



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

**AGENDA**

1. Council President Kupsik calls the meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes from February 2, 2015 Committee of the Whole Meeting as distributed
5. Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. Comments will be limited to 5 minutes. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion and consideration.
6. Discussion on setting date for TIF workshop
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 Lyon
  - b. Personnel Committee, Alderman Kupsik
  - 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 Wall & Hedlund
  - b. Tree Board, Alderman Kupsik
  - c. Police & Fire Commission, Alderman Lyon

- d. Plan Commission, Alderman Kupsik
- e. Board of Park Commissioners, Alderman Kupsik
- f. Library Board, Alderman Lyon
- g. Historic Preservation Commission, Alderman Kehoe
- h. Cemetery Commission, Alderman Kordus
- i. Parking Commission, Alderman Kordus
- 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 Kupsik & Lyon
- d. Geneva Lake Environmental Agency, Alderman Chappell
- e. Geneva Lakes Family YMCA, Alderman Kupsik
- f. Geneva Lake Use Committee, Alderman Lyon

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.*

2/26/15 3:00pm

cc: Aldermen, Mayor, Administrator, Attorney, Media

**COMMITTEE OF THE WHOLE**  
**MONDAY, FEBRUARY 2, 2015 - 6:30 PM**  
**CITY HALL BUILDING, COUNCIL CHAMBERS**

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

Pledge of Allegiance led by Council President Kupsik.

**Roll Call.** Present: Aldermen Chappell, Wall, Hill, Kupsik, Kehoe, Lyon, and Hedlund. Also present: City Administrator Jordan and Mayor Connors. Excused: Alderman Kordus.

Wall/Hill motion for approval of Minutes from January 5, 2015 Committee of the Whole Meeting as distributed. Unanimously carried.

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

Cheryl Ryan, 795 Curtis St., commented on the January 19, 2015 Plan Commission minutes regarding motion 5 and 6 relative to Mr. Basso's request for a zoning amendment on Curtis Street. Ms. Ryan was surprised when she was told the public will be unable to speak at the Feb 16<sup>th</sup> meeting. She did some research and would like to share her findings before the vote. Ms. Ryan stated there are a couple of ways the public comments section can be re-opened during the Plan Commission meetings. She stated that there are a lot of people coming to the Feb 16<sup>th</sup> meeting, and they would like the opportunity to voice their opinions.

Terry O'Neill, 954 George St., stated he feels there is a lack of transparency in Lake Geneva city government which causes distrust. Mr. O'Neill stated that last week at the FLR meeting Ordinance 15-02 was discussed which called to amend traffic and vehicle sections of our ordinances. He stated that Alderman Kupsik postponed the ordinance indefinitely. The item received a unanimous approval and the issue was tabled. Mr. O'Neill feels there were secret meetings held telling the Alderman how to vote which can meet the definition of a negative quorum or negative walking quorum. Mr. O'Neill wants to know what was wrong with the ordinance and why was it tabled indefinitely. Mr. O'Neill is curious of the motives. The tabling wasn't wrong but the reasoning could be.

Mary Jo Fesenmaier, 955 George St., thanked the newspaper for covering the changes that are proposed for Big Foot State Park. Ms. Fesenmaier stated that she is hoping when the DNR is considering the change that they would have a public hearing at Badger High School. She feels the public should be able to share their questions and comments on this issue and the proposed changes to Lake Shore Drive.

Ken Etten, 1109 Wisconsin St., spoke on behalf of the Friends of Geneva Theater regarding their goal of acquiring the old theater. Mr. Etten wanted to extend an invitation to everyone to an informational event on Tuesday, February 17 at the museum. The Friends of the Geneva Theater are looking for input and feedback regarding creating a community arts center. The event is open to the public. The group is hoping the City would allocate a number of the TIF funds to help the Friends of the Geneva Theater purchase the theater. Mr. Etten feels a community arts center would draw people into the downtown area year round and feels this project is for the long term benefit of Lake Geneva.

Ed Yaeger, 421 Water St., wanted to revisit a proposal from 7 years ago. Mr. Yaeger stated that the property we have where the engine service site is located on Sage Street is legal. It's a site that is documented and goes back to 1871. Mr. Yaeger is very unhappy with the current state of the property and urged others to take a look. He feels it deserves recognition and respect. He stated it currently contains broken trees and falling bushes. He feels it would be a nice tourist attraction if cleaned up as it is not currently up to the standards seen elsewhere in Lake Geneva.

Richard Malmin, N1991 South Lake Shore Dr., spoke regarding the plans to replace a portion of Lake Shore Drive and the proposed new beach at Big Foot Beach State Park. Mr. Malmin stated the beach at Big Foot Beach State Park used to be in good condition. There was a program proposed in 1996 by the DNR to preserve the beach, but unfortunately they didn't follow through. He spoke with the DNR and was told the beach was neglected due to the need of having to concentrate on bigger parks up north. He also stated that he was told the DNR was now ready to turn Big Foot Beach State Park into a top tier, high class park with an impressive and expansive beach as well as mentioned the plans to

replace a portion of Lake Shore Drive. Mr. Malmin feels that the DNR had a beach and let it die. He doesn't want millions of taxpayer dollars to be paid to create a new beach when the DNR didn't take care for the one we had. He also doesn't want the City to spend millions by rerouting Lake Shore Drive.

**Presentation of "What's New at the Y" by Mike Kramp, YMCA**

Mr. Kramp introduced himself as the Director and CEO of the YMCA in Lake Geneva. Mr. Kramp gave a history of the YMCA as well as discussed a number of their accomplishments over the last several years. He discussed a number of the programs that the YMCA offers. Alderman Hill asked if there are reduced rates for residents. Mr. Kramp stated that there are not. Ms. Hill questioned if the YMCA receives subsidies from other municipalities in the area. Mr. Kramp stated that they do not. Ms. Hill also asked about the scheduling at Veteran's Park and questioned who maintains it. Mr. Kramp stated they work closely with the Park Board. Mr. Kramp stated that they split the maintenance costs with the City. Alderman Kupsik asked about the percentage of members from the 53147 zip code. Mr. Kramp stated that it is 50%. Alderman Kehoe asked what the hours of operation are. Mr. Kramp explained that the facility is open during the week from 5:45a.m. to 9:00p.m. Monday through Thursday and 8:00p.m. on Friday. The front wellness area offers 24 access for members 18 and older.

**Introduction of Tawsif Anam, Southwest Wisconsin Regional Director for Senator Ron Johnson**

Mr. Anam introduced himself as the Southwest Wisconsin Regional Director for Senator Ron Johnson. He stated he can be a point of contact for any constituents in the area. He shared an update from the Senate. Alderman Hill questioned the affairs that Mr. Anam can assist the City with. He stated he would be happy to have a sit down conversation to discuss.

**Standing Committee Reports given:**

Finance, License & Regulation Committee, Alderman Lyon  
Personnel Committee, Alderman Kupsik  
Public Works Committee, Aldermen Kupsik/Hill  
Piers, Harbors, & Lakefront Committee, Alderman Wall

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

Utility Commission, Aldermen Wall/Hedlund  
Tree Board, Alderman Kupsik  
Police & Fire Commission, Alderman Lyon  
Planning Commission, Alderman Kupsik  
Board of Park Commissioners, Alderman Kupsik  
Library Board, Alderman Lyon  
Historic Preservation, Alderman Kehoe  
Cemetery Commission, City Administrator Jordan  
Parking Commission, City Administrator Jordan  
Communications Committee, City Administrator Jordan  
Avian Committee, Alderman Wall

**Other Boards and Committee Reports given:**

Chamber of Commerce, Aldermen Kupsik/Hill  
Geneva Lake Museum, Alderman Chappell  
Lake Geneva Economic Development Corporation, Alderman Kupsik  
Geneva Lake Environmental Agency, Alderman Chappell  
Geneva Lakes Family YMCA, Alderman Kupsik  
Geneva Lake Use Committee, Alderman Lyon

Hill/Wall motion to adjourn the meeting at 7:49 p.m. Unanimously carried.

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/s/ Stephanie Gunderson, Assistant City Clerk

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

# **FINANCE, LICENSE & REGULATION COMMITTEE**

**MONDAY, FEBRUARY 9, 2015 - 6:00 PM**

**COUNCIL CHAMBERS, CITY HALL**

Chairperson Lyon called the meeting to order at 6:14 p.m.

**Roll Call.** Present: Aldermen Lyon, Kordus, and Kehoe. Absent: Alderman Kupsik and Wall. Also Present: City Administrator Jordan, 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.**

Ryan Stelzer, 215 Skyline Drive, Co-Chairman of Venetian Festival with the Lake Geneva Jaycees spoke on behalf of the Venetian Festival applications. He stated they are requesting an alcohol permit on August 18–24, park permits from August 17–24, and street use permits starting on August 18, not the 17, through the 24. He noted this is different than what is listed on the agenda. Mr. Stelzer stated that the application and events are consistent with prior years.

## **Approval of Minutes**

Kordus/Kehoe motion to approve the Finance, License and Regulation Committee Meeting minutes of January 26, 2015, as prepared and distributed. Motion carried 3 to 0.

## **LICENSES & PERMITS**

**Riviera Beach Use application filed by Nick Nottestad for the Duffy Nottestad Fishing Derby at the beach, held on Saturday, February 28, 2015 from 9am to 2pm and setup on Friday evening with fees waived**  
*(Recommended by Piers, Harbors and Lakefront on January 29, 2015)*

Kordus/Kehoe motion to recommend approval. Alderman Kehoe asked if fees were paid. Alderman Lyon stated they have been waived by the Piers, Harbors and Lakefront Committee. Mr. Lyon stated the Piers, Harbors and Lakefront Committee is looking into developing a consistent policy for beach usage. Administrator Jordan stated Mr. Nottestad was notified they will have to pay fees next year. Motion carried 3 to 0.

**Temporary Class “B” License application submitted by Ryan Stelzer on behalf of Lake Geneva Jaycees for the sale of fermented malt beverages at Flat Iron Park parking lot, 100 block of Center St., Lake Geneva, for Venetian Festival on August 18-24, 2015**

Kordus/Kehoe motion to recommend approval. Alderman Kehoe asked if these fees have been waived. City Clerk Waswo stated that the \$25.00 application fee and \$10.00 temporary use fee have been received. Park board requested the \$105.00 park reservation fee, which has already been paid. Motion carried 3 to 0.

**Park Permit application submitted by Ryan Stelzer on behalf of Lake Geneva Jaycees to use Flat Iron, Library and Seminary Parks for the Venetian Festival on August 17-24, 2015** *(recommended by Board of Park Commissioners on 2/4/15. City has received the \$25 application fee and \$105 park reservation fee)*

Kordus/Kehoe motion to recommend approval. Motion carried 3 to 0.

**Street Use Permit application submitted by Ryan Stelzer on behalf of Lake Geneva Jaycees for the use and closure of Wrigley Dr. from Center St. to Broad St. for Venetian Festival on August 17-24, 2015.**

Kordus/Kehoe motion to recommend approval. Alderman Kehoe asked if this was the usual procedure to close Wrigley Drive for a period of time, Mr. Lyon confirmed. Alderman Kehoe asked if the fees have been paid. City Clerk Waswo stated that they are requesting the street use fees be waived. Motion carried 3 to 0.

**Temporary Class “B”/“Class B” License application for the sale of fermented malt beverages and wine at St. Francis de Sales Church, 148 W. Main Street, Lake Geneva, for Italian Fest on February 21, 2015**

Kordus/Kehoe motion to recommend approval. Motion carried 3 to 0.

**Temporary Operator License application filed by Nicholas Vorpapel on behalf of St. Francis de Sales Church for the Italian Fest on February 21, 2015**

Kordus/Kehoe motion to recommend approval. Motion carried 3 to 0.

**Park Permit application filed by Penny Erickson on behalf of the First Congregational United Church of Christ to use Seminary Park for an Easter Sunrise Worship Service on April 5, 2015 (recommended by Board of Park Commissioners 2/4/15)**

Kehoe/Kordus motion to recommend approval. Motion carried 3 to 0.

**Original Massage Establishment License application filed by Mia Faccia LLC d/b/a Mia Faccia Salon and Day Spa, 235 Broad Street, Lake Geneva**

Kehoe/Kordus motion to recommend approval. Motion carried 3 to 0.

**Renewal of 2014-2015 Operator's (Bartender) License application filed by Cheyanne Lehman**

Kordus/Kehoe motion to recommend approval. Motion carried 3 to 0.

**Original of 2014-2015 Operator's (Bartender) License application filed by Kayla Shulka**

Kordus/Kehoe motion to recommend approval. Motion carried 3 to 0.

**First Reading of Ordinance 15-02, an Ordinance Amending Chapter 74, Traffic and Vehicles, Sections 74-210, 74-221, 74-234, and 74-67.**

First reading only; no action taken.

**Resolution 15-R03, authorizing a step increase for Dispatcher Rita Moore.**

Kordus/Kehoe motion to recommend approval. Alderman Kordus commented that this still falls under Act 10 and objects to the step increases. He would like to find another solution based on promised increases through the union contract. Motion carried 3 to 0.

**Discussion/Recommendation on renewal of CDARS in the amount of \$600,000.00, maturing on February 19, 2015 from Community Bank of Delavan.**

Comptroller Pollitt stated this is being reviewed as there is not another meeting before it expires. She stated some banks are not quoting as the CDARS rates are so low. Ms. Pollitt recommends keeping the money at the pool until after May.

Kordus/Kehoe motion to move the CDARS to the Government Pool at a rate of .10%. Motion carried 3 to 0.

**Presentation of Accounts**

Purchase orders. None.

Kordus/Kehoe motion to recommend approval of Prepaid Bills in the amount of \$74.50. Motion carried 3 to 0.

Kordus/Kehoe motion to recommend approval of Regular Bills in the amount of \$178,400.58. Alderman Kordus noticed there are bills from Quill, Office Max, Office Depot and Staples. Mr. Kordus suggested combining these vendors to save money on office supplies versus all four. Administrator Jordan stated we belong to a consortium of municipalities through VALUE out of the City of Waukesha. In some instances we have found cheaper paper caused problems with our printers. Motion carried 3 to 0.

**Adjournment**

Kordus/Lyon motion to adjourn at 6:35 p.m. Motion carried 3 to 0.

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/s/ Stephanie Gunderson, Assistant City Clerk

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



# Public Works Committee

Alderman Bob Kordus Chairman

Alderman Ellyn Kehoe  
Alderman Rich Hedlund

Alderman Al Kupsik  
Alderman Sarah Hill

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

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

## February 12, 2015 Meeting Minutes

**DATE:** February 13, 2015

### MEMORANDUM

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

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

**SUBJECT:** February 12, 2015 Public Works Committee Meeting Minutes

The Public Works Committee is scheduled to meet at **6:00 PM** at City Hall.

**Members in attendance:**

Chairman Bob Kordus   X    
Alderman Ellyn Kehoe \_\_\_\_\_  
Alderman Sarah Hill   X    
Alderman Al Kupsik   X    
Alderman Rich Hedlund   X  

**Staff Present:**

City Administrator Dennis Jordan   X    
Director Daniel Winkler (DPW)   X    
Mayor Jim Connors:   X  

Other:   Assistant DPW Tom Earle, Street Foreman Neil Waswo, Mr. Terry Krohn  \_\_\_\_\_

Public in attendance: Mr. & Mrs. Jeff & Beverly Leonard, Mr. Chris Schultz, Mr. Mike Franzine, and Mr. Dick Melmin.

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

Motion to approve by Ald. Kupsik and seconded by Ald. Hedlund. The motion passed 4-0.

**Public Comments:**

Mr. and Mrs. Leonard spoke on behalf of requesting a street light on Cook Street in front of their business, Delaney Street.

Mr. Mike Franzine spoke on behalf of doing something with the snow from the road onto his sidewalk in front of his home. He also read a letter by Mr. Dave Rieff who is his neighbor. Chair Kordus requested the letter be distributed along with the minutes of the meeting.

**Communications:**

1. DPW Winkler provided the updated listing of Projects & Activities. The one active project is the HVAC work at 1065 Carey Street.
2. Chair Kordus explained that the DNR Master Planning Schedule for Big Foot State Park was provided by them and is in the packet for information.

**Agenda Item No. 1-Possible Addition of Street Light or Lights to the West Side of Cook Street Between Main Street and Geneva Street-Discussion.**

DPW Winkler explained that the existing lights on the east side of the road do an effective job of illuminating Cook Street, and the reason they are not on the west side was due to the tree canopies. Ald. Hedlund mentioned the lights probably should be staggered. DPW Winkler explained that the location of trees on the west side pretty much dictated location as two trees were removed since the lights were installed. Ald. Hill wished to investigate the costs to install 3 single head lights on the west side and ask where the funds would come from. DPW Winkler explained that in the past the BID made the light request and purchased the lights with the City's TIF district paying for the installation. It was moved by Ald. Hill to continue the discussion to a future meeting and have staff research options for 2015 funding. The motion was seconded by Ald. Kupsik. Ald. Hill stated she would inquire of the BID regarding the purchase of the light or lights for the west side of the street. The motion passed 4-0.

**Agenda Item No. 2- Signage in the Downtown-Discussion Regarding Making Uniform-Continued from January Meeting.**

Mr. Schaefer of the Chamber was unable to attend. It was moved by Chair Kordus to continue the item. The motion was seconded by Ald. Hill and passed 4-0.

**Agenda Item No. 3- Snow Removal Policy Review (Downtown, Mailbox Damage, Picking up of Piles, and Salt/Sand Mix Percentage).**

**DOWNTOWN**

DPW Winkler, Assistant DPW Earle, and Street Foreman Waswo discussed how snow is handled in the downtown. It was explained that the timing of the storm, duration, temperatures, and accumulation all play a role in the plowing and snow pick up. The procedure, which doesn't change, is that the merchants are given an opportunity the first working day after the storm to get the snow to the gutter. The Street Department then windrows that remaining snow to the center of the street and picks it up with the snowblower mounted on our front end loader and dump trucks.

**MAILBOX**

DPW Winkler and Assistant DPW Earle discussed the policy in brief and provided a copy of the policy in the packet. The point emphasized was that the Street Department responds to every mailbox complaint and tries to reset boxes that are not damaged. And if the plow blade hits the mailbox, not just snow rolled off from the road, then the policy is to provide a \$50 reimbursement to the owner.

**PILES**

Snow piles that are pushed into the street were discussed. The Committee didn't give direction but had concerns for some of the locations and the impacts of pushing the snow into the street.

**SALT/SAND MIXTURE**

It was discussed that our standard snow plow runs go with the 80/20 sand to salt mixture and how the snow policy has a section discussing the use of abrasives versus salt as well as pre-wetting of the material in the back of the truck. Staff explained how depending upon weather conditions, salt/sand mix is effective versus not and that we have been optimizing application rates in response to weather conditions. Assistant DPW Earle and Foreman Waswo explained how the City was getting more effective snow removal by gearing what we put down toward the actual weather conditions and temperatures. A secondary benefit is a cost savings in material applied to the road, savings in tipping fees at the landfill getting rid of the sand, savings of wear and tear on equipment, and savings in manpower removing the sand in the road by sweeper and in storm manhole sumps with the vacator machine. DPW Winkler explained the application rate of salt on the roadway has not changed, only the percentage of sand mixed in with it. After further discussion, it was the direction of the Committee to continue to evaluate application rates and their effectiveness, and come back to them with recommended revisions to the snow and ice policy and ultimately City ordinance.

**Agenda Item No. 4- Snow Piles/Removal from Sidewalk or Roadway Shoulder on Walworth County Section CTH “H”/Interchange North Between Grant Street & Geneva Square Traffic Signal.**

DPW Winkler explained that the City has entered into a jurisdictional transfer agreement with Walworth County and we presently maintain CTH “H” from William Street to the northwest City limits while the County continues to plow from George Street to USH 12. It was further explained that the City picks up snow on our section of William Street and has extended pick up in the agreement to include the County’s section of William Street from George Street to Grant Street due to sidewalk on both sides of that section being very close to the road. A map was provided to the PWC depicting the one problem area where the road narrows for a left turn northbound onto Center Street going up the hill. DPW Winkler explained that more consideration must be made toward a solution as the City Attorney may have a concern for diverting cars around the snow on the shoulder from the straight lane and into the left turn lane.

Staff was asked by consensus to continue to explore options, recognizing that however we approach excess snow on the sidewalks close to CTH “H” between Grant and USH 12 during the big snow storms probably will not be solved this winter.

**Agenda Item No. 5- Fueling System Pump Controls Replacement Proposals-Street Department.**

This item was continued by consensus pending a second bid price. Ald. Kupsik did inquire as to the scope. Assistant DPW Earle stated it was the control system and the pumps and tanks are fine.

**Agenda Item No. 6- No Fee Permit Application for Agricultural Equipment.**

DPW Winker recommended the No Fee Permit (Ag-CMV) for implements of Husbandry using only the approved roadways through the City as shown on the map. After discussion of the routes, it was moved by Ald. Kupsik to recommend approval. The motion was seconded by Ald. Hedlund and passed 4-0.

Later in the meeting Mayor Connors noted that Bloomfield Road east of Edwards Boulevard was not included on the approved map as a route. After some discussion of whether or not it is City control, it was moved by Ald. Kupsik to amend his motion to include that section of Bloomfield Road from Edwards Boulevard to the east. The amended motion was seconded by Ald. Hedlund and approved 4-0. **(This item needs to go to the Common Council for final approval)**

**Agenda Item No. 7- Dog Park Fencing Bids (misabeled on the explanation sheet).**

DPW Winkler reported that bids were received and publicly opened earlier in the day for the fencing and provided a memorandum recommending Aluminum Fence in the base bid amount of \$19,389 from park funds. After comment by Ald. Hill regarding how close the bids were in price, it was moved by her to approve Aluminum Fence of Kenosha, WI in the base bid amount of \$19,389. The motion was seconded by Ald. Kupsik and approved 4-0.

**(This item needs to go to the Common Council for final approval)**

**Motion to Adjourn:**

It was moved by Ald. Hill and seconded by Ald. Hedlund to adjourn. The motion passed 4-0 and the meeting was adjourned at 7:31 PM.

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

My name is Dave Reiff  
live at 746 Sheridan Springs Rd.  
my neighbor Mike Strangen and I  
have no terrace our sidewalk is  
on the street, the city and county  
plow snow on our sidewalk  
everytime it snows, all we ask  
is that you give us consideration  
to remove our snow like you do  
from the Philips gas station to  
Milwaukee street, we will keep  
removing our snow as per city  
Ordinance. The last time it snowed  
we cleaned the sidewalk 4 times  
after the snow stopped

Thank you  
Dave Reiff



COUNTY MAINTAINED PORTION OF CTH "H"

North

North

CENTER ST.

JGUM 00005  
DALE WILLIAM OTTO

JGUM 00013  
C. J. HEISE

JTM 00003  
JAMES L. GAUGERT JR

JG 2500012  
DAVID S. GREINER

ZYUP 00140  
PAUL COSTOFF

JGUM 00001  
TAD FISCHINKE

JGUM 00002  
C. J. HEISE

JGUM 00003  
C. J. HEISE

JGUM 00004  
C. J. HEISE

JG 250004A  
DOROTHY F. DEERING

JG 250004P  
FAIRWYN DEVELOPMENT

ZYUP 00162  
DUANE BOLOT

COUNTY

SHERIDAN ST

CTH "H"

SHERIDAN SPRINGS RD

CENTER ST

ZW 00001  
CITY OF LAKE GENEVA

INTERCHANGE NORTH

BIGGEST PROBLEM  
AREA FOR PUBLIC  
SHOW TOWARD CENTER

ZW 00002  
TOLEDO PROPERTIES LLC

ZGC 00012  
MICHAEL S. PODY

ZW 00002B  
DAVID A. REIF, LIFE ESTATE

ZW 00002D  
TOBY J. HORON

ZW 00020  
MICHAEL FRANZENE

ZW 00002A  
RAYMOND O. MATEJOVSKY TRUST

ZGC 00012A  
KEVIN O'CONNOR

WILLIAMS ST

CITY

ZW 00003  
PHILIP F. FISCHBECK TRUST

ZW 00004  
FRANK GUADO

ZW 00004A  
DOLORES E. GRABERT

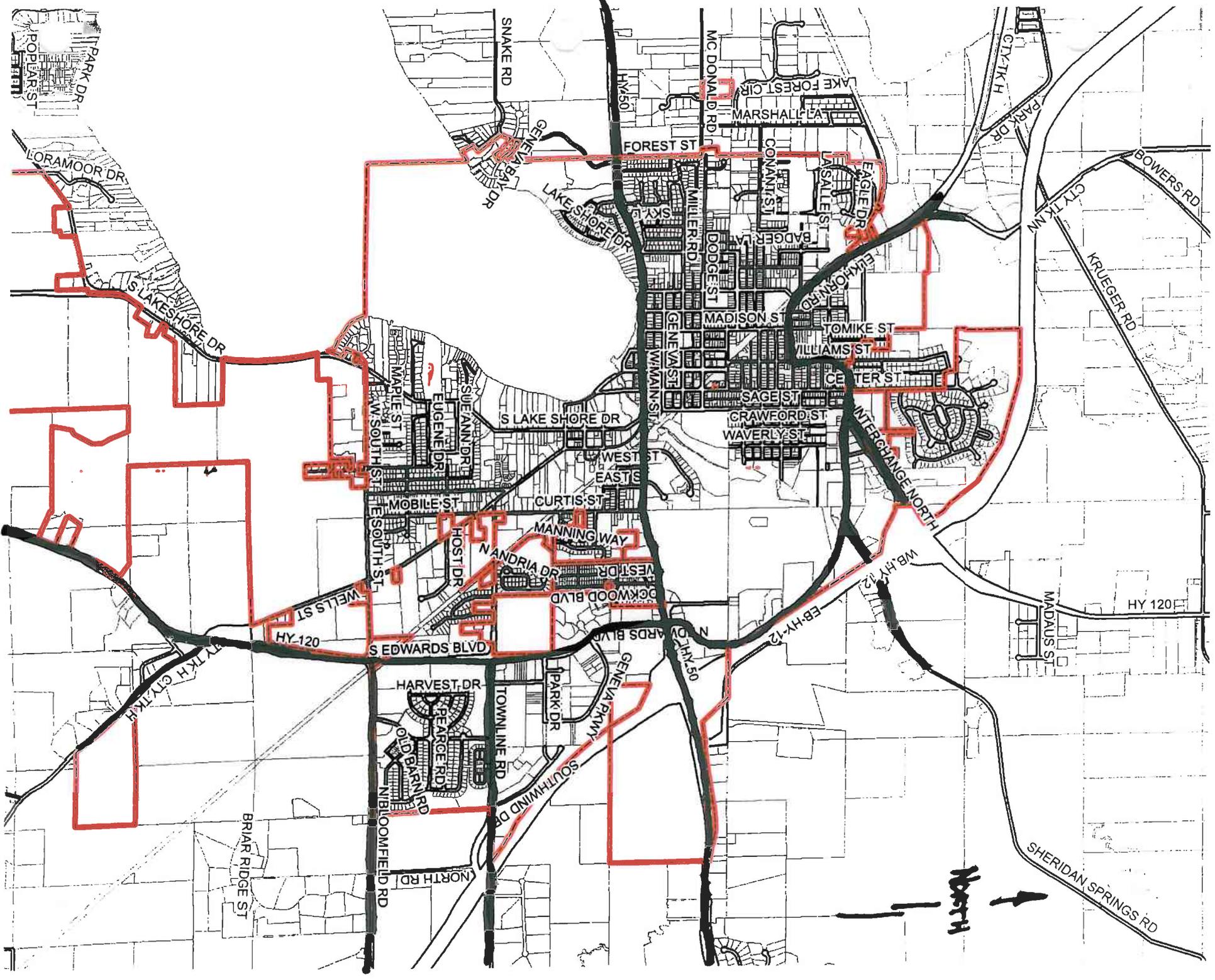
ZW 00005  
FRUIT MEISTER

ZW 00005A  
DEAN L. STARKEY TRUST

ZGC 00013  
JULIE A. SEITZ

ZGC 00014  
SHARON AMON

MILWAUKEE ST



**APPROVED ROUTES**

REMOVED  
2-13-15

9-20-15  
DSW

North



SECRETARY'S MINUTES

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

Regular monthly meeting of the Lake Geneva Utility Commission held at the Lake Geneva Utility Commission, 361 W. Main Street, Lake Geneva, WI.

Regular monthly meeting was called to order by Pres. Brellenthin at 4:00 P.M.

Members present: Pres. Brellenthin, Tony Saia, Mike Kocourek, Mayor Connors, and Ald. Rich Hedlund. Public attendee Dick Malmin.

Motion by Mayor Connors to approve the minutes of the previous meeting as presented, 2<sup>nd</sup> by Saia. Passed 5-0.

**Communications:**

None

**Water & Sewer Agenda Items:**

1. Appearance-Appeal Water Meter Invoice-Glavin  
Continued.
2. New Telephone System-Water & Wastewater  
Motion by Ald. Hedlund to approve ShoreTel for our new telephone system at Water and WWTF in the amount of \$17,576.16, 2<sup>nd</sup> Kocourek. Passed 5-0.
3. Dodge Street Booster Station Electrical Controls Replacement Proposals  
Continued.
4. Sanitary Sewer Sliplining Proposals  
Motion by Saia to approve VisuSewer in an amount not to exceed \$100,000, 2<sup>nd</sup> Ald. Hedlund. Passed 5-0.

**Director's Report:**

1. Financials Update

<u>Water</u>		<u>Sewer</u>	
EOM Cash Position	\$ 774,000	EOM Cash Position	\$2,340,000
Project Commitments	\$ 19,000	Project Commitments	\$ 13,000
Upcoming Projects	\$ TBD	Projects This Meeting	\$ 100,000
		Upcoming Projects	\$ TBD

Motion by Mayor Connors to approve the financials as presented, 2<sup>nd</sup> Saia. Passed 5-0.

**Review and Payment of Bills:**

Motion by Mayor Connors to approve the bills as presented, 2<sup>nd</sup> Kocourek. Passed 5-0.

Next meeting is scheduled for March 19, 2015 at 4:00 P.M. (Tony Saia is leaving the Commission, this was his last meeting. He said Thank You to Mayor Connors and Burly.)

**Adjourn:**

Motion by Saia to adjourn the meeting, 2<sup>nd</sup> Kocourek. Passed 5-0.

Meeting adjourned at 4:45 P.M.

*Dan Winkler*

Acting Secretary

CLB 2/13/15

**LAKE GENEVA POLICE AND FIRE COMMISSION  
MEETING MINUTES  
THURSDAY FEBRUARY 5, 2015, AT 7:00 P.M.**

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

1. Call meeting to order

Meeting was called to order at 7:00 p.m. by Commissioner Pienkos.

2. Pledge of Allegiance

The pledge was led by Commissioner Gramm.

3. Roll call

Commissioners Gramm, Hartz and Pienkos were present. Commissioners Pollard and Bittner were excused.

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

5. Acknowledge correspondence - Commissioner Pienkos acknowledged receipt of a February 5, 2015 email from Commission Bittner, who was unable to attend the meeting. His correspondence expressed concern over two issues. The first issue was not on the agenda but it was regarding Commissioner Bittner's concern over the Demerit system for liquor license holders to be discussed at the City Council meeting. He also mentioned the State fire code and the Lake Geneva fire code and wanted more discussion on it at another meeting.

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

Hartz motioned to approve the minutes from January 8, 2015 with one correction. Gramm seconded. Motion carried 3-0.

7. Police Department Business:

a. Approval of bills for the Month of December 2014. Operating in the amount of \$199,747.80, capital \$631.03; for a total of \$200,378.83.

Hartz motioned to approve the bills for December 2014, Gramm seconded. Roll call vote: Gramm – Y; Hartz –Y; Pienkos –Y; Motion carried 3-0.

Chief Rasmussen noted that next month 2014 will close out and we will be under budget for eight years in a row. Hartz had some concerns but mostly regarding the 2015 budget. He noted PFC commission expenses 11-21-00-5190 were low this year but the same amount was budgeted for next year. Chief Rasmussen said we would like to spend a little more money on education and have the commissioners attend some class or hire someone to discuss procedures and rights of the Police and Fire Commission. Hartz also said the travel budget was over \$1,500.00 and why that was not addressed in the 2015 budget. Chief Rasmussen said it was a small amount compared to the big picture and that amount fluctuates each year. When preparing the budget, a 3-year study is reviewed and each of those years is evaluated to determine amounts for next year's budget. Also the amount budgeted for Account 11-21-00-5127 PD Compensation and the amount spent this year was very different. Chief Rasmussen said that is an account that is difficult to anticipate as it depends on how officers are compensated for their time off—either days off or payout. If it is additional time off then there isn't an additional expense. Hartz also asked why some of the expenses for Phoenix Support Contract Account #11-21-00-5450 were paid in 2015. The Phoenix Citizens Services Program was added and the extra money wasn't added until 2015.

b. Approval of bills for the Month of January 2015. Operating in the amount of \$282,549.86, capital \$33,238.03; for a total of \$315,787.89.

Gramm motioned to approve the bills for January 2015. Hartz seconded. Roll call vote: Gramm – Y; Hartz – Y; Pienkos – Y. Motion carried 3-0.

c. School resource officer agreement.

The school resource officer agreement was signed by both parties.

d. Reserve hiring update.

We had 36 applicants for reserve officer and 27 were qualified. Interviews for the reserve officers will be March 11 and 12, 2015 from 5:30 to 9:00 p.m. Commissioners are welcome to observe or participate. If commissioners would like to participate they must be able to attend both nights to be consistent with grading. There were 29 booking officer applicants and 10 were qualified.

e. Lexipol daily training bulletin summary 2014.

36 hours of Lexipol daily training bulletin hours were accepted by the State as continuing education.

f. Lexipol Policy update.

Approximately 20 new Lexipol Policy updates will be handed out at the next meeting for review. These are policies that will be modified and added.

g. Citizen services update.

The Citizen Services system is up and running. The police department is waiting for disclaimers from Attorney Draper before putting it out to the public. The system does take a long time to log in but the company is working on it.

h. Capital squad car update.

We have received one squad car and a second squad will be arriving February 6, 2015 with one more to come later in the year. The changeover will begin on Monday, February 9, 2015. Hartz asked if secondary changeover is still being performed. Chief Rasmussen said Squad 207 can be replaced with equipment the department already has in another vehicle. The other vehicle, Squad 204, required new equipment because it is newer model. Pienkos wondered who installed the equipment. Chief Rasmussen stated an outside company installs the equipment.

i. May meeting/Awards Ceremony

Chief Rasmussen will not be here for the May 7, 2015 meeting so he would like to hold the Police Awards Ceremony on May 14, 2015.

Pienkos motioned to have the regular PFC meeting on May 7, 2015 and the Awards Ceremony on May 14, 2015. Gramm seconded. Motion carried 3-0.

j. Memorandum of Understanding Backup PSAP Agreement.

We have received a template for the 911 Backup system agreement with the County. This is the first step to receive cell 911 calls. The Agreement will be sent to Attorney Draper for Review and we will address it at the March meeting.

k. Discuss nonsworn employee benefit package.

Last year the Commission went through and adopted a new benefit package for new hires. The benefit package included step increases as three employees were included in that step increase. Those employees were hired prior to Act 10. Recently an issue came up when an employee who was due to get her step increase. Even though the pay raises were included in the budget and had been approved through the budget, the City Attorney said any raises needed approval from City Council. A resolution was prepared to approve the raise for Data Entry Clerk. The City Council had a problem with the step increase raise

because Act 10 is no longer in existence and there is no union. At the meeting, Attorney Draper noted that the employees were hired under this pretense and it was fair and right to give the raise to the current employees. Currently it says that City Council needs to approve the raises. The confusion is that the raise was included in the budget. Chief Rasmussen explained that raises lie solely on City Council and we are currently waiting for the wage study to come back to look at the big picture and how this all plays out. The benefits document that was set up is currently in limbo. Pienkos noted that he and Chief Rasmussen have discussed how to address all this and they felt that the City Attorney and the Labor Attorney should be involved. There has been an erosion of Rights and Responsibilities of the Police and Fire Commission and it is unclear where the commission's rights stand with regard to wage and benefits. The City is also still waiting on the wage study and once that is back, the City Attorney, the Labor Attorney for the Police Department, President Pienkos and Chief Rasmussen will discuss the pay options. Gramm asked the status of the wage study. Liaison Lyon said the study was to have been returned by July 2014. He realizes the pay needs to be competitive but the compensation study needs to be back before raises/wages are discussed. There needs to be review of comparable jobs in the area. The City Council questioned the idea of one employee receiving a 6% pay increase and the rest of the City employees receiving only 2%. No one knows how this particular job pertains to the framework of the job study. Even though the raise was approved in the budget, it is a plan not a final agreement. The city doesn't have an HR person to handle money, jobs or compensation. The City Council members are not HR experts. Lyon stated an ongoing process should be done to review compensation. Chief Rasmussen said some of the difficulty is that the Police Department has union employees, nonunion employees and contract employees. He thinks that having step increases is good money saving for the city as a person is paid based on training. As the training goes up, so should their wage. Hartz said Statutes 62.13 states that the Council can unilaterally approve raises but they cannot reduce them. The City Council needs more formal structure on how to handle the pay raises. Chief Rasmussen said if someone is hired now with the new concept from City Hall they will probably be hired at the higher pay raise.

l. Request from Booking Officer Benjamin Nitsch to attend Police Academy.

Gramm motioned to approve Booking Officer Benjamin Nitsch to attend the Police Academy; Hartz seconded. Roll call vote: Gramm – Y; Hartz – Y; Pienkos – Y. Motion carried 3-0.

Hartz asked if they were paid per credit and Pienkos asked about the cost of the Academy. The cost is approximately \$3000.00. The academy is 40 hours/week for 12 weeks/720 hours. The Police Department pays for mileage and meals and then is reimbursed from the State. Pienkos wondered if the attendee is reimbursed if they drop out. Chief Rasmussen said they are reimbursed so the attendee pays money themselves initially. Hartz asked if there was a requirement for the attendee to stay with the department for any length of time. The Police Department does not require that.

m. Resignations for Reserve Officers Taylor Bass, Amelia Newman and Ross Vogt.

Hartz motioned to accept resignations with regret for Reserve Officers Taylor Bass, Amelia Newman and Ross Vogt. Gramm seconded. Motion carried 3-0.

Per Chief Rasmussen, Officers Bass, Newman and Vogt have all received full time jobs somewhere else. Commissioner Hartz noted the amount of turnover for reserve officers and wondered if it was the time of year. Chief Rasmussen said it was just timing.

n. Leave of Absence for Dispatcher Breanna Blink.

Hartz motioned to accept Leave of Absence for Dispatcher Breanna Blink. Gramm seconded. Roll call vote: Gramm – Y; Hartz – Y; Pienkos – Y. Motion carried 3-0.

o. Leave of Absence for Reserve Officer Kyle Kegley.

Gramm motioned to accept Leave of Absence for Reserve Officer Kyle Kegley. Hartz seconded. Roll call vote: Gramm – Y; Hartz – Y; Pienkos – Y. Motion carried 3-0.

Chief Rasmussen mentioned the process of hiring part time officers. The department's wage is not comparable to other departments. The department is looking at a new process of hiring. We train the officers and then the officers move on to full time positions and a more comparable wage. The

Department does not have the availability to hire to hire full time officers or offer them more hours to work.

p. Monthly activity reports.

2015 Dispatch activity for January: Telephone calls– 3,017 911 Calls– 186 Window assists– 637  
2014 Dispatch activity for January: Telephone calls– 4,128 911 Calls– 181 Window assists– 733

2015 Patrol activity for January: Calls for service- 1,157 Arrests- 132  
2014 Patrol activity for January: Calls for service- 1,150 Arrests- 153

Pienkos asked how the dispatchers were doing in their area with the window service. Chief Rasmussen said it was nice having the parking department here full time to help field the phone calls.

q. Items to be forwarded to City Council

Activity reports, SRO agreement, May meeting awards date, 911 Backup Agreement.

8. Fire Department Business

a. Approval of bills for the Month of December 2014, operating in the amount of \$3,567.40, for a total of \$3,567.40.

Gramm motioned to approve the bills for December 2014, Hartz seconded. Roll call vote: Gramm – Y; Hartz –Y; Pienkos –Y; Motion carried 3-0.

b. Approval of bills for the month of January 2015, operating in the amount of \$63,824.25, Capital in the amount of \$302.22, for a total of \$64,126.47.

Hartz motioned to approve the bills for January 2015, Gramm seconded. Roll call vote: Gramm – Y; Hartz –Y; Pienkos –Y; Motion carried 3-0.

Chief Connelly stated the budget was about 95%.

c. ACT 270/Fire Protection Ordinance Update.

Commissioner Bittner asked for this information last month. Chief Connelly provided a copy of the letter from last July Attorney Draper sent to the State and also what portions of the code affected the city's current codes. There were six different portions of the ordinance to preserve-54% was preserved, 37% were not grandfathered and the remaining 8% didn't apply to Act 270. The City Attorney has been asked to give his version of the State's answers but Chief Connelly feels the ordinances not preserved already fall under the stricter Uniform Commercial Code and these primarily involve sprinkler systems and fire alarms.

d. EMS Steering Committee update.

No update.

e. Monthly EMS Medical Billing and Stark Report

Part of the report was not printed because the money was coming in significantly slower this month than usual. The amounts could be found on the top of page 8 of the report, however.

f. Fire Department Activity Report

Chief Connelly reported a relatively slow month.

g. Monthly Paratech Report.

No Discussion/Action.

h. Educational Information for commissioners-Why Your Home May Burn 8X Faster.  
Chief Connelly discussed the informational handout he sent regarding new construction homes burning faster than older homes and the increased amount of cancer causing agents the firefighters are exposed to.

i. Thank you cards/letters—from Christopher M. Novy.

A nice thank you note was received from Christopher Novy. He also sent a \$150.00 gift card and Chief Connelly asked the Police and Fire Commission how he should handle the gift card. The Commission agreed that the fire department should not accept the gift card as it was a gift card rather than a donation. Chief Connelly was going to send a letter to Mr. Novy and return the gift card.

j. Items to be forwarded to city council.

Monthly activity report and Thank you letter from Christopher Novy.

9. Agenda items for the next regular meeting March 5, 2015.

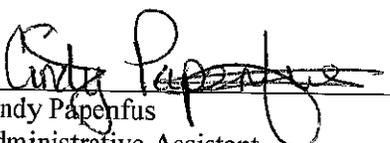
Act 270 information.

Commissioner Pienkos, Chief Connelly and Chief Rasmussen will be absent for the next meeting.

10. Adjourn.

Gramm motioned to adjourn the meeting, Hartz seconded. Motion carried 3-0. Meeting adjourned at 8:18 p.m.

Respectfully submitted,

  
Cindy Papenfus  
Administrative Assistant

c: Police Chief

Fire Chief

Commissioners-file

Commission Liaisons

City Administrator

City Clerk

City Comptroller

Council Members – Mayor

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

**CITY OF LAKE GENEVA  
PLAN COMMISSION MEETING**

**MONDAY, FEBRUARY 16, 2015 - 6:30 PM  
COUNCIL CHAMBERS, CITY HALL**

**MINUTES**

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

**2. Roll Call**

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

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

MOTION #1

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

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

PUBLIC SPEAKER #1 – Mary Jo Fesenmaier - 955 George Street - LG

Fesenmeyer commented on the specifics found in the packet with regard to recommending approval or denial of agenda item #7. *(Those specific details can be found in the Staff Report filed with the electronic agenda packet for this meeting.)*

PUBLIC SPEAKER #2 – Deborah Chiczewski – 6815 W Ardmore, Chicago (Owner Caboose #21)

Chiczewski voiced her objection to agenda item #7 stating her specific concerns.  
She was speaking for herself, her husband and on behalf of the owners of Caboose #22 and # 3.

PUBLIC SPEAKER #3 – Jan Peterson – 721 S Curtis Street - LG

Peterson voiced her objection to agenda item #7 stating her specific concerns.

PUBLIC SPEAKER #4 – Cheryl Ryan – 795 Curtis Street - LG

Ryan voiced her objection to agenda item #7 stating her specific concerns and gave a handout to the commission for review. (LG Regional News article dated October 2003 “Commission Denies Rezone” – copy attached to these minutes).

PUBLIC SPEAKER #5 – LD Rockwell – Wisconsin Sierra Club – SE Gateway Group Chair N6619 Grove Road, Elkhorn

Rockwell voiced his objection to agenda item #7 stating his specific concerns and gave a handout to the commission for review regarding Smart Growth. (copy attached to these minutes).

PUBLIC SPEAKER #6 – Maureen Ziegerhorn - 301 E Townline Road

Ziegerhorn voiced her objection to agenda item #7 stating her specific concerns.

PUBLIC SPEAKER #7 – Dave Shouder - 420 Manning Way – LG

Shouder voiced his objection to agenda item #7 stating his specific concerns.

PUBLIC SPEAKER #8 – Daniel Lehman - 439 Manning Drive - LG

Lehman voiced his objection to agenda item #7 stating his specific concerns.

PUBLIC SPEAKER #9 – Marilee Holtz – 398 Mill Street Fontana  
Holtz voiced her objection to agenda item #7 stating her specific concerns.

PUBLIC SPEAKER #10 –Tim Dunn - 499 Manning Way - LG  
Dunn voiced his objection to agenda item #7 stating his specific concerns.

PUBLIC SPEAKER #11 – Lauren Hansen / Engineer for this development  
Hansen addressed the public and commission regarding the concerns stated regarding agenda item #7. He addressed the zoning, wetlands, storm water control, temporary rentals and density issues.

PUBLIC SPEAKER #12 – Josh Basso / Basso Builders LG  
Basso addressed the public and commission regarding the concerns stated regarding agenda item #7. He addressed the conservancy area, conservancy easement, temporary rentals, traffic patterns regarding Manning Way etc.

PUBLIC SPEAKER #13 – Sara Lehman - 439 Manning Way - LG  
Lehman voiced her objection to agenda item #7 stating her specific concerns.

## **5. Acknowledgment of Correspondence.**

### ACKNOWLEDGEMENT #1

Letter of Objection received regarding agenda item #7 – Tax Key ZMEA 00052 & ZYUP 00130C / Basso development from: *Deborah & Ralph Chiczewski*

## **6. Downtown Design Review**

**A. Application by Andrea Brewer for Raw Salon and Spa, 706 Main Street, Lake Geneva, WI 53147 for a change in the exterior awning with signage at the storefront at 706 Main Street, Tax Key No. ZOP 00307.**

### DISCUSSION

Joanne Cunningham addressed the commission regarding the application details.

### MOTION #2

Kupsik/Skates moved to approve the application by Andrea Brewer for Raw Salon and Spa, 706 Main Street, Lake Geneva, WI 53147 for a change in the exterior awning with signage at the storefront at 706 Main Street, Tax Key No. ZOP 00307, including staff recommendations. The motion carried unanimously.

**B. Application by Meridien Condo Association (Bella Vista), 335 Wrigley Drive, Lake Geneva, WI 53147 for a tile re-roofing color change at 335 Wrigley Drive, Tax Key No. ZMER 00040.**

### DISCUSSION

Mark Nortrowski, agent for the applicant, addressed the commission's concerns regarding color of the tile, existing tile age, what will be done with the old tiles etc.

### MOTION #3

Skates/Gibbs moved to approve the application by Meridien Condo Association (Bella Vista), 335 Wrigley Drive, Lake Geneva, WI 53147 for a tile re-roofing color change at 335 Wrigley Drive, Tax Key No. ZMER 00040. The motion carried unanimously.

**C. Application by Oakfire Properties, LLC, 1335 Edgewood Drive, Lake Geneva, WI 53147 for exterior modifications and signage to an existing building at 831 Wrigley Drive, Tax Key No. ZOP 00340.**

## DISCUSSION

Peter Jergens / Geneva Bay Construction / 133 Darwin Street, LG

Jergens addressed the commission regarding the details of the application and answered their questions and concerns. Samples of materials were passed around for the commission to review as well as 2 photo handouts that are attached to these minutes.

## MOTION #4

Kupsik/Skates moved to approve the application by Oakfire Properties, LLC, 1335 Edgewood Drive, Lake Geneva, WI 53147 for exterior modifications and signage to an existing building at 831 Wrigley Drive, Tax Key No. ZOP 00340, to include staff recommendations. The motion carried 5/1 (Flower).

- 7. Item continued from January meeting, discussion and recommendation on a request filed by Basso Builders, 405 Skyline Drive, Lake Geneva WI, 53147 for a Zoning Map Amendment to change the zoning, on a CSM created from two parcels, from Rural Holding Zoning District (RH) & Single Family Zoning District (SR-4) to Multi-Family Residential-8 (MR-8) at the property located on Skyline Drive and Curtis Street, Current Tax Key No's. ZYUP 00130C & ZMEA 00052.**

## DISCUSSION

Atty. Draper addressed the commission, clarifying that they are approving a zoning map change only. He further stated that they are not approving any particular project or plans. That would come at a later time.

Planner Slavney also addressed the commission adding that if anything beyond a single 4 unit building is proposed on this property it would need further city approval through a Conditional Use Permit or a Planned Development. Either of those things would require a Public Hearing and Notices similar to the geographic coverage we had for the zoning map amendment.

Slavney also commented on the State Law regarding the comprehensive plan and that the city has had a comp plan for decades. It was amended in the early 1990's, 1998 and the mid 2000's. The city is required by state law to amend the plan every ten years with a thorough review and update. The Smart Growth plan that was sited allows for amendments to occur more often than ten years. During the development of these comprehensive plans we've talked about how often that should be and it was determined that we should make available the ability for any property owner to request a change in the comp plan in any given year. The comp plan amendment process is described by state statutes and needs to be done with a public hearing and a 30 day public notice. That is really the only requirement. The city adopted a plan amendment process that if it goes as quickly as possible, it takes 5 months and provides for 4 months of public review of any requested change to the plan. This particular property came through last year under that process. It was brought before the Plan Commission as I recall as early as May 2014 and voting for the comp plan finally took place in October and November of 2014. A similar process will happen in 2015. This was the only request during that period and because of that it received a thorough review by the Plan Commission.

Slavney further stated that on our zoning map the rural holding designation is a holding zone. That means that a development oriented zoning district is anticipated but has not been assigned yet. The non-wetland portion of this property has always been identified as having potential for development. This is the first request to assign any kind of specific development oriented zoning to the property. During the plan amendment process it was determined that a multi family plan designation was appropriate for this property.

Skates asked if there is a way to change the way we Notice the public going forward. Planner Slavney stated that the Statues require that there be a public notice in the paper for a minimum of 30 days before the public hearing to consider Comprehensive Plan Amendments and that the proposed plan amendment go to the Plan Commission for recommendation and that a public hearing be held in front of the common council. Those are the minimum requirements that are spelled out in statutes and the City met those requirements for public notice and certainly provided a lot more review than the minimum time period allowed.

Slavney is the circuit rider planner for 24 other communities in addition to Lake Geneva, many here in Walworth county. During the period of the Smart Growth law where these requirements have been in place since 1999, all of the Comprehensive Plan Amendments, the individual parcel type of amendments, have gone through the process that he described above that is required by statutes and have not gone beyond that. He has also written or supervised over 200 Comprehensive Plans that were thorough rewrites, the ten year anniversary plan. In none of these processes were individual notices mailed out, it was all the general public notice, although typically for a ten year anniversary there are usually other events that provide opportunity for input, including the public hearing at the end of the process. The process that we went thru is more extensive than most communities use for a property specific amendment, but there is nothing that would prohibit any jurisdiction from going further than what we have outlined as the current process right now.

#### MOTION #5

Kupsik/Skates moved to approve the recommendation on a request filed by Basso Builders, 405 Skyline Drive, Lake Geneva WI, 53147 for a Zoning Map Amendment to change the zoning, on a CSM created from two parcels, from Rural Holding Zoning District (RH) & Single Family Zoning District (SR-4) to Multi-Family Residential-8 (MR-8) at the property located on Skyline Drive and Curtis Street, Current Tax Key No's. ZYUP 00130C & ZMEA 00052, to include any staff recommendations and suggested Plan Commission Findings for Recommendation to Common Council listed on the Staff Report and below:

- A. *If, after the public hearing, the Commission wishes to recommend approval, then the appropriate fact finding would be in agreement with Items 1 and 3, and one or more factors of Item 2, of the following.*
1. *The proposed Zoning Map Amendment furthers the purposes of the Zoning Ordinance as outlined in Section 98-005 and the applicable rules and regulations of the Wisconsin Department of Natural Resources (DNR) and the Federal Emergency Management Agency (FEMA).*
  2. *One or more of the following factors have arisen that are not properly addressed on the current Official Zoning Map:*
    - a. *The designations of the Official Zoning Map should be brought into conformity with the Comprehensive Plan;*
  3. *The proposed amendment to the Official Zoning Map maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.*

The motion carried unanimously.

- 8. Review and Recommendation on an Application for Land Division Review for an Addendum to Restriction/Modification Affidavit of Correction by Kelly T. Smith, 1525 W. Altegeld Street, Chicago, IL 60614 for land located in the extra-territorial plat review area at N1864 Wildwood Drive, Tax Key # ITE 00005, and being in the Town of Linn.**

#### DISCUSSION

Jim Howe, attorney with Godfrey Lawfirm – agent for applicant  
Howe addressed the commission regarding the details of the application.

#### MOTION #6

Mayor Connors/Flower moved to approve the recommendation on an application for Land Division Review for an Addendum to Restriction/Modification Affidavit of Correction by Kelly T. Smith, 1525 W. Altegeld Street, Chicago, IL 60614 for land located in the extra-territorial plat review area at N1864 Wildwood Drive, Tax Key # ITE 00005, and being in the Town of Linn. The motion carried unanimously.

**9. Public Hearing and recommendation on a Conditional Use Application filed by Michael Keefe, PO Box 460, Lake Geneva, WI 53147 to operate a Commercial Indoor Lodging facility at an existing Commercial Apartment in a Central Business (CB) zoning district located at 725 W. Main Street, Tax Key No. ZOP 00276.**

DISCUSSION

Thomas Keefe - N1419 Academy Rd, LG

Keefe addressed the commission with details regarding the application.

Keefe clarified comments and concerns of the commission, including parking arrangements, heating for the unit, etc. Exception regarding ownership as they are under contract to close on the property this week.

PUBLIC SPEAKERS - None

MOTION #7

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

DISCUSSION

There was general discussion amongst the commission regarding the details of the application.

MOTION #8

Kupsik/Skates moved to approve the recommendation on a Conditional Use Application filed by Michael Keefe, PO Box 460, Lake Geneva, WI 53147 to operate a Commercial Indoor Lodging facility at an existing Commercial Apartment in a Central Business (CB) zoning district located at 725 W. Main Street, Tax Key No. ZOP 00276 to include staff recommendations, that the building have a one hour fire door, an escape window, hardwired carbon monoxide and smoke detectors, the lighting be repaired in the stairway and they work with their neighbor to put emergency lighting in the stairway as well. The motion carried unanimously.

**10. Public Hearing and recommendation on a Conditional Use Application filed by Lake Geneva YMCA, 203 S. Wells Street, Lake Geneva WI, 53147, to operate a Group Day Care Center (9+ Children) (Summer Camp) in a Planned Development Zoning District (PD) at 203 S. Wells Street, Tax Key No. ZA181600002.**

DISCUSSION

Mike Cramp, executive director with the Lake Geneva YMCA – 203 S. Wells Street, LG Cramp addressed the commission regarding the details of the application.

PUBLIC SPEAKER #1 - None

MOTION #9

Kupsik/Gibbs moved to close the Public Hearing. The motion carried unanimously.

MOTION #10

Skates/Flower moved to approve the recommendation on a Conditional Use Application filed by Lake Geneva YMCA, 203 S. Wells Street, Lake Geneva WI, 53147, to operate a Group Day Care Center (9+ Children) (Summer Camp) in a Planned Development Zoning District (PD) at 203 S. Wells Street, Tax Key No. ZA181600002 to include fact finding as included in the staff report. The motion carried unanimously.

**11. Adjournment**

MOTION #11

Skates/Gibbs moved to adjourn the meeting at 8:15 pm. The motion carried unanimously.

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

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



PIZZA NAPOLETANA

*Oakfire*

BREAKFAST • LUNCH • DINNER

**FISH FRY**  
OYSTERS  
CRAB CAKES  
LEATHER BURGERS

FRIDAY

137

138

COMPACT  
CARS  
ONLY

POST

PIZZA NAPOLETANA

*Oakfire*

BREAKFAST • LUNCH • DINNER



Source: Lake Geneva Regional News

# Commission denies rezone

October 02, 2003

By Steve Targo

Lake Geneva Regional News

The existing characteristics of a Lake Como neighborhood prompted the Geneva Township Planning Commission Monday to recommend denial of a rezone request from Howard Basso of Basso Builders, 405 Skyline Drive, Lake Geneva.

Basso requested the rezone in order to authorize the construction of two five-unit apartment buildings on Beach Road.

Numerous Lake Como residents opposed the "Beach Road Apartments" proposal because the site is located in a residential neighborhood.

"Aesthetically, this community does not need apartment buildings," resident Robert Giovannoni said.

Residents and commission members expressed concerns about the precedent that would be set if the commission approved the request.

Many residents said the neighborhood has a high density of people and traffic. They expressed concerns about the potential impact that the proposal can have on the neighborhood.

Some residents were opposed to the removal of numerous trees on the property. Basso and Commission Chairman Joe Kopecky said the trees on the site are "scrub" trees.

Basso said the trees need to be removed regardless of the type of development that occurs on the property.

"Either way, there will be building going on (there) so it is not going to stop any trees from being cut," Basso said.

In his presentation of the Beach Road Apartments plans, Basso said the proposal calls for vinyl siding and a 35-year roof on the buildings.

Kopecky and Basso clarified confusion concerning Basso's rezone request.

\*Public Speaker #4  
Handout  
2-16-15

Resident Chris Madison said a sign on the Beach Road property states Basso requested a variance. Kopecky said the statement on the sign was an error.

The Monday agenda states Basso requested an "R-4" zoning classification for the property.

Basso said he wants an "R-5" class, which will authorize the proposed Beach Road Apartments.

Many residents asked Basso why he wants to build two apartment buildings on the property.

Basso said he proposed two buildings because of an 18-foot slope in the center of the property.

Residents and commission members said they oppose the apartment buildings, but they praised Basso for houses his company has already built in the Lake Como subdivision.

Residents and commission members asked Basso to build houses on the Beach Road property.

"I just don't feel, down in Como, that they need apartment buildings," commission member Pauline Malsch said.

Malsch and commission member Andy Schmidt also praised Basso Builders.

Schmidt said he would like to see Basso build homes instead of apartment buildings on the property.

"I would hate to see apartment buildings infiltrate the subdivision any further," Schmidt said.

Commission member Dave Van Lue spoke for the preservation of the existing character of the neighborhood.

"I think we should just keep it all residential (in the neighborhood)," Van Lue said. "No rezones."

Secretary Mary Van Lue presented two letters and a petition of 39 signatures which oppose the proposal.

Van Lue said the petition was submitted by Jackie Lickerman. A letter of opposition from Robert and Connie Decker contained five signatures of residents who oppose the request and the proposal, Van Lue said.

Mark Vallengo, who owns seven lots east of Beach Road, also wrote a letter of opposition, Van Lue said.

# Rezoning Hearings

- [Rezoning Application Form](#)
- [Zoning Map and Text Amendment - Required Application Materials](#)
- [Planning & Zoning Fee Worksheet](#)
- [Zoning Map and Text Amendment - Administrative Procedures](#)

## REZONING PUBLIC MEETING SCHEDULE

Filing Deadline: January 12, 2015, 3:00 p.m.	Public Meeting: April 20, 2015
Filing Deadline: July 10, 2015, 3:00 p.m.	Public Meeting: October 19, 2015

Rezoning meetings are held at the Washington County Circuit Court House, Room #1. Meetings begin promptly at 7:00 p.m.

**Please Note:** The public meeting date, time and location is subject to change. The applicant will be notified, in writing, of the meeting date, time and location.

The rezoning process is a formal legal proceeding by which an individual, a group of individuals, or the governing body may apply to change either the zoning classification of a particular property or a group of properties, or amend text contained in regulatory documents adopted by the Board of County Commissioners of Washington County. Applications to change a zoning classification are considered a Map Amendment. Presiding governmental bodies may periodically initiate rezonings on sections of the jurisdiction they govern comprising several parcels. This process is known as a Comprehensive Rezoning. Applications requesting modifications in the language included in the regulatory documents of the County are considered text amendments.

### Map Amendments:

A petition to amend the Washington County Zoning Maps by rezoning a particular property (a piecemeal map amendment) may be submitted by the owner of the property, the contract purchaser or the agent for either party.

*In accordance with Maryland State Law in order for a piecemeal rezoning to be granted, petitions for zoning map amendments, when not part of a comprehensive rezoning undertaken by the governing body, must be judged by the "change or mistake rule."*

### Change in Character of the Neighborhood:

It must be shown that there has been a change in the character of the neighborhood, since the last Comprehensive Zoning Plan, where the request for rezoning is located. As part of this premise, an applicant is to provide an accurate and acceptable definition of the neighborhood where the change is alleged to have occurred, the specific events that have caused the change and describe the character of the neighborhood before and after the change.

### Mistake in Original Zoning:

A mistake in the current zoning can be shown to have occurred when there has been a failure to take into account projects or trends probable of fruition. Decisions based on erroneous information, facts that later prove to be incorrect, events that occurred since the current zoning, or ignoring facts in evidence can all contribute to a legitimate mistake having occurred.

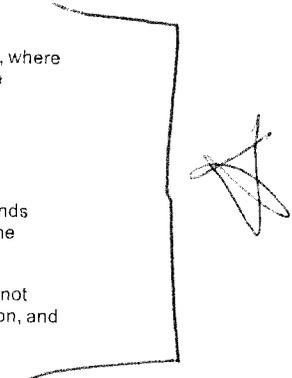
\*Even when one or the other is sufficiently sustained, it merely allows the local governing body to change the zoning and it does not require the change. When conditions are right for a change, the new zone must be shown to be appropriate, logical for the location, and consistent with the Comprehensive Plan.

### Text Amendments:

A petition can be filed with the Washington County Planning Department to amend the text of the following documents: Adequate Public Facilities Ordinance, Comprehensive Plan, Forest Conservation Ordinance, Solid Waste Plan, Subdivision Ordinance, Water & Sewer Plan and Zoning Ordinance.

Text Amendments are not judged under the "change or mistake" law that is required for Map Amendments. The applicant does have to provide which section of the Ordinance they are requesting to be amended, the desired verbiage, a detailed explanation of the reasons why the text amendment is being sought and the rationale for the change.

**\*Select Administrative Procedures, at the top of the page to get a detailed listing of filing procedures. \***



**Section 98-902 Amendment of Zoning Regulations**

**Section 98-902 Amendment of Zoning Regulations**

through

application is not complete or does not fulfill the requirements of this Chapter, he shall return the application to the Applicant. If the Zoning Administrator determines that the application is complete, he shall so notify Applicant.

(b) Upon notifying the Applicant that his application is complete, the Zoning Administrator shall review the application and evaluate and comment on the written justification for the proposed text amendment which may be provided in the application per Subsection (3)(a)-(c), above.

(c) The Zoning Administrator may also evaluate the application to determine whether the requested text amendment is in harmony with the recommendations of the City of Lake Geneva's Comprehensive Master Plan, particularly as evidenced by compliance with the standards of Subsection (4)(c)1.-5., below:

1. The proposed text amendment furthers the purposes of this Chapter as outlined in Section 98-005.
2. The proposed text amendment furthers the purposes of the general Article in which the amendment is proposed to be located.
3. The proposed text amendment furthers the purposes of the specific Section in which the amendment is proposed to be located.
4. The following factors have arisen that are not properly addressed in the current zoning text:

a. The provisions of this Chapter should be brought into conformity with the Comprehensive Plan. (If a factor related to the proposed amendment, note pertinent portions of the Comprehensive Plan.);

b. A change has occurred in the land market, or other factors have arisen which require a new form of development, a new type of land use, or a new procedure to meet said change(s);

c. New methods of development or providing infrastructure make it necessary to alter this Chapter to meet these new factors;

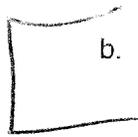
d. Changing governmental finances require amending this Chapter in order to meet the needs of the government in terms of providing and affording public services.

5. If the proposed text amendment is concerned with the provisions of Article II and/or III: The proposed amendment maintains the desired overall consistency of land uses, land use intensities, and land use impacts within the pertinent zoning districts.

(d) The Zoning Administrator shall forward the report per (4)(b), and if prepared the report per (4)(c), to the Plan Commission for the Commission's review and use in making its recommendation to Common Council. If the Zoning Administrator determines that the proposal may be in conflict with the provisions of the City's Comprehensive Master Plan, the Zoning Administrator shall note this determination in the report.

(5) **Review, Public Hearing, and Recommendation by the Plan Commission:** Common Council shall not make an amendment to this Chapter without allowing for a recommendation from the Plan Commission per the provisions of this Subsection.

(a) The Plan Commission shall schedule a reasonable time and place for a public hearing to consider the application within 45 days after the acceptance and determination of the complete application as determined by the Zoning Administrator. The Applicant may



**Section 98-903 Amendment of Official Zoning Map**

**Section 98-903 Amendment of Official Zoning Map**

through

appear in person, by agent, and/or by attorney. Notice of the proposed amendment and the public hearing shall conform to the requirements of Section 62.23(7)(d) of the Wisconsin Statutes. Said notice shall contain a description of the proposed text change. In addition, at least ten days before said public hearing, the City Clerk shall mail an identical notice to the Applicant, and to the Clerk of any municipality whose boundaries are within 1,000 feet of any portion of the jurisdiction of this Chapter. Failure to mail said notice, provided it is unintentional, shall not invalidate proceedings under this Section.

(b) Within 60 days after the public hearing (or within an extension of said period requested in writing by the Applicant and granted by the Plan Commission), the Plan Commission shall make a written report to the Common Council stating its findings regarding Subsection (4), above, and its recommendations regarding the application as a whole. Said report shall include a formal finding of facts developed and approved by the Plan Commission concerning the requirements of (4)(b)1. through 5., above.

(c) If the Plan Commission fails to make a report within 60 days after the filing of said complete application (and in the absence of a Applicant-approved extension per (b), above), then the Common Council may hold a public hearing within 30 days after the expiration of said 60 day period. Failure to receive said written report from the Plan Commission per Subsection (5)(a), above, shall not invalidate the proceedings or actions of Common Council. If such a public hearing is necessary, Common Council shall provide notice per the requirements of Subsection (a), above. *State Law Reference: Section 62.23(7)(d).*



(d) If the Plan Commission recommends approval (or denial) of an application, it shall state in the minutes or in a subsequently issued written decision, its conclusion and any finding of facts supporting its conclusion as to the following: that the potential public benefits of the proposed amendment outweigh (or do not outweigh) any and all potential adverse impacts of the proposed amendment, as identified in Subsections (4)(b)1.-5. above, after taking into consideration the proposal by the Applicant.

(6) **Review and Action by Common Council:** Common Council shall consider the Plan Commission's recommendation regarding the proposed text amendment. The Council may request further information and/or additional reports from the Plan Commission, Zoning Administrator, and/or the Applicant. The Council may take final action on the application at the time of its initial meeting, or may continue the proceedings at the Applicant's request. Common Council may approve the amendment as originally proposed, may approve the proposed amendment with modifications (per the recommendations of the Zoning Administrator, the Plan Commission, authorized outside experts, or its own members), or may deny approval of the proposed amendment. If the Common Council wishes to make significant changes in the proposed text amendment, as recommended by the Plan Commission, then the procedure set forth in Section 62.23(7)(d) of the Wisconsin Statutes shall be followed prior to Council action. Any action to amend the provisions of the proposed amendment, or to reverse the recommendation of the Plan Commission, requires five votes of the Council regardless of quorum size. The Common Council's approval of the requested amendment shall be considered the approval of a unique request, and shall not be construed as precedent for any other proposed amendment.

(7) **Effect of Denial:** No application which has been denied (either wholly or in part) shall be resubmitted for a period of 12 months from the date of said order of denial, except on grounds of new evidence or proof of change of factors found valid by the Zoning Administrator.

(8) **Fee:** A fee is required for this procedure. Refer to Section 98-935.

**Section 98-507 Woodland Overlay Zoning District****Section 98-508 Steep Slope Overlay Zoning District***through*

groundcover in areas which are susceptible to variable runoff flows and moderate to rapid water movement.

- (3) **Determination of Drainageway Boundaries:** General drainageway boundaries are depicted on the Official Zoning Map. Upon the proposal of development activity on any property which contains a drainageway depicted on the Official Zoning Map, the petitioner shall prepare a detailed site analysis per the requirements of Section 98-510. This analysis shall depict the location of all drainageway areas on the subject property as related to the provisions of Subsection (1), above.
- (4) **Mandatory Drainageway Protection Requirements:** Drainageways shall remain in an undisturbed state except for the land uses permitted in Section 98-204 per the requirements in Subsection 98-206(10). Vegetation clearing to maintain drainageway functions is permitted with the written approval of the Director of Public Works. All areas designated as drainageways shall be located within a public easement or dedication for maintenance purposes to preserve proper drainage flow.

**Section 98-507 Woodland Overlay Zoning District**

- (1) **Definition:** Woodlands are areas of trees whose combined canopies cover a minimum of 80% of an area of one acre or more, as shown on Environmental Corridors Composite Maps for the City of Lake Geneva and its environs, prepared by the SEWRPC.
- (2) **Purpose of Woodland Protection Requirements:** Woodlands provide a wide variety of environmental functions. These include atmospheric benefits such as removing air-borne pollutants, carbon dioxide uptake, oxygen production, and evapotranspiration returns. Water quality benefits include substantial nutrient uptake rates (particularly for nitrogen and phosphorus) and surface runoff reduction in terms of both volumes and velocities. Woodlands provide unique wildlife habitats and food sources. Woodlands are excellent soil stabilizers, greatly reducing runoff-related soil erosion. Woodlands also serve to reduce wind velocities which further reduces soil erosion. Finally, under proper management techniques, woodlands serve as regenerative fuel sources.
- (3) **Determination of Woodland Boundaries:** General woodland boundaries are depicted on the Official Zoning Map. Upon the proposal of development activity on any property which contains a woodland depicted on the Official Zoning Map, the petitioner shall prepare a detailed site analysis per the requirements of Section 98-908(3)(h). This analysis shall depict the location of all woodland areas on the subject property as related to the provisions of Subsection (1), above.
- (4) **Mandatory Woodland Protection Requirements:** Woodlands shall remain in an undisturbed state except for the land uses permitted in Section 98-204 per the requirements of Subsection 98-206(10) and areas subject to the following mitigation requirements. Selective cutting operations are permitted by right in all woodland areas (per the requirements of Section 98-206(2)(f)). Clear cutting is permitted as a conditional use in all woodland areas (per the requirements of Section 98-206(2)(g)).



development districts and mixed-use districts the regulations need not be uniform.

(c) *Purposes in view.* Such regulations shall be made in accordance with a comprehensive plan and designed to lessen congestion in the streets; to secure safety from fire, panic and other dangers; to promote health and the general welfare; to provide adequate light and air, including access to sunlight for solar collectors and to wind for wind energy systems; to encourage the protection of groundwater resources; to prevent the overcrowding of land; to avoid undue concentration of population; to facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements; and to preserve burial sites, as defined in s. 157.70 (1) (b). Such regulations shall be made with reasonable consideration, among other things, of the character of the district and its peculiar suitability for particular uses, and with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout such city.

(d) *Method of procedure.* 1. a. Upon the request of the city council, the city plan commission, the board of public land commissioners, or if the city has neither, the city plan committee of the city council shall prepare and recommend a district plan and regulations for the city. Following the formulation of tentative recommendations a public hearing shall be held by, at the council's option, the council, the plan commission, the board of public land commissioners or the plan committee. The entity holding the hearing shall consider any comments made, or submitted, by the commanding officer, or the officer's designee, of a military base or installation, with at least 200 assigned military personnel or that contains at least 2,000 acres, that is located in or near the city. At least 10 days' prior written notice of any such hearings shall be given to the clerk of any municipality whose boundaries are within 1,000 feet of any lands included in the proposed plan and regulations, and to the commanding officer, or the officer's designee, of any military base or installation, with at least 200 assigned military personnel or that contains at least 2,000 acres, that is located in or near the city, but failure to give such notice shall not invalidate such district plan or regulations. Publication of a class 2 notice, under ch. 985, of the tentative recommendations and hearings thereon must be made once during each of the 2 weeks prior to such hearing. If the proposed district plan and regulations have the effect of changing the allowable use of any property within the city, the notice shall include either a map showing the property affected by the plan and regulations or a description of the property affected by the plan and regulations and a statement that a map may be obtained from the city council.

b. The council may make changes in the tentative recommendations after first submitting the proposed changes to the plan commission, board of public land commissioners or plan committee for recommendation and report and after publishing a class 2 notice, under ch. 985, of the proposed changes and hearings thereon as well as the notice to the clerk of any contiguous municipality and to the commanding officer, or the officer's designee, of any military base or installation, with at least 200 assigned military personnel or that contains at least 2,000 acres, that is located in or near the city, as required in subd. 1. a. Hearings on the proposed changes may be held by, at the council's option, the council, the plan commission, the board of public land commissioners or the plan committee. The entity holding the hearing shall consider any comments made, or submitted, by the commanding officer, or the officer's designee, of a military base or installation, with at least 200 assigned military personnel or that contains at least 2,000 acres, that is located in or near the city. If the proposed changes to the proposed district plan and regulations have the effect of changing the allowable use of any property within the city, the notice shall include either a map showing the property affected by the changes or a description of the property affected by the changes and a statement that a map may be obtained from the city council.

2. The council may adopt amendments to an existing zoning ordinance after first submitting the proposed amendments to the city plan commission, board of public land commissioners or plan committee for recommendation and report and after providing the notices as required in subd. 1. b. of the proposed amendments and hearings thereon. In any city which is not located in whole or in part in a county with a population of 500,000 or more, if the proposed amendments would make any change in an airport affected area, as defined in sub. (6) (am) 1. b., the council shall mail a copy of such notice to the owner or operator of the airport bordered by the airport affected area. A hearing shall be held on the proposed amendments by, at the council's option, the council, the plan commission, the board of public land commissioners or the plan committee. The entity holding the hearing shall consider any comments made, or submitted, by the commanding officer, or the officer's designee, of a military base or installation, with at least 200 assigned military personnel or that contains at least 2,000 acres, that is located in or near the city. If the proposed amendments have the effect of changing the allowable use of any property within the city, the notice shall include either a map showing the property affected by the amendments or a description of the property affected by the amendments and a statement that a map may be obtained from the city council. If the council does not receive recommendations and a report from the plan commission, board of public land commissioners or plan committee within 60 days of submitting the proposed amendments, the council may hold hearings without first receiving the recommendations and report.

2m. a. In case of a protest against an amendment proposed under subd. 2., duly signed and acknowledged by the owners of 20% or more either of the areas of the land included in such proposed amendment, or by the owners of 20% or more of the area of the land immediately adjacent extending 100 feet therefrom, or by the owners of 20% or more of the land directly opposite thereto extending 100 feet from the street frontage of such opposite land, such amendment shall not become effective except by the favorable vote of three-fourths of the members of the council voting on the proposed change.

b. In any city which is not located in whole or in part in a county with a population of 500,000 or more, if a proposed amendment under subd. 2. would make any change in an airport affected area, as defined under sub. (6) (am) 1. b. and the owner or operator of the airport bordered by the airport affected area protests against the amendment, the amendment shall not become effective except by the favorable vote of two-thirds of the members of the council voting on the proposed change.

3. The council may repeal or repeal and reenact the entire district plan and all zoning regulations in accordance with subd. 1. The council may repeal or repeal and reenact a part or parts of the district plan and regulations in accordance with subds. 2. and 2m.

4. The city council shall maintain a list of persons who submit a written request to receive notice of any proposed zoning action that may be taken under subd. 1. a. or b. or 2. that affects the allowable use of the person's property. If the plan commission, the board of public land commissioners, or city plan committee of the city council completes action on any tentative recommendations that are noticed under subd. 1. a., proposed changes to a proposed district plan and regulations that are submitted under subd. 1. b., or proposed amendments that are submitted under subd. 2., and the city council is prepared to vote on the tentative recommendations, proposed changes to a proposed district plan, and regulations or proposed amendments, the city council shall send a notice, which contains a copy of the tentative recommendations, proposed changes to a proposed district plan, and regulations or proposed amendments, to each person on the list whose property, the allowable use of which, may be affected by the tentative recommendations or proposed changes or amendments. The notice shall be by mail or in any reasonable form that is agreed to by the person and the city council. The city council may charge each per-

2-16-15

Public Speaker #5 - Handout

WI; John Muir Chapter's Sierra Club provides a long history of supporting Smart Growth. Anti-sprawl and pro-land use policies in discussing this proposal.

The Smart Growth Law enacted in 1999, [Wis. Stat. § 19.47](#), which requires that county and local general, shore land, subdivision, Mapping & zoning ordinances; enacted or amended on or after January 1, 2010, be consistent with the comprehensive plan adopted by the unit of government enacting or amending such ordinances. The law requires that the following nine elements be addressed in a comprehensive plan:

1. Issues and Opportunities;
2. Housing;
3. Transportation;
4. Utilities and
5. Community Facilities;
6. Agricultural,
7. Natural, and Cultural Resources;
8. Economic Development;
9. Roads, and utilities by up to 18 percent.

The City of Franklin completed studies and ran the numbers' finding that new development costs them all. Each new home costs at least \$10,000 per year. Builders paid only \$813 in impact fees while local property taxpayers paid the rest. (*Franklin Impact Fee Task Force, Impact Fee Needs Assessment, 1995, page 1.*)

### **Smart Growth Cuts Tax Costs**

According to the UW Planning Professor Jack Huddleston, Smart Growth and efficient development can reduce the cost of new housing development by up to 10 percent, saving taxpayers \$400 million over poorly planned sprawl development. Growth and good land use planning means we need to build fewer roads, schools and sewers to service new development. Smart Growth Saves Taxpayers and Local Governments Money

One Michigan study found that good land use planning and Smart Growth cuts money spent on roads, utilities, and housing significantly. A study of 18 Michigan communities by the Southeast Michigan Council of Governments proves that those with smarter growth cut their cost of housing, roads, and utilities by up to 18 percent.

### **Residential Development Costs 3 Times More than Open Space**

More than 80 studies from American Farmland Trust and others show that residential land use is a net drain on municipal tax reserves. Houses don't cover the cost of schools, roads and other public costs.

American Farmland Trust – Farmland Information Center, Cost of Community Services Studies Fact Sheet, 2001, [www.farmlandinfo.org/fic/tas/fafs-cocs.html](http://www.farmlandinfo.org/fic/tas/fafs-cocs.html)

What Can be done to support smart growth

1. Support and fund Smart Growth planning to reduce costs on new development
2. Require new development to pay its fair share for schools and all costs.
3. Protect parkland, critical habitat, and farmland to cut development costs
4. Make the state provide a generic town plan to help local units of government complete their plans.

For more information see

"Sprawl Costs Us All," [www.sierraclub.org/sprawl/articles/hulacy.asp](http://www.sierraclub.org/sprawl/articles/hulacy.asp)

# Some Key Points About Wisconsin's New "Smart Growth" Legislation

Requires that all local governments must have a comprehensive plan by January 1, 2010, if they engage in programs or actions that affect land use.

**Prepared by Brian W. Ohm**  
**Assistant Professor**  
**Department of Urban & Regional Planning**  
**University of Wisconsin-Madison**

## **I. Where did this Legislation originate from?**

It is the work of a unique coalition of groups including the Wisconsin Realtors Association, 1000 Friends of Wisconsin, the Wisconsin Builders Association, the Wisconsin Chapter of the American Planning Association, the Wisconsin Council of Regional Planning Organizations, the local government associations and the State. Facilitated by faculty from the University of Wisconsin-Madison, the groups developed the definition of the comprehensive plan that Governor Tommy Thompson included in the state budget bill along with money for planning grants. Sen. Brian Burke, D-Milwaukee added local comprehensive planning goals, a "smart growth dividend," and requirements for traditional neighborhood development ordinances.

## **II. How does the legislation impact local planning in Wisconsin?**

### **A. Provides a definition of a "comprehensive plan."**

1. Prior to this legislation, Wisconsin only had the 1920s limited definition of a "master plan" (for cities, villages, and towns with village powers) and a limited definition of a "county development plan" added in 1967.
2. This definition applies to all cities, villages, towns, counties and regional planning commissions in Wisconsin. It begins to provide the framework for a unified land use planning and regulation enabling law for Wisconsin.

### **B. Requires that all local governments must have a comprehensive plan by January 1, 2010, if they engage in programs or actions that affect land use.**

1. Changes existing language that counties "shall" prepare a development plan to "may" to clarify that counties are not required to have a comprehensive plan until January 1, 2010, if they engage in programs or actions that impact land use. (Very few counties followed the "shall" language since only a handful of counties have a county development plan.)

### **C. Provides state funding to support local planning efforts [see below].**

### **D. After January 1, 2010, local programs and actions impacting land use must be consistent**

with that local government's comprehensive plan.

E. Requires that the local governing body adopt written procedures designed to foster public participation and other significant new plan adoption requirements.

F. Requires that a comprehensive plan must be adopted in its entirety.

1. Currently master plans and county development plans can be adopted in parts and the plans are often never "complete."

G. Requires that the governing body adopt the comprehensive plan.

1. Current law only requires that the plan commission adopt master plans.

H. Changes the composition of city, village, and town plan commissions to allow greater local discretion.

1. The plan commission shall consist of 7 members, appointed by the mayor. The mayor also appoints the presiding officer. Members may consist of the mayor and other elected or appointed city officials, except the commission must have at least 3 citizen members who are not city officials.
2. Eliminates the current statutory language that the plan commission must consist of the mayor, who shall be the presiding officer, the city engineer, the president of the park board and an alderperson.
3. For towns with a population of less than 2,500, the plan commission may consist of 5 members appointed by the town chairperson, who selects the presiding officer. Requires at least one citizen member who is not a town official.

I. Requires that cities and villages, and towns with a population of at least 12,500, adopt traditional neighborhood development and conservation subdivision ordinances that are similar to ordinances developed by the University of Wisconsin Extension. The ordinances are not required to be mapped.

J. Establishes a "smart growth dividend aid program." Specifics to be developed by the Departments of Administration and Revenue. The first grants are to be distributed in fiscal year 2005-06.

### **III. How does a community apply for a grant?**

The legislation provides 2 sources of grants to assist with local planning efforts:

A. As of July 1, 1999, \$1 million is available from the Department of Administration to help finance the costs of planning activities related to the transportation element. An additional \$1 million is available on July 1, 2000.

1. These are matching grants. Local governments may pay up to 25% of the cost.
2. Grants must be approved by the Department of Transportation (the original source of the funds).

B. As of July 1, 2000, \$1.5 million will be available for the fiscal year from the Department of Administration to help finance the cost of local planning activities.

1. Grants are only available to finance a comprehensive plan [as defined in the legislation].
2. These are matching grants. The amount of the match will be based on the number of applications and the availability of funding.
3. Grants must be approved by the Wisconsin Land Council. The Land Council may promulgate rules specifying methodology to prioritize grants.
4. The legislation gives priority to grants for planning efforts that:
  - address intergovernmental issues;
  - meet the local 14 local comprehensive planning goals identified in the legislation;
  - identify smart growth areas;
  - include development of implementing ordinances;
  - will be completed within 30 months; and f. provide opportunities for public participation.

#### **IV. How does the legislation affect state agencies?**

State agencies are encouraged to design their programs, policies, infrastructure and investments to reflect a balance between the mission of the agency and 14 local comprehensive planning goals.

#### **V. How does the legislation impact existing plans or current planning processes?**

Existing plans and current planning processes are not directly affected. HOWEVER, before January 1, 2010, local governments undertaking programs and actions that impact land use will need to have a comprehensive plan. Planning takes time. The earlier a community begins to prepare a comprehensive plan the better. The grant program and the "smart growth dividend aid program" also provide incentives for early completion of comprehensive plans.



Explore, enjoy and protect the planet

## Smart Growth Makes \$ense

And Saves Tax Dollars, Parks and Farmland

With Wisconsin facing a \$1.6 billion budget crisis and community after community facing referenda for new schools, Smart Growth and comprehensive planning can save taxpayers millions of dollars with lower school, road, and other development costs. Legislators should fund Comprehensive Planning Smart Growth measures, not nix it.

### *Smart Growth Cuts Tax Costs*

According to the UW Planning Professor Jack Huddleston, Smart Growth and efficient development can reduce the cost of new housing development by up to 10 percent, saving taxpayers \$400 million over poorly planned sprawl development.<sup>1</sup> Why? Smart Growth and good land use planning means we need to build fewer roads, schools and sewers to service new development.

The City of Franklin south of Milwaukee ran the numbers and found that new development costs them all. Each new home costs at least \$10,000 per year. Builders paid only \$813 in impact fees while local property taxpayers paid the rest.<sup>2</sup>

### *Smart Growth Saves Taxpayers and Local Governments Money*

One Michigan study found that good land use planning and Smart Growth cuts money spent on roads, utilities, and housing significantly. A study of 18 Michigan communities by the Southeast Michigan Council of Governments proves that those with smarter growth cut their cost of housing, roads, and utilities by up to 18 percent.<sup>3</sup> See chart below for specifics.

Area of Impact	Savings from Smart Growth
Roads	11.9%
Water and sewer	18.1%
Housing Costs	6.4% or \$10,000/home
Annual Revenue Impacts	3.2%

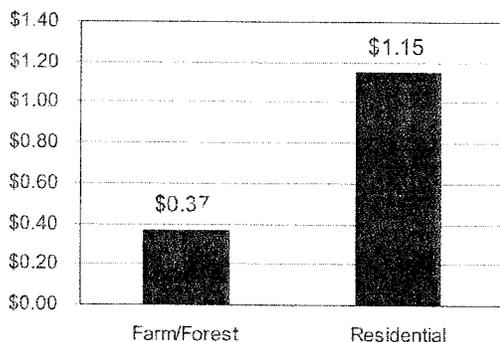
<sup>1</sup> Professor Jack Huddleston, "Comparative Costs of Development, Supporting Analysis," January 1996.

<sup>2</sup> Franklin Impact Fee Task Force, Impact Fee Needs Assessment, 1995, page 1.

<sup>3</sup> Robert Burchell, et al. "Fiscal Impacts of Alternative Land Development Patterns in Michigan: The Costs of Current Development versus Compact Growth." South East Michigan Council of Governments. June 1997.

### Cost of Community Service Studies

### *Residential Development Costs 3 Times More than Open Space*



Cost per dollar of revenue raised to provide public services to different land uses.

while public services for residential land uses cost \$1.15. Why? Open spaces do not require new schools, sewers, or police protection like new development.

For more information see "Sprawl Costs Us All," [www.sierraclub.org/sprawl/articles/hulsey.asp](http://www.sierraclub.org/sprawl/articles/hulsey.asp)

More than 80 studies from American Farmland Trust and others show that residential land use is a net drain on municipal tax reserves. Houses don't cover the cost of schools, roads and other public costs.<sup>4</sup>

For every dollar of taxes paid, public services for farmland, forest and open spaces cost 37 cents to deliver

### *What You Can Do...*

Support and fund Smart Growth planning to reduce costs on new development

Require new development to pay its fair share for schools and all costs.

Protect parkland, critical habitat, and farmland to cut development costs

Make the state provide a generic town plan to help local units of government easily complete their plans.

For more information contact: [www.sierraclub.org/sprawl](http://www.sierraclub.org/sprawl) or call 608-256-0565.

<sup>4</sup> American Farmland Trust – Farmland information Center, Cost of Community Services Studies Fact Sheet, 2001, [www.farmlandinfo.org/fic/ras/tafs-cocs.html](http://www.farmlandinfo.org/fic/ras/tafs-cocs.html)



# Board of Park Commissioners

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Dave Quickel

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City of Lake Geneva

626 Geneva Street

Lake Geneva, WI 53147-1914

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## MINUTES OF THE 6:00 PM FEBRUARY 4, 2015 MEETING

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

### Call to Order:

The Board of Park Commissioners meeting was called to order by President Skates at 6:02 PM. Secretary Winkler read the roll.

### Roll Call:

President Doug Skates \_\_\_X\_\_\_, Lynn Hassler \_\_\_Late \_\_\_ , Barb Hartigan \_\_\_X\_\_\_, Peggy Schneider \_\_\_X\_\_\_, Dave Quickel \_\_\_X\_\_\_, John Swanson \_\_\_X\_\_\_, Ald. Al Kupsik \_\_\_X\_\_\_, Brian Olsen \_\_\_X\_\_\_, Mayor Jim Connors \_\_\_X\_\_\_ (8 to Start, 9 Total).

### Staff & Aldermen Present:

DPW Daniel Winkler, Ald. Elizabeth Chappell.

### Public Present:

Miss Yesenia Onofre, Mr. Chris Schultz, Ryan Stelzer.

### Approve the Minutes of the Prior Meeting:

It was moved by Mayor Connors to approve the minutes of the December 3, 2014 meeting, and seconded by Commissioner Quickel. The motion passed 8-0.

### Public Input:

None.

### Permits & Park Donations:

DATE 04/04/15 LOCATION Seminary Park USE Easter Egg Hunt

PERMITTEE Jaycees

President Skates explained the permit hasn't as yet been secured but he has spoken with the Jaycees about it. It was moved by President Skates to reserve the date, and seconded by Commissioner Olsen. The motion passed 8-0.

DATE 8/17/15 to 8/24/15 (actual dates of event are 8/19-8/23) LOCATION Seminary Park, Flat Iron Park & Library Park USE Venetian Fest PERMITTEE Jaycees

President Skates read the permit. It was moved by Ald. Kupsik to approve, and seconded by Commissioner Olsen. Swanson inquired if the new pavilion would impact the layout and Mr. Stelzer said they would work around it. Mayor Connors offered an amendment to charge the \$105 park use fee but waive the security deposit, which motion was seconded by President Skates. The discussion involved being consistent this year on park use charges. The addendum passed 8-0. The original motion to approve with the addendum was approved 8-0.

DATE 04/05/15 LOCATION Library Park USE Sunrise Mass PERMITTEE First Congregational Church

President Skates read the permit. It was moved by Commissioner Swanson to approve and pay the \$30 park use fee. The motion was seconded by Commissioner Olsen. The motion passed 8-1 with Commissioner Quickel voting nay.

## **Park Assignments/Repair Update/Maintenance:**

Commissioner Swanson mentioned the milkweed replanting program and possibly getting it going at Four Seasons.

## **NEW BUSINESS**

### **Display of Temporary Art in the Parks-Ald. Chappell-**

Ald. Chappell appeared to discuss the potential for art on display in the park system on a temporary basis. She provided a handout with criteria and said the approach would be to form a committee to decide what to accept. DPW Winkler recommended concrete pads with eyebolts in them for both mowing and security. By consensus the Commission gave approval to continue to investigate the possibilities and asked DPW Winkler to get Ald. Chappell a copy of the parks map.

### **Dog Park Fundraising Efforts-Badger Leadership Dynamics**

Ms. Onofre appeared to explain the fundraising efforts to date. Badger has raised \$3,000 to \$4,000 already with a goal of \$15,000 toward amenities in the new dog park. She presented a poster board with some of the amenities. The Commission congratulated her on their efforts, liked the bone bench, and wished to approve the final list before ordering.

### **Big Foot State Park DNR Master Plan Update**

President Skates mentioned how the park has declined over time and needed a facelift. DPW Winkler provided copies of the 1996 master plan, the park use and open space plan references to Big Foot State Park from the report, and the 3 options for the road alignment provided to the City by the DNR. It was the consensus of the Park Commission that bike path connections and sidewalks were important, moving the launch ramp to the beach would be very beneficial, and the beach is not safe thus no objection to expanding it, and they didn't have any preferences on the road reconfiguration. Essentially the road was the DNR's decision and whatever worked for their park was acceptable. Commissioner Swanson thought the 20' long power boat criteria for the launch ramps in the lagoon seemed too short, and that larger longer boats than that generally use our lake.

## **Ice Skating Rink Location Discussion**

President Skates noted that he was investigating various possible locations. DPW Winkler shared aerial maps of several places in the park system. There was discussion regarding portable “Zambonis” and other ice rink preparation equipment. DPW Winkler was asked to do some pricing of materials to assist making ice rinks. The item was then continued.

## **OLD BUSINESS**

### **YMCA Baseball Tournament Details-**

President Skates and DPW Winkler discussed the updated permit form. Food and concessions and souvenir sales were struck from the application. The discussion was to try the form and YMCA hosting tournaments to see how they go and what the problems are. The form was approved 9-0 on a motion from President Skates and second by Commissioner Quickel. It wasn’t known for sure if the Park Commission approval of the form was sufficient or if the application form needed to go to Council for approval.

### **Dog Park Discussion-Fencing Bid**

DPW Winkler discussed the project currently out for bids with a February 12<sup>th</sup> bid opening. He provided maps and gave one to Leadership Dynamics to share. Mr. Olsen provided the dog park rules and DPW Winkler provided a copy of the park donation form for anybody interested in giving. President Skates said next meeting the Commission needed to decide park rules and any fees/charges.

## **Future Meeting Agenda Items-March 2015**

- **Artwork in the parks discussion continued.**
- **Rules and Fees for the new dog park continued.**
- **Fees for disc golf.**
- **Fundraising update from Leadership Dynamics.**
- **Easter Egg Hunt request for Seminary Park.**

## **Adjourn:**

It was moved by President Skates and seconded by Commissioner Olsen to adjourn. The motion passed 9-0 and the meeting was adjourned at 7:35 PM.

## **Set Next Meeting Date:**

The next regular meeting is scheduled for March 4, 2015.

Respectfully Submitted,

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

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

**Lake Geneva Public Library Board of Trustees Meetings**  
**918 West Main Street Lake Geneva, Wisconsin 53147 (262) 249-5299**

**Finance Committee**

Thursday, February 12, 2015 at 7:30 a.m. (Director's Office)

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

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$63,523.03 in General Funds and \$16.20 in Donated Funds for the month of January 2015.

**Board of Trustees Meeting**

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

**Minutes**

**Call to order**

Oppenlander called the meeting to order at 8:05 a.m.

**Roll Call**

Members present: Brookes, Dinan, Jones, Kundert, Lafrenz, Oppenlander; Also present: Peterson, Benson, Dennis Jordan and Jeff Miskie

**Adoption/Amendment of agenda**

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

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

Oppenlander asked for a motion to approve the minutes of the meeting on January 8, 2015. Lafrenz made a motion to approve the minutes as proposed. Kundert seconded. Motion carried unanimously.

**President's Report**

Peterson reported on an emergency procedures letter written to library staff in January. It was written from discussions with Oppenlander. Discussion followed. Lafrenz made a motion to update Emergency Closing procedures in the Library Addendum to the City Employee Handbook. Brookes seconded the motion.

Jordan and Miskie presented the city-wide phone system update to the Board. They reported that City Attorney Dan Draper believed that the library installation of wiring to support the new phone system would qualify for funding from library impact fees. Discussion followed. Kundert made a motion for the expenditure of up to \$20,000 from library impact fees to support this project, contingent upon the recommendation of Draper. Dinan seconded. Motion carried unanimously.

**Building & Grounds**

Peterson reported that a one-year preventative maintenance contract from January 2015 through December 2015 has been signed with Vorpagel. The first service call will be in April.

Peterson reported on the transition to the new cleaning service through a local franchise of Jani-King. The service started on January 19, 2015.

### **Finance**

Kundert made a motion to approve \$63,523.03 in General Funds. Lafrenz seconded. Motion carried unanimously. Kundert made a motion to approve \$16.20 in Donated Funds. Lafrenz seconded. Motion carried unanimously.

Jordan reported on the preliminary results of the Job Classification study with consulting firm Springsted.

Kundert reported that he will provide a portfolio management update at the March meeting.

### **Director's Report**

Peterson reported that the number of check-outs in January 2015 exceeded the check-outs in January 2014. She also report increases in door-count and patron registration for new cards.

The city-wide phone system update was provided earlier by Jordan.

Peterson reported on recent statistics from Unique.

Peterson reported on the new staff member as Library Assistant II in Reference. She also reported on the retirement of Library Assistant I, Patti Geissal.

Peterson reported on upcoming adult and staff programming.

### **Adjournment**

Oppenlander asked for a motion to adjourn. Lafrenz made a motion to adjourn at 9:40 a.m. Jones seconded. Motion carried unanimously.

Respectfully submitted,

Diane Jones  
Secretary

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

# Lake Geneva Historic Preservation Commission Meeting Minutes

February 12, 2015 6:30 P.M. Lake Geneva City Hall

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

**Present:** Ken Etten, Dee Fiske, Louise Rayppy, Mary Tanner, Patrick Quinn. David Desimone, the Executive Director of Black Point, was also present.

**Approval of the Minutes of Historic Preservation Commission Meeting of January 8, 2014.**

**Comments from the public:** None

**Reports from the Geneva Lake Area Museum and the Maple Park Homeowners.** On February 14, there will be a free Train Show with numerous exhibitors. The membership for the museum is now at 105. On the evening of the February 19, there will be a Chamber reception with the presentation of the oil paintings of the Dr. & Mrs. Maxwell. There were over 90 visitors for the Tuesday at Two presentation on the asylums of Lake Geneva.

**Update on the Geneva Lake Theater Building.** On the evening of the February 17, The Friends of the Geneva Theater will have an Open House and presentation on the significance of the restoration of the theater as a community arts center. There will be a Mardi Gras theme and all are invited to attend from 6:30 to 9 p.m. Ken Etten put together a package of information on the theater and mailed it to the Marcus Corporation of Milwaukee with the hope that they might be interested in working with the group as a corporate sponsor.

**Continued discussion on the updated version of *A Historic Lake Geneva Walking Tour*** booklet and additional discussion with David Desimone, the Executive Director of the Black Point Estate Historic Site, regarding working with the Lake Geneva Historic Preservation Commission and the Geneva Lake Museum in creating a guided tour of the City of Lake Geneva with docents. *The updated Historic Lake Geneva Walking Tour pamphlet was approved and sent to the publisher for printing of 1,000 copies. It was agreed that they would be offered free of cost to the public.*

**Report and discussion regarding two proposed new Historic Signs from Timberline Signs listing Civil War and other veterans buried at Pioneer Cemetery and Oak Hill Cemetery.**

We are waiting for warmer weather for the installation of the signs by the Street Department.

**Continued discussion regarding nomination of Oak Hill Cemetery as a National Historic Site, including input from historic consultant John Notz**

This is an ongoing project pending additional research.

**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.

**The historic plaques are now available for \$130.00**

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

**[www. historiclakegenva.org](http://www.historiclakegenva.org)**.

**Meeting adjourned at 7:30 p.m.**

**Respectfully submitted,**

**Dee Fiske**