



**COMMITTEE OF THE WHOLE**  
**MONDAY, FEBRUARY 1, 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 January 4, 2016 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. Update from Mike Kramp with the Geneva Lakes Family YMCA on 2016 activities
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.*

1/29/2015 11:51pm

cc: Aldermen, Mayor, Administrator, Attorney, Media

**COMMITTEE OF THE WHOLE  
MONDAY, JANUARY 4, 2016 - 6:30 PM  
CITY HALL BUILDING, COUNCIL CHAMBERS**

Council President Kupsik called the meeting to order at 6:31 p.m.

Pledge of Allegiance led by Alderman Kupsik.

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

Kordus/Hedlund motion for approval of minutes from December 7, 2015 Committee of the Whole Meeting as distributed. Motion carried unanimously.

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

Mary Jo Fesenmaier, 955 George Street, spoke regarding the Hillmoor property. She said the property is listed as a potential new park and open space facility in the Comprehensive Plan and the Park and Open Space Plan. The City needs to take leadership and explore the options. She noted the number one reason to vote not to change the comprehensive map due to having a greater supply of residential and commercial than demand. She spoke regarding committee times and asked to keep in mind people are employed during the day, and times should reflect the ability for residents to attend and give input.

**Presentation on reorganization for the Chamber of Commerce and Convention & Visitors Bureau**

Darien Schaefer, President and CEO of the Chamber of Commerce and Convention & Visitors Bureau, spoke regarding upcoming changes to the organization. The Chamber will now be known as Visit Lake Geneva. Last spring the Chamber and the CVB Board of Directors met in a joint strategic planning session and developed a plan to increase communication, reduce duplication and improve their ability to represent the Lake Geneva area. The two board structure was merged into a one board structure effective January 1, 2016. The logo is also being updated. The incorporated name will always be the Lake Geneva Chamber of Commerce but they will be doing business as Visit Lake Geneva. It is important for them to maintain the focus on commerce, but they are making it easier for others to work with them. They are still members of the National Chamber of Commerce.

Alderman Hill asked how the membership model will change and how the organization will continue to serve Lake Geneva's business community. Mr. Schaefer replied the budget has grown with different programs and grants. A number of duties have been brought in house to save costs. The budget for 2016 is \$1,025,000 with 64% from combined room tax, 17% from membership dues, and 19% from other programs. In addition to the City of Lake Geneva, they are directly funded through the Town of Lyons and the Village of Fontana. There are a number of members who make contributions as well. The City of Lake Geneva's contribution has been \$100,000. This year it has been modified to \$100,000 and an additional percent. For every dollar the City of Lake Geneva invests through the organization, it is being matched by \$9.25 by other municipalities in their programs. They will still receive room taxes. A new dues structure will be implemented on July 1, 2016, changing from traditional membership dues to partnership tiers. The trend is to transition to partnership tiers based on price points that provide certain services. Mr. Kordus added there is a 9 to 1 contribution from the Geneva Lakes area that the City of Lake Geneva benefits from.

**Discussion/Recommendation on reorganization of committees, boards and commissions including changing dates and times and changing Common Council time**

City Administrator Oborn explained other municipalities are a bit more consolidated than Lake Geneva. Alderman Gelting explained they took a look at the committees over all. There are a number of committees that work hand in hand, so it may make more sense to meet together to make it a faster process. He presented the idea of holding a public comment section at the end of Council meetings that would not be limited to an agenda item in lieu of holding the Committee of the Whole. Alderman Chappell stated she is appointed to a number of committees and on some she is not even a voting member. Mr. Oborn said we don't have control over consolidating non-city committees. The goal is to be more efficient and currently there is a lot of redundancy. He also wants to cut down on Council member turnover. Alderman Hill added if you want strong leadership, people must be given the opportunity to participate in a reasonable

fashion. Mr. Kupsik recommended having staff move forward and look at consolidating some of the committees and come back with a plan. Ms. Hill suggested modifying the current Lake Geneva model as opposed to trying to fit us into something we have an example of. Alderman Howell would like to be careful what they consolidate to make sure the issues get discussed fully. Ms. Hill asked if FLR could recommend to the following Council meeting rather than the meeting that will be the same night. Mr. Oborn noted many communities do not have a Committee of the Whole. Alderman Kordus suggested getting input from the elected officials and staff to decide what can be consolidated and bring it back to Committee of the Whole. There would be a major ordinance overhaul on this as well. Mr. Kupsik said the Committee of the Whole gives the public an opportunity to see what happens at all of the committee meetings in the City.

**Standing Committee Reports given:**

Finance, License & Regulation Committee, Alderman Kupsik  
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, Alderman Kupsik  
Police & Fire Commission, Alderman Gelting  
Plan Commission, Alderman Kupsik  
Board of Park Commissioners, Alderman Kupsik  
Library Board, no report given  
Historic Preservation Commission, Alderman Chappell  
Cemetery Board, Alderman Kordus & City Administrator Oborn  
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, Alderman Kupsik  
Geneva Lake Use Committee, no report given

Kordus/Hedlund motion to adjourn the meeting at 7:59 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, JANUARY 11, 2016 – 6:00 PM**  
**COUNCIL CHAMBERS, CITY HALL**

Chairperson Kupsik called the meeting to order at 6:02 p.m.

**Roll Call.** Present: Aldermen Howell, Kupsik, Kordus and Wall. Absent (excused): 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 be limited to 5 minutes.** None.

**Approval of Minutes.** Wall/Kordus motion to approve the Special Finance, License and Regulation Committee Meeting minutes of December 30, 2015, as prepared and distributed. Motion carried 4 to 0.

**LICENSES & PERMITS**

**Howell/Kordus motion to recommend approval of Street Use Permit for closure of Wrigley Drive during Winterfest on Friday, February 5, 2016 at 9:00am and approval to waive fees.** City Administrator confirmed the closure is for Friday, Saturday and Sunday. Due to safety concerns Friday closure was added. As this was at staff recommendation, Mr. Oborn requested the fees be waived. Motion carried 4 to 0.

**Howell/Wall motion to recommend approval Resolution 16-R1, a wage resolution for Part-time Police Officers (recommended by the Police and Fire Commission on Jan. 7, 2016).** Mr. Oborn explained part-time employees were looked at last year and a place holder was put on this position with no salary. The Police and Fire Commission discussed the rate and would like a range. With the new wage grade scale, this fits within scale 9 (\$19.93 - \$25.91). The salary is between the reserve and full-time employees. The higher salary is meant to attract candidates as the Chief has had a difficult time obtaining part-time employees. The position is hourly, non-union. Motion carried 4 to 0.

**Kordus/Wall motion to recommend approval parking agreement at 251 Cook Street**

The two parking spaces located by the ally were part of a previous contract. As they are no longer part of a contract, an agreement needs to be completed with the new property owner. Motion carried 4 to 0.

**Kordus/Kupsik motion to recommend approval sending request for charge back of rescinded or refunded taxes to the Department of Revenue pertaining to tax key ZLM 00003 and ZTT 00002, and authorizing payment for overages in the amount of \$1,862.91 and \$4,164.17**

Both individuals received tax bills showing their homes assessed as full value, which was incorrect. The assessor admitted they assumed the homes under construction were 100% complete. The amounts listed are the overages the City would pay initially. The chargeback will be filed with the Department of Revenue, and once approved the City would be refunded the payment from the other taxing jurisdictions. There is a small risk the DOR may not approve the chargeback.

Discussion followed on why the City is responsible to fix the assessor's error. The assessor's contract would need to be reviewed to see if it would cover such errors. Mr. Oborn can evaluate if there is compensation or steps they can do to hold the assessor accountable. It was also partially the taxpayer's responsibility as they received a notice of change of assessment letter and ignored it. If they would have responded to the letter, it could have been corrected at Board of Review; although, this was a pure error on the assessor's part.

Mr. Oborn confirmed the payment would be made to the County Treasurer. Proactive measurers have been taken with the Building and Zoning Department to notify the assessor of homes still under construction. An amended tax bill has been prepared, which is the amount the homeowner is responsible to pay.

Motion carried 3 to 1 with Alderman Howell voting "no."

**Presentation of Accounts – Alderman Kupsik**

Purchase Orders. None.

Wall/Kordus motion to recommend approval of Prepaid Bills in the amount of \$112.50. Motion carried 4 to 0.

Kupsik/Kordus motion to recommend approval of Regular Bills in the amount of \$142,966.01. Alderman Kordus questioned if the disbursement of the \$50,000 salary payment for Mr. Winkler would be an invoice from the Utility or a regularly scheduled payment. Comptroller Pollitt stated the City Administrator would sign a request for check and it will be on the list of payables to approve. Motion carried 4 to 0.

**Adjournment**

Kordus/Wall motion to adjourn at 6:26 p.m. Motion carried 4 to 0.

/s/ Sabrina Waswo, City Clerk

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

**PERSONNEL COMMITTEE MINUTES**  
**THURSDAY, JANUARY 28, 2016 – 4:00 P.M.**  
**CITY HALL, CONFERENCE ROOM 2A**

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

**Roll Call.** Present: Alderman Hedlund, Hill, Chappell, Wall and Kupsik. Also Present: Mayor Connors, City Administrator Oborn, City Clerk Waswo, Chief Rasmussen, Parking Manager Sylvia Mullally, Lieutenant Ed Gritzner, City Attorney Draper and Chris Schultz of the Lake Geneva Regional News.

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

**Hill/Chappell motion to approve Personnel Committee minutes for December 2, 2015, as prepared and distributed.** Motion carried unanimously.

**Discussion/Recommendation on Wage Raises and Pay Scale Grades for Part-Time Employees**

City Administrator Oborn presented a pay scale to the committee. He used the same process he had for the full-time employees. Alderman Chappell questioned the procedure for Alderman raises. Mr. Oborn explained an ordinance would have to be passed, and it would go into affect the following term. Alderman Hill asked if the City Attorney was the only position that was graded at 22 and wondered if the City Administrator should be at that level as well. Mr. Oborn stated Springsted did not provide the SAFE system to evaluate these, but it would make the process more clear. Once he is provided the evaluation, he will use the system and rescore positions.

Mr. Oborn discussed a number of salaried and hourly positions. Ms. Hill questioned why on other positions the trend is to lean toward the mid and they are going to the minimum for the PD Bookkeeper and part-time Dispatcher. He replied the full-time variance is a 6, and he did not want too much of a spread. Alderman Hedlund noted giving a 2% increase would have been less than increasing to the minimum. Mr. Oborn noted in the past, some of the positions had years in them. When a policy is done, some flexibility will be given for seniority. Ms. Hill said she does not like shooting for the minimum. Ms. Chappell asked if they are going to get to a point where the grades are tied to a pay range. Ms. Hill said that would come in with the performance evaluation side. Mr. Hedlund said they are establishing a base. Ms. Hill asked if these monies were budgeted for 2016. Mr. Oborn explained there is flexibility on hours. He will need to check with the Comptroller. If needed, a budget revision can be done. Ms. Hill said she did not agree with tying Department Heads' hands by making them monitor hours when a raise is given. She does not want this to be an additional complication. Mr. Oborn explained the budget may be raised, but the City will be able to bring in a better caliber of people when recruiting. Ms. Hill said they should have put in the 2016 budget 2% raises for part-time employees across the board as well. Mr. Oborn believes they did but would have to confirm with the Comptroller.

Mayor Connors added anything related to the Fire Department or Police Department should be referred to the Police & Fire Commission before going to Council. Mr. Hedlund asked if everyone is satisfied with the assigned pay scale grades. Mayor Connors noted Parking Maintenance Lead was listed twice with two different pay rates. The first position is being cut as the hourly rate went down. The second position had a significant raise. Mr. Oborn explained last year there was a Parking Supervisor and a Parking Manager. When the Manager position was created the Supervisor was not lowered even though the job duties changed. It is more like Lead 1 and Lead 2. The Supervisor position and Assistant position are put into the same category, recognizing the experience difference with the individuals. Mayor Connors questioned why the Parking Leads are at a 2 and the part-time PD Booking Officer and part-time Dispatcher are at 3 and 4 but are a lower hourly rate. Mr. Oborn said it was because he was at the minimum for PD positions. The Parking Leads were put higher as Mr. Oborn was focusing on the individual rather than the classification. Ms. Hill questioned if we should be focusing on the classification across the board rather than the individual. Mr. Oborn said that is where we are getting, but we are still transitioning. It was noted the minimum would be a starting wage for someone with no experience.

Hill/Chappell motion to recommend accepting and adopting the wage raises and pay scale grades for part-time employees as presented by the City Administrator with the exception of Police and Fire to go to PFC. Unanimously carried.

**Discussion/Recommendation of Implementation of Wage Study including 1) Administrative Policy for Classification, Compensation, Performance System; 2) Performance Evaluations; and 3) SAFE Job Evaluation System Training.** City Administrator Oborn listed two items from Springsted. Developing the compensation plan and implementation options was discussed earlier. He presented policy examples provided by Springsted from Elkhorn and Middleton where the SAFE job evaluations are discussed. The committee would need to understand the technical terms before developing a policy.

The current performance evaluation form seems to meet the criteria for evaluations. The evaluation must be done with set goals. Next year the goals can be evaluated and then decide to do pay raises which will be part of the policy. Ms. Hill asked how goals can be quantified for Department Heads and employees. Mr. Oborn answered they would want a policy with set criteria. Ms. Hill asked what the measurables are. Mr. Oborn said the complexity is every position will be different. Mr. Hedlund would like evaluations done no later than April to compare with end of year evaluations. Ms. Hill feels this should be a budget season discussion, most likely the end of summer before the budget workshops. Mr. Oborn explained pay raises are given January 1 but others do it on an anniversary date. Ms. Hill does not feel it's realistic to have evaluations and performance based raises completed for this budget season. Mr. Hedlund would still like to try. Mr. Oborn added they could still give direction to start the evaluations. Ms. Hill would rather establish a policy before this happens. Alderman Chappell suggested doing the first evaluation toward the end of summer and then a 2% status quo raise in 2017. Conversation followed on the best time to conduct evaluations. Mayor Connors asked if department guidelines or metrics could be established. He wondered if there would be any merit to establishing those metrics and guidelines first and then doing an evaluation in October to see where the employee ranks. There was discussion if all employees had seen their updated job descriptions. Mr. Hedlund explained by starting this process, it would reinforce the job description. Alderman Kupsik said the purpose is to establish ground rules for employees. It will take time but it should be done correctly. Mr. Oborn still needs the SAFE training from Springsted.

Wall/Kupsik motion to have performance evaluations done by March 31 to include goals and objectives for all full-time non-represented employees excluding Police and Fire, Utility and Library employees. Motion carried 4 to 1 with Alderman Chappell voting "no."

Ms. Hill asked what they meant by evaluation. Mr. Hedlund said they should use the example form that was given at the meeting. Ms. Chappell requested a different form be used. Mr. Hedlund replied items can be omitted. Ms. Hill felt going through this was a moot point without setting goals and objectives. She questioned when Department Heads will be evaluated. Mr. Oborn said he would do the evaluations, put them on the agenda and will come back so they can be reviewed. It was discussed the Aldermen would evaluate the City Administrator.

### **Closed Session**

**Motion to go into Closed Session pursuant to Wis. Stat. 19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; Wis. Stat. 19.85 (1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; and Wis. Stat. 19.85 (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: regarding grievances filed by Officer Dennis Dyon regarding Holiday Pay and Scheduled Vacation (City Attorney Draper)**

Hill/Wall motion to go into closed session including the Mayor, City Administrator, City Attorney and Police Chief.

Roll Call: Hedlund, Hill, Chappell, Kupsik, Wall voted "yes." Unanimously carried to go into closed session at 5:10 pm.

### **Open Session**

**Motion to return to open session pursuant to Wisconsin Statutes 19.85(1) and take action on any items discussed in closed session.** Roll Call: Wall, Chappell, Kupsik, Hill, Hedlund voted "yes." Unanimously carried.

Committee returned to open session at 5:23 pm.

Hill/Chappell motion to recommend denial of grievance filed by Officer Dennis Dyon and refer to Police and Fire Commission. Motion carried unanimously.

**Hill/Chappell motion to adjourn at 5:24 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

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## January 14, 2016 Meeting Minutes

DATE: January 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: January 14, 2016 Public Works Committee Meeting Minutes

The Public Works Committee is scheduled to meet at **5:05 PM** at City Hall.

**Members in attendance:**

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

**Staff Present:**

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

Other:        Ms. Sylvia Mullally, Parking Enforcement \_\_\_\_\_

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

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

Motion to approve the minutes of the prior meeting by Chair Kordus and seconded by Ald. Gelting. The motion passed 4-0.

**Public Comments:**

None.

**Communications:**

**Agenda Items:**

1. 2015 Street Maintenance Contract Bids (2016 Construction) Continued.
2. Downtown Signage Proposal from Kapur.
3. Electrical Underground & Related Projects on Main Street – Curtis to Wells Streets.
4. Driehaus Plaza Project Plan for Review.
5. 1065 Carey Street Building Roof Repair Proposals.
6. Removal of two (2) Parking Spaces on Main Street.

## **Public Works Projects Update**

DPW Winkler went through the status of all the present projects.

### **1. 2015 Street Maintenance Contract Bids (2016 Construction) Continued.**

DPW Winkler explained that bids were opened last month for the 2015 Street Maintenance contract and the item was continued to evaluate the schedule of supplementary prices. The recommendation was to award to Payne & Dolan based upon the fact that unit price work was expected to be minimal. It was also discussed that the street budget was pared down to the \$400,000 to \$425,000 funding level range for award. It is recommended by staff on that basis to award the low bid to Payne & Dolan.

It was moved by Ald. Howell and seconded by Ald. Gelting to award the project to Payne & Dolan in the amount of \$361,967.47. The motion passed 4-0.

**(This item needs to go to FLJ & Council for consideration. Please include the staff memo in the packet).**

### **2. Downtown Signage Proposal from Kapur.**

Kapur's proposal was provided to the PWC for review and discussion. Mayor Connors noted the task completion dates do not work for sufficient time to obtain bids for the new signage and have them approved in time for TIF funding. The consensus was that the agreement needed to include an acceptance date of the study of the March PWC meeting March 17th.

It was moved by Ald. Kupsik and seconded by Ald. Gelting to approve the Kapur proposal with a completion date of March 17<sup>th</sup> which gives the City ample time to bid out the street sign list in time for Council approval on April 25<sup>th</sup> Council meeting. The motion passed 4-0.

**(This item needs to go to FLJ & Council for consideration. Please include the Kapur proposal in the packet).**

### **3. Electrical Underground & Related Projects on Main Street – Curtis to Wells Streets.**

DPW Winkler provided a status report on negotiations for the undergrounding of the overhead power, cable TV and telephone using TIF #4 funds. All impacted utilities have been contacted and are in the process of developing plans and cost estimates. Other work discussed included how to address the existing 8 street Alliant mast arm lights on the Alliant poles to be removed, widening the road to provide left hand turning in both directions, some sidewalk replacement and the existing trees on the north side of Main Street. By consensus the Committee's direction was to pursue the burying of existing lines, widening of the roadway on the north side of Main Street to facilitate a continuous left hand turn lane in the center of the road both directions, removal and replanting of the flowering crabapple trees with another species of taller growing tree, replacing the mast arm light poles with ornamental poles the same type as used on the recent North Broad Street lighting project, removal of a short section of bike path between Country Club Drive and West Street and widening of the existing concrete sidewalk as needed for a shared bike path along that segment, installation of a short section of public sidewalk in front of the Chateau Motel, and City hook-up of underground electrical to the customers on the south side of Main Street presently serviced by the overhead drops.

The DPW was asked to secure all needed utility easements on private property for utility boxes and an agreement with our City Engineer to design and build the widening project. Costs were discussed and Administrator Oborn said he will shift around the necessary funding to achieve the work the PWC wishes to have done.

**(This item needs to go to FLJ & Council for consideration).**

**4. Driehaus Plaza Project Plan for Review.**

The DPW reported he had met with the Beautification Committee and its landscape designer, and he provided construction plans and perspective views to the PWC for review and consideration. He described the project consisting of removal of the existing overgrown plantings and replacing them with low hedges and ornamental trees, more benches, additional lighting, and some additional brick pavement closer to Wrigley Drive.

Cost was discussed and Administrator Oborn and Mayor Connors indicated there was \$100,000 of TIF #4 funding available with the rest guaranteed by the Beautification Committee. It was discussed that the project may cost \$175,000 to \$200,000.

It was moved by Ald. Gelting to recommend approval of the plan to City Plan Commission and seconded by Ald. Kupsik. Chair Kordus said he would attend the Plan Commission meeting and speak in favor of the proposal. The motion passed 4-0.

**(This item needs to go to the February Plan Commission meeting with a recommendation to Council for consideration)**

**5. 1065 Carey Street Building Roof Repair Proposals.**

DPW Winkler and Assistant DPW Earle discussed the need to repair roof leaks at the 1065 Carey Street building roof, mostly in the building corners. The Humphreys price in the amount of \$4,875 was recommended for approval with funding from account #41-32-10-1418. Administrator Oborn said there were sufficient funds remaining in the budget from Street Department capital projects to cover the cost.

It was moved by Ald. Gelting and seconded by Ald. Kupsik to approve the Humphreys Contracting bid quote in the amount of \$4,875 for repairs to the roof at 1065 Carey Street. The motion passed 4-0.

**(This item needs to go to FLJ & Council for consideration. Please include the staff memo).**

**6. Removal of Two (2) Parking Stalls on Main Street.**

Ms. Mullally was present to discuss the Parking Commission's recommendation to remove the two remaining parking spaces on Main Street by Subway. She said it would provide more stacking of cars attempting to make a right turn onto Center Street. Mayor Connors said it would also free up a pay station.

It was moved by Ald. Kupsik and seconded by Ald. Gelting to recommend approval of the request to Council. The motion passed 4-0.

**(This item needs to go to Council for consideration. Please include the staff memo).**

**Motion to Adjourn:**

Motion to adjourn by Ald. Gelting and seconded by Ald. Kupsik. The motion passed 4-0 and the meeting was adjourned at 6:06.

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

**Regular Lake Geneva Utility Commission Meeting  
Thursday, January 21, 2016 – 4:00 PM  
Utility Commission Office - 361 W Main Street**

**Minutes**

**1. Call Meeting to Order by Pres. Lyon at 4:04 P.M.**

**2. Roll Call - Members present:**

- X Dennis Lyon
- X Ann Esarco
- X Mike Kocourek
- X Mayor Connors
- X Ald. Jeff Wall
- X Ald. Rich Hedlund

Public in Attendance: Mr. Chris Schultz.

**3. 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.

**4. Approve Minutes of the Previous Meeting**

Motion by Mr. Hedlund to approve the minutes as presented,  
2<sup>nd</sup> by Mr. Wall and passed 5-0. ( Kocourek late).

**5. Acknowledgement of Correspondence:**

None.

**6. Agenda Items:**

a. Water Rate Case Update-Pat Romenesko

Mr. Romenesko and Mr. Winkler discussed the status of the case, the fact that the PSC set the new rates, the date of the hearing is February 11<sup>th</sup>, and answered questions. Mr. Romenesko described the hearing as a telephone call, that he and Mr. Winkler will be testifying, and the public has an opportunity to make comments. Mr. Oborn stated the ad and proposed rate case documents will be on the City's website. Director Winkler said the legal ad is already to the paper for publication. No formal action was taken.

b. Wastewater Rate Increase Discussion/Action.

There was much discussion on the possibilities for an increase. Mr. Romenesko provided background on the options as did Director Winkler with a spread sheet. The item was continued for staff by unanimous direction to come back with the percent increase needed to result in 2, 4 and 6% rates of return.

c. MOA with City Fire Department on Use of Host Water Tower.

It was moved by Mr. Hedlund to approve the MOA with revisions to Item No. 4 to better represent the intent of the section. The motion was seconded by Mayor Connors and passed 6-0.

d. Heater Replacement-Process Building-WWTF .

Director Winkler provided bid quotations for the heater replacement. It was moved by Mr. Wall to approve the low bid of Komfort Heating in the amount of \$3,990. The motion was seconded by Mr. Hedlund and passed 6-0.

e. Dodge Street Booster Station Pumps Labor Installation Quotations.

Director Winkler provided the bids for the labor to perform the installation. It was moved to approve by Mayor Connors and seconded by Mr. Kocourek. The motion passed 6-0.

f. Consideration of Adoption of the Remaining Items from City Administrator Oborn’s Lis of Concerns Continued from the December 2015 Meeting:

I. Discussion and action on a resolution prohibiting expenditures or use of Utility resources outside of Water and Wastewater operations without Council approval.

This item was tabled on the advice of the City Attorney to revise the resolution to be approved by the Commission only. Director Winkler will re-draft it for consideration.

II. Discussion/Action on recommending an ordinance change regarding the composition of the Utility Commission (Mayor Connors)

This item was continued to give the Commissioners an opportunity to review the now extensive 51 page document.

**7. Director’s Report:**

a. Projects Update

Director Winkler provided the updated construction schedule on the Sludge Storage Tanks project. He noted it is still on schedule and on budget.

b. Financials Update

Director Winkler provided the update as follows:

<b><u>Water</u></b>		<b><u>Sewer</u></b>	
EOM Cash	<u>\$1,037,000</u>	EOM Cash	<u>\$2,174,000</u>
Project Commitments	<u>\$49,000</u>	Project Commitments	<u>\$1,091,000</u>
Upcoming Projects	<u>\$TBD</u>	Upcoming Projects	<u>\$ TBD</u>

**Review and Payment of Bills:**

Motion made by Mr. Kocourek to approve the bills as presented. The motion was seconded by Mr. Wall and passed 6-0.

**Next meeting set for February 11<sup>th</sup>.**

**8. Adjourn:**

It was moved by Mr. Kocourek to adjourn and seconded by Mr. Hedlund and passed 6-0. The meeting was adjourned at 5:07 PM.

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Secretary

# Lake Geneva Tree Board

Wednesday, January 20, 2016

City Hall, Conference Room 2C

The Lake Geneva Tree Board was called to order by President Kirchberg at 6:02 p.m. Present were: Candy Kirchberg, Bob Flemming, Clara Jacobs, Al Kupsik, John Foster, Dan Andresen, and George Troupis.

A motion was made by Bob Flemming seconded by Dan Andresen to approve the minutes of the August 19, 2015 minutes. Motion carried.

4. Comments from the public: Clara Jacobs expressed a concern about the pink flowering buckeye tree that was removed to place the donor monument by the Brunk Pavilion. She would like the same variety to be planted near the site. The tree removed did have some damage to the trunk. The new site to be considered. George Troupis also questioned the removal of trees on the north side of 50 going East. There is to be road construction this spring and removal and burial of power lines. Our board is hoping new trees can be planted to replace the crabs that will have to be removed.

5. Park Board Report: Nothing new.

6. Arborist Report: John Foster reported that approx. 434 trees to be planted this spring. This includes the TIF trees and 100 trees in the yearly spring planting. John also expressed a concern on the planting of the Blue Spruce tree in the Driehaus Plaza in the new beautification plan. He had a concern about future diseases. George expressed a concern on the Ginkgo trees on Broad St. The new ones need to be checked in the spring. John also reported that approx. 50 ash trees will need to be removed because of the ash borer.

New candidate for the tree board, Robert S Peters, known as Steve was introduced. He will be recommended to the Mayor.

7. New Business: New topics mentioned earlier.

8. Old Business: Candy will continue to work on the tree Identifier Tags for the parks. Al Kupsik suggested estimating the quantity, where to place them and cost. Candy will try to bring samples to the next meeting.

Next meeting will be Wednesday, March 16.

Meeting adjourned at 7:05 p.m.

Clara Jacobs

Secretary

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY JANUARY 7, 2016, 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 Pollard.

3. Roll call

Commissioners Jordan, Bittner, Gramm, Pollard and Hartz were present. 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 December 10, 2015

Bittner motioned to approve the minutes from December 10, 2015. Jordan seconded. Motion carried 5-0.

7. Police Department Business:

a. Approval of bills for the Month of December 2015, operating in the amount of \$280,912.40, capital in the amount of \$1,196.51; for a total of \$282,108.91.

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

Chief Rasmussen advised that they hope to have the final bills for 2015 next month as well as a breakdown of the year in review. Hartz asked about the carpet bill for Communications and Chief Rasmussen advised the carpet bill would count for 2015. Hartz also asked about account 11-21-00-5110, Police FT Salaries where there was a Life Insurance Adjustment. Chief Rasmussen stated that once a year employees are taxed on the value of their life insurance and that is what is noted in account 11-21-00-5110. Gramm asked about fuel expense and copy machine costs for 2015. Administrative Assistant Papenfus advised that both costs were up to date through December.

b. Telecommunicator Moore-Spanish Studies Update

Telecommunicator Moore successfully completed a Spanish I online class and is going to be taking Spanish II as an online class. Chief Rasmussen advised that the class is paid completely by the department.

c. Data Systems Administrator and Data Entry/Records Clerk Job Descriptions

Pollard motioned to approve job descriptions for Data System Administrator and Data/Entry/Records Clerk with corrections. Gramm seconded. Motion carried 5-0.

Chief Rasmussen indicated that Courtney Bonk's position was retitled Data Systems Administrator because she does more duties than simply data entry. Discussion was made regarding various changes to the job descriptions.

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

A workshop date of February 4, 2016 at 6:00 p.m. was set up. The workshop will discuss different ways to help recruit and keep dispatchers satisfied with their jobs.

e. Part Time Officer/Job Description

Bittner motioned to approve the Part Time Officer Job description with changes, Pollard seconded. Motion carried 5-0. There was some discussion regarding changes to the job description.

f. Reserve/Booking Officer update

Chief Rasmussen handed out the reserve/booking officer hiring/training timeline for the year. The interview dates are set for March 7 and March 9, 2016.

g. 9-1-1 PSAP Routing Study update

Chief Rasmussen met with Sheriff Picknell regarding the 9-1-1 PSAP Study. Sheriff Picknell is in favor of making changes to the study. Chief Rasmussen and Undersheriff Williams will get in touch to rewrite the study agreement. Alderman Gelting noted that the City Council is anxious to get this 9-1-1 study completed and the 9-1-1 Agreement approved.

h. Donation from Al Exner

Bittner motioned to accept the \$200.00 donation from Al Exner, Gramm seconded. Roll call: Jordan-Y, Bittner-Y, Gramm-Y, Pollard -Y, Hartz- Y. Motion carried 5-0.

The Lake Geneva Police Department received a \$200.00 donation from Al Exner.

i. Monthly activity reports

2015	Dispatch activity for December 2015: Telephone calls--2,529	911 Calls-- 186	Window assists-- 648
2014	Dispatch activity for December 2014: Telephone calls--2,661	911 Calls-- 169	Window assists-- 662

2015	Patrol activity for November 2015:	Calls for service- 1,082	Arrests- 91
2014	Patrol activity for November 2014:	Calls for service -1,187	Arrests -123

j. Yearly statistics

2015	Dispatch activity: Telephone calls-- 39,008	911 Calls-- 2,476	Window assists--9,519
2014	Dispatch activity: Telephone calls 43,491	911 Calls-- 2,584	Window assists--9,382

2015	Patrol activity: Calls for service- 16,634	Arrests- 1,920
2014	Patrol activity: Calls for service- 17,968	Arrests- 1,956

There was some discussion and questions regarding the reports. Chief Rasmussen said that next month there will be an annual report regarding the activity of the Police Department.

k. Items to forward to City Council

Monthly/Yearly reports, Donation from Al Exner, 9-1-1 Study

8. Fire Department Business

a. Approval of bills for the Month of December 2015, operating in the amount of \$47,181.18, Fire Hydrant Rental in the amount of \$57,339.25, Capital in the amount of \$13,625.00 for a total of \$118,145.43.

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

It was noted that December will be the last month for Fire Hydrant Rental expense. Gramm was pleased with the EMS billing revenue. Gramm requested a comparison of prior years regarding revenue versus calls.

b. 2016 Budget--discussion/action if needed. Ambulance purchase funding.

Gramm motioned to approve the ambulance purchase not to exceed \$250,000; Pollard seconded. Roll call: Jordan-N, Bittner-N, Gramm-N, Pollard -N, Hartz- N. Motion denied 0-5.

Assistant Chief Heindl stated the Fire Department is looking at replacing the 1995 ambulance and Chief Connelly had a handout explaining the benefits of a new ambulance. While looking for a replacement ambulance it was determined that the cost of the new ambulance would be higher than initially thought. Improved changes and innovation are a reason for the large increase in the cost of a new ambulance. The Fire Department is requesting approval of not more than \$250,000 to purchase a new ambulance. There is approximately \$160,000 in the general equipment replacement fund and there is an additional \$90,000 available for the ambulance purchase, which has been carried over for many years. The need to purchase a new ambulance was discussed in detail. The Commissioners wondered if there was a possibility of purchasing a used ambulance. Assistant Chief Heindl did not believe an used ambulance could be purchased. City Administrator

Oborn also questioned the need for the ambulance. There is some money but he will have to go to Council for the funding. City Administrator Oborn indicated that he would prefer that the Commission determine the need of an ambulance prior to asking for more funds. The Commission requested a cost analysis of purchasing a new ambulance to help determine if it was cost effective to purchase a new ambulance at this time.

c. Water Tower Agreement

A copy of the agreement was not in the Commission packet.

Jordan motioned to hold the discussion in abeyance until copies were made; Pollard seconded. Motion carried 5-0.

d. Resignation of POP James Kammuehler

Jordan motioned to accept the resignation of James Kammuehler, Bittner seconded. Motioned carried 5-0.

e. Letter of Commendation from US Dept of Justice

Chief Rasmussen indicated the letter was thanking Captain John Peters for his participation in Active Shooter Class that he presented with the Private/Public Partnership.

The Commission returned to item c. Water Tower Agreement

Hartz motioned to approve Memorandum of Understanding; Jordan seconded. Motion carried 5-0.

Copies of the Water Tower Agreement were handed out. Hartz explained the corrections that Chief Connelly had requested.

f. Emergency Services Billing and Revenue Questions/Answers

Hartz had some billing and revenue questions, particularly looking for a gross collection rate. The Commission is looking for a percentage of the bills for emergency services that will be paid. A way of improving the billing process through EMS was also discussed to avoid delays of payment. Hartz will talk to Eric at EMS billing regarding some of the questions.

g. Status update on Executing Goals of Year 2 of 10 year plan

Hartz indicated that at the last PFC meeting Fire Department interviews were postponed to set up the hiring process plan. Hartz set up a series of questions and who was involved in the hiring process and how the training works. Hartz went through the hiring process making various changes and/or suggestions to the process and policies. Chief Connelly would like to set up a workshop to get opinions on the interviewing process. A workshop date will be set up after the next committee meeting. The committee is also looking at training for the interviewees to help in the process of hiring the proper applicants.

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

The Commission was pleased with the amount of money collected this year. Gramm wondered why EMS Accounts Receivable write offs were \$20,000 for the month of December and wondered if there was a particular reason for that. Assistant Chief Heindl stated the department would check into it.

i. Monthly Fire Department Activity Report/EMS reports - No Action/Discussion

j. Monthly Paratech Report – No Action/Discussion

k. Thank you cards/letters (see enclosed) - No Action

l. Items to be forwarded to city council

Monthly reports, Water Tower Agreement

John Peters-Active Shooter thank you

9. Agenda items for the next regular meeting February 4, 2016.

Timeline for reserve officer/booking officer interviews

Fire Department workshop-report on hiring

10. Adjourn

Jordan motioned to adjourn the meeting. Bittner seconded. Motion carried 5-0 at 8:44 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**

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

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

### **Finance Committee**

Thursday, January 10, 2016 at 7:30 a.m. (Director's Office)

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

After reviewing outstanding bills, Oppenlander approved a recommendation to the Library Board to approve \$67,532.10 in General Funds and \$1,695.20 in Donated Funds for the month of December 2015.

### **Board of Trustees Meeting**

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

#### **Minutes**

#### **Call to order**

Oppenlander called the meeting to order at 8:10 a.m.

#### **Roll Call**

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

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

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

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

Oppenlander expressed his appreciation to the Library Board of Trustees for their reliable attendance at the monthly and special Board meetings in 2015 and for their dedication to collaborate on behalf of the Library and our service to the community.

Oppenlander reviewed Highlights of 2015 which included Board Committee activity, community partnerships, and programming.

Oppenlander introduced the opportunity for the Board to view a series of videos, "Short Takes for Trustees," produced by the American Library Association. Discussion followed. Board agreed to view one or two videos prior to the monthly meeting and include on the meeting agenda for a ten-minute discussion of those viewed each month.

Oppenlander reported on progress of the ongoing Benchmark Comparison study with Aram Public Library in Delavan and Matheson Memorial in Elkhorn. Discussion followed. Oppenlander asked for volunteers to serve on an Ad Hoc Committee to evaluate the results of the data. Brookes, Lafrenz, and Oppenlander agreed to be on the Committee. Oppenlander recommended that Kundert also has an interest in serving on this Committee. Peterson will coordinate an initial meeting when the dialogue with directors at Aram and Matheson is completed.

Oppenlander announced that Kundert was officially reappointed as a representative of Linn Township to the Board by the Walworth County of Supervisors at their meeting on January 12, 2016.

Oppenlander announced that Peterson has fulfilled her continuing education requirements to qualify for recertification as a Director Grade I by the Department of Public Instruction until 2020.

Peterson reported that the City's Comptroller advised the Library Board to maintain records for seven years. Discussion followed. Peterson will work with Busch to eliminate past invoices prior to 2009 and to convert hard copies of minutes to an electronic format.

### **Building & Grounds**

Peterson reported that the furnaces were inspected by Vorpapel in December. Peterson reported on the progress of cleaning up the basement.

### **Finance**

Oppenlander made a motion to approve \$67,532.10 in General Fund expenditures and \$1,695.20 in Donated Funds for the month of December 2015. Brookes seconded. Motion carried unanimously.

Oppenlander introduced an amended 2016 budget and identified the lines that were adjusted with the increase in the tax levy. Discussion followed. Lafrenz made a motion to approve the amended budget dated January 12, 2016 as proposed. Boilini seconded. Motion carried unanimously.

### **Director's Report**

Peterson reported on 2015 year-end check-outs compared to previous years.

Peterson reported on the resignation of a Library Assistant I and the posting of the job position this past week.

Peterson followed-up on a request from the Board to determine liability coverage for program performers. City Attorney Dan Draper advised that presenters are covered by the city, unless the program presenters pose a higher than average risk.

Peterson presented a revised contract submitted by Integrated Imaging for the ScanPro 3000. This contract extended the length of the warranties through December 2016. Discussion followed. The Board approved the contract with the exception of the maintenance agreement for 2017 at \$950. Peterson will follow-up with Integrated Imaging.

Peterson reported that the Friends have met to advance with the magazine aisle furniture restoration with a local business.

Benson reported on upcoming adult and youth programming in January and February.

### **Adjournment**

Oppenlander asked for a motion to adjourn. Boilini made a motion to adjourn at 9:35 a.m. Lafrenz seconded. Motion carried unanimously.

**Next Meeting: Thursday, February 11, 2016**

Respectfully submitted,

Chris Brookes, Vice President

## **Lake Geneva Historic Preservation Commission Meeting Minutes**

**January 14, 2016 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 Elizabeth Chappell. Jim Davis was absent. Michael Rehberg was there representing Black Point.**

**Approval of minutes of Historic Preservation Commission Meeting of December 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 will be open each day during Winterfest, starting February 3rd.**

**“Sitting is an Art” Chair Exhibit**

**April 16, 2016 thru January 16, 2017**

**Update on the Geneva Lake Theater Building.**

**Still for Sale. City Council has not made any credentials for building. Owner not budging on price and Tom Hartz is not interested in paying the high price. Tif will close in May of 2016. Patrick Quinn said he will talk to Tom Hartz and find out what is going on, and write a letter concerning the theater and why it should be saved. Also will talk to new City Administrator.**

**Review of recent bills, invoices and the current balance in the LGHPC account. The current balance as of 1/12/2016 is \$6,057.75.**

**Update regarding creation of an I-phone app version of A Historic Lake Geneva Walking Tour and a possible android version presentation by Dr. Alana Platt and the staff at UW-Whitewater Innovation Center. Dr. Platt will be at our next meeting to discuss the future of the app. Will have to decide what is going to appear on the app. Will have Leslie, editor of our Walking Tour booklet, put together the information for the app.**

**Report on the update of the Lake Geneva Historic Preservation Commission website at [www.historyoflakegeneva.org](http://www.historyoflakegeneva.org). It is up and running, and it looks great, thanks to Jeff Miskie.**

**Update re: A Historic Lake Geneva Walking Tour booklet, including any new information regarding future walking tours from David Desimone and/or Michael Rehberg. Michael informed us that they will not change the contexts of the walking tour. Thinking about having custom tours, church tours on Sunday mornings, expanding into the neighborhoods and a spooky Halloween walking tour. Will start in June and only one tour a week. They also need more docents. Received a check from the Visitors Bureau for \$39.00, to finish off the year from selling the Tour books at \$1.00 each.**

**Discussion re: potential new projects and promotional ideas for the LGHPC, including future "Tales of Lake Geneva", educational presentations and programs, and updates on our website [www.historyoflakegeneva.org](http://www.historyoflakegeneva.org). Had a discussion concerning restoring the Pillbury sign on the old storage building at Dunn Lumber. Also having a plaque. Elizabeth will help out with this. Will have another "Tales of Lake Geneva" after Memorial Day.**

**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. 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, the Wisconsin Association of Historic Preservation Commissions and Traditional Building & Period Homes magazines. No new plaques have been issued.**

**Meeting adjourned at 7:45 P.M.**

**Respectfully submitted,**

**Louise Rayppy**

**OAK HILL CEMETERY BOARD MINUTES  
WEDNESDAY, JANUARY 13, 2016 – 4:00 P.M.  
CITY HALL, MEETING ROOM 2A**

Meeting was called to order by Chairman Read at 4:00 p.m.

**Roll Call.** Present: Clarence Read, Arleen Krohn, Coryn Commare, Alderman Bob Kordus. Absent: Teresa Klein.  
Also Present: City Administrator Oborn.

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

**Kordus/Krohn motion to approve Cemetery Board minutes for October 7, 2015, as prepared and distributed.**  
Carried unanimously.

**Discussion/Recommendation on equipment purchases**

City Administrator Oborn explained the Assistant Director of Public Works would like to purchase a mower, buggy blower and pickup truck. Capital would be tapped out for the software. A budget revision to use the fund balance could be done if they would like to proceed.

Read/Kordus motion to recommend staff go to Council for budget authority to purchase the mower and vehicle with buggy considered a part of the mower. Unanimously carried.

**Commare/Kordus motion to approve new lock and key system**

The cemetery has always been on a separate key system. This would tie them into the City's system with Public Works as there are times where they need to cover for cemetery employees. If a key is lost, the tumbler can be changed and new keys are made. The whole system does not need to be redone. Alderman Kordus feels this makes sense otherwise people have to carry multiple keys or do not have access without someone letting them in. Carried unanimously.

**Discussion/Recommendation on software**

The board already approved the engineering fees and to get the system running. A quote was received for the data entry. A company would do all of that but we would have to do the update. The online system is another charge that was not approved and comes with a maintenance fee. The goal was to incorporate that as well but it can be a third step. Ms. Commare asked how flexible the annual support is. Mr. Oborn said it is in the first year but there is a potential it could escalate. If it gets too unreasonable, we can shop around elsewhere. Mr. Kordus added the maintenance could be dropped all together if that is the issue. Once all the information is electronically stored, it becomes a bit more flexible. Mr. Oborn would have to go to Council for approval on the data entry. The first three items will replace the current paper files. The fourth item will put the information online. Mr. Kordus said that piece could be phased in later.

Read/Kordus motion to put the online burial search on hold and move forward with the rest. Unanimously carried.

**Discussion/Recommendation on road repairs**

Mr. Oborn said the cemetery is being integrated into the system with funding from the same source.

**Discussion/Recommendation on Spring Walk at Oak Hill Cemetery**

The walk will be held on May 14<sup>th</sup>. The revenue will go into the cemetery fund. Discussion followed with the consensus that people will walk in the cemetery rather than being driven. The board will brainstorm ideas without a quorum and meet back to discuss.

**Date and agenda items for next meeting set on April 13, 2016**

**Adjournment.** Read/Kordus motion to adjourn at 4:33 pm. Unanimously carried.

/s/ Stephanie Gunderson, Assistant City Clerk

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE CEMETERY BOARD**

**Geneva Lake Museum Board Meeting  
January 13, 2016**

*Those in attendance: Dick Bain, Marianne Bonifacic, Barbara Buelter, Jim Davis, Chuck Ebeling, Pat Gee, Jim Gee, Jeff Glass, Dana Hagenah, Joanne Niessner, Beth Pernice, Jim Voss, David Williams, Mary Olson and Ed Schwinn. Absent: Lynn Grayson, Vern Magee and Don Rutkowski. Staff present: Janet Ewing, Dale Buelter, Pat Cramer, Helen Brandt. Also attending Elizabeth Chappell, Council Representative. Absent Karen Jo Walsh, Director of Exhibits.*

*President Jim Gee called the meeting to order at 5:30.*

*A motion was made by Ed Schwinn and seconded by Jim Voss to accept the December minutes. The motion passed.*

*Curators report was made by Helen. She said acquisitions are always slow this time of year but we did receive a painting of Maple Lawn which was done after the home had been dramatically changed.*

*In Karen's absence the Exhibit Report she prepared was given to each one attending bringing them up to date. In it she had mentioned rack cards and Jim said this brought up a need for us to have some protocols in place. Jim made the motion that the board should see and approve any expenses for advertising the museum before it goes to press. Dana seconded and the motion carried. Another protocol was also in a motion by Marianne that all items for Constant Contact and the website should go through Janet. Ed seconded and the motion passed.*

*Janet read her Administrative Report. Everyone received a copy. Both she and Dale have been in discussions with the Chamber of Commerce about a location at the Riviera during Winterfest for the museum. It was decided Jim and a few board members should have a talk with the Chamber.*

*Dale discussed his Operations Report with particular emphasis on his getting bids for the a/c in the north gallery. This is an ongoing process and he will be reporting again later when he has met again with all three bidders. Dale said Karen would like to improve the lighting in the Mill St. room for Tuesday at Two and he is working with P.J. Electric on their suggestions and estimates.*

*Jim told the board about a new thank you letter for donors over \$500.00. He has made some changes in it and is now mentioning our need for a/c in the North Gallery.*

*Pat gave the fundraising committee report and said that they felt a procedure should be in place regarding comping staff. Pat read the suggestion that Janet, Dale, Karen, Helen, Pat and John all be comped for events where there is an unlimited number that can attend but not be comped for events where there is a finite number of spaces. Jim Voss made a motion that we use this recommendation and it was seconded by Joanne. The motion carried.*

*Jim handed out the membership report prepared by Penny. We presently have 565 members.*

*Mary Olson passed out her financial reports. She said we have \$121,000 in the bank and \$50,000 has been transferred to a money market.*

*Jim Voss said he is working on an investment policy statement. He will review and fine tune and bring to the board at a later date.*

*Old Business: Jim has talked to Brian Griffith and he will be passing on the suggestion to have the Dark Sky Initiative use the museum as a sample of how to light correctly.*

*Jim will be putting together a policy book since we do have one and we need to “memorialize” our policies, protocols and procedures.*

*At this point the meeting was closed with only board members remaining.*

*This was to review titles. A motion was made by Chuck and seconded by Ed that Janet’s title would be Director of Administration, Karen, Director of Exhibits and Dale, Director of Operations.*

*The motion passed.*

*It was also mentioned that paid staff and docents should report to Janet.*

*A motion was made by Ed that docents and volunteers cannot represent themselves as representatives of the museum without the board consent. It was seconded by Dave and the motion passed.*

*A motion was made by Barbara and seconded by Dana that the date of the annual meeting be Sunday, April 24<sup>th</sup> at one p.m. The motion carried.*

*President Gee adjourned the meeting at 6:55.*

*by Pat Gee for Vern Magee, Secretary*