention to the economic side of the changes

and that the short term tests tells the Commission that the extra staffing may generate more revenue than

expenses and the Commission will closely monitor it as the steps progress. He questioned Capital Equipment wearing out more frequently and Chief Connelly advised that would happen.

c. EMS Medical Billing Contract

Gramm motioned to approve the EMS Medical Billing Contract. Pollard seconded. Motioned carried 5-0. Chief Connelly outlined the overview of the contract for 2016-2018. There is an approximate 9% overall increase in the billing fee over the three year contract. City Attorney Draper and the City Administrator have both reviewed the contract and recommend the contract with changes. The Mayor will sign the contract.

d. Town of Geneva Emergency Services Contract

Pollard motioned to approve the contract. Bittner seconded. Motioned carried 5-0.

The contract has not been signed yet but it is anticipated that it will be signed next week. Liaison Mumford will return it to Chief Connelly when the contract has been signed. There is an increase in the base rate by 3% and the Fire Department will do temporary housing inspections charging \$25.00. Hartz thanked Mumford for his efforts on completing the contract so quickly.

e. Water Tower Agreement

Chief Connelly still had some concerns with the contract. Administrator Oborn will return the Agreement to the Water Department to settle the differences.

f. Fire and EMS Awards

Three members of the Lake Geneva Fire Department were recently recognized for outstanding service to the department. They include: Lieutenant Ryan Derrick for "Fire Officer of the Year", Youngwan Cho for "Firefighter of the Year" and Jonathan Steltenpohl for "Emergency Medical Technician of the Year". Youngwan Cho was also chosen by the MABAS 103 Committee as the "Walworth County Firefighter of the Year". Chief Connelly was very proud of all the recipients.

g. ISO-General Information for Commissioners

Chief Connelly handed out information regarding ISO and how they rate Police Departments for fire insurance premiums.

h. Covenant Harbor Fire

Chief Connelly received a letter from Covenant Harbor regarding the recent fire. Chief Connelly also felt the fire department did an excellent job with the fire and he believes the building was saved because of the additional staff coverage that weekend.

i. Roof Repair Complete

The roof repair is complete and looks good.

j. Membership Drive Information

Chief Connelly said the Fire Department is trying to recruit more firefighters. They will be holding a recruitment open house encouraging the public to come to the Fire Department on November 10, 2015 at 6:00 p.m.

k. Resignations of Zack Budill and Katie Wilson

Jordan motioned to accept resignation of Zack Budill with regret. Pollard seconded. Motion carried 5-0. Jordan motioned to accept resignation of Katie Wilson with regret. Bittner seconded. Motion carried 5-0.

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

Chief Connelly noted that the department reviewed the charge detail report and there were no errors again this month.

m. Monthly Fire Department Activity Report, EMS report, Weekend Staffing Cost Report and "Fire Prevention Week" activities report for 2015
Chief Connelly reviewed the Staff Cost Summary. Currently there is a \$600.00 shortfall for the added weekend coverage, but he feels that number will change. Hartz asked for final numbers. Chief Connelly advised that he will try to get the numbers ready by next month.

n. Monthly Paratech Report – NO ACTION/DISCUSSION

o. Thank you cards/letters-Home Depot Fire Safety Day – NO ACTION/DISCUSSION.

p. Items to be forwarded to City Council
EMS Medical billing contract
Town of Geneva Agreement when signed
Activity report/Weekend Staffing Cost report

9. Agenda items for the next regular meeting December 10, 2015.
Water Tower Agreement

14. Adjourn

Bittner motioned to adjourn the meeting. Pollard seconded. Motion carried 5-0 at 8:56 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

MINUTES

1. Meeting called to order by Mayor Connors at 6:30 pm.

2. Roll Call

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

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

MOTION #1

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

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

PUBLIC SPEAKER #1 – Dick Melmann /N1991 S Lake Shore Drive, LG

Melmann voiced his concerns regarding Symphony Bay supposed advertisement of lake rights and also gave the Commissioners a handout regarding the same. He had many concerns that the development was taking a new direction that what was originally proposed and wants to know if an 'In and Out' boat slip service is being added to the project?
(Handout copy attached to these minutes.)

5. Acknowledgment of Correspondence. - None

6. Downtown Design Review.

A) Application by Michelle Bergsma for Paws for Treats, 851 W Main Street, Lake Geneva, WI 53147 for a new exterior sign on the storefront at Tax Key No. ZOP 00254.

DISCUSSION

Applicant was not present at the meeting. Inspector Robers gave brief overview of the application and sign details and there was a brief discussion amongst the Commission regarding the details.

MOTION #2

Kupsik/Skates moved to approve the application by Michelle Bergsma for Paws for Treats, 851 W Main Street, Lake Geneva, WI 53147 for a new exterior sign on the storefront at Tax Key No. ZOP 00254. The motion carried unanimously.

B) Application by Julie Selby, for Board & Brush, 252 Center Street, Lake Geneva, WI 53147 for a new exterior signs on the monument, storefront and rear at Tax Key No. ZOP 00258.

DISCUSSION - Julie Selby (owner/applicant)

Applicant gave brief overview of the application and sign details and there was a brief discussion amongst the Commission to clarify the details.

MOTION #3

Kupsik/Flower moved to approve the application by Julie Selby, for Board & Brush, 252 Center Street, Lake Geneva, WI 53147 for a new exterior signs on the monument, storefront and rear at Tax Key No. ZOP 00258.
The motion carried unanimously.

- 7. Public Hearing and Recommendation on an a Conditional Use Application for Indoor Commercial Entertainment submitted by Julie Selby for Board & Brush, 800 Blue Spruce Circle, Hartland, WI 53029, for tenant space at 252 Center Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00258.**

DISCUSSION – Julie Selby (owner/applicant)

Applicant gave brief overview of the application details and there was a brief discussion amongst the Commission to clarify the details.

PUBLIC SPEAKERS - None

MOTION #4

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

MOTION #5

Kupsik/Gibbs moved to approve the application for Indoor Commercial Entertainment submitted by Julie Selby for Board & Brush, 800 Blue Spruce Circle, Hartland, WI 53029, for tenant space at 252 Center Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00258. The motion carried unanimously.

- 8. Public Hearing and Recommendation on an a Conditional Use Application for a Physical Activity Studio (Yoga Studio) submitted by Samantha Strenger, 721 Geneva Street, Lake Geneva, WI 53147 for an upper level space at Good Vibes, at 234 Broad Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00257.**

DISCUSSION

Applicant was not present. Inspector Robers gave brief overview of the application details and there was a brief discussion amongst the Commission to clarify the details.

PUBLIC SPEAKERS - None

MOTION #6

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

MOTION #7

Kupsik/Flower moved to approve the application for a Physical Activity Studio (Yoga Studio) submitted by Samantha Strenger, 721 Geneva Street, Lake Geneva, WI 53147 for an upper level space at Good Vibes, at 234 Broad Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00257, to include the findings of fact and staff recommendations. The motion carried unanimously.

- 9. Review and recommendation for a Site Plan Amendment filed by Basso Builders, 405 Skyline Drive, for property at the corner of Skyline Drive and Curtis Street, Lake Geneva, WI 53147, Tax Key No. ZA459300001.**

DISCUSSION – Josh Basso / Basso Builders

Applicant gave brief overview of the application details and there was a brief discussion amongst the Commission to clarify the details. There was a brief discussion of pool details, walkway to, planned fencing, landscaping plans and pool hours.

MOTION #8

Kupsik/Skates moved to approve the recommendation for a Site Plan Amendment filed by Basso Builders, 405 Skyline Drive, for property at the corner of Skyline Drive and Curtis Street, Lake Geneva, WI 53147, Tax Key No. ZA459300001. To include staff recommendations, 2 Spruce trees planted to the West of the pool, staff to work with Basso to select an attractive fence and to add a walkway to the pool between buildings 2 & 3 to the parking lot. The motion carried unanimously.

10. Review and recommendation for a Preliminary Plat filed by Kapur & Associates, Inc. for Symphony Bay, for property located South of Townline Road, North of Bloomfield Road and East of Edwards Blvd. Lake Geneva, WI 53147, formally known as Southland Farms Subdivision, Tax Key No's to be assigned.

DISCUSSION – Brian Pollard/Fairwyn Development and Steve Batchesson/Taylor Morrison

Applicant gave brief overview of the application details and there was a brief discussion amongst the Commission to clarify the details. Commissioner Flower suggested there may be a conflict of interest with their engineer being Kapur & Associates, which is also the City's engineer company. Atty. Draper confirmed that the Plan Commission has the right to request a second engineer's review. Inspector Robers suggested that perhaps it is better to have an independent engineer's review done during the final plat review which will encompass more detail (elevations, drainage, complete engineering for the whole subdivision). Slavney agreed and added that the independent engineer should also review the traffic study.

MOTION #9

Flowers/Mayor Connors moved to approve the recommendation for a Preliminary Plat filed by Kapur & Associates, Inc. for Symphony Bay, for property located South of Townline Road, North of Bloomfield Road and East of Edwards Blvd. Lake Geneva, WI 53147, formally known as Southland Farms Subdivision, Tax Key No's to be assigned. To include staff recommendations, extension of the trail on the SE corner with Bloomfield Road and an independent engineer to be brought on to do a review of all pertinent engineering details at the Final Plat. The motion carried unanimously.

11. Public Hearing and recommendation on a Conditional Use Application filed by Kelly C. Frazier of McCormack + Etten / Architects, LLP, 400 Broad Street, Lake Geneva, WI 53147 for Bruce & Joy Irucci, 13481 Edgewater Drive, Lakewood, OH 44107, to construct an addition to a Single Family Residence using the SR-4 Zoning requirements in an Estate Residential Zoning District (ER-1) located at 145 Lakeview Drive, Tax Key No. ZLM 00074.

DISCUSSION – Kelly C. Frazier / McCormack & Etten (agent for applicant)

Frazier gave brief overview of the application details and there was a brief discussion amongst the Commission to clarify the details. There was significant discussion regarding the existing neighborhood drainage issues and drainage issues for this new project and how they will affect each other. Specific drainage studies and documents were not available in time for review prior to this meeting but are now available per Frazier. Inspector Robers stated that no building permits would be created until the City engineer had approved their drainage plan. Mayor Connors/Flower stated that they would like to have the City engineer approve the drainage first before going any further with this request.

PUBLIC SPEAKER #1 –Dawn Marie Mancusso /1575 Orchard Lane, LG

Mancusso is a neighbor to the applicant's site address and voiced serious concerns regarding drainage and flooding. She already has existing water drainage issues and fears this will add to those issues.

PUBLIC SPEAKER #2 = Hugh Connelly/1589 Orchard, LG

Connelly is a neighbor to the applicant's site address and voiced serious concerns regarding drainage and flooding. He already has existing water drainage issues and fears this will add to those issues. He feels they are channeling it into a smaller area than it is going to now and when the proposed basin overflows it has no-where to go.

PUBLIC SPEAKER #3 – David Frost/1556 Orchard Lane, LG

Association Board Member / Founder of the Architectural Review Commission

The board does not have a formal opinion on this yet because there is nothing binding yet.

However, he would like to see better communication from the applicant to the board and prefers to see this project done right and not rushed into in any way.

PUBLIC SPEAKER #4 – Jackie Getzen, 15 Lakeview Drive, LG

Getzen is in the neighborhood of the applicant's site address and voiced her concerns regarding drainage and flooding.

PUBLIC SPEAKER #5 – Jim Wilkins / 1650 N Lake Shore Drive, LG

Wilkins is in the neighborhood of the applicant's site address and voiced serious concerns regarding drainage and flooding.

MOTION #10

Mayor Connors/Skates moved to continue to the December 21, 2015 meeting, the public hearing and the application filed by Kelly C. Frazier of McCormack + Etten / Architects, LLP, 400 Broad Street, Lake Geneva, WI 53147 for Bruce & Joy Irussi, 13481 Edgewater Drive, Lakewood, OH 44107, to construct an addition to a Single Family Residence using the SR-4 Zoning requirements in an Estate Residential Zoning District (ER-1) located at 145 Lakeview Drive, Tax Key No. ZLM 00074. The motion carried unanimously.

12. Adjournment

MOTION #11

Skates/Gibbs moved to adjourn the meeting at 8:22 pm.
The motion carried unanimously.

/s/Jackie Gregoles, B&Z Administrative Assistant

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PLAN COMMISSION

**CITY OF LAKE GENEVA
SPECIAL JOINT MEETING OF CITY COUNCIL &
PLANNING & ZONING COMMISSIONERS**

MONDAY, NOVEMBER 30, 2015- 6:00PM
COUNCIL CHAMBERS, CITY HALL

MINUTES

- 1. City Council meeting called to order by Mayor Connors at 6:02 pm.**
- 2. Planning & Zoning Commission meeting called to order by Mayor Connors at 6:02 pm.**
- 3. Roll Call of members of City Council**
Present: Mayor Connors, Aldermen Chappell, Aldermen Kordus, Aldermen Hill, Aldermen Kupsik, Aldermen Hedlund, Aldermen Howell and Aldermen Gelting
Also Present: City Administrator Oborn, City Attorney Draper, Assistant Gregoles
Absent: Aldermen Wall
- 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**
Kupsik/Gelting 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.**

Additional correspondence was received after the Joint meeting packet was distributed but prior to the meeting. A full list and copy of the additional seven letters are attached to the additional correspondence packet for these minutes.

- 8. Consultant presents a summary of the Comprehensive Plan**
Planner Slavney gave a brief summary presentation to the joint council and public.
Slavney expressed what the meeting is for in detail, clarifying the process with the Aldermen, the Planning Commissioners and the public.

9. Opening of the Public Hearing regarding an Amendment to the Comprehensive Plan on five parcels of land located at Tax Key No's. ZOP 00001, ZYUP 00001A, ZYUP 00001C, ZYUP 00131 & ZYUP 00153, Lake Geneva, Wisconsin, from Private Recreation Facilities to Planned Mixed Use. The change in the Comprehensive Plan may allow a change in Zoning from Rural Holding to Planned Development (PD).

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

Atty. Williams gave a brief summary of the request for Amendment to the Comp Plan to the joint council members and public. In addition he spoke to the confusion he has seen in the community of the general public in regards to the true purpose of the meeting. Mainly pointing out that this is not a meeting for rezoning or the final meeting but rather just the start of the needed approval processes and meetings. He also pointed out that in early 2006 this same property was approved for 275 units of residential housing, 19,000 sq ft of retail space, a hotel with a banquet facility, a bank and certain other amenities. In total it was somewhat more intense than what he and his client are proposing. At that time the change was from rural holding as well.

Williams stated that the desire for the city to purchase the property does not answer the question of where those funds would come from to purchase and also maintain it. He mentioned the benefits of this new development for the community, including the additional tax revenue and business revenue for the downtown area that it would generate. He commented that the developers could possibly even lose money with this development. However, they do believe it will be profitable or they would not be here tonight. In addition to the revenue benefits, he mentioned that more than half of the property they cannot develop on and would become a private or public park or some combination of the two. If the amendment is not approved, Williams said it is unlikely that the property owner would give up any to the city until the next potential buyer comes along.

Williams talked about his client being a successful developer despite the market. His client has hired an engineer that has extensive experience working on an even larger artificial lake. Williams pointed out some local artificial lakes as examples, Whitewater Lake, some of the Lauderdale Lakes. These were originally created as artificial lakes and are now known as natural lakes because people don't know the history. He said that artificial lakes are common and generally result in higher home prices.

In reference to the Comp Plan as it reads now, Atty. Williams stated that it says it can remain open space, or a golf course however, it also says that the future as a golf course is in doubt. In addition it reads that one opportunity is a traditional neighborhood development.

He also stated that sooner or later the owner of this property is going to bring up an inverse condemnation lawsuit, basically stating that the way the property is zoned and under the Comprehensive Plan there is no economically viable use for the property and 'you' in effect have taken it and have to buy it from us at its value. Williams was implying that this could happen in the future if the amendment is not approved.

Chuck Platz - Shorewest Real Estate, Lake Geneva

Mr. Platz gave a brief presentation to the joint council and public. Platz stated that both he and Mr. Ford's group have no intention to bring a lawsuit against the City as mentioned by Atty. Williams. He spoke about the Lake Hillmoor development idea and the positive impact it would have on the community of Lake Geneva and he also addressed the idea of the artificial lake stating that this is not a new idea and can be found in many communities. He briefly referenced and addressed the 'group' that is against Lake Hillmoor and stated that he understands they are not his opponents but concerned citizens. He briefly discussed the flooding issues that the Golf View residents have now and the Hwy 50 traffic concerns, stating that the new development would only be beneficial to both of these situations.

Bryan Wolf – Agent for owner/lender of the property

Mr. Wolf stated that they have been involved with this property for the past 7 years, noting that the bad economy had much to do with why they acquired it. Wolf said they have written 11 letters of intent and offers to purchase. In the end either their concepts were not in line or they did not feel they had adequate time to accomplish their concept or a various combination of things. Wolf stated that they felt that Mr. Ford's plan was unique, as well as beneficial for the area. This was the best plan they had seen come through to date and they are in support of it.

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

Ford addressed the joint council, planning members and public briefly stating that he would like the opportunity to do this development. Ford stated that he feels it is something that 'we' can do together to make it a place that people will want to be, just as they want to be on Geneva Lake. Not quite to that extent but a very quality location for people to be able to enjoy.

10. Public Testimony

PUBLIC SPEAKER #1 –Tom Anthony, 42 Country Club Drive, LG

Anthony voiced his concerns and opposition to the Comp Plan Amendment regarding Hillmoor. His main concerns were regarding the flooding issues Golf View already has and that this would only add to that existing problem as well as the congested Hwy 50 traffic issues. He mentioned they had a 30 pg study done by an engineer showing there is insufficient drainage in that area. He would like to see a committee created to come up with a better plan for the Hillmoor property.

PUBLIC SPEAKER #2 –Maureen Marks, 834 Dodge Street, LG

Marks voiced her concerns and opposition to the Comp Plan Amendment regarding Hillmoor. She also read/referenced comments that she submitted in previous letters to the joint staff.

PUBLIC SPEAKER #3 –James Wilson, 1120 Park Row, LG

He voiced his concerns and opposition to the Comp Plan Amendment regarding Hillmoor. He would like to see something else done with the property.

PUBLIC SPEAKER #4 –Rick Steinburg, 1032 Williams, LG

He voiced his concerns and opposition to the Comp Plan Amendment regarding Hillmoor.

PUBLIC SPEAKER #5 –Bob Shroeder, LG

He voiced his concerns and opposition to the Comp Plan Amendment regarding Hillmoor.

PUBLIC SPEAKER #6 –Mary Jo Fesenmeier, 955 George Street, LG

She voiced her concerns and opposition to the Comp Plan Amendment regarding Hillmoor. She gave a handout showing the developments that are currently underway in Lake Geneva as well as a 16 pg petition of signatures prior to the meeting.

**Copies attached to the additional correspondence packet for these minutes.*

PUBLIC SPEAKER #7 –Dick Melman, N1991 S Lake Shore Drive, LG

He voiced his concerns and opposition to the Comp Plan Amendment regarding Hillmoor. Chris Schulz of the Regional News reported that the head of GLEA Ted Peters admitted that man-made lakes are a nightmare. They cannot be used for both recreation and storm water management.

PUBLIC SPEAKER #8 –Sheri Ames, 603 Center Street, LG

She voiced her concerns and opposition to the Comp Plan Amendment regarding Hillmoor.

PUBLIC SPEAKER #9 –Dee Fiske, 324 Sage Street, LG

She voiced her concerns and opposition to the Comp Plan Amendment regarding Hillmoor.

PUBLIC SPEAKER #10 –Penny Roehra, 951 S. Lake Shore Drive, Unit #1, LG

She voiced her concerns and opposition to the Comp Plan Amendment regarding Hillmoor.

PUBLIC SPEAKER #11 –Terri O’Neil, 954 George Street, LG

He voiced his concerns and opposition to the Comp Plan Amendment regarding Hillmoor.

11. Closing of the Public Hearing

MOTION #1

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

12. Adjourn City Council

MOTION #2

Kordus/Hill moved to adjourn the Council Members only.

The motion carried unanimously. The Council was adjourned at 8:09 pm.

****5 Minute Recess****

8:20 pm Meeting Came To Order

- 13. Discussion/Recommendation from Planning Commission regarding Amendment to the Comprehensive Plan on five parcels of land located at Tax Key No’s. ZOP 00001, ZYUP 00001A, ZYUP 00001C, ZYUP 00131 & ZYUP 00153, Lake Geneva, Wisconsin, from Private Recreation Facilities to Planned Mixed Use. The change in the Comprehensive Plan may allow a change in Zoning from Rural Holding to Planned Development (PD).**

DISCUSSION

Slavney answered the question mentioned in the Public Speaker portion of how much time was spent with staff as it relates to him. He stated that he spent a couple of hours in meetings and maybe 5 hrs reviewing the Plan Amendment and helping plan members to review. He said that this is typical of other changes that have been looked at for other Comp Plan Amendments.

Slavney gave a brief explanation as to what this recommendation is to approve. He also pointed out that if this plan amendment is adopted by the Council, it does not force anyone to come in with the conceptual plan presented currently.

Commissioner Flower questioned what the percentage is for the City with regards to parks and open spaces based on developments throughout the city and how Lake Geneva compares to other communities. Planner Slavney replied that the city had just completed the Park & Open Space Plan about one year ago. Commissioner Skates and Mayor Connors were a part of the leadership on that project. Slavney stated that we have a typical amount of open space for a city of our size, in the Southeastern part of the state of Wisconsin. This is more land per capita than you would get way up North and on the Western side of Wisconsin, where communities tend to be quite a bit smaller. His observation is that as communities get larger in size, large areas of open space get further away from the average location of residence. The emphasis is put on acquiring more park land. Slavney stated that our ratio is in line with other communities in this part of the state.

Flower/Slavney did a brief review of past Comp Plan processes, including the 1980's, 1990's and early 2000's. Slavney's perspective is that our plans have been highly consistent. In addition he stated that the City has gone way beyond what was necessary with relation to keeping the public involved in these processes as well. Mayor Connors noted that the Comp Plan states this directly. Slavney pointed out that the last Comp Plan was developed live from a public venue and from scratch and they literally looked at every piece of undeveloped land in the city.

Mayor Connors stated that on page 10 of the Comp Plan it talks about the Vision Workshop that was held on October 3, 2008. It reads: "Participants identified the following as Lake Geneva's top assets, opportunities and challenges." Under the heading "Opportunities" it reads: "Redevelopment of Hillmoor Golf Course (potential new park/open space facility or traditional residential development.)" Under the heading "New Areas of Open Space" it reads: "Redevelop Hillmoor Golf Course as a park and open space area." On page 11 it reads: "Participants identified the following as a top priority" and redevelopment of Hillmoor Golf Course is listed.

Flowers questioned the artificial lake itself, for example dam construction? Can the soil support that? She feels our City Engineer should look into this further now or in the future. Slavney stated that the DNR has had no discussions with them as of yet because it is too early in the process.

Kupsik questioned whether the vote would be specific to the project or just the comp plan amendment? Atty. Draper stated that the vote is only for the Comp Plan Amendment, however, you have to look at the general concept for what the land will be used for now and decide if this amendment fits for what you would like to see the land used for.

Mayor Connors stated that he personally has an issue changing the Comp Plan to planned mixed use. His concern is that once it has that 'tag' then there is potential for any project like a big box could come in and it would be conforming to that. Because this is the gateway to our city this is concerning to the Mayor. Slavney confirmed that planned mixed use would be used when you want to see a wide range of larger commercial and industrial development.

Slavney stated that the Comp Plan says that even if a proposed Zoning Map Amendment is consistent with the Future Land Use Map, the timing of development may not be right. Slavney further stated that change to the Comp Plan Amendment does indeed create momentum to the next change, which is the Zoning Map Amendment. He suggested that if you feel the Planned Mixed Use is what you want to see for this land, then vote in favor. However, if you don't, then rather than waiting for the zoning stage to come along, now would be the time to make your thoughts known.

MOTION #3

Mayor Connors/Kupsik move to deny the recommendation regarding Amendment to the Comprehensive Plan on five parcels of land located at Tax Key No's. ZOP 00001, ZYUP 00001A, ZYUP 00001C, ZYUP 00131 & ZYUP 00153, Lake Geneva, Wisconsin, from Private Recreation Facilities to Planned Mixed Use. The change in the Comprehensive Plan may allow a change in Zoning from Rural Holding to Planned Development (PD). The motion carried 6/0.

Mayor Connors "I have concerns about hanging that big 'mixed use' on it that could lead to a big box of some nature. It is our gateway. I don't think that an artificial lake is necessarily the best use for this property. I feel it is naïve of some members of the public to think that the city is going to step up and buy the property. It is a private property that at some point in time will likely be developed. This is just not the right time."

**Commissioner
Kupsik**

"I agree with what you (Mayor Connors) said. After listening to all of the commentaries, it would be against my better judgement to do anything other than deny this change. Personally I do not feel that this plan fits with the needs of the community and would be willing to wait for a more appropriate development or for that matter a more specific use for that property."

**Commissioner
Frederick**

"I feel something needs to happen at some point with this property. However, I feel this is too dense and too big for what we are trying to accomplish as a city, as a whole. Also this specific 'use' allows too much flexibility and too much freedom and that should be reigned in a little bit and be more restricted as to what will be allowed there."

**Commissioner
Gibbs**

"I agree too but I am also embarrassed that the property has sat as long as it has. Nothing has been done with it, until a developer comes in and then everyone screams and hollers that there are all these other things that can be done with it. So this is the perfect opportunity for those who want to see something else done to come forward – if we do indeed deny this request. My fear is that it will sit for another 3-4 years again and look awful as it has."

14. Adjourn Planning and Zoning Commission

MOTION #4

Skates/Kupsik move to adjourn the Planning & Zoning Commission from the joint meeting. The motion carried unanimously. The meeting was adjourned at 8:54 pm.

/s/Jackie Gregoles, B&Z Administrative Assistant

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



Board of Park Commissioners

Doug Skates - President

Alderman Al Kupsik
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 NOVEMBER 4, 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 6:00 PM. Secretary Winkler read the roll.

Roll Call:

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

Staff & Aldermen Present:

DPW Daniel Winkler , _____,
Administrator Blaine Oborn .

Public Present:

Ms. Dusti Ocampo, Mr. Darien Schaefer, Ms. Nancy Eller (sp?), Mr. Mike Coolidge, Mr. Mike Kramp, Mr. Rod Brenner, Mr. Chris Schultz.

Approve the Minutes of the Prior Meeting:

It was moved by Commissioner Hartigan to approve the minutes of the October 7, 2015 meeting, and seconded by Commissioner Swanson. The motion passed 7-0.

Public Input:

None.

Permits & Park Donations:

DATE: 2/1/16 thru 2/13/16 LOCATION Flat Iron Park, Riviera Beach, Driehaus Plaza

USE Winterfest (Chamber of Commerce & CVB).

Mr. Schaefer laid out the request including a spreadsheet with total fees. He mentioned this winter they are going to spread out the sculptures to Flat Iron Park and ask to close Wrigley Drive like for Venetian Festival. He also requested consideration for waivers. The Commission discussed the application and what fees to waive.

It was moved by Ald. Kupsik and seconded by Commissioner Swanson to approve the request and charge the application fee, \$105 for one day rental of Flat Iron Park, and \$95 for barricades. Mayor Connors made a friendly amendment motion to let them use the Brunk Pavilion at no cost. Ald. Kupsik and Commissioner Swanson were fine with the amendment, which passed 8-0. The main motion with the amendment passed 8-0.

DATE 9/24/16 LOCATION Library Park USE Hope Walk for Breast Cancer
President Skates read the permit including the request to waive the security deposit. It was moved by Ald. Kupsik to approve with security deposit waiver, and seconded by Commissioner Hassler. The motion passed 8-0.

Park Assignments/Repair Update/Maintenance:

No comments.

NEW BUSINESS

YMCA Fall Update-Mike Coolidge (Taken out of order first Skates, 2nd Hartigan, passing 7-0).

Mr. Coolidge gave the summer activity report for all activities. There were 578 program participants and 800 kids total involved. There were also 10 adult men's softball teams and 3 outside tournaments. No action was taken.

Veterans Park Field #5 Rework Discussion

Administrator Oborn and DPW Winkler shared the Beilfuss proposal with the group. It was discussed that Assistant DPW Earle felt the repair would have a significant impact on the drainage issues of the past. It was moved by Mayor Connors and seconded by Ald. Kupsik to recommend approval of the Beilfuss proposal in the amount of \$5,120 using remaining funds for ball field rehabilitation at Veterans Park. It was discussed there was \$10,000+ remaining in the project. It was also discussed that the work may still be done this year if the weather holds or else next spring. The motion passed 7-0.

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

Veterans Park Concession Contract Extension Discussion

Administrator Oborn presented a copy of the present contract with Mr. Brenner and recommended if the City is satisfied with his performance to renew it for two more years. After discussion of how the tournaments went and Mr. Brenner saying he has worked with everybody including tournaments, and even shared some of his equipment, it was moved by Mayor Connors and seconded by Ald. Kupsik to approve a two-year extension for 2016 and 2017. There was also a brief discussion regarding Dunn Field concessions which will be put on next month's agenda. The motion passed 7-0.

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

3-Graces Fountain Repair Discussion

Administrator Oborn reviewed the status of the statue repair with the new estimate of \$10,000 of which insurance will cover \$8,000. With \$2,000 needed to do a "better" repair, which will last 10 years, it was moved by President Skates and seconded by Ald. Kupsik to use \$2,000 from park funds to make the better repairs. The motion passed 8-0.

(This item may need to go to FLJ and Council for approval)

Brunk Pavilion Fee Discussion

Administrator Oborn stated the present charge structure is too low and recommended a higher rate than the \$125/\$250 present charge. There was comparison with the Riviera rates. After weekend versus weekday rates, it was moved by Ald. Kupsik to charge \$250 for residents/non-profits/\$500 for non-residents any day. In other words the rate would be the same weekday and weekend to use the pavilion. The motion passed 8-0.

(This item needs to go to FLJ and Council for approval via resolution to change fees and charges)

OLD BUSINESS

Adaptive playground discussion – Dusti Ocampo.

Ms. Ocampo was present to discuss her request for a designated location. DPW Winkler provided mapping information with dimensions for a location in the center of Veterans Park. There was discussion regarding a set aside of space roughly equivalent to what is in Kenosha. In reply to a question by Commissioner Swanson, Ms. Ocampo also indicated she would like to wait until she has all the funds raised before doing the project versus phasing. There was also discussion about access and distance of the proposed area from parking.

It was moved by Ald. Kupsik and seconded by Commissioner Quickel to approve the center area of Veterans Park by the play equipment for an adaptive playground of up to 15,000 square feet in size (150' north/south by 100' east/west). Ms. Ocampo inquired about last month's discussed possible \$15,000 of City funds for seed money toward the project. The motion was then amended to include a recommendation to set aside \$15,000 of Park Funds toward the adaptive park. (Presumably the City would set up a segregated fund like the dog park). The motion passed 8-0.

(The funding matter needs to go to FLJ and Council for approval. The area set aside in Veterans Park needs to go to Council for approval).

Future Meeting Agenda Items-December 2, 2015 Meeting.

The following will be discussed at the next meeting:

- Dunn Field concessions agreement.
- Placement of the existing Dunn brass plaque at Dunn Field.

ADJOURN:

It was moved by Mayor Connors and seconded by Commissioner Hassler to adjourn. The motion passed 8-0 and the meeting was adjourned at 7:51 PM.

Set Next Meeting Date:

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

Respectfully Submitted,

Daniel S. Winkler

Secretary

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

Lake Geneva Public Library Board of Trustees Meetings

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

Finance Committee

Thursday, November 12, 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 \$57,953.52 in General Funds for the month of October 2015. There were no expenditures from Donated Funds in October 2015.

Board of Trustees Meeting

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

Minutes

Call to order

Oppenlander called the meeting to order at 8:04 a.m.

Roll Call

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

Adoption/Amendment of agenda

Oppenlander asked for a motion to adopt the agenda as proposed. Lafrenz made a motion to adopt the agenda. Kundert 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 October 8, 2015 meeting. Kundert made a motion to approve the minutes as proposed. Lafrenz seconded. Motion carried unanimously.

President's Report

Oppenlander presented a request from an individual wishing to apply for use of the Smith Meeting Room (SMR). Discussion followed. Board members requested that additional language be added to the SMR policy. Peterson will follow-up with a revised policy for Board approval at the December meeting. Brookes made a motion to deny the application. Kundert seconded. Motion carried unanimously.

Oppenlander expressed a concern about the potential for damage to the SMR by presenters or groups using the space. Discussion followed. Board members recommended a refundable fee of \$100 be required by those using the SMR and not serving food. The Board asked that staff create a checklist of areas in the SMR to be reviewed prior and after a presentation. The Board also inquired about the liability of the Library regarding injuries incurred during non-library programs. Peterson will follow-up with City Administration.

Oppenlander reviewed the Board-approved holiday schedule for closing the Library. Discussion followed. The Board recommended that staff publicize Library hours open from 9:00 a.m. to 1:00 p.m. on Saturday, December 26 and Saturday, January 2.

Oppenlander and Peterson reported briefly on follow-up from the Open House.

Building & Grounds

Kundert reported that Northwind completed the landscaping project on the east side of the building yesterday.

Kundert introduced a preventative maintenance contract submitted by Vorpapel for heating and cooling. Discussion followed. Lafrenz made a motion to approve a one-year preventative maintenance contract for 2016 in the amount of \$1522 with notations for those authorized to order service and prior approval for the installation of any part over \$200. Kundert seconded. Motion carried unanimously.

Kundert updated the Board on the chimney repair and tuckpointing. Discussion followed.

Peterson reported on the carpeting. Discussion followed. Board asked that the carpet cleaning be done after the snow and salt season.

Finance

Kundert made a motion to approve \$57,953.52 in General Fund expenditures for the month of October 2015. Lafrenz seconded. Motion carried unanimously. No expenditures were made from Donated Funds in October 2015.

Oppenlander updated the Board on the City 2016 budget process.

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**. Kundert made a motion to go into **Closed Session**. Brookes seconded. Motion carried unanimously.

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

Oppenlander asked Peterson to notify Board members of a Special Meeting on Thursday, December 3 at 8:00 a.m.

Director's Report

Peterson reported that 12,756 items were checked out in October 2015, an increase of .8% from October 2014. Approximately 28,000 items need to be checked-out in the last two months of the year to match last year's total circulation of 158,618.

Peterson reported on the Annual Conference of the Wisconsin Library Association held in Middleton last week.

Peterson reported that the merger of the Lakeshores Library System with Kenosha Public Library has been finalized and is scheduled to launch on July 1, 2016.

Peterson reported on adult and youth programming.

Adjournment

Oppenlander asked for a motion to adjourn. Kundert made a motion to adjourn at 10:12 a.m. Brookes seconded. Motion carried unanimously.

Respectfully submitted,

Diane Jones, Secretary

Next Meeting: Thursday, December 10, 2015 at 8:00 a.m.

Special Meeting: Thursday, December 3, 2015 at 8:00 a.m.

Lake Geneva Historic Preservation Commission Meeting Minutes

November 10, 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, Jackie Getzen, Louise Rayppy and Jim Davis. Mary Tanner, Elizabeth Chappell, were absent. Mayor Jim Connors and Alana Platt were there as guests.

Approval of the Minutes of Historic Preservation Commission Meeting of October 8, 2015.

Comments from the public: Mayor Connors was there to observe and ask questions.

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

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

Free Admission

Victorian Christmas Party-Saturday December 5th, 1:00 to 4:00 P.M.

Free To All

Janet Ewing was elected the new Administrative Manager at the Museum.

Update on the Geneva Lake Theater Building.

Still for Sale. No new information.

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. The current balance in the LGHPC account, as of 11/4/2015, is \$3,301.98.

Update and presentation regarding Jackie Getzen's discussions with Alana Platt and the staff at U.W.-Whitewater Innovation Center on creation of phone app version of A Historic Lake Geneva Walking Tour. Alana Platt attended our meeting and gave us an in depth explanation of how we should go about putting together an app for our 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.

Discussion on the second printing of A Historic Lake Geneva Walking Tour booklet, including distribution of booklets and any updates from David Desimone and/or Michael Rehberg.
No new information.

David Desimone informed us that Black Point is having a winter series of Veranda Views at Horticultural Hall. Designated Saturdays Dec/Jan/Feb-1:00-3:00 P.M.

Continued discussion regarding nomination of Oak Hill Cemetery as a National Historic Site, including input from Historic consultant John Notz. Patrick Quinn is working on this and has been in contact with John Notz. John Notz wants Mayor Connors approval of the nomination. He also does not want this on our agenda until something happens. Making some corrections on Civil War sign at Oak Hill Cemetery. Will have another Tales of Lake Geneva before Memorial Day of next year.

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.
We have one new plaque at 1011 Main Street—1902.

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

www.historiclakegeneva.org

Meeting adjourned at 7:40 P.M.

Respectfully submitted,

Louise Rayppy

City of Lake Geneva Parking Commission
November 18, 2015 – 6:00pm
Conference Room 2A, City Hall
Minutes

- 1. Opening and Attendance:** Attendance recorded and copies of minutes distributed.
- 2. Roll Call at 6:00pm**
Present: Chairman Krause, Fleming, and Ann Esarco
Also Present: Schaefer (non-voting), City Administrator Oborn and Parking Manager Mullally
Absent: Swangstu and Gelting
- 3. Approval of Minutes from September 16, 2015**
Fleming/Krause motioned to approve minutes. Motion carried 3 to 0.
- 4. Open Comments**
None
- 5. Discussion/Recommendation on 2016 dates for the City's downtown shuttle**
Mullally summarized the total number of attendees who used the downtown bus shuttle during the 2015 season; it was agreed that the most attendance was during promoted event weekends such as Winterfest and Venetian Festival. Mullally pointed out that the lowest attendance dates were during the 4th of July weekend. Mullally asked the Commission if they wanted to keep the current schedule or add any new dates so she could finalize bus scheduling. She suggested Country Thunder weekend as she noticed a spike in traffic during that weekend. Esarco suggested the Lake Geneva marathon. Fleming said that they did not see the need at this time.
Krause/Fleming motioned to not provide shuttle service for the 4th of July weekend and to put the item on the next agenda for finalizing the remaining 2016 dates. Motion carried 3 to 0.
- 6. Discussion/Recommendation on maximum number of residential parking stickers allowed**
Mullally briefed the Commission that City records show some residents have between (5) five and (11) eleven parking stickers registered to one name. Oborn stated there was a risk of misuse. Mullally suggested the Commission consider recommending a limit on the number of stickers given free; and charging a fee for additional stickers. Esarco commented it would work for compliance as she herself stopped getting beach passes she normally never uses due to the new beach pass fee. Krause/Fleming motioned to recommend Council consider to limit the number of free stickers to (4) four and charge a \$25.00 fee for any additional stickers. Motion carried 3 to 0.
- 7. Discussion/Recommendation on clamp/boot repeat offenders**
Mullally stated this year the City would assume a loss of \$18,000 due to repeat ticket offenders or individuals who have multiple unpaid tickets. Mullally explained after a year tickets would be forwarded to a collection agency but the City had no guaranteed of recouping fines. Mullally explained although the City's enforcement system does not have the capability to note repeat offenders, on the updated system that will be implemented officers would have verification of repeat

offenders. Mullally suggested booting or towing vehicles to penalize repeat offenders and recoup fines. Fleming stated he did not condone booting or towing like Chicago and felt it is not an image the City would want. Mayor Connors stated it may be illegal to boot a vehicle in the state of Wisconsin altogether. Mullally was unsure of the legality. However, Connors stated the city of Milwaukee was allowed to boot. Krause suggested Mullally provide information about the legality of booting at the next meeting. No action taken.

8. Discussion/Recommendation on Central Dennison traffic flow

Mullally demonstrated various recommendations made by Central Dennison administration to improve traffic flow during pick-up and drop-off during the school year. Mullally stated these recommendations were common sense and could easily be implemented with signage; pending ordinance changes. Recommendations included:

- a) Prohibiting parking on school days from 8:30-4:30 on the south side of Dodge Street from Madison to Cook Street - creating an unobstructed pick-up-drop-off zone
- b) Eliminating ordinance “No parking on school days 8-5” on the west side of Madison Street from Wisconsin to Dodge Street - to allow public parking
- c) Eliminating ordinance “1 hour” parking only on school days from 8:30-4:30 on the east side of Cook street (angled stalls) - to allow public parking
- d) Marking (5) stalls on the east side of Madison Street (south of Wisconsin Street) and marking (5) stalls on the west side of Cook Street (south of Wisconsin Street) for 1 hour parking only on school days - creating a clearer pick-up/drop-off zone for parents
- e) Reconfiguring a curb cut on the east side of Madison Street (north of Wisconsin Street) to create a new “pickup-drop-off only” zone for parents on school days; giving the public the option for additional parking stalls for the summer season and on weekends

Mayor Connors was concerned that (2) two handicap spaces would be eliminated; Mullally stated those spaces could be replaced. Krause stated one hour parking could be replaced with 15 or 20 minute parking as most parents utilize spaces only for pick-up or drop-off. Krause also requested the item be on the next agenda with Warren Flitcroft present for clarification of the changes requested. No action taken.

9. Discussion/Recommendation on continuing parking meter maintenance contract

Mullally gave the Commission background of the parking meter maintenance contract per request from Krause at the last meeting. Mullally stated in 2013 the Council agreed to an annual exclusive ongoing maintenance contract with the distribution company APT.

The agreement provides the following:

- Warranty parts: Covered 100% - 24/7/365
- Warranty labor
- Preventative Maintenance (3x per year)
- Preferential scheduling
- Remote Access
- Renewal of the manufacturer’s (Digital) product warranty which includes all hardware, firmware, and software for all meters

- The stipulation to cancelling the agreement would be that the City would have to retroactively pay the past contractual years, in full, before any future labor, parts, software or firmware were released to the City.

Mullally stated in 2014 she renegotiated the APT agreement (**FY2015**) at a lower cost per meter because the City's Parking Department was increasingly performing more maintenance labor duties internally. And fiscal year 2015, the agreement was renegotiated to a lower cost because of the City's winter shutdown. Upon review, Mullally stated although her department could perform a majority of the labor now, because the APT agreement is exclusive she would have to purchase updates from APT for software and firmware. Without renewing the contract the City would risk paying a retro fee for all the contractual years missed before receiving updated services. Mullally explained this was the contract the City originally agreed to however with the discounted price and her staff performing most repairs, it was beneficial to keep the contract in place.

Krause/Fleming motioned to recommend that the City continue with the APT contract. Motion carried 3 to 0.

10. Discussion/Recommendation Park n Ride on Edwards Blvd.

Oborn explained because of highway access, the City may be an optimal place for a Park-and-Ride parking lot. Oborn stated the parking lot could be multi-use for commuters going out of the city and visitors coming into downtown. Mullally commented it could also be used as a permanent location for the downtown shuttle on event weekends. Oborn and Mullally thought the Edwards Blvd. area near the Home Depot Park would be usable as it is City owned, City maintained and would give access to the park. Esarco felt the Edwards Blvd. area would not be suitable because of speedy traffic. Mayor Connors did not think the Edwards Blvd. area was suitable as well. Oborn stated the City could write a letter to WisDOT for their consideration and they would ultimately do a traffic study and would give their recommendations.

Krause/Fleming motioned to recommend the Counsel allow Oborn to write a letter of consideration to WisDOT. Motion carried 3 to 0.

11. Date and agenda items for next meeting

Thursday, December 17, 2015 at 8:00am.

Mayor Connors requested to discuss eliminating the stalls on the 600 block of Main Street.

12. Adjourn

Fleming motioned to adjourn. Motion carried 3 to 0 to adjourn at 7:28pm.

**GENEVA LAKE ENVIRONMENTAL AGENCY
WILLIAMS BAY, WISCONSIN
Board of Director's Meeting Official Minutes.
November 12, 2015**

The GLEA meeting was called to order at 7:00 pm, Thursday August 20, 2015 by Chairman R. Bowman at room 107 Lowrey Hall, George Williams College Campus, Williams Bay WI.

Members Present, R. Bowman, L. Lundberg (W. B) P. Kenny (Fontana), J. Wall (LG)

Members Absent: J. Lovell (Walworth Twn.), D. Jameson (WB), C. Jones (Linn Twn), T. Leith (Linn Twn),

Also Present: Ted Peters (director). C. Schultz (Regional News), Dick Malmin (visitor).

General Business:

1. **Motion by P. Kenny to accept the August 20, 2015 minutes. CU**
2. Action on Monthly Items
 - a. **P. Kenny moved to accept the August, September and October Income Statements. CU.**
 - b. **Motion by P. Kenny to accept the August, September and October Balance Sheets. CU.**
 - c. Copies of the August, September and October disbursement and year to date donation reports were passed out. The donation are just about where they were last year at this time.
 - d. Staff Report:
Director's Report: Peters went over his report. **Motion by J. Wall to accept the staff report. CU.**

Old Business:

1. Peters reported that the move went well with the help of some GWC maintenance people.
2. A GWC student is doing the data entry and preliminary assessment of the aquatic plant survey as his senior project.
3. Adjustment to some issues with the new phone system are being made. We no longer are on the phone lines but now use the data lines for our phone service.
4. A press release on the results of the boat survey was passed out. Peters review briefly.
5. The 2016 proposed budget was discusses. Until the communities' individual budgets are approved it is a preliminary budget. **Motion by P. Kenny to adopt the preliminary budget as submitted. CU.** Final action will follow at the December meeting on budget.

New Business:

1. Peters updated the board on the status of the 2015 benthic litter dive. Due to weather not all locations were inventoried.
2. Peters discussed the future potential opportunity to work with GWC lab for water testing. It should be kept in mind that the GLEA does not do private consulting or testing.
3. Discussion on the future direction and possibilities of the GLEA lead to an agreement to have Peters explore some options and keep the board informed.

4. **Motion by J. Wall to have the GLEA not get involved in the City's Lake Hillmoor project as it is outside of Geneva Lake's watersheds. CU.**
5. Discussion on the status and specifics of the Symphony Bay project in Lake Geneva at the old raceway. Concern was expressed about access to the lake for the 425 lots. Peters is to find out where it is in the approval process and if any application has been made for a designated mooring area. He will keep the board informed.
6. Following a **motion to adjourn by P. Kenny**, Peters took the board on a tour of the new offices and the labs.

The next GLEA meeting date will be December 10, 2015 same time and place.

These minutes were recorded and prepared by T. Peters.

UNAPPROVED