



**COMMITTEE OF THE WHOLE**  
**MONDAY, JANUARY 4, 2016 – 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 December 7, 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 reorganization for the Chamber of Commerce and Convention & Visitors Bureau
7. Discussion/Recommendation on reorganization of committees, boards and commissions including changing dates and times and changing Common Council time
8. **STANDING COMMITTEE REPORTS.** The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.
  - a. Finance, License & Regulation Committee, Alderman Kupsik
  - b. Personnel Committee, Alderman Hedlund
  - c. Public Works Committee, Alderman Kordus
  - d. Piers, Harbors, & Lakefront Committee, Alderman Wall
9. **COMMITTEE, COMMISSION AND BOARD REPORTS.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
  - a. Utility Commission, Aldermen Hedlund & Wall
  - b. Tree Board, Alderman Kupsik

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

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

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

11. Adjourn

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

12/30/2015 9:05am

cc: Aldermen, Mayor, Administrator, Attorney, Media

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

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

Pledge of Allegiance led by Alderman Kordus.

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

Hedlund/Gelting motion for approval of minutes from November 2, 2015 Committee of the Whole Meeting as distributed.  
Motion carried 5 to 0.

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

Bill Huntress, 1015 Pleasant Street, spoke regarding the proposed TIF funds being used toward the purchase of the theatre. He questioned how much money it would take to bring the building up to code and would like to know that before funds are designated for it. He suggested having Ken Robers and Bill Henry inspect the property and give a complete report on what the cost would be to bring it to code. He does not think taxpayer money should be used toward the theatre.

Maureen Marks, 834 Dodge Street, wondered where the City would be if all of the previous residents were worrying about taxes such as the family who donated the land for the library. She spoke briefly regarding the Hillmoor property.

Pete Peterson, 1601 Evergreen Lane, was disappointed because his taxes had gone up on all of the properties he owns. He explained he was also unhappy with the way the Plan Commission and Council were treated at the public hearing regarding the Hillmoor property.

**Presentation on proposed adaptive playground at Veteran's Park**

Dusti Ocampo, N2444 Howard Drive, gave a presentation on an all-inclusive playground in Lake Geneva. She stated children need more resources and a place to call their own where they can teach and grow with others. The playground would be a place where everyone can participate and play side by side regardless of their abilities. The Park Board and City Council approved 11,000 square feet at Veteran's Park.

The park will have a merry-go-round that can accommodate a person in a wheelchair, adaptive swings with high backs and a belt for those who cannot hold themselves up in a standard swing. The park would have a wheelchair swing with a ramp, slides, and a teeter totter with bucket seats. The foundation will be a poured in place rubber making it fully adaptable for wheelchairs and walkers with no limitations. Ms. Ocampo has set up a steering committee to meet at Comfort Suites in Lake Geneva the second Wednesday of every month. The committee will brainstorm ideas and form an official playground committee. She is still in need of people to be a part of the committee to help with fundraisers. They also need a photographer and videographer to capture all the moments of this project from beginning to end as well as someone who is skilled at writing grants. The goal is to raise a million dollars to bring the project to fruition. The cost of the foundation is \$200,000 and some of the equipment will be around \$30,000 a piece. The main focus for raising money will be through fundraisers and donations. She is hoping to have all the funds raised in two years.

**Standing Committee Reports given:**

Finance, License & Regulation Committee, no report given  
Personnel Committee, Alderman Hedlund  
Public Works Committee, Alderman Kordus  
Piers, Harbors, & Lakefront Committee, no report given

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

Utility Commission, Alderman Hedlund  
Tree Board, no report given

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

**Other Boards and Committee Reports given:**

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

Hedlund/Gelting motion to adjourn the meeting at 7:02 p.m. Unanimously carried.

/s/ Stephanie Gunderson, Assistant City Clerk

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

## 2015 STANDING COMMITTEES OF THE CITY COUNCIL

*These committees are subject to change by appointment each year.*

### **FINANCE, LICENSE & REGULATION:**

Al Kupsik (2), Chairman  
Chris Gelting (1)  
Jeff Wall (2)  
Bob Kordus (3)  
Ken Howell (4)

### **PIERS, HARBORS & LAKEFRONT:**

Jeff Wall (2), Chairman  
Elizabeth Chappell (1)  
Rich Hedlund (3)  
Bob Kordus (3)  
Sarah Hill (4)

### **PERSONNEL COMMITTEE:**

Rich Hedlund (3), Chairman  
Elizabeth Chappell (1)  
Al Kupsik (2)  
Jeff Wall (2)  
Sarah Hill (4)

### **PUBLIC WORKS COMMITTEE:**

Bob Kordus (3), Chairman  
Chris Gelting (1)  
Alan Kupsik (2)  
Sarah Hill (4)  
Ken Howell (4)

### **BOARD OF REVIEW:**

Chris Gelting - Dist. 1  
Jeff Wall - Dist. 2  
Bob Kordus - Dist. 3  
Ken Howell - Dist. 4  
Alan Kupsik, Alternate  
Jim Connors, Mayor  
Sabrina Waswo, City Clerk

## **2015 COUNCIL APPOINTMENTS TO CITY BOARDS AND COMMISSIONS**

*These Appointments are subject to change each year.*

Oak Hill Cemetery Board	Alderman Bob Kordus
City Plan Commission	Alderman Alan Kupsik
Park Board of Commissioners	Alderman Alan Kupsik
Police & Fire Commission	Alderman Chris Gelting
Utility Commission	Aldermen Hedlund and Wall
Lake Geneva Public Library Board	Alderman Sarah Hill
Geneva Lake Environmental Agency	Alderman Jeff Wall
Chamber of Commerce	Alderman Bob Kordus
Lake Geneva Economic Development Corporation	Aldermen Gelting and Hedlund
Tree Board	Alderman Alan Kupsik
Historic Preservation Committee	Alderman Elizabeth Chappell
Parking Commission	Alderman Chris Gelting
Communications Committee	Alderman Bob Kordus
Museum Board Liaison	Alderman Elizabeth Chappell
Avian (Bird) Committee	Alderman Jeff Wall
Geneva Lake Use Committee	Alderman Sarah Hill
Emergency Management Director	Chief Michael Rasmussen
YMCA	Alderman Alan Kupsik

**\* CITIZEN APPOINTMENTS TO BOARDS AND COMMISSIONS  
WILL BE MADE AT FUTURE COMMON COUNCIL MEETINGS**

**UTILITY COMMISSION - 5 YRS**

Birdell Brellenthin, President	Oct. 1, 2017
Michael Kocourek	Oct. 1, 2018
Dennis Lyon	Oct. 1, 2019
Ann Esarco	Oct. 1, 2016
Jim Connors, Mayor	
Richard Hedlund, Alderman	Annual
Jeff Wall, Alderman	Annual

**ZONING BOARD OF APPEALS - 3 YRS**

Stewart Mathison, Chairperson	May 1, 2018
Vacant	May 1, 2018
Thomas Anthony	May 1, 2017
Bernie Williams	May 1, 2017
Robert McCormick	May 1, 2016
VACANT, 1st Alternate	May 1, 2016
Frank Marsala, 2nd Alternate	May 1, 2016

**COMMUNICATIONS COMMITTEE - 2 YRS**

Gary Milliette, Chairperson	May 1, 2017
C. Andrew Fritz, IV	May 1, 2016
Jeffrey Kriegel	May 1, 2017
Ron Berndt	May 1, 2017
Bob Kordus, Alderman	Annual
Jeff Miskie, Advisor	

**AVIAN COMMITTEE - 2 YRS**

Jeff Wall, Alderman, Chairperson	Annual
Kate Anderson	May 1, 2016
Sarah McConnell	May 1, 2017
Maureen Winkler	May 1, 2017
Bob Nordhaus	May 1, 2016

COUNCIL PRESIDENT  
Alderman Al Kupsik

COUNCIL VICE-PRESIDENT  
Alderman Jeff Wall

**COUNCIL REPRESENTATIVES SERVING ON OTHER  
BOARDS & COMMITTEES**

CHAMBER OF COMMERCE Alderman Bob Kordus	GENEVA LAKES FAMILY YMCA Alderman Al Kupsik
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GENEVA LAKE ENVIRONMENTAL AGENCY Alderman Jeff Wall	GENEVA LAKE USE COMMITTEE Alderman Sarah Hill
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MUSEUM Alderman Elizabeth Chappell	EMERGENCY GOVERNMENT DIRECTOR Chief Michael Rasmussen
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LAKE GENEVA ECONOMIC DEVELOPMENT CORPORATION  
Aldermen Chris Gelting and Rich Hedlund

**BUSINESS IMPROVEMENT DISTRICT (BID) - 2 YRS**

Michael Kocourek	Jan. 1, 2017
Roger Wolff	Jan. 1, 2017
Andrew Fritz	Jan. 1, 2017
Kevin Fleming	Jan. 1, 2018
Sean Payne	Jan. 1, 2018
Steve Monticello	Jan. 1, 2018
Tammie Carstensen	Jan. 1, 2018

**Regular Meeting Schedules**

*Meeting times subject to change at chairperson's discretion*

Common Council	2 <sup>nd</sup> & 4 <sup>th</sup> Monday	7:00pm
Committee of the Whole	1 <sup>st</sup> Monday	6:30pm
Finance, License & Regulation	2 <sup>nd</sup> & 4 <sup>th</sup> Monday	6:00pm
Historic Preservation	2 <sup>nd</sup> Thursday	6:30pm
Public Works Committee	Thursday before Plan Commission	6:00pm
Plan Commission	3 <sup>rd</sup> Monday	6:30pm
Police & Fire Commission	Thursday after 1 <sup>st</sup> Monday	7:00pm
Utility Commission	Thursday before Plan Commission	4:45pm
Library Board	2 <sup>nd</sup> Thursday	8:00am
Board of Park Commissioners	1 <sup>st</sup> Wednesday	6:00pm
Tree Board	3 <sup>rd</sup> Wednesday odd Months	6:00pm
Lake Geneva Development Corporation	3 <sup>rd</sup> Wednesday	7:30pm
Business Improvement District	2 <sup>nd</sup> Tuesday	8:00am
Piers, Harbors & Lakefront Committee	4 <sup>th</sup> Thursday	6:00pm
Communications Committee	Quarterly or as needed	6:00pm
Parking Commission	3 <sup>rd</sup> Wednesday	6:00pm
Personnel Committee	4 <sup>th</sup> Thursday	4:00pm
Zoning Board of Appeals	As Needed	

# City of Lake Geneva Elected Representatives Boards & Commissions Directory

**Jim Connors  
Mayor**



626 Geneva Street  
Lake Geneva, WI 53147  
Phone: (262) 248-3673  
Fax: (262) 248-4715

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

## ELECTED REPRESENTATIVES

### MAYOR JIM CONNORS

jconnors@cityoflakegeneva.com

**320 Oakwood Lane**  
**248-0378**  
**April 2016**

#### ALDERMAN DISTRICT 1

**Chris Gelting** 262-751-7109  
 1231 Wisconsin St. April 2017  
 cgelting@cityoflakegeneva.com

**Elizabeth Chappell** 903-8035  
 513 Broad St. April 2016  
 echappell@cityoflakegeneva.com

#### ALDERMAN DISTRICT 2

**Al Kupsik** 374-0036  
 717 S. Lake Shore Dr. April 2017  
 akupsik@cityoflakegeneva.com

**Jeff Wall** 248-2851  
 1155 Rolling Ln. April 2016  
 jwall@cityoflakegeneva.com

#### ALDERMAN DISTRICT 3

**Richard Hedlund** 203-5900  
 368 S. Stone Ridge Dr. April 2017  
 rhedlund@cityoflakegeneva.com

**Bob Kordus** 414-916-9663  
 320 S. Boulder Ridge Dr. April 2016  
 bkordus@cityoflakegeneva.com

#### ALDERMAN DISTRICT 4

**Ken Howell** 949-7564  
 1029 Park Row April 2017  
 khowell@cityoflakegeneva.com

**Sarah Hill** 203-5575  
 1024 George St. April 2016  
 shill@cityoflakegeneva.com

#### OTHER ELECTED OFFICIALS

**Daniel S. Draper** 248-6636  
 City Attorney May 1, 2016  
 ddraper@cityoflakegeneva.com

**Henry A. Sibbing** 248-4651  
 Municipal Judge May 1, 2019

## APPOINTED BOARDS, COMMITTEES & COMMISSIONS

### STANDING COMMITTEES

#### FINANCE, LICENSE & REGULATION COMMITTEE

Alderman Al Kupsik, Chairperson  
 Alderman Chris Gelting  
 Alderman Bob Kordus  
 Alderman Ken Howell  
 Alderman Jeff Wall

#### PERSONNEL COMMITTEE

Alderman Richard Hedlund, Chairperson  
 Alderman Elizabeth Chappell  
 Alderman Jeff Wall  
 Alderman Al Kupsik  
 Alderman Sarah Hill

#### PUBLIC WORKS COMMITTEE

Alderman Bob Kordus, Chairperson  
 Alderman Chris Gelting  
 Alderman Ken Howell  
 Alderman Al Kupsik  
 Alderman Sarah Hill

#### PIERS, HARBORS & LAKEFRONT

Alderman Jeff Wall, Chairperson  
 Alderman Elizabeth Chappell  
 Alderman Richard Hedlund  
 Alderman Bob Kordus  
 Alderman Sarah Hill

#### BOARD OF REVIEW

Chris Gelting District 1  
 Jeff Wall District 2  
 Bob Kordus District 3  
 Ken Howell District 4  
 Jim Connors, Mayor  
 Sabrina Waswo, City Clerk  
 Al Kupsik, Alternate

#### CEMETERY BOARD - 2 YRS

Clarence Read, Chairperson May 1, 2017  
 Arleen Krohn May 1, 2016  
 Coryn Commare May 1, 2017  
 Teresa Klein May 1, 2016  
 Bob Kordus, Alderman Annual

#### LIBRARY BOARD - 3 YRS

Fritz Oppenlander, Lyons Town., President May 1, 2017  
 Christine Brookes May 1, 2016  
 Diane Jones May 1, 2016  
 Duanne Lafrenz May 1, 2018  
 Wen-d Kersten, Linn Town. May 1, 2015  
 Larry Kundert, Bloomfield Town. May 1, 2016  
 Linda Boilini, School District Annual  
 Sarah Hill, Alderman Annual

#### PARKING COMMISSION - 2 YRS

Todd Krause, Chairperson May 1, 2017  
 Dennis Swangstu May 1, 2016  
 Kevin Fleming May 1, 2016  
 Ann Esarco May 1, 2017  
 Chris Gelting, Alderman Annual  
 Chamber of Commerce Representative  
 Sylvia Mullally, Parking Manager

#### CITY PLAN COMMISSION - 3 YRS

Tyler Frederick May 1, 2018  
 John Gibbs May 1, 2017  
 Sara Adams May 1, 2017  
 Cindy Flower May 1, 2016  
 Doug Skates, Park Board President May 1, 2016  
 Al Kupsik, Alderman Annual  
 Jim Connors, Mayor  
 Ken Robers, Building & Zoning Administrator

#### HISTORIC PRESERVATION - 3 YRS

Ken Etten, Chairperson May 1, 2017  
 Mary Tanner May 1, 2017  
 Patrick Quinn May 1, 2016  
 Louise Rayppy May 1, 2016  
 Jim Davis May 1, 2017  
 Jackie Getzen May 1, 2018  
 Elizabeth Chappell, Alderman Annual  
 Vern Haan, Advisory

#### BOARD OF PARK COMMISSIONERS - 3 YRS

Doug Skates, President May 1, 2016  
 Brian Olsen May 1, 2017  
 David Quickel May 1, 2017  
 Barbara Philipps May 1, 2018  
 Peggy Schneider May 1, 2018  
 John Swanson May 1, 2016  
 Lynn Hassler May 1, 2016  
 Jim Connors, Mayor Al Kupsik, Alderman  
 Dan Winkler, DPW Director Tom Earle, Asst. DPW Director

#### POLICE & FIRE COMMISSION - 5 YRS

Lynelle Gramm May 1, 2017  
 Tom Hartz May 1, 2018  
 Rick Bittner May 1, 2019  
 Dennis Jordan May 1, 2020  
 Brian Pollard May 1, 2019  
 Chris Gelting, Alderman Annual  
 Mike Mumford, Geneva Township Representative

#### TREE BOARD - 3 YRS

Candy Kirchberg, Chairperson May 1, 2017  
 George Troupis May 1, 2017  
 Dan Andresen May 1, 2018  
 Clara Jacobs May 1, 2018  
 Joe Esposito May 1, 2016  
 Bob Flemming May 1, 2016  
 Doug Skates, President John Foster, Arborist  
 Jim Connors, Mayor Al Kupsik, Alderman  
 Dan Winkler, DPW Director Tom Earle, Asst. DPW Director

**FINANCE, LICENSE & REGULATION COMMITTEE**  
**MONDAY, DECEMBER 14, 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, Kupsik, Kordus and Wall. Absent (Arrived Late): Alderman Gelting. 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 to be limited to 5 minutes.** None.

**Approval of Minutes.** Wall/Kordus motion to approve the Finance, License and Regulation Committee Meeting minutes of November 23, 2015, as prepared and distributed. Motion carried 4 to 0.

**LICENSES & PERMITS**

**Kordus/Wall motion to recommend approval of Original 2015-2016 Operator’s (Bartender) License application filed by Sindee Benson, Andrea Brabazon, Carrie Brockmeyer, Danielle Jansen, Sabrina Mace, Anthony Mutter, and Amy Yachik.** Motion carried 4 to 0.

**Kordus/Howell motion to recommend approval of Resolution 15-R59, a resolution implementing position wage grades and pay increases.** City Administrator Oborn stated there are 3 different types of actions: a 2% increase, a mid-low increase which is the halfway point between the low and the mid, and there are two positions that would not get an increase as they are above the maximum. All are full-time positions except the Fire Chief. The grade implementations and pay increases will be effective January 1.

Alderman Wall questioned why the Fire Chief is graded at a 17, the Police Chief a 19, the Comptroller an 18 and the Assistant Police Chief a 17. Mr. Oborn explained he recommended the Fire Chief at an 18. There is a significant increase on that position as it is going to the middle grade. This is an ongoing process and will be looked at every year. There will be some movement as they look at complexity between grades. Mr. Wall questioned why the Assistant City Clerk is only at a 6 and stated the City Clerk deserves to be a 12, but doesn’t think there should be such a disparity between the two. Mr. Oborn replied the option is certainly there. When this was done for Personnel he included positions that could possibly go up a grade and the Assistant City Clerk was one with the consideration of a higher level. We did not give that position a step up to the middle which could be done or bump that one up between the minimum and the mid grade. Mr. Kupsik stated there was a discussion at Personnel and they were all agreeable to what was presented.

Mr. Kupsik questioned if the City Administrator’s raise would be effective on his one year anniversary. In the past, employees were not eligible for increases until their one year mark. Mr. Oborn said that could be done but it is not currently written that way. His one year anniversary is on May 24.

Mr. Kordus hoped this will be the last time for across the board increases. He would like to make a concerted effort to get into a pay for performance system. Mr. Oborn said the next step is implementation. Mr. Kupsik noted the whole purpose of this was to get everyone on an even level. Motion carried 4 to 0.

**Wall/Kordus motion to recommend approval of award of Bid to Peck & Weis of Elkhorn, Wisconsin for the current ceiling heating system repairs in the 1065 and 1070 Carey Street buildings in the amount of \$15,444 (Recommended Dec. 10, 2015 by Public Works).** This is a change as they will be replacing some of the tubing. Funding is available and still within the budget. Alderman Wall was happy the bid went to a local company versus an outsider. Motion carried 4 to 0.

**Howell/Kordus motion to recommend approval of award of Bid to Dan Larsen Landscaping of Cedarburg, Wisconsin for the 2015 Fall Tree Planting in the amount of \$29,651 funded from TIF #4 (Recommended Dec. 10, 2015 by Public Works).** Three bids were returned with Dan Larsen being the lowest by a significant margin. The next closest bid was in the \$42,000-\$45,000 range. It covers approximately 100 trees with planting, funded from TIF. The company has done good work with the City in the past and provides a warranty. Motion carried 4 to 0.

**Discussion/Action on TIF Grant and Developer's Agreement for demolition of Traver Hotel**

Kordus/Kupsik motion to accept the Developer's Agreement per the amended form presented. The Traver Hotel redevelopment is earmarked for \$300,000 but estimates are coming in around \$150,000. Mr. Oborn recommended approval of the agreement and noted it has all the safeguards they wanted. It puts a lien on the property and the City only reimburses for the cost of demolition. The amount not spent will go back to the other taxing districts or it can be reassigned. In the development agreement they have 5 years and the goal is to get \$500,000 of tax increment going on the tax roll. This project would not be possible but for the City contributing funds for demolition. They hope once they have a clear lot, they will market the property and get over a half a million dollars on the tax roll. Motion carried 4 to 0.

Alderman Gelting arrived at 6:17pm.

**Presentation of Accounts – Alderman Kupsik**

Purchase Orders. None.

Wall/Kordus motion to recommend approval of Prepaid Bills in the amount of \$11,834.08. Unanimously carried.

Kordus/Wall motion to recommend approval of Regular Bills in the amount of \$190,677.09. Unanimously carried.

Kordus/Gelting motion to accept monthly Treasurer's Report for June 2015. Unanimously carried.

**Adjournment**

Kordus/Gelting motion to adjourn at 6:20 p.m. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

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



# Public Works Committee

Alderman Bob Kordus Chairman

Alderman Chris Gelting

Alderman Al Kupsik

Alderman Ken Howell

Alderman Sarah Hill

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

Assistant Director of Public Works Tom Earle

City of Lake Geneva 626 Geneva Street Lake Geneva, WI 53147-1914

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

Phone: (262) 248-3673

## December 10, 2015 Meeting Minutes

DATE: December 11, 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: December 10, 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   X    
Alderman Sarah Hill   X    
Alderman Al Kupsik   X    
Alderman Ken Howell   LATE  

**Staff Present:**

City Administrator Blaine Oborn   X    
Director Daniel Winkler (DPW)   X    
Mayor Jim Connors   X    
Assistant DPW Tom Earle   X    
Street Foreman Neil Waswo       

Other: \_\_\_\_\_

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

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

Motion to approve the minutes of the prior meeting by Ald. Kupsik and seconded by Ald. Hill.  
The motion passed 4-0.

**Public Comments:**

None.

**Communications:**

None.

**Public Works Projects Update**

DPW Winkler explained the status of the various projects.

### **1. Street Department Heater Repair Bids.**

Assistant DPW Earle and DPW Winkler explained the heating proposal to repair the present ceiling heating system in the 1065 and 1070 Carey Street buildings. Mr. Earle presented the 3 quotes.

<u>Contractor</u>	<u>City/State</u>	<u>Bid Amount</u>
<b>Peck &amp; Weis</b>	<b>Lake Geneva, WI</b>	<b>\$15,444.00</b>
Komfort Heating & Cooling	Elkhorn, WI	\$17,625.00
Westenn Mechanical	Elkhorn, WI	\$23,757.00

It was discussed there are funds left in the CIP borrowing for 1065 Carey Street Ventilation & Air Exchangers \$50,000 allocation as well as \$15,000 designated for Street Department Heaters to cover this cost. Motion to recommend award to Peck & Weis of Lake Geneva in the amount of \$15,444.00 made by Ald. Hill and seconded by Ald. Gelting. The motion passed 4-0.

**(This item needs to be recommended by FLJ and approved by Common Council)**

### **2. 2015 Street Maintenance Contract Bids (2016 Construction).**

DPW Winkler provided the bid result but requested the item be continued for staff and the City Engineer to meet with the low bidder regarding his schedule of supplementary prices to his bid. It was moved by Chair Kordus to continue this item. The motion was seconded by Ald. Hill and passed 5-0.

### **3. 2015 Fall Tree Planting Bids (2016 Installation).**

DPW Winkler explained that bids were opened earlier in the day for the 2015 Fall Tree Planting contract with installation commencing in the early spring of 2016. Mayor Connors inquired about funding many more trees with the TIF budget funding of \$100,000 and funding the present bid with TIF. There was general discussion regarding bidding out another tree contract in a 100 quantity with alternates for 200 and 300 tree increments. It was moved by Chair Kordus to award the bid to Dan Larsen Landscaping of Cedarburg, WI in the amount of \$29, 651.00 funded from TIF#4. The motion was seconded by Ald. Kupsik and passed 5-0. It was moved by Ald. Hill to have staff bid out another contract for spring with 100 trees as the base bid with alternates for a total of 200 and 300 trees. That motion was seconded by Ald. Gelting and passed 5-0.

**(The award to Dan Larsen per the DPW's memorandum and bid tabulation needs to be recommended by FLJ and approved by Common Council)**

### **4. Funding Discussion, Shoreline Rip-Rap Repairs, South Lakeshore Drive along Big Foot State Park.**

DPW Winkler explained that the DNR has approved the permit application for the City to make shoreline repairs in front of Big Foot State Park. He stated the current estimated cost as discussed previously was approximately \$150,000. Ald. Howell inquired regarding the timeline. Winkler responded the permit is good until 2017 with up to a 5-year extension, but the erosion into the road will be the determining factor as to project timing. Administrator Oborn said he and the Comptroller will be looking at ways to fund the project including restructuring the present CIP borrowing. There was also discussion regarding who was going to generate bid documents and DPW Winkler said he could add the project to his list for design and bidding. It was moved by Ald. Hill to have Administration move forward with finding the funding for the project as discussed to be able to perform the work in 2016. The motion was seconded by Ald. Gelting and passed 5-0.

**5. Downtown Signage (Street, Pedestrian & Parking Lots)-Discussion.**

Parking Manager Mullally's memorandum on parking wayfaring signage in the downtown was discussed. The PWC was by consensus concerned about the uniformity of signage. Administrator Oborn recommended having a consultant perform a thorough review of all signage and come forward with recommendations. Mayor Connors was concerned about the May 2016 deadline. After further discussion, it was moved by Ald. Hill and seconded by Ald. Kupsik to have staff contact Kapur for a proposal to study wayfaring signage in the downtown (to parking lots, pedestrian level, and street signage), work with the Chamber on content, make recommendations for approval, develop plans and specifications, and bid out the work, and have the project awarded before May 1, 2016. The DPW would contact Kapur for the proposal to go to Council. The motion passed 5-0.

**6. Parking Around Dennison Elementary School – Discussion**

Parking Manager Mullally's memorandum was discussed. It was moved by Ald. Hill and seconded by Ald. Kupsik to ask staff to look at options with the schools paying the cost of the project. The review would include the preservation or not of the 5 trees presently in the parkway and if there is room for anything other than a drop off like on the east side of the building. The motion passed 5-0.

**Motion to Adjourn:**

Motion was made by Ald. Hill and seconded by Ald. Kupsik. The motion was approved 5-0 and the meeting was adjourned at 5:44 PM.

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



# 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. Phone (262) 248-2311  
Tom Earle, Assistant Director of Public Works Phone (262) 248-6644

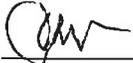
City of Lake Geneva 626 Geneva Street  
[www.cityoflakegeneva.com](http://www.cityoflakegeneva.com)

Lake Geneva, WI 53147-1914  
Phone: (262) 248-3673

DATE: December 10, 2015

## MEMORANDUM

TO: Blaine Oborn  
City Administrator

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

SUBJECT: 2015 City Fall Tree Planting Bids

### Background

Bids were opened today for the City's fall tree planting program. This memo discusses the bids.

### Discussion

The above subject work was bid on September 17th. The results are:

<u>Contractor</u>	<u>Address</u>	<u>Total Bid</u>
Dan Larsen Landscape	Cedarburg, WI	\$29,651.00
All-Ways Contractors	Brookfield, WI	\$42,630.00
Blaze Landscaping	Menomonee Falls, WI	\$45,000.00
Breezy Hill,	Salem, WI	No Bid

Our office contacted a dozen area landscaping firms and advised them of the project. The above list is of those who took out proposals. The low bid of Dan Larsen Landscape of Cedarburg, WI is for the planting of 100 trees including the staking of half of those trees as needed. This contractor has performed for the City in previous planting contracts, and done a good job.

### Recommendation

It is recommended to award the fall tree planting bid to Dan Larsen Landscaping of Cedarburg, WI in the amount of \$29,651.00.

### Budget & Staffing Impact

The project, estimated at \$30,000, will be funded from the Capital Improvements Fund for Tree Planting and TIF #4.

Cc: Tom Earle/File

CITY OF LAKE GENEVA  
 2015 FALL PLANTING BIDS  
 BID OPENING DATE: December 10, 2015 10:30 AM

ITEM NO.	DESCRIPTION	Dan Larsen Landscaping Cedarbur, WI			NO BID			All-Ways Contractors			Blaze Landscaping		
		QTY.	UNIT PRICE	TOTAL	QTY.	UNIT PRICE	TOTAL	QTY.	UNIT PRICE	TOTAL	QTY.	UNIT PRICE	TOTAL
1	100 Trees Consisting of The Following												
a	American Linden Continental Appeal	23	\$ 265.00	\$ 6,095.00	23	\$ -	\$ -	23	\$ 358.00	\$ 8,234.00	23	\$ 400.00	\$ 9,200.00
b	Regal Elm	23	\$ 265.00	\$ 6,095.00	23	\$ -	\$ -	23	\$ 358.00	\$ 8,234.00	23	\$ 400.00	\$ 9,200.00
c	Kentucky Coffee	13	\$ 289.00	\$ 3,757.00	13	\$ -	\$ -	13	\$ 438.00	\$ 5,694.00	13	\$ 400.00	\$ 5,200.00
d	Bur Oak	10	\$ 339.00	\$ 3,390.00	10	\$ -	\$ -	10	\$ 438.00	\$ 4,380.00	10	\$ 400.00	\$ 4,000.00
e	Flowering Pear Cleveland Select	11	\$ 269.00	\$ 2,959.00	11	\$ -	\$ -	11	\$ 438.00	\$ 4,818.00	11	\$ 400.00	\$ 4,400.00
f	Autumn Blaze maple	5	\$ 269.00	\$ 1,345.00	5	\$ -	\$ -	5	\$ 468.00	\$ 2,340.00	5	\$ 400.00	\$ 2,000.00
g	Northern Catalpa	7	\$ 259.00	\$ 1,813.00	7	\$ -	\$ -	7	\$ 428.00	\$ 2,996.00	7	\$ 400.00	\$ 2,800.00
h	Honey Locust Sky Line	5	\$ 272.00	\$ 1,360.00	5	\$ -	\$ -	5	\$ 398.00	\$ 1,990.00	5	\$ 400.00	\$ 2,000.00
i	Con-color Fir	3	\$ 279.00	\$ 837.00	3	\$ -	\$ -	3	\$ 398.00	\$ 1,194.00	3	\$ 400.00	\$ 1,200.00
	Tree Total	100	\$ -	\$ -	100	\$ -	\$ -	100	\$ -	\$ -	100	\$ -	\$ -
2	Staking of Trees	50	\$ 15.00	\$ 750.00	50	\$ -	\$ -	50	\$ 20.00	\$ 1,000.00	50	\$ 50.00	\$ 2,500.00
3	Over Excavation & Placement of Topsoil	50	\$ 25.00	\$ 1,250.00	50	\$ -	\$ -	50	\$ 35.00	\$ 1,750.00	50	\$ 50.00	\$ 2,500.00
	TOTAL BID			\$ 29,651.00		\$ -	\$ -			\$ 42,630.00			\$ 45,000.00

# **PIERS, HARBORS & LAKEFRONT COMMITTEE**

**MONDAY, DECEMBER 14, 2015 AT 5:00 P.M.**

**CITY HALL, CONFERENCE ROOM 2A**

The meeting was called to order by Chairman Wall at 5:00 p.m.

**Roll Call.** Present: Aldermen Hedlund, Wall, Kordus, and Hill. Absent: Alderman Chappell. Also Present: City Administrator Oborn, Harbormaster Gray, City Attorney Draper. Others in Attendance: Kent Martzke

**Kordus/Hedlund motion to approve Minutes from November 5, 2015 as prepared and distributed.**

Motion carried unanimously.

**Comments from the public limited to 5 minutes.** None.

**Harbormaster's Report.** Harbormaster Gray stated everything is closed for the year. There are two more Riviera weddings this year, then nothing booked until mid-February. Lakes Area Rental has gone out of business, but will continue to do lighting for one more year. This will not be an issue as several other vendors have worked with the City. Discussion followed regarding wedding and events advertising.

**Discussion/Recommendation on boat launch fees.**

City Administrator Oborn explained he was not given the most current rates previously. He suggested raising the non-trailer/non-motorized rate from \$7.00 to \$8.00 for non-residents, the less than 20' in length rate from \$10.00 to \$11.00 for non-residents, the 20' to 25' from \$12.00 to \$14.00 for residents and from \$18.00 to \$21.00 for non-residents, and 26' and over from \$14.00 to \$16.00 for residents and from \$22.00 to \$24.00 for non-residents. The problem is if resident rates are not raised, you have to do 150% of the current rate. Discussion followed on the repercussions of not raising the rates at this time.

Kordus/Hedlund motion to go with the new proposed rates of \$7.00, \$10.00, \$14.00 and \$16.00 for residents and \$8.00, \$11.00, \$21.00 and \$24.00 for non-residents. Motion carried unanimously.

**Discussion/Recommendation on Elmer's (Lake Geneva Boat Line) pier replacement and contract** (*continued from Nov. 5, 2015 meeting*). Mr. Oborn confirmed a DNR permit is required if changed; it will cost \$600 and take about 3 months to obtain. There are two options; rebuild it as is with the 95 degree angle or do the length of the pier with 90 degrees but not 3 feet out. The last two docks would be closer together. If rebuilt as is, the length of the pier is not extended and a permit is not needed. The options are to rebuild it or obtain the DNR permit and gamble on it holding off. The cost will be 5% to 10% more for the pier. Last time an addition was done in 2004, the cost was pretty much passed on which can be done or absorbed in the rate. The contract states the City shall maintain the pier. Mr. Kordus noted the current condition is not usable. Kent Martzke did not feel it is safe and straightening it out would improve the look, functionality and safety of the pier. Mr. Martzke suggested applying for the permit, get the specs for the pier and get it done in April.

Hill/Hedlund motion to instruct staff to move forward with applying for the DNR permit for the new 90 degree plan and confirm with Gage Marine that they can provide pricing as already agreed to for the two specs. Motion carried unanimously.

**Agenda items for next meeting**

Continued discussion of Elmer's pier, advertising for the Riviera, and the Riviera website

**Adjournment**

Wall/Hill motion to adjourn at 5:22pm. Motion carried unanimously.

/s/ Stephanie Gunderson, Assistant City Clerk

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

12 14 15 Piers Harbors Minutes

## **Minutes**

**Call Meeting to Order by Mr. Lyon at 3:35 P.M.**

**Roll Call - Members Present:**

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, and City Administrator Blaine Oborn. Commissioner Kocourek was late.

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

None.

**Approval of the Minutes of the Previous Meeting**

Motion by Ald. Rich Hedlund to approve the minutes of the previous meeting as presented, 2<sup>nd</sup> by Ald. Jeff Wall. Passed 5-0.

**Acknowledgement of Correspondence:**

DPW Winkler shared the recent approved information from the PSC on our water rate case. Schedule 5 is to be reviewed by Mr. Romanesko for approval.

**Agenda Items**

**a. Election of Officers:** Mayor Connors nominated Dennis Lyon for president, 2<sup>nd</sup> Ald. Wall. It was moved by Ald. Hedlund to close the nominations and cast a unanimous ballot for Commissioner Lyon. The vote was unanimous. Ald. Wall nominated Commissioner Esarco for secretary, 2<sup>nd</sup> Ald. Wall. It was moved by President Lyon to close the nominations and cast a unanimous ballot for Commissioner Esarco. The vote was unanimous.

**b. South Lakeshore Drive Waer Main Replacement-Kapur Proposal:** DPW Winkler explained the project need and that it would be done in coordination with the repaving of South Lakeshore Drive. It was moved by Mayor Connors to approve the Kapur proposal in the amount not to exceed \$42,576.00 The motion was seconded by Ald. Wall. The motion passed 5-0.

**c. Consideration and approval of the 2016-2020 Water and Wastewater CIP:** Director Winkler explained the format and identified the large project priorities for 2016. Water are the South Lakeshore Drive water main replacement and Host Water Tower interior painting. Sewer is the Sludge Storage Tanks project. Winkler explained the rate increase will help fund these items. He also noted such things as vehicle replacements were adjusted back make sure project costs are covered. It was moved by Ald. Hedlund to approve the program and seconded by Ald. Wall. The motion passed 5-0.

**d. Consideration of Adoption of Items from City Administrator Oborn's List of Concerns as Referred from the October Meeting as Follows:**

I. **Discussion and Adoption of the Utility Commission Employee Handbook** – Director Winkler presented the new handbook emulating the City's and tailored forth the utility.

He provided a copy of the index and indicated which sections changed and explained what the changes were. The Commission went through the list. There was discussion regarding whether to go with the handbook as proposed or merging it with the City's. President Lyon was concerned that a merged document would create problems with who was approving what every time a change is suggested. Areas discussed included training and certifications, payroll and possibly eliminating paper paychecks, uniforms, work hours, retirement language shifting from 15 years to 20 years, mission statement, organizational chart, etc. it was moved by Mayor Connors to approve the handbook as presented and seconded by Ald. Hedlund. The discussion was to ask Administrator Oborn to check the document over and give it a final review. The motion passed 6-0.

- II. **Discussion and adoption of a 2016 annual operating budget for Water and Wastewater** – Director Winkler presented operating budgets for water and wastewater, explaining that he utilized expenditures for 2013 and 2014 and the first 9 months of 2015 to develop the budget line items. He explained it is an operating to make us more aware of what we spend our monies on. Ald. Hedlund noted that the operations show a big loss in 2015. Director Winkler noted that the depreciation for the year isn't entered as yet, skewing the true numbers. President Lyon said depreciation is a non-cash expense. It was moved by Ald. Hedlund to approve the annual water and wastewater operating budgets for 2016, and seconded by Ald. Wall. The motion passed 6-0.
- III. **Discussion and action on a resolution prohibiting expenditures or use of Utility resources outside of Water and Wastewater operations without Council approval** - Director Winkler presented the requested resolution for consideration. He said he provided it to the City Attorney for comments, and the response was that it limited what the utility could do to assist the City. The consensus was that the language may be too restrictive. It was moved by Mayor Connors to continue this item to give the Commission a chance to revise the language, 2<sup>nd</sup> by Ald. Hedlund. The motion passed 6-0
- IV. **Discussion/Action on recommending an ordinance change regarding the composition of the Utility Commission:** Motion by Mayor Connors to continue discussion to next meeting to study further, 2<sup>nd</sup> Ald. Hedlund. The Mayor mentioned there were so many areas of the ordinance to be reviewed that he had not had a chances to put it all together. He asked if anyone wished to assist him and Administrator Oborn volunteered. The motion passed 6-0.

**e. Discussion on formation of an interview committee and schedule for replacing the utility's office manager:** Director Winkler reported the ads are out there until January 4<sup>th</sup> and that we have 29 applications so far. Volunteers to be on the interview committee are Winkler, Oborn, President Lyon, and Secretary Esarco. The interviews will take place in mid-January.

**f. Acceptance of the Utility Employee Classification and Compensation Study:** Director Winkler provided the Springsted report. It was moved by Ald. Hedlund to approve the report and position grade assignments as presented. The motion was seconded by Ald. Wall and passed 6-0.

**g. 2016 pay increases for Utility employees:** There was much discussion regarding the position grades and 2016 wage increases. It was moved by Mayor Connors to redline the Director, increase the wastewater lead operator to \$25.50/hour and the water meter foreman to \$24.75/hour, and give 2% raises to the remaining staff. The motion was seconded by Ald. Wall and approved 6-0.

**Director's Report:**

Projects Update- A progress chart was provided on the sludge tanks project. Director Winkler reported we are ahead of schedule and under budget thus far.

Financials Update

Water

EOM Cash Position	\$ 1,158,000
Project Commitments	\$ 0,000
Upcoming Projects	\$ -TBD-

Sewer

EOM Cash Position	\$2,544,000
Project Commitments	\$1,248,000
Upcoming Projects	\$ -TBD-

Motion by Mayor Connors to approve the financials as presented, 2<sup>nd</sup> by Commissioner Kocourek. Passed 6-0.

**Review and Payment of Bills:**

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

Next meeting is scheduled for 21, 2015, at **4:00** P.M. The next agenda should include a discussion on the wastewater increase, direct deposit of paychecks, the expenditures resolution, the ordinance change on Commission composition, and hopefully the results of the interviews.

**Adjournment:**

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

Meeting adjourned at 5:55 P.M.



Secretary  
DSW 12/18/15

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY DECEMBER 10, 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 Jordan.

3. Roll call

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

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

5. Acknowledge correspondence - NONE

6. Approval of regular meeting minutes from November 5, 2015

Jordan motioned to approve the minutes from November 5, 2015. Bittner seconded. Motion carried 4-0.

7. Police Department Business:

a. Approval of bills for the Month of November 2015. Operating in the amount of \$178,675.05, capital \$4,223.73 for 2015; for a total of \$182,898.78.

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

Bittner questioned fuel expenses for the year. Chief Rasmussen advised that fuel expense is up to date through October. Chief Rasmussen also advised that currently the Police Department is about \$200,000 under budget for the year due to fuel costs and an error in the salary resolution last year with incorrect wages added. Maintenance expenses are over budget but that account was lowered last year.

b. Workshop for possible dates and times for future Dispatch recruitment

Chief Rasmussen would like to set up a plan to help retain dispatchers. There isn't a lot a lateral movement within the department and we need to make the job more enticing rather than adjusting the pay. Bittner stated basically the pay is set as it is but we need to keep the dispatchers motivated by job function changes and opportunity to grow. Dates for the workshop will be set in January.

c. Lieutenant Gritzner graduated from the Certified Public Manager Program through UW-Madison.

Lieutenant Gritzner graduated from the Certified Public Manager Program through UW-Madison. Lieutenant Gritzner gave a description of the program.

d. Request to begin Reserve Officer Hiring process in January 2016.

Gramm motioned to begin the reserve officer hiring process in January 2016. Bittner seconded. Motion carried 4-0.

Approximately eight new reserve officers will be added.

e. Request to begin Booking Officer Hiring process in January 2016

Hartz motioned to approve booking officer hiring in January 2016. Jordan seconded. Motion carried 4-0. About three officers will be hired for booking. Two booking officers work both Friday and Saturday nights in the summer.

f. Part time officers

Gramm motioned to allow Chief Rasmussen to offer a salary between \$20.00 and \$25.00/hour depending on experience while searching for new hires. Hartz seconded. Roll call: Jordan-Y, Bittner-Y, Gramm-Y, Hartz- Y. Motion carried 4-0.

Chief Rasmussen spoke with Alderman Gelting about hiring part time officers. Alderman Gelting suggested setting the pay rate at a window between \$20.00 and \$25.00 based on experience. This did not make it on the agenda for the Finance Committee last month so we can adjust the pay wage prior to that. Bittner asked if there was a union issue regarding hiring part time officers and Chief Rasmussen advised they can supplement officers but not replace officers. The union is in support of hiring part time officers. Alderman Gelting felt this was a good idea for recruitment purposes for hiring in the future. Chief Rasmussen advised that the pay rate is less than a full time officer but more than a reserve officer. City Administrator Oborn felt it was a good opportunity to assign a wage grade to the part time officer position. It gives flexibility of hiring part time officers. Each wage grade allows a 30% wage variation. Gramm felt that the wage for part time officers could be higher than \$20.00/hour. Jordan questioned the use of psychological testing compared to testing at other agencies. Chief Rasmussen advised each person would have to go through the Department's psychological testing.

g. 9-1-1 PSAP Routing Study

Hartz motioned to recommend the cost of the study be split in half and that Chief Rasmussen meet with Sheriff Picknell to rewrite the agreement to meet the needs of the city. Gramm seconded. Motion carried 4-0.

Chief Rasmussen handed out a study from Communications Supervisor Froggatt regarding 911 calls. The idea of the agreement is that the City would get the 911 calls directly rather than going through the Sheriff's Department first. The Sheriff's Department would like to perform a study regarding 9-1-1 PSAP routing regarding liability and requested City of Delavan and City of Lake Geneva pay a portion of the cost for the study. Chief Rasmussen felt there was some concern in the wording of the agreement. The cost of the study is approximately \$5,000. There was discussion regarding paying for the study and the 911 procedure between the Sheriff's Department and the Lake Geneva Police Department. One of the concerns is the results of the study and assessments to the dispatch center. Chief Rasmussen is still in favor of getting the 911 calls so that we can get the calls quicker but wondered if we wanted to pay for the study. Jordan wondered if we contribute to the cost of the study can we change the wording in the proposal. Mayor Connors suggested the City split the cost of the study and rewrite the contract to be mutually agreeable or the City pay the entire cost of the study and write the agreement the way we want to write it. Hartz wondered how the study would be paid for out of the budget. Chief Rasmussen noted we have enough money in the budget this year to pay for the study and we could find money for next year if needed.

h. Resignation from Booking Officer Steven Richard.

Jordan motioned to accept resignation of Booking Officer Steven Richard. Bittner seconded. Motion carried 4-0.

i. Monthly activity reports

2015 Dispatch activity for November 2015: Telephone calls–2,641	911 Calls–147	Window assists– 548
2014 Dispatch activity for November 2015: Telephone calls–2,633	911 Calls– 173	Window assists– 616

2015 Patrol activity for November 2015: Calls for service- 952	Arrests- 104
2014 Patrol activity for November 2015: Calls for service - 1,227	Arrests -107

No Action/Discussion

j. Items to forward to City Council

Activity reports

911 study

Lieutenant Gritzner graduation from Certified Public Manager Program-UW-Madison

8. Fire Department Business

a. Approval of bills for the Month of December 2015, operating in the amount of \$49,636.37, for a total of \$49,636.37.

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

Bittner wondered if Account #11-22-00-4625 Plan Review/Sprinkler Systems was driven by annual inspections or projects. Assistant Chief Heindl advised that it was driven by new projects.

b. 2016 Budget-Discussion/Action if needed

The 2016 budget was approved with additional staffing.

c. Town of Geneva Emergency Services Contract-Approved

Commissioner Hartz signed the agreement and it was approved.

d. EMS Medical Billing Contract-Approved

The contract was signed by the Fire Department and was sent to EMS, but it has not been returned yet.

e. Water Tower Agreement-Working on

The Water Tower Agreement was sent back with corrections on Items 5 and 6. The Utility Commission is reviewing it.

f. Resignation of Matthew Ludtke from POP, Resignation of Peter Lechner from POC

Jordan motioned to accept resignations of Matthew Ludtke from POP and Peter Lechner from POC. Gramm seconded. Motion carried 4-0.

g. Set date for Personnel Interviews

Dates for the personnel interviews was set for December 17, 2015 at 5:00 p.m. The fire department is looking at hiring 4-6 employees for 2016. The membership committee was looking at revising the hiring process to try and get employees to stay. The idea is to set up core values and personality types of the department so as to retain employees longer. After some

discussion it was decided to move the personnel interviews to January so that the hiring process can be revamped before the next hiring process.

h. Monthly EMS Medical Billing/Stark Report/Charge Detail Report

Gramm noted it was always nice to see the accounts receivable drop. The EMS billing errors have been corrected.

i. Monthly Fire Department Activity Report/EMS reports- NO ACTION/DISCUSSION.

j. Monthly Paratech Report – NO ACTION/DISCUSSION.

k. Thank you cards/letters

Chief Connelly wrote a thank you letter to the Police and Fire Commission regarding their support to the Fire Department.

l. Items to be forwarded to city council

Monthly reports

9. Agenda items for the next regular meeting January 7, 2016.

Personnel interviews-Fire Department

Schedule workshop for dispatch

10. Adjourn

Jordan motioned to adjourn the meeting. Bittner seconded. Motion carried 4-0 at 8:16 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

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

**2. Roll Call**

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

**3. Approve Minutes of November 16, 2015 Plan Commission meeting as distributed.**

**MOTION #1**

Skates/Gibbs moved to approve the minutes of November 16, 2015 Plan Commission meeting as distributed.  
The motion carried unanimously.

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

**5. Acknowledgment of Correspondence**

Letter dated 12-17-15 received from Kapur & Associates, Inc. regarding the review of Drainage Plans & Calculations for 145 Lake View Drive which is Agenda Item # 7 (*copy filed with these hard copy minutes*).

Email letter received on 12-21-15 from Dan Winkler regarding the fence at 1322 West Main Street, Agenda Item # 9 (*copy filed with these hard copy minutes*).

**6. Downtown Design Review - None**

**7. Continued 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 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, Lake Geneva, WI, 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. Warren Hansen then discussed the drainage plans with the commission, referencing the drainage site maps 1 & 2 that they submitted prior to the meeting. These plans were submitted and reviewed by the City Engineer, Kapur & Associates. There was significant discussion regarding the details of the existing drainage issues and the future drainage plans. Several conditions were agreed to be added to the motion including the need for a maintenance agreement that would stay with the property not the owners.

**PUBLIC SPEAKER #1 –Hugh Connelly/1589 Orchard, LG**

Connelly thanked the home owner and their agents for working with them on the drainage issues. He emphasized that the maintenance of the new drainage plans will be critical, especially in the Fall season. In addition he had some questions related to the proposed rain garden which Mr. Hansen replied to promptly.

**PUBLIC SPEAKER #2 –Jim Wilken/1650 Lakeview Drive, LG**

Wilken had questions regarding the location of some of the drainage plans as well as concerns about the trees that may be affected during this project. Frazier and Hansen were able to reply to his concerns immediately. He also thanked the home owner and their agents for working with them on the drainage issues.

Mayor Connors asked for clarification on where the drainage pipe on the west side of the street and how far south it will go. Hansen replied that it would be approximately 5 feet behind the curb, between the curb and the sidewalk and will go down to just about the start of the curve at a location where there is an existing catch basin. Hansen used the GIS map on the overhead screen to show the commission where this would be. Flower and Hansen discussed future development on the west side and how it would be affected. Flower suggested increasing the slope which could solve future home development issues.

**PUBLIC SPEAKER #3 –Dave Merhar, 1591 Lakeview, LG**

Merhar voiced his concerns regarding the drainage solution. He stated that today with little rain we received, the intersection was flooded with standing pavement water 3-4 inches deep. He also had concerns about how long this project would take and when it would take place. There was some back and forth discussion with the applicants to clarify these issues.

**PUBLIC SPEAKER #1 again – Hugh Connelly/1589 Orchard, LG**

Connelly (Speaking again) spoke about the seriously deteriorated curb issues in this area and the serious ponding that occurs during a rain storm. This ponding then adds to the curb/gutter deterioration problem. He stated there is currently no storm sewer there. This generated more general discussion amongst the commission and the agents in reply to his concerns.

**PUBLIC SPEAKER #2 again –Jim Wilken /1650 Lakeview Drive, LG**

Wilken (Speaking again) – He had more questions regarding the drainage plans and gave details of the drainage currently in place on his property.

**MOTION #2**

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

Planner Slavney stated the conditions that need to be considered for this project regarding construction, ongoing maintenance responsibilities and replacement of any existing trees that may be damaged during the project. Inspector Robers commented on the right of way issues and that they would typically be handled thru Dan Winkler's office. Attorney Draper addressed and recommended that the connection point be dedicated to the City and therefore it would become the City's responsibility. The City Engineer would have to approve any plans.

City Planner Slavney gave a brief explanation of what ER1 and SR4 requirements are. He stated that historically we have approved these types of Conditional Uses'. However, it is not uncommon to add conditions to the approval. He also stated that the installation of this storm sewer will cost the home owner tens of thousands of dollars and is not a requirement. Inspector Robers detailed typical construction requirements and general timelines for a project this size.

**MOTION #3**

Flower/Skates moved to approve 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. Pursuant to the Finding of facts and City staff comments with the provisions that the owner construct the drainage system as presented, approved, and inspected by the City Engineer, deed the portions of storm sewer constructed in the City ROW to the City, restore all areas constructed in the ROW to pre-existing conditions, check that storm sewer does not interfere with the ability to supply utilities to undeveloped lots, provide a sequence of construction to the Building Inspector and City Engineer, and that an ongoing maintenance agreement for the storm inlets be applied to the property in perpetuity. The motion carried unanimously.

8. **Public Hearing and recommendation on a Precise Implement Plan (PIP) Amendment for additions to an existing building filed by Ken Etten of McCormack + Etten / Architects, LLP, 400 Broad Street, Lake Geneva, WI 53147 for Geneva Professional Group, 312 Center Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00161.**

**DISCUSSION –Ken Etten, McCormack + Etten Architects, LLP, 400 Broad Street, LG - on behalf of Applicants**

Etten 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**

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

**MOTION #5**

Kupsik/Gibbs moved to approve recommendation on a Precise Implement Plan (PIP) Amendment for additions to an existing building filed by Ken Etten of McCormack + Etten / Architects, LLP, 400 Broad Street, Lake Geneva, WI 53147 for Geneva Professional Group, 312 Center Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00161.

The motion carried unanimously.

9. **Public Hearing and recommendation on a Conditional Use Application filed by Ken Etten of McCormack + Etten / Architects, LLP, 400 Broad Street, Lake Geneva, WI 53147 for Edith G. Andrew Trust for the installation of a decorative fence in excess of three feet (six feet), in the front street yard on property line and in Right of Way at 1322 W. Main Street, Lake Geneva, WI 53147, Tax Key No. ZYUP 00094L.**

**DISCUSSION – Ken Etten of McCormack + Etten /Architects, LLP, 400 Broad Street, LG for Edith G. Andrew**

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

**PUBLIC SPEAKERS** - None

**MOTION #6**

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

**MOTION #7**

Kupsik/Mayor Connors moved to approve recommendation on a Conditional Use Application filed by Ken Etten of McCormack + Etten / Architects, LLP, 400 Broad Street, Lake Geneva, WI 53147 for Edith G. Andrew Trust for the installation of a decorative fence in excess of three feet (six feet), in the front street yard on property line and in Right of Way at 1322 W. Main Street, Lake Geneva, WI 53147, Tax Key No. ZYUP 00094L. Pursuant to the Finding of facts and City staff comments with the provisions that the owner obtains a ROW occupancy permit from the Public Works department and the fence be removed at the owners expense if deemed necessary by the city at some future date. The motion carried unanimously.

10. **Public Hearing and recommendation on a Precise Implement Plan (PIP) Amendment filed by Tom Howald, ALDI, Inc. Oak Creek Division, 9342 South 13<sup>th</sup> Street, Oak Creek, WI 53154 for Interra-Sky Lake Geneva LLC, 2400 Augusta Drive, Suite 330, Houston TX, 77057 for the building at 200 N Edwards Blvd., Lake Geneva, WI 53147 to modify the entrance over an existing tenant space and add a loading dock to rear of building, Tax Key No. ZA196100001.**

**DISCUSSION – Tom Howald, ALDI, Inc. Oak Creek Division, Oak Creek, WI**

Howald gave brief overview of the application details and there was a brief discussion amongst the Commission to clarify the details. It is to be noted that the brick presented at the meeting is not representative of what would be used during construction.

**PUBLIC SPEAKERS** - None

**MOTION #8**

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

**MOTION #9**

Kupsik/Flower moved to approve recommendation on a Precise Implement Plan (PIP) Amendment filed by Tom Howald, ALDI, Inc. Oak Creek Division, 9342 South 13<sup>th</sup> Street, Oak Creek, WI 53154 for Interra-Sky Lake Geneva LLC, 2400 Augusta Drive, Suite 330, Houston TX, 77057 for the building at 200 N Edwards Blvd., Lake Geneva, WI 53147 to modify the entrance over an existing tenant space and add a loading dock to rear of building, Tax Key No. ZA196100001, Pursuant to the Finding of facts and City staff comments and staff to approve the brick colors so that they match the existing other units. The motion carried unanimously.

**11. Public Hearing and recommendation on a Conditional Use Application filed by Lake Geneva Architects, 201 Broad Street for Dean Athans, W3155 Snake Road, Lake Geneva, WI 53147 to exceed the Twenty foot wide passive recreational corridor in the Shore Yard Setback for new construction at W3155 Snake Road, Lake Geneva, WI 53147, Tax Key No. ZWIL 00004.**

**DISCUSSION –Jason Bernard – LG Architects for Dean Athans Family**

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

**PUBLIC SPEAKER #1 –Dale Buelter, W3147 Geneva Bay Dr, LG (First house on the right in Geneva Bay)**

Buelter gave commendations to Dean Athans on the tree retention and the estate that he is restoring back to its natural state. He has concerns however about the trucks that would be coming in during construction. Bernard replied that they would be using the main driveway and not the gravel driveway.

**MOTION #10**

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

**MOTION #11**

Kupsik/Gibbs moved to approve recommendation on a Conditional Use Application filed by Lake Geneva Architects, 201 Broad Street for Dean Athans, W3155 Snake Road, Lake Geneva, WI 53147 to exceed the Twenty foot wide passive recreational corridor in the Shore Yard Setback for new construction at W3155 Snake Road, Lake Geneva, WI 53147, Tax Key No. ZWIL 00004. Pursuant to the Finding of facts and City staff comments with the provisions that the owner use the main driveway into the property for all construction activity. The motion carried unanimously.

**12. Adjournment**

**MOTION #12**

Gibbs/Flower moved to adjourn the meeting at 8:37 pm. The motion carried unanimously.

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

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PLAN COMMISSION**

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

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

### **Finance Committee**

Thursday, December 10, 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 \$52,766.00 in General Funds for the month of November 2015. There were no expenditures from Donated Funds in November 2015.

### **Board of Trustees Meeting**

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

#### **Minutes**

#### **Call to order**

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

#### **Roll Call**

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

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

Oppenlander asked for a motion to adopt the agenda as proposed. Kundert made a motion to adopt the agenda. Lafrenz seconded. Motion carried unanimously.

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

Oppenlander asked for a motion to approve the minutes of the November 12, 2015 meeting. Brookes made a motion to approve the minutes as proposed. Lafrenz seconded. Motion carried unanimously.

Oppenlander asked for a motion to approve the minutes of the Special Meeting on December 3, 2015. Lafrenz made a motion to approve the minutes as proposed. Boilini seconded. Motion carried unanimously.

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

Oppenlander welcomed Linda Boilini as the Library Board's new Joint #1 School Board representative appointed by Superintendent James Gottinger to replace Barb Dinan.

Oppenlander advised the Board that the Walworth County Board of Supervisors will review Kundert's application for reappointment to the Board at their December 14, 2015 meeting.

Peterson briefed the Board on the "Close the Gap" campaign initiated by the Wisconsin Library Association to support libraries in Wisconsin at the state level.

#### **Building & Grounds**

Kundert reported that the tuck pointing on the building chimney, exterior walls, and outside restroom kneewalls has been completed. Discussion followed regarding city and library responsibility in the outside restroom area.

## **Finance**

Kundert made a motion to approve \$52,766.00 General Fund expenditures for the month of November 2015. Lafrenz seconded. Motion carried unanimously. No expenditures were made from Donated Funds in November 2015.

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

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

Oppenlander asked for a motion to set expenditures for 2016 library staff payroll as represented in Spreadsheet D3. Kundert made a motion as proposed. Lafrenz seconded. Motion carried unanimously.

## **Director's Report**

Peterson reported on circulation year-to-date and anticipated year-end total. It is expected that the Library's total circulation for 2015 will be approximately 3,500 items down from 2014.

Peterson did not have any information about liability coverage for program presenters who rent the Smith Meeting Room.

Peterson presented a revision of the Smith Meeting Room based on recommendations from the Board at their November meeting. Discussion followed. Kundert made a motion to accept changes in the conditions of rental usage of the Smith Meeting Room as presented. Brookes seconded. Motion carried unanimously.

Peterson reported on the most recent analysis of the Scan Pro. Discussion followed with agreement to give the changes a trial run.

Peterson reported on the progress of the project to restore the legacy furniture along the magazine aisle with the support of the Friends.

Peterson reported on a presentation at the LAC meeting of Gale Cengage, an online program which offers classes and career certification options for library patrons remotely. David Bretl, Walworth County Administrator, and Nancy Russell, Walworth County Board of Supervisors Chairman, attended this meeting.

Benson reported on recent and upcoming adult and youth programming.

## **Adjournment**

Oppenlander asked for a motion to adjourn. Kundert made a motion to adjourn at 11:00 a.m. Boilini seconded. Motion carried unanimously.

Respectfully submitted,

Diane Jones, Secretary

**Next Meeting: Thursday, January 14, 2016 at 8:00 a.m.**

## Lake Geneva Historic Preservation Commission Meeting Minutes

December 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, Mary Tanner, Louise Rayppy, and Jim Davis. Elizabeth Chappell was absent. Michael Rehberg was there representing Black Point.

Approval of minutes of Historic Preservation Commission Meeting of November 10, 2015.

Comments from the public: None

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

Track The Past—February 13th, 2016

Free Family Train Day 10 to 4

The museum has 564 members to date, and 188 new members. They are putting together a new exhibit about historic and old chairs. They are also working on a condense script for Oak Hill Cemetery—Self walking tour.

Update on the Geneva Lake Theater Building.

Still for Sale. Tom Hartz is still interested in the building, but receiving little or no cooperation from the city. The Friends of the Theater should put pressure on the city after the new year.

Review of recent bills, invoices and the current balance in the LGHPC account. The current balance as of 12/7/2015 is \$3,354.68.

Ongoing discussion regarding presentation by Dr. Alana Platt and the staff at UW-Whitewater Innovation Center on creation of an initial I-phone app version of A Historic Lake Geneva Walking Tour and a possible android version. We approved the money for this. Dr. Platt informed us at our last meeting that in the Fall of 2016, she will have a class, so they will be able to work on it for less money.

Report on the status of the Lake Geneva Historic Preservation Commission website, [www.historiclakegeneva.org](http://www.historiclakegeneva.org). On December 12th, Ken Etten spoke to Jeff Miskie and he got our

website back up and operating as [www.historyoflakegeneva.org](http://www.historyoflakegeneva.org). He will also look into getting us the domain name [www.historyoflakegeneva.com](http://www.historyoflakegeneva.com) as a backup. Jeff will administer our site from now on so Ken can pass any changes back to him for revision.

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. Michael Rehberg gave us an update of the Black Point Walking Tour. They had 19 tours last summer, a total of 299 people, 16 people per tour, largest tour: 26 people and rained out only once. They collected \$632.00 from all the tours. Next year they are thinking about expanding the tour into the neighborhoods. Just churches on Sunday mornings.

Update from Patrick Quinn regarding the nomination of Oak Hill Cemetery as a National and/or Local Historic Site, including any additional research information and input on Oak Hill Cemetery and H.W.S. Cleveland. Had two corrections made on the Civil War sign at Oak Hill Cemetery. Mayor Connors agreed to write a letter approving the nomination of the cemetery as a historic site. Also discussion on potential recognition of three extant buildings designed by William Le Baron Jenney on former Maple Lawn property in the City of Lake Geneva. No new information.

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

Will pay for the replacement of the plaque on the James Simmon's house, due to the incorrect date on it. It should be 1867.

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

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

Meeting adjourned at 7:35 P.M.

Respectfully submitted,

Louise Rayppy

**City of Lake Geneva Special Parking Commission**  
**December 17, 2015-8:00am**  
**Conference Room 2A, City Hall**  
**Minutes**

1. **Opening and Attendance:** Attendance recorded and copies of minutes distributed.
  
2. **Roll Call at 8:05am**  
Present: Chairman Krause, Fleming, Swangstu, Esarco, Gelting and Schaefer (non-voting)  
Staff present: Mayor Connors, City Administrator Blaine Oborn and Parking Manager Mullally  
Also in attendance: Flitcroft, Lake Geneva School Business Director
  
3. **Approval of Minutes from November 18, 2015**  
Fleming/Krause motioned to approve minutes. Motion carried 5 to 0.
  
4. **Open Comments**  
None
  
5. **Discussion/Recommendation on Central Dennison traffic flow**  
Mullally began the discussion in regards to improving the safety and traffic congestion around Central Dennison during school pickup and drop-offs. Mullally illustrated areas around the school that could be changed including eliminating the one hour ordinance on the east side of Cook Street between Wisconsin and Dodge and on the west side of Madison; and creating one hour pickup areas on the east side of Madison and west side of Cook Street. In addition to making Dodge Street (from Cook Street to Madison Street) a “no parking” area from 8:30am to 4:30pm during school days. Also a curb cut for angled parking on the east side of Madison Street from Wisconsin Street to alley which could be used for general parking in the evenings and summers. On the last discussion Mullally pointed out that there was some concern about eliminating (2) two handicap spots. Flitcroft stated that virtually never were the handicap spots used and perhaps they could be relocated further down the street. Flitcroft also stated that when the school parking lot was repaved it created (3) three handicap spots. Mullally confirmed that the school requests at least a (1) one hour parking time during school from the hours of 8:30am to 4:30pm for pickups/drop-offs. Krause inquired about the curb cut and if there was enough room for angled parking; Mullally stated that the plan was forwarded to Public Works for their analyzation. Flitcroft added that the extra spaces would be beneficial to the City when school is out. Gelting stated that parallel parking may work better. Gelting also asked who the Cook Street handicap spaces were for. Flitcroft stated that he did not know who they were for and thought they might have been added to just provide handicap spots in general. Connors suggested relocating them near the tennis court area.

Gelting motioned to recommend to the Public Works Committee the plan set forth to adjust the parking around Central Dennison school to eliminate the 1 hour school day to open parking along the east side of Cook Street on the angled parking along with adjusting (5) five parking spaces on Cook Street on the west side near the playground to make one hour stalls only for the first (5) five spaces nearest to the school and adjusting the handicap parking to the south side of the block nearest to Geneva Street; also mark (5) five stalls on the east side of Madison Street south of Wisconsin and eliminate the no parking 8:00 to 5:00pm school days on Madison Street between Wisconsin and Dodge on the west side along with a curb cut to be put in on the east side of Madison Street adjacent to Central Dennison school north of Wisconsin Street; and also to allow no parking on Dodge Street from 8:30am to 4:30pm on school days.

Motion seconded by Swangstu. Motion carried 5 to 0.

**6. Discussion/recommendation of finalizing the dates and locations for the 2016 shuttle**

Mullally stated at the last meeting, it was decided because of low ridership that the 4<sup>th</sup> of July shuttle would be eliminated from the 2016 schedule. She asked the members if anyone wanted to add or delete an event. Mullally stated that there was a possibility of using the Grand Geneva as a potential pickup/drop-off location; she wanted to know if the Commission would like to explore that option. Krause stated that Mullally could pursue working with Grand Geneva as an option. Gelting motioned to approve the dates as presented. Motion seconded by Fleming. Motion carried 5 to 0.

**7. Follow up discussion on clamping/booting repeat violators**

Mullally explained that in order to boot or clamp in the state of Wisconsin our municipality would have to create an ordinance. The ordinance would have to meet state guidelines as well. Mullally also stated that the item should have been worded as if the Committee had any recommendation of how to recoup some of the losses in ticket payment due to repeat offenders. Gelting stated the other piece of this is the revenue missing from the meters and someone taken up a spot without paying the meter. Connors asked if the City could take repeat offenders to small claims court in Illinois. Gelting stated he was not a big fan of booting because of the logistics and exposing staff to additional confrontation; he stated he is more of a proponent of towing vehicles. Swangstu added that towing would be much better than booting from a PR stand point. Fleming also agreed that booting would not be the image would not be good for City. Krause stated that the booting and clamping was out and the question was how to efficiently try to collect. As in Wisconsin we have tools to recoup fines, Connors requested if Mullally could compile a list of violator's addresses and what the percentages of repeat violators with over \$500 fines to see if there was a pattern. Mullally stated if that was public information she would compile that. Connors stated that if they were individuals across the border we could take them to small claims court. Krause asked if the Police could get involved with writing another level of ticketing. Krause stated no action will be taken for this item but a continued for discussion and renamed "options with repeat offenders."

**8. Discussion/recommendation on garbage pickups on 600 block of Main Street**

Krause made reference to a resident area problem in which his neighbor, on the corner of Warren and Wisconsin Street whereas some people have to put garbage on the sidewalk of Warren because they don't pick-up on Wisconsin or Geneva Street. Krause stated that the problem is with parking being that there is an ordinance against people being allowed to put their garbage on the street and with parking tight in some cases there is no option for trucks to get near the garbage to pick it up. Krause stated to either change the ordinance allowing them to leave their garbage out or figure out another method. Blaine suggested coordinating with the trash pickup, Police and Public Works regarding this matter. Krause stated there was no action and would leave to Blaine.

**9. Discussion/recommendation on eliminating the stalls on the 600 block of Main Street**

Connors stated that this item was put on the agenda in order to improve traffic turning right on Main Street. Connors explained that most people enter Lake Geneva from east on 50; the right turn lane on Mill Street could just continue to Center helping the choke point. Esarco stated that the traffic movement is more important than the (2) two spots. Krause motioned to eliminate the (2) two remaining stalls and request that Public Works redesign the right hand turn lane to improve traffic flow. Motion was seconded by Gelting. Motion carried 5 to 0.

**10. Discussion/recommendation on a parking agreement at 251 Cook Street.**

Mullally illustrated that (2) two stalls #833 and #834 remained on the property of Roger Wolf. She noted in order to keep the stalls in the City's inventory the Council would have to agree to a revenue sharing agreement similar to Keefe lot. Krause accepted the information on behalf of the Commission.

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

Mullally stated that she would like to continue the meeting times at 6:00 pm in the evenings because during the summers she is outside during the mornings. Krause and Swangstu stated that they liked the meeting time at 8:00am. Krause motioned that the next meeting be on Thursday February 18, 2016 at 8:00am. Krause requested that options for repeat offenders be added to next agenda.

**12. Adjourn**

Fleming and Gelting motioned to adjourn, passed unanimously. Adjourned at 9:01am.

**Next Meeting Thursday February 18, 2016 at 8:00am**

## Geneva Lake Museum Board Meeting

December 9, 2015

**President Jim Gee** called the meeting to order at 5:30 on Main Street of the Geneva Lake Museum. Those in attendance: Ed Schwinn, Vice President, Secretary Vern Magee, Directors: Jim Davis, Dave Williams, Jim Voss, Joanne Niessner, Pat Gee, Barbara Buelter, Marianne Bonifacic, Beth Pernice, Jeff Glass, Don Rutkowski Absent: Dana Hagenah, Mary Olson, Lynn Grayson, Dick Bain, Chuck Ebeling. Staff present: Janet Ewing, Helen Brandt, Pat Cramer, Dale Buelter. Absent: Karen Jo Walsh, Director of Exhibits. Absent: Elizabeth Chappell, Council Representative. Other guests present: Lois and Allen Maywald, Penny Simonetto, Vernon and Joy Haan, Louis Rutkowski, Bob and Millie McCormick, and Tom Yoder.

**The president** took a few minutes to introduce new board member, Jeff Glass, who then gave a short bio to those in attendance. His election to the board was done with an electronic vote by board members. Board members then introduced them selves and those in the audience did the same.

**The minutes** were accepted as sent electronically with a motion by Joanne, second by Ed, motion carried. There was no treasurers report because Mary Olson is ill.

**Helen** gave the Acquisitions Report, noting this time of year is usually slow for items coming in; two that did come in are a book entitled *Badger Saints and Sinners*, by Fred Holmes, and a spoon from the Traver Hotel, which is due to be torn down soon.

**Administrative, Operations, and Exhibits:** Janet gave a verbal report and a copy will be included with the minutes. Dale's report was verbal telling the board of plans for air conditioning to be completed by June 1, 2016. He has contacted 3 vendors who are all qualified to bid what we will need to cool the North Gallery. In the absence of Karen, Vern read her prepared report which was given to board members present.

### Committee Reports

**Fund Raising:** Pat reported the December meeting was canceled, but they will meet in early January. Depending on the status of the air-conditioning bids and what the city will do to help us with that expense, will determine what the committee will do to raise money for that purpose.

**Membership:** We now have a total of 564 members. Penny sent a letter recently to inactive or overdue members, which were all signed by Jim.

Old Business: Thrivent Choice Program. Our application has been completed and we are now on their list to be considered for financial gifts. This has been a long process, and we are hopeful we will receive funds through estate planning by Thrivent.

**New Business:** *Dark Sky Initiative* lighting proposal. Janet had suggested lighting our building more and Jim said there is correct way to light buildings, which we would like to do, but in a way that will not interfere with the idea of the *Dark Sky Initiative*.

Called 'down lighting', we would propose to be a model of doing this correctly. Motion to proceed with the *Dark Sky Initiative* was made by Don Rutkowski, second by Jim Davis, motion carried with no discussion. We hope to get some good press on this which will call attention to the need to light building correctly.

Janet suggested everyone encouraging those we know to become a docent or deliver rack cards to various business places in the lakes area.

There being no other business, the meeting was adjourned for a Christmas party held on Main Street.

Vern Magee  
Secretary

cc Jim Connors  
Elizabeth Chappell  
City Clerk