



COMMITTEE OF THE WHOLE
MONDAY, JUNE 3, 2013 – 6:30PM
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 May 6, 2013 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. **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 Hill
 - b. Personnel Committee, Alderman Kupsik
 - c. Public Works Committee, Alderman Mott
 - d. Piers, Harbors, & Lakefront Committee, Alderman Wall
7. **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 Hougen & Wall
 - b. Tree Board, Alderman Kupsik
 - c. Police & Fire Commission, Alderman Lyon
 - d. Plan Commission, Alderman Hougen

- e. Board of Park Commissioners, Alderman Kupsik
- f. Library Board, Alderman Wall
- g. Historic Preservation, Alderman Kehoe
- h. Cemetery, Alderman Taggart
- i. Parking Commission, Alderman Hill
- j. Communications Committee, Alderman Hill
- k. Avian Committee, Alderman Wall

8. **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 Hill
- b. Geneva Lake Museum, Alderman Lyon
- c. Lake Geneva Economic Development Corporation, Aldermen Hougen & Kupsik
- d. Geneva Lake Environmental Agency, Alderman Wall

9. 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.*

5/31/13 12:53PM

cc: Aldermen, Mayor, Administrator, Attorney, Media

**COMMITTEE OF THE WHOLE
MONDAY, MAY 6, 2013 - 6:30PM
CITY HALL BUILDING, COUNCIL CHAMBERS**

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

Pledge of Allegiance led by Alderman Kupsik.

Roll Call. Present: Aldermen Hougen, Wall, Mott, Hill, Kehoe, Kupsik, Taggart and Tolar. Also present: City Administrator Jordan.

Hougen/Kehoe motion for approval of Minutes from March 4, 2013 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.

Richard Malmin, N1991 S. Lakeshore Dr., Linn, described how he believed Alderman Lyon committed a campaign violation when he published the words "Fire Department" on his campaign materials.

Jim Gee, President of the Geneva Lake Museum Board of Directors, addressed the Committee to report on the museum's upcoming events and fundraisers. Mr. Gee thanked the City for its support to the museum.

Pat Friend, 721 S. Curtis St. Apt. 332, Lake Geneva, expressed concern about vehicles traveling at high speeds on Curtis St. causing loud noises and a threat to safety.

Terry O'Neill, 954 George St., Lake Geneva, spoke about the City's court case with Peller, stating once the parties settle the City will need to recalculate the special assessments for the Edwards Blvd. extension project.

Tom Hartz, 1051 Lake Geneva Boulevard, introduced "What is Lake Geneva missing," a campaign aimed at generating public discourse on ways to improve Lake Geneva. He played a brief video from the campaign.

Phillip Sassano, 8817 Ferris Rd., Harvard, IL, spoke as member of the Business Improvement District board, urging the Council and members of the public to get involved with the "What is Lake Geneva missing" program.

Presentation on Wisconsin Historical Society Historic Tax Credit program

Jen Davel, Preservation Architect for the Wisconsin Historical Society, gave a presentation on the Wisconsin Historical Society Historic Tax Credit program.

Standing Committee Reports given:

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

Committee, Commission and Board Reports given:

Utility Commission, Aldermen Hougen & Wall
Tree Board, Alderman Kupsik
Police & Fire Commission, Alderman Lyon
Planning Commission, Alderman Hougen
Board of Park Commissioners, Alderman Kupsik
Library Board, Alderman Wall
Historic Preservation, Alderman Kehoe
Cemetery, Alderman Taggart
Parking Commission, Alderman Hill
Communications Committee, Alderman Hill

Avian Committee, Alderman Wall

Other Boards and Committee Reports given:

Chamber of Commerce, Alderman Hill

Geneva Lake Museum, Alderman Lyon

Lake Geneva Economic Development Corporation, Aldermen Hougen & Kupsik

Geneva Lake Environmental Agency, Alderman Wall

Kupsik/Hill motion to adjourn. Unanimously carried.

/s/ Michael D. Hawes, City Clerk

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

FINANCE, LICENSE & REGULATION COMMITTEE

TUESDAY, MAY 28, 2013 - 6:00PM

COUNCIL CHAMBERS, CITY HALL

Chairperson Hill called the meeting to order at 6:07 p.m.

Roll Call. Present: Aldermen Kupsik, Lyon, Hougen, Mott and Hill. Also Present: City Administrator Jordan, DPW Winkler, Comptroller Pollitt and City Clerk Hawes.

Approval of Minutes

Hougen/Lyon motion to approve Finance, License and Regulation Committee meeting minutes of May 13, 2013, as distributed. Unanimously carried.

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

LICENSES & PERMITS

Street Use Permit Application filed by Tara Trent on behalf of Maple Park Homeowners Association for a block party using Geneva St., from Warren St. to Maxwell St., on June 22, 2013 from 5 to 9 p.m.

Hougen/Kupsik motion to recommend approval. Unanimously carried.

Park Permit Application filed by Geneva Lake Area Chamber of Commerce for Concerts in the Park using Flat Iron Park on July 3, 11, 18, 25 and August 1, 8, 22, 29, 2013 from 6 to 8 p.m. (recommended by Board of Park Commissioners 5/1/13)

Kupsik/Mott motion to recommend approval. Unanimously carried.

Park Permit Application filed by Geneva Lake Area Chamber of Commerce for Winterfest using Riviera Park on January 26 – February 2, 2014 (recommended by Board of Park Commissioners 5/1/13)

Kupsik/Hougen motion to recommend approval. Unanimously carried.

Renewal Alcohol Beverage License applications filed by the following, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds:

“Class B”/Class “B” Intoxicating Liquor & Fermented Malt Beverage License application filed by GE Geneva, LLC d/b/a Gino’s East, 300 Wrigley Drive, Lake Geneva, Jeff Whiteman, Agent

Kupsik/Lyon motion to recommend approval. Unanimously carried.

“Class B”/Class “B” Intoxicating Liquor & Fermented Malt Beverage License application filed by Capitol Geneva, LLC d/b/a Sprecher’s Restaurant & Pub, 111 Center Street, Lake Geneva, Stephen J. Schroeder, Agent

Kupsik/Lyon motion to recommend approval. Unanimously carried.

“Class B”/Class “B” Intoxicating Liquor & Fermented Malt Beverage License application filed by Two Thumbs Up, LLC d/b/a Thumbs Up, 260 Broad St., Lake Geneva, Benjamin Barels, Agent

Kupsik/Hougen motion to recommend approval. Unanimously carried.

“Class B”/Class “B” Intoxicating Liquor & Fermented Malt Beverage (Hotel Exemption) License application filed by Cove Condominium Association d/b/a The Cove of Lake Geneva, 111 Center Street, Lake Geneva, Patrick J. McCarthy, Agent

City Clerk Hawes said the applicant did not complete the portion of the application relating to the premises description. The city attorney suggested continuing this item until the next meeting and asking the applicant to address the deficiency. Kupsik/Mott motion to recommend continuing to June 10, 2013 meeting. Unanimously carried.

Reserve “Class B”/Class “B” Intoxicating Liquor & Fermented Malt Beverage License application filed by The Tempura House, LLC d/b/a The Tempura House, 306 Center Street, Lake Geneva, Pai Tsung Wang, Agent
Kupsik/Hougen motion to recommend approval. Unanimously carried.

Class “B” Fermented Malt Beverage & “Class C” Wine License applications filed by Simple Café, LLC, 525 Broad Street, Lake Geneva, Thomas A. Hartz, Agent
Hougen/Kupsik motion to recommend approval. Unanimously carried.

“Class A” Liquor License application filed by Cove Condominium Association d/b/a The Cove of Lake Geneva, 111 Center Street, Lake Geneva, Patrick J. McCarthy, Agent
City Clerk Hawes said the applicant did not fill out the premises description correctly. Kupsik/Mott motion to recommend continuing to the June 10, 2013 meeting. Unanimously carried.

Original 2013-2014 Operator License applications filed by Richard D. Carls, Casey A. Coulter, Keena M. Graziano, Alejandro D. Garcia, Wendi S. Gustafson, Terra L. Malom, April M. Steele, Kristen N. Mihelich and Pamela A. Quiller
Kupsik/Hougen motion to recommend approval. Unanimously carried.

Discussion/Recommendation on directing staff to solicit bids for north Broad St. lighting replacements funded by TID #4 (recommended by Public Works Committee 5/16/13)
Kupsik/Hougen motion to forward to Council without recommendation. Unanimously carried.

RESOLUTIONS

Resolution 13-R36, a budget amendment to fund an increase in fireworks contributions to the Lake Geneva Jaycees
Kupsik/Hill motion to recommend approval. Alderman Hougen asked what portion of the fireworks display the City would be funding. Comptroller Pollitt said the Jaycees submitted an invoice that included \$18,000.00 for fireworks. With approval of Resolution 13-R36, the City would be contributing a total of \$10,000.00 toward the display. Unanimously carried.

Resolution 13-R37, establishing wages for certain part-time and seasonal employees (recommended by Personnel Committee 5/23/13)
Chairperson Hill said wages for seasonal employees was not discussed during the budget sessions last Fall. She noted most of the seasonal staff had not been given wage increases since 2009. Ms. Hill said the resolution outlines proposes rate increases and sets wage rates for the new positions of Beach Attendant – Year 4, Beach Kiosk Attendant, Parking Enforcement – Year 4 and Street Seasonal – Year 4.

Kupsik/Hill motion to recommend approval. Unanimously carried.

Presentation of Accounts

Kupsik/Hougen motion to recommend approval of Prepaid Bills in the amount of \$5,402.16. Unanimously carried.

Kupsik/Lyon motion to recommend approval of Regular Bills in the amount of \$122,271.33. Unanimously carried.

Adjournment

Hougen/Kupsik motion to adjourn at 6:42 p.m. Unanimously carried.

/s/ Michael D. Hawes, City Clerk

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

PERSONNEL COMMITTEE MINUTES

THURSDAY, MAY 23, 2013 – 4:00 P.M.

CITY HALL, CONFERENCE ROOM 2A

Meeting was called to order by Chairman Kupsik at 4:03 p.m.

Roll Call. Present: Aldermen Hill, Wall, Taggart and Kupsik. Alderman Kehoe arrived at 4:08 p.m. Also in attendance: City Administrator Jordan, Police Chief Rasmussen, Comptroller Pollitt, Library Director Peterson, Police Administrative Secretary Wisniewski, Street Dept. Hansen, Street Dept. Krohn and City Clerk Hawes.

Taggart/Wall motion for approval of Minutes from April 25, 2013 meeting, as distributed. Motion carried 4 to 0, Alderman Kehoe was absent.

Comments from the public limited to 5 minutes. None.

Discussion/Recommendation on establishing a Paid Time Off (PTO) policy

Administrator Jordan reported he established staff committee to review paid time off (PTO) policy options. As a starting point, he would like the committee to look at reducing the number of sick days. Personnel Committee members agreed that 18 sick days was excessive and it made sense to explore different alternatives.

There was considerable discussion about the process of implementing a PTO policy. Committee members agreed that staff input was important for developing the policy.

Hill/Wall motion to refer the Paid Time Off (PTO) policy to the staff committee. Unanimously carried.

Discussion/Recommendation on Employee Handbook

City Clerk Hawes said he incorporated eight of the Lexipol policies from the Police Department into the draft handbook. He distributed the latest drafts to the Committee members and department heads. Chairman Kupsik suggested the Committee members take some time to review the latest version of the handbook and prepare to make a recommendation at next month's meeting. Police Chief Rasmussen noted the leave time benefits in the draft handbook does not reflect the current policies. Alderman Hill said the benefits in the handbook should reflect the current practices. Chairman Kupsik asked that department heads also review the draft manual as part of their staff committee. Alderman Taggart suggested department heads involve their employees in reviewing the manual. City Clerk Hawes said he would make sure the draft handbook reflects current benefit levels and he will re-distribute it to department heads for staff review.

Discussion/Recommendation on compensation study

Chairman Kupsik said this topic was introduced at the last meeting and the Committee members decided to take some time to think about it. Administrator Jordan said he would like to explore opportunities for cost-sharing with neighboring municipalities that may interested in having compensation studies, such as Delavan and Elkhorn. Mr. Jordan said he could prepare it as a request for the 2014 budget. Chairman Kupsik asked that the city administrator explore whether there are cost sharing opportunities to conduct a compensation study and report back at the next meeting.

Discussion/Recommendation on role of assistant parking enforcement supervisor

Administrator Jordan requested the Committee's input on a wage increase for the assistant parking enforcement supervisor position. Mr. Jordan explained the assistant parking enforcement supervisor has had a noticeable increase in responsibilities since the new parking system has been installed. After considerable discussion, Committee members agreed they would to see job descriptions and performance evaluations at the next meeting prior to making any decisions.

Discussion/Recommendation on wages for temporary staff

Administrator Jordan said he recently met with Comptroller Pollitt to develop some recommendations for adjusting wages for temporary staff. He explained that over the course of time it appeared that wages for some positions became out of line compared to the other positions. There was considerable discussion about the boat launch positions, beach kiosk attendants, beach supervisor positions and temporary street department positions.

Taggart/Hill motion to accept the wage increases as recommended, except for an increase of 5% instead of 3.4% for the beach supervisor and the assistant beach supervisor. Alderman Taggart said the beach supervisory positions have a great deal more experience than the beach attendants and it should be reflected in their pay. Alderman Wall said he disagreed with singling out certain employees for

Closed Session

Wall/Hill motion to go into Closed Session pursuant to Wisconsin Statutes 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee which the governmental body has jurisdiction or exercises responsibility for review of performance evaluation data for City Department Heads, with Administrator Jordan and City Clerk Hawes present. Unanimously carried.

The Committee entered into Closed Session at 5:30 p.m.

Taggart/Kupsik motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in Closed Session. Unanimously carried. The Committee reconvened in open session at 6:08 p.m.

Discussion of agenda items for next meeting

Alderman Hill suggested the Committee discuss a service recognition reward program at the next meeting. Chairman Kupsik said the handbook, PTO and compensation study will be discussed at the next meeting.

Adjournment

Wall/Taggart motion to adjourn at 6:09 p.m. Unanimously carried.

/s/ Michael Hawes, City Clerk

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Public Works Committee

Alderman Bill Mott Chairman

Alderman Jeff Wall

Alderman Gary Hougen

Alderman Al Kupsik

Alderman Sarah Hill

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

Street Superintendent Ron Carstensen

City of Lake Geneva

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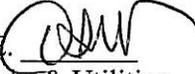
Phone: (262) 248-3673

Meeting Minutes

DATE: May 17, 2013

MEMORANDUM

TO: Chairman Bill Mott & Members of the Public Works Committee

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

SUBJECT: May 16, 2013 Public Works Committee Meeting Minutes

The Public Works Committee met at **6:00 PM** at City Hall.

Members in attendance:

Chairman Bill Mott X
Alderman Gary Hougen _____
Alderman Jeff Wall X
Alderman Sarah Hill X
Alderman Al Kupsik X

Staff Present:

City Administrator Dennis Jordan X
Director Daniel Winkler (DPW) X
Ron Carstensen (Street Supt.) X
Mayor Jim Connors: X
Other: _____

Public in attendance: _____ Ms. Sarah Adams-Talmer Bank _____

Approval of the Minutes of the Prior (April 2013) Meeting:

Motion to approve the prior month's minutes was made by Ald. Wall and seconded by Ald. Hill. The motion passed 5-0.

Public Comments:

Ms. Adams from Talmer Bank spoke in favor of new street lights up Broad Street with historical character complementing those in the downtown, creating continuity up Broad Street.

Communications:

DPW Winkler provided a projects listing update. Ald. Hill inquired about the dredging, Ald. Kupsik noted broken concrete in Seminary Park and the traffic signal conduit at Broad & Main Streets, and Chair Mott mentioned that Gage had not yet installed the West End pier slips and he had received complaints. The reaction to the project listing format was favorable.

Agenda Items:

1. North Broad Street Lighting Replacement – Design Update.
2. Riviera Seawall Structural Analysis – Discussion.
3. Right-of-Way Vacation Request – Edgewood Drive & LaSalle Street.
4. Downtown Traffic Signal Adjustments Update.

Agenda Item No. 1– North Broad Street Lighting Replacement – Design Update.

There was significant discussion by all members, the Mayor and DPW Winkler regarding lighting style and material types. After nearly an hour discussion it was moved by Ald. Hill and seconded by Ald. Wall to present to Council the following light pole options and costs for consideration:

1. Granville LED single and double head light poles.
2. Utility post top LED single and double head light poles (note the finial change from round to pointed to more match those in the downtown).
3. Memphis Teardrop LED OUC mast arm as a possible substitute for the double head lights.
4. Quote all the above with concrete poles green in color.

The discussion was that the utility post top was a 15% savings over the Granville with the pole being the same, the Memphis Teardrop was a 30% savings over the Granville double head but with similar illumination, and it was noticed that Holophane did carry concrete poles as an alternate to cast iron. The committee wanted to see that pricing structure using the concrete poles as it was believed concrete would not ever require repainting. The options and quotations would go to Council for further consideration. All poles would have an electrical outlet and be green or Lake Geneva Green in color. Quantities would be per the draft plans in the packet. The motion passed 4-0.

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

Agenda Item No. 2- Riviera Seawall Structural Analysis – Discussion.

The Collins Engineering structural analysis was provided to the Committee and discussed. Ald. Hill raised concern for perhaps doing the steel railing replacement separately from the rest of the work to make the situation more safe and asked if Public Works could get the parapet cap painted very soon as it was unsightly. It was moved by Ald. Kupsik and seconded by Ald. Hill to proceed with DPW Winkler bidding the project for late year construction and Crispell providing the detailed specification which complements the engineer's recommendation. The cost to provide the specification was not available and it was hoped that cost would be available before the items is considered for action by Council. The motion passed 4-0.

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

Agenda Item No. 3– Right-of-Way Vacation Request – Edgewood Drive & LaSalle Street.

The DPW explained the request made by Attorney Torhorst on behalf of the property owner. The response was that the Aldermen would conditionally consider selling some of the right of way. They by consensus wished to see stakes with ribbon identifying what the property owner wished to see vacated, some kind of evaluation by the owner's engineer that if the City vacated the right of way that drainage would not be compromised as the land has severe slope and a history of erosion at the corner, and eventually but not at this point discuss compensation to the City for vacating 20' or more of the 36' excess. If the property owner follows up, the matter would be discussed again next month.

Agenda Item No. 4– Downtown Traffic Signal Adjustments Update.

DPW Winkler advised the Committee that the walk/don't walks have been deactivated for normal use during the day as directed. Both Chair Mott and Ald. Wall expressed concern that we would now be slowing down traffic flow through the City. The DPW noted that the system is flexible and can be modified at any point if they wish to change the timings again. No action was taken.

Motion to Adjourn:

It was moved by Ald. Kupsik and seconded by Ald. Wall to adjourn. The motion passed 4-0 and the meeting was adjourned at 7:20 PM.

Cc: Mayor Jim Connors/Dennis Jordan/Mike Hawes/Common Council Members not on Committee/File

PIERS, HARBORS & LAKEFRONT COMMITTEE
THURSDAY, MAY 23, 2013 AT 6:00 P.M.
CITY HALL, CONFERENCE ROOM 2A

The meeting was called to order by Chairman Wall at 6:15 p.m.

Roll Call. Present: Aldermen Lyon, Taggart, Kehoe, Mott and Wall. Others in attendance: Mayor Connors, Administrator Jordan and Harbormaster Gray.

Approval of Minutes from April 25, 2013 meeting as distributed

Taggart/Mott motion to approve. Unanimously carried.

Comments from the public limited to 5 minutes

Beverly Leonard, 1504 Dodge St., Lake Geneva, requested the City consider installing paddle-board racks at the lakefront. Ms. Leonard made a presentation of the potential location of the racks. She said the racks could be horizontal with room for three boards to be stacked. Ms. Leonard said she knows of six people who are interested in renting the racks.

Harbormaster's report

Harbormaster Gray reported the piers and buoys are currently being installed. Mr. Gray also reported that all but four buoys and one lagoon slip have been rented. He said the resident waiting list has been exhausted and he is going through the non-resident waiting list.

Administrator Jordan reported the beach water was tested this week. Although the initial reading was high, the water was retested and was found to be well below the advisory level.

Discussion/Recommendation on stand-up paddle boarding racks

Alderman Taggart said he was initially concerned that if the racks were set up vertically they could obstruct the view of the lakefront. He expressed support for installing horizontal racks.

Taggart/Lyon motion to recommend proceeding with installing two paddle-board racks with capacity for three boards per rack. Alderman Mott expressed concern with added congestion at the lakefront. Mayor Connors suggested keeping the height of the racks no higher than the bushes. Beverly Leonard commented that paddle-boarding is typically a morning activity and it wouldn't have a high impact on the lakefront later in the day. Unanimously carried.

Discussion/Recommendation on status of West End Pier

Chairman Wall commented that he received several phone calls from people wondering why the piers had not been installed yet. He asked Bill Gage from Gage Marine for a report on the status of the pier installation.

Bill Gage, owner of Gage Marine, explained that the late melting of the ice on the lake had an impact on the timing of installing the pier. Mr. Gage said they are now close to completion. He said he didn't expect docks would be installed this late in future years.

Chairman Wall asked that Item #9 be considered as the next item of business.

Discussion/Recommendation on potential tripping hazard on Gage pier deck

Alderman Taggart said he works at the Gage pier and is concerned about the number of elderly people and children who trip over the nails that are sticking out from the deck. Administrator Jordan said he and the DPW

director inspected the piers and did not observe the same issue. Bill Gage said they would address the concern. He asked Mr. Taggart to mark the potential tripping hazards with tape so that he could have them addressed.

Discussion/Recommendation on safety concerns near the West End Pier during the summer season

Alderman Kehoe expressed concern about the congestion near the West End Pier during the summer with children jumping off the pier, people fishing and the use of watercrafts using the same area. Ms. Kehoe said she would like signage stating that swimming is permitted only in the beach area.

Discussion of agenda items for next meeting

No items were identified for discussion at the next meeting.

Adjournment

Kehoe/Wall motion to adjourn at 6:56 p.m. Unanimously carried.

Transcribed from notes and audio tape.

/s/ Michael Hawes, City Clerk

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

SECRETARY'S MINUTES

NAME-----Lake Geneva Utility Commission
MINUTES-----Regular Meeting
PLACE-----Lake Geneva Utility Commission
DATE-----May 16, 2013
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 4:10 P.M.

Members present: Pres. Brellenthin, Saia, Esarco, Kocourek, Mayor Connors and Ald. Wall.

Minutes of the previous meeting approved as presented by Mayor Connors, 2nd by Ald. Wall. Passed 6-0.

Communications:

Sewer & Water Impact Fees of Other Utilities.

Dan presented information collected. Saia made a motion of forwarding to the City Council to change impact fees to connection fees. The amounts are \$1,400 for water and \$1,800 for sewer, 2nd by Ald. Wall. Passed 6-0.

Water & Sewer Agenda Items:

1. Identity Theft Protection Yearly Update.

Motion to approve the Identity Theft Protection theft policy by Ald. Wall, 2nd by Saia. Passed 6-0.

2. Soft Start Electrical Panel Upgrade – LaGrange Lift Station.

Motion to accept the low bid by LW Allen for \$13,470 by Mayor Connor, 2nd by Saia. Passed 6-0.

3. Portable sewer TV Camera Pricing.

Motion by Saia to accept the low bid of \$5,745.95 from UEMSI Pipeline Cleaning with the root cutter for a total of \$6,532.45, 2nd by Kocourek. Passed 4-1-1 with Ald. Wall voting no and Brellenthin abstaining.

4. Replacing Some of the WWTF Hand Operated Valves with Motorized Operators.

Motion by Saia to accept the low bid from Dorner in the amount of \$27,270 with the desire of interfacing with the SCADA system, 2nd by Ald. Wall. Passed 6-0.

5. Memorial Plaque for Secretary Larry Magee.

Motion by Mayor Connors to have Director Winkler arrange for the purchase and placement of a tree and a plaque in honor of Larry Magee with a cost of \$500 or less, 2nd by Saia. Passed 6-0. The memorial service is June 25, 2013.

Director's Report:

Financials Update

Water

EOM Cash Position	\$1,288,000
Project Commitments	\$ 200,000
Upcoming Projects	\$ TBD

Sewer

EOM Cash Position	\$2,354,000
Project Commitments	\$ 9,000
Upcoming Projects	\$ 200,000

Review and Payment of Bills:

Bills were presented for payment on a motion by Mayor Connors, 2nd by Escaro. Passed 6-0.

Next meeting is scheduled for Thursday, June 27, 2013 at 4:00 P.M. The yearly plant inspection will begin at 1:00 P.M., with the meeting following.

Adjourn:

Meeting was adjourned at 5:25 PM on a motion by Saia, 2nd by Kocourek. Passed 6-0.



Secretary

CLB 05/17/13

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING AGENDA
THURSDAY, MAY 9, 2013, AT 7:00 P.M.**

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

1. Call Meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Comments from the Public reference agenda items only. Comments are limited to a maximum of five minutes
5. Acknowledge correspondence
6. Welcome returning Commission member, Tom Hartz
7. Election of Officers: President, Vice President, and Secretary
8. Welcome new Council Liaison Dennis Lyon
9. Welcome Town of Geneva Liaison Keith Millard
10. Approval of minutes from the regular meeting April 4, 2013
11. Fire Department Business:
 - a. Approval of bills for the Month of April 2013. Operating in the amount of \$55,445.40 and capital in the amount of \$960.00, for a total of \$56,405.40
 - b. Approve eligibility list for Paid-on-premise and Paid-on-call personnel
 - c. Confirm the hiring of Paid-on-premise and Paid-on-call personnel
 - d. Request by Linn Fire Chief for information and estimated cost for North Shore coverage
 - e. Recent problems with HVAC equipment at Station #1
 - f. Dates and times for the Fire Academy for Police and Fire Commissioners and Council Members
 - g. Fire Department activity report for April
 - h. EMS Medical Billing and Stark monthly reports
 - i. Paratech monthly report

j. Thank you letters from: Helen Keenan, Lake Geneva YMCA, City of Delavan Fire Department, Darien Fire Department

k. Items to be forwarded to the City Council

12. Police Business

a. Approval of bills for the Month of April 2013. Operating in the amount of \$205,248.05 and capital in the amount of \$865.02, for a total of \$206,113.07

b. Request authorization to transfer an expense of \$4,692.00 from account 11-21-00-5361 to the capital account for new squad cars 41-21-00-9078

c. Replacement of the current 911 System

d. ProPhoenix Citizen Service Program

e. Hiring process expense

f. Accept resignation from Reserve Officer Aaron Reigle

g. Accept resignation from Reserve Officer Benjamin McMasters

h. Review of Crossing Guard needs

i. Update on School Resource Officer(s) Program

j. Posting for Reserve Officer Range date: May 11, 2013

k. Approve Policies: Chapter 1 – Law Enforcement Role and Authority
104 - Oath of Office

l. Approve Policies: Chapter 2 – Organization and Administration
208 - Training
212 - Electronic Mail
220 - Former Officer Carrying Concealed Weapons

m. Approve Policies: Chapter 3 – General Operations
300 - Use of Force
308 – Control Devices and Techniques
310 – Officer-Involved Shootings
312 – Firearms and Qualifications

n. Approve Policies: Chapter 4 – Patrol Operations
408 – Special Weapons and Tactics Team
432 – Patrol Rifles

o. Approve Policies: Chapter 5 – Patrol Operations
516 – Traffic Citations

p. Approve Policies: Chapter 7 - Equipment
700 – Department-Owned and Personal Property

q. Approve Policies: Chapter 8 – Support Services
810 – Records Release and Security

r. Approve Policies: Chapter 10 – Personnel
1002 – Employee Performance Appraisals
1014 – Sick Leave
1016 – Communicable Diseases
1024 – Body Armor
1044 – Personal Appearance Standards
1046 – Uniform Regulations

s. Monthly Activity report for April:

2013 Dispatch activity for April: Telephone calls–3,501 911 Calls–183 Window assists–765
2012 Dispatch activity for April: Telephone calls–4,037 911 Calls–190 Window assists–903

2013 Patrol activity for April: Calls for service-1,290 Arrests-117
2012 Patrol activity for April: Calls for service- 928 Arrests-128

t. Items to be forwarded to the City Council

13. Agenda items for the next regular meeting June 6, 2013
Set date and time for the July Commission Meeting
Meeting with Town of Geneva, June 9, for contract review

14. Adjourn

CITY PLAN COMMISSION
MONDAY, MAY 20, 2013 - 6:30PM
COUNCIL CHAMBERS, CITY HALL

Prior to the meeting, Mayor Connors appointed Alderman Hougen as temporary chairperson in the mayor's absence.

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

Roll Call. Alderman Hougen, Commissioners Gibbs, Flower, Olson and Skates. Absent: Mayor Connors and Commissioner Poetzinger. Also Present: City Attorney Draper, Building/Zoning Administrator Brugger, City Administrator Jordan and City Clerk Hawes.

Approval of Minutes

Flower/Olson motion to approve Plan Commission meeting minutes of April 15, 2013, as distributed. Motion carried 5 to 0.

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. Applicants will be allowed when their item is discussed.

Richard Malmin, N1991 S. Lakeshore Dr., Town of Linn, expressed support for the downtown design review application submitted by The Backyard.

Vern Magee, 1120 Mobile St., Lake Geneva, spoke about the dedication of land from Trostel, Ltd., suggesting the Plan Commission consider beautifying the property once it is dedicated.

Donna Karavidas, 944 Henry St., Lake Geneva, asked the Commission consider adding park amenities on the piece of land dedicated by Trostel, Ltd.

Correspondence.

City Clerk Hawes reported the City received an e-mail on May 16, 2013 from Michael and Kerry Sherman, 8 Hillside Dr., Lake Geneva expressing opposition to the application for conditional use permit filed by Lowell Management Services, Inc. for the property at 63 Hillside Dr.

The City also received a letter on May 19, 2013 from Dana and Cheryl Breckridge, 1555 Orchard Ln., Lake Geneva, objecting to the proposal for a 6 ft. wood fence as part of the conditional use permit application filed for 63 Hillside Dr.

The City received a letter on May 20, 2013 from Don and Jackie Getzen, 15 Lakeview Dr., Lake Geneva, asking the commissioners to vote "no" for the conditional use permit application filed by Lowell Management Services, Inc. for the property at 63 Hillside Dr.

Mr. Hawes said copies of correspondence were distributed to members of the Plan Commission and the originals are maintained on file in the Building and Zoning Department.

Public Hearing and recommendation on a Conditional Use Application filed by Lake Geneva Food Services, Inc. d/b/a Rosati's Pizza, 595 Birch Hollow Dr., Antioch, IL, 60002, for indoor and outdoor commercial entertainment (dining) in the Planned Business (PB) zoning district at 240 N Edwards Blvd., Tax Key No. ZA21840002

Joe Kopecky, architect from Kopecky and Associates, presented the application on behalf of the applicant. Commissioner Skates asked if the applicant would be changing the canopy on the façade of the building. Mr. Kopecky commented that the canopy will be updated. The commissioners discussed the applicant's proposal as it related to accessibility and the access road around the building.

Skates/Gibbs motion to close the public hearing. Motion carried 5 to 0.

Flower/Olson motion to approve the Conditional Use Application filed by Lake Geneva Food Services, Inc. d/b/a Rosati's Pizza, 595 Birch Hollow Dr., Antioch, IL, 60002, for indoor and outdoor commercial entertainment (dining) in the Planned Business (PB) zoning district at 240 N Edwards Blvd., Tax Key No. ZA21840002, including all staff recommendations. Commissioner Flower commented that the proposed use fits well with the area and is a welcome addition to the City. Motion carried 5 to 0.

Public Hearing and recommendation on a Conditional Use Application filed by John Consolino on behalf of MWFLGS Inc., 501 Interchange N, Lake Geneva, WI 53147, to modify an existing non-conforming sign in the Planned Business (PB) zoning district at 501 Interchange N., Tax Key No. ZYUP 00140B

John Consolino presented the request to modify the sign due to the gas station's rebranding and to bring the sign closer to conformance with the City's code.

Flower/Olson motion to close the public hearing. Motion carried 5 to 0.

Skates/Flower motion to approve the Conditional Use Application filed by John Consolino on behalf of MWFLGS Inc., 501 Interchange N, Lake Geneva, WI 53147, to modify an existing non-conforming sign in the Planned Business (PB) zoning district at 501 Interchange N., Tax Key No. ZYUP 00140B, including all staff recommendations. Commissioner Skates said he supported the idea of bringing the sign closer to conformance. Motion carried 5 to 0.

Public Hearing and recommendation on a Conditional Use Application filed by Dave Hills on behalf of Hawk's View Golf Club, W7377 Krueger Rd., Geneva, WI, 53147, for Indoor Commercial Entertainment – golf simulator and beer sales for on-premises consumption in the Central Business (CB) zoning district at 728 W. Main St., Tax Key No. ZOP 00314

David Hills, General Manager for Hawk's View Golf Club, presented the application. Alderman Hougen noted the application is for food and beverage service and the alcohol license would ultimately require approval from the City Council. Mr. Hills commented that there would not be music or food sales except for snacks.

Skates/Olson motion to close the public hearing. Motion carried 5 to 0.

Hougen/Skates motion to approve the Conditional Use Application filed by Dave Hills on behalf of Hawk's View Golf Club, W7377 Krueger Rd., Geneva, WI, 53147, for Indoor Commercial Entertainment – golf simulator and beer sales for on-premises consumption in the Central Business (CB) zoning district at 728 W. Main St., Tax Key No. ZOP 00314, including all staff recommendations. Alderman Hougen said the proposed use would complement the business district nicely. Motion carried 5 to 0.

Public Hearing and recommendation on a Conditional Use Application filed by Lowell Management Services, Inc., P.O. Box 926, Lake Geneva, WI, 53147, for fence and landscaping (lawn care) in the lake shore overlay district and modification to a previously approved accessory structure (swimming pool) located between the house and the lake shore in the Estate Residential (ER-1) zoning district at 63 Hillside Dr., Tax Key No. ZYUP 000941

Scott Lowell, Lowell Management Services, Inc., presented the request on behalf of the applicant. Mr. Lowell said the applicant agreed to comply with a neighbor's request to construct an aluminum fence instead of a solid wood fence. Steve Scheel, landscape architect, distributed revised plans to the Plan Commission, reflecting the change from the wood to aluminum. Mr. Scheel commented that the project also includes a new landscape design and expansion of the hardscape area of the outdoor swimming pool area.

David Frost, 1556 Orchard Ln., Lake Geneva, distributed pictures of fences in the surrounding neighborhood. He asked the commissioners to make sure an attractive fence is built.

Mr. Lowell commented that the applicant has no problem changing the height and material of the fence. Building/Zoning Administrator Brugger asked what color the aluminum fence would be. Mr. Lowell said it would be black and would resemble a black, cast-iron fence.

Mr. Scheel said the purpose of the fence is to help prevent people from cutting the yard as they walk the lake path. Commissioner Skates asked about the proposed viburnum plants. Mr. Scheel said they can get anywhere from 8 to 10 feet high and they would serve as a buffer from the lake path.

Kerry Sherman, 8 Hillside Dr., Lake Geneva, identified herself as the neighbor to the south of the subject property. She said she preferred more natural plantings were used instead of constructing a fence. She further commented that she didn't believe there was a problem with people cutting through the yard due to the existing trees.

Joan Thompson, 1561 Evergreen Ln., Lake Geneva, said she preferred the aluminum fence to the solid board fence that was originally proposed.

Olson/Flower motion to close the public hearing. Motion carried 5 to 0.

Skates/Flower motion to approve the Conditional Use Application filed by Lowell Management Services, Inc., P.O. Box 926, Lake Geneva, WI, 53147, for fence and landscaping (lawn care) in the lake shore overlay district and modification to a previously approved accessory structure (swimming pool) located between the house and the lake shore in the Estate Residential (ER-1) zoning district at 63 Hillside Dr., Tax Key No. ZYUP 000941, including all staff recommendations, and specifically, with the aluminum fence as presented in the revised plans. Commissioner Skates expressed support for the landscape design; he said the fence did not appear to have an adverse effect on the property or neighborhood. Alderman Hougen said the proposed land use is similar to the surrounding land uses. Motion carried 5 to 0.

Public Hearing and recommendation on an Application for Precise Implementation Plan Amendment filed by Tom Romano on behalf of Tuscan Tavern and Grille, 430 Broad St., Lake Geneva, WI 53147, for seasonal outdoor dining (commercial outdoor entertainment) in the Planned Development (PD) zoning district at 430 Broad St., Tax Key No. ZOP 00093

Ken Etten, architect from McCormack and Etten, presented the Precise Implementation Plan amendment on behalf of the applicant. He explained the project involves building an outdoor dining area along Broad St., located on the applicant's property.

Skates/Gibbs motion to close the public hearing. Motion carried 5 to 0.

Skates/Gibbs motion to approve Application for Precise Implementation Plan Amendment filed by Tom Romano on behalf of Tuscan Tavern and Grille, 430 Broad St., Lake Geneva, WI 53147, for seasonal outdoor dining (commercial outdoor entertainment) in the Planned Development (PD) zoning district at 430 Broad St., Tax Key No. ZOP 00093. Commissioner Skates said he was pleased with how well other businesses have handled outside dining and he was confident it would be also be managed well at Tuscan. Motion carried 5 to 0.

Review and Action on a Site Plan Review filed by Jeremy Cynkar on behalf of PH Real Estate Holdings, LLC., 2120 Pewaukee Rd., Suite 200, Waukesha, WI 53158 for modifying the main entrance, adding a walk-in freezer, replacing the exterior materials and minor site work at Pizza Hut restaurant at 801 Williams St., Tax Key No. ZF 00027

Hougen/Skates motion to approve the Site Plan filed by Jeremy Cynkar on behalf of PH Real Estate Holdings, LLC., 2120 Pewaukee Rd., Suite 200, Waukesha, WI 53158 for modifying the main entrance, adding a walk-in freezer, replacing the exterior materials and minor site work at Pizza Hut restaurant at 801 Williams St., Tax Key No. ZF 00027.

Jeremy Cynkar, architect from Destree Architecture and Design, explained the project would involve updating the exterior to match new corporate landscaping and design standards.

Motion carried 5 to 0.

Acceptance of dedication of land owned by Trostel, Ltd. located near 901 Maxwell St.

Administrator Jordan said he spoke to Joe Cardiff, executive director for the Lake Geneva Economic Development Corporation, who expressed support for the dedication of land owned by Trostel, Ltd.

Mr. Jordan said the City would work with Trostel to square off the alley from Maxwell St. to Madison St. He noted the land dedication was previously approved by the City Council but it was recently determined it should have first been considered by the Plan Commission. City Attorney Draper said the City Council will need to reconsider this item with the Plan Commission's recommendation.

Skates/Olson motion to accept the dedication of land owned by Trostel, Ltd. located near 901 Maxwell St., with the recommendation to explore the potential for landscaping. Alderman Hougen acknowledged that once the dedication is approved by the Council, the Board of Park Commissioners would have the opportunity to make a recommendation on landscaping. Motion carried 5 to 0.

Downtown Design Review.

Building/Zoning Administrator Brugger presented a signage proposal submitted by The Backyard, 252 Center St. Skates/Olson motion to approve the signage as presented. Motion carried 5 to 0.

Bob Schmaling, manager of The Backyard, 252 Center St., presented new alternatives for the proposed grill cooker. Mr. Schmaling said the grease hood that was originally presented was not a requirement of the cooker because it uses indirect heat and does not emit smoke or grease. Mr. Schmaling added that he is interested in making the cooker a more permanent-looking fixture than what was originally submitted. Hougen/Skates motion to approve the revised cooker design as presented, subject to the applicant working with the building/zoning administrator on final plans and that the cooker and site designs be reviewed by the Plan Commission in July. Hougen/Skates motion an amendment that the grease hood be excluded from the current design. Amendment carried 5 to 0. Original motion, as amended, carried 5 to 0.

Building/Zoning Administrator Burgger presented a signage proposal submitted for Lake Geneva Harley Davidson, 704 Main St. Skates/Gibbs motion to approve the signage. Motion carried 5 to 0.

Adjournment

Skates/Gibbs motion to adjourn at 8:03 p.m. Unanimously carried.

/s/ Michael D. Hawes, City Clerk

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



Board of Park Commissioners

Doug Skates - President

Alderman Al Kupsik
Rick Steinberg
John Swanson

Lynn Hassler
Peggy Schneider
Mayor Jim Connors

Barb Hartigan
Dave Quickel

Director of Public Works Daniel S. Winkler, P.E., Secretary
Street Superintendent Ron Carstensen

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

MINUTES OF THE MAY 1, 2013

City Hall 2nd Floor Room 2A

Call to Order:

The Board of Park Commissioners meeting was called to order by President Skates at 6:05 PM. DPW Dan Winkler read the roll.

Roll Call:

President Doug Skates , Lynn Hassler , Barb Hartigan ,
Rick Steinberg , Peggy Schneider , Dave Quickel , John Swanson ,
Ald. Al Kupsik , Mayor Jim Connors . (Total).

Staff & Aldermen Present:

DPW Daniel Winkler , Street Superintendent Ron Carstensen , Ald. Bill Mott (Late) ,
Administrator Dennis Jordan .

Public Present:

Mr. & Mrs. Kevin Austin, Mr. Mike and Mrs. Julie Goral.

Approve the Minutes of the Prior Meeting:

It was moved by Mayor Connors to approve the minutes of the May meeting and seconded by Mr. Quickel. The motion passed 7-0.

President Skates made a motion to suspend the rules and go directly to new business. The motion was seconded by Ald. Kupsik and passed 7-0.

New Business:

Tree Board Appointment Discussion-Ald. Kupsik and President Skates mentioned that Bob Flemming and Joe Esposito were re-appointed. Ms. Candy Kirchberg was elected Chair of the board. It was moved by Kupsik and seconded by Skates to concur with the appointments and chair. The motion passed 7-0.

Skate park Use Discussion-Mr. and Mrs. Kevin Austin discussed their request to conduct a skate competition at our new park on June 29th from 11 AM to 6 PM. Mr. Austin represents the Optimist Club of Delavan. He requested the fee to be waived as he didn't know how many boarders would sign up for the event and the club only tries to break even. The entry fee would be set at around \$10 per participant to cover prizes. There was discussion of paying the fee if there were any funds left over from signing up and waiving the fee for the club but not if the event has a sponsor such as the board shop. There was also an assurance that the sponsor would clean up the entire park after the event. Skates said the Commission could set the deposit to insure it would be cleaned up. It was moved by Ald. Kupsik and seconded by Mr. Quickel to approve the event waiving the \$105 fee but charging a \$300 security deposit. Mayor Connors offered an amendment that if the Board Shop or another private sponsor was secured for the event that the fee not be waived. That motion was seconded by Mr. Swanson and passed 7-0. The main motion included the caveat of no waiver if the event secured a sponsor and if there were excess revenues from sign ups that either would be used to pay the park use fee. The motion passed 7-0.

Battlefieldlive Wisconsin Park Use Discussion-Mr. and Mrs. Goral appeared to discuss their business which is laser tag for parties and other gatherings. Their interest was to find out how their clients could go about reserving a park and which parks the City could make available. Some of the set-ups could include inflatable barriers. The discussion included that this activity could take place at Cobb Park or Four Seasons Nature Preserve but it should not disrupt any of the parks along the lakefront. The other concern was for participants firing what appear to be weapons or rifles in the park without City knowledge until a panicked person contacts the police department. The discussion also included input from the Police Chief on this type of activity in the City parks. A brochure was handed out for everyone to better understand this activity. No formal action was needed as the discussion was for exchange of ideas and possibilities at this point.

Public Input:

None.

President Skates did have a 5-resident, 5-non-resident request for recycle containers in the parks. This item was not on the agenda but will be placed on a future agenda for discussion.

Park Permits/Park Donations:

A request was made from Renee Weiss for a June 8th use of the pavilion at Seminary Park from 2 to 7 PM. A check of the reservations indicated the cheerleader school had the park reserved that week including Saturday. By consensus the request was denied as the park was already rented. President Skates would with Artis to confirm the conflict and notify the requester.

Chamber of Commerce requested Flat Iron Park for its concert series on 7/3, 7/11, 7/18, 7/25, 8/1, 8/8, 8/22, and 8/29. It was moved by Ald. Kupsik to approve and seconded by Mr. Quickel. The motion passed 7-0.

Chamber of Commerce requested the Riviera Park for Winterfest from 1/26/43 to 2/2/14. It was moved by Ms. Schneider to approve and seconded by Mr. Swanson. The motion passed 7-0.

Park Assignments/Repair Update:

No comments.

Old Business:

Frisbee Golf Designer Award-Discussion-DPW Winkler advised the Board that the Council approved the design proposal and authorized purchase of equipment. The City Attorney is wrapping up his review of the contract and the designer has been contacted and is ready to proceed anytime. President Skates indicated there should be movement on this initiative within the next 1-2 months.

Dunn Field Restroom/Concession Status Update-DPW Winkler shared the preliminary plans of the new building with the Board. The consensus was to bid it out at the earliest possible time and proceed to construction depending upon start and completion dates. Alternates did include heat and the standing metal seam roof.

Veterans Park Scoreboard Update-Ald. Mott explained the contractor came to the park and went over operations with the YMCA and DPW Winkler. The controls are now the YMCA's to care for. Mayor Connors said to the best of his knowledge there are no new sponsors for the remaining boards.

Arbor Day-President Skates announced Arbor Day is May 11th at 10:00 AM at the Library, honoring Mr. Ken Schneider. Ald. Kupsik will speak for the Park Commission and Mayor Connors will do the welcome.

Adjourn:

It was moved by Mr. Quickel and seconded by Ms. Hassler to adjourn the meeting. The motion passed 7-0 and the meeting adjourned at 7:28 PM.

Set Next Meeting Date:

The next regular meeting is scheduled for June 5, 2013.

Respectfully Submitted,

Daniel S. Winkler

Daniel S. Winkler, P.E.
Park Commission Secretary
& Director of Public Works & Utilities
05/02/13

(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, May 9, 2013 at 7:30 a.m. (Director's Office)

Present: Brookes, Kundert, Wall Also present: Peterson,
Wollaeger

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$45,925.27 in General Funds and \$3,755.00 expenditures of Donated Funds in April.

Board of Trustees Meeting

Thursday, May 9, 2013 at 8:00 a.m.

Call to order

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

Roll call

Members present: Brookes, Dinan, Jones, Kersten, Kundert, and Wall.

Also present: Peterson, Benson

Adoption/Amendment of agenda

Jones asked for a motion to adopt the agenda. Kundert made a motion to adopt the agenda. Wall seconded. Motion carried unanimously

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

Jones asked for a motion to approve the minutes of the April 11, 2013 meeting. Kundert made a motion to approve the minutes. Kersten seconded. Motion carried unanimously.

President's Report

Peterson updated the Board on the progress of work in the Smith Meeting Room.

Peterson asked the Board to consider a direction for expenditures with the impact fees according to the recommendation of City Attorney Dan Draper. Discussion followed. Kersten made a motion that Peterson contact City Administration for the schedule of impact fee pay-outs and to

pursue contacts for preliminary ideas to redesign the west end of the Library. Brookes seconded. Motion carried unanimously.

Buildings & Grounds

Kundert reported on the proposals from Komfort and Westenn regarding the exhaust fans. Discussion followed. Kundert recommended that the Board wait until the fans require replacement or repair.

Kundert reported on two spring maintenance proposals for the lakeside landscaping. Discussion followed. Wall made a motion to approve the spring maintenance proposal from Northwind Perennial Gardens. Kundert seconded. Motion carried unanimously.

Finance

Kundert made a motion to approve \$45,925.27 in General Funds and \$3,755.00 in Donated Funds. Wall seconded. Motion carried unanimously.

Personnel

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

Kundert made a motion to go out of Closed Session. Kersten seconded. Motion carried unanimously.

Brookes made a motion to promote Joanne Wollaeger to Administrative Associate and to promote Darcy Brewster Wallace to Information Technology Services/Technical Services Associate. Dinan seconded. Motion carried unanimously.

Director's Report

Peterson reported on April service statistics citing that 15,105 check-outs for April, the second highest number of check-outs in any April of previous years. The Library's door count for April was 7,484, the highest since August 2012.

Peterson reported on sessions she attended at the Wisconsin Association of Public Libraries at the Grand Geneva on May 1-3.

Peterson conveyed Lafrenz's recommendation that the Board invite Mrs. Dresser and Jamie Hegel to a reception at the end of the day on June 8 for the 2013 Wright & Like Tour.

Peterson reported that negotiations between Lakeshores Library System and Mid-Wisconsin Federated Library System are moving in a favorable direction to maintain the SHARE Consortium.

Peterson reported that Burlington Public Library gave the library parts of a microfilm reader to keep ours running as replacement parts will no longer be available after June 30, 2013.

Peterson reported on the purchase of four Kindles for staff training to promote awareness of the OverDrive E-collection.

Benson reported on the success of April programs, in particular, the events related to the 2013 Big Read and National Library Week.

Adjournment

Brookes made a motion to adjourn at 9:07 a.m. Kersten seconded. Motion carried unanimously.

Respectfully submitted,

Diane Jones, Secretary

Next meeting: Thursday, June 13, at 8:00 a.m.

**LAKE GENEVA HISTORIC PRESERVATION COMMISSION
MEETING AGENDA
MAY 9, 2013 – 6:30 P.M.
LAKE GENEVA CITY HALL,
626 GENEVA STREET, LAKE GENEVA, WI 53147**

1. Meeting Called to Order
2. Roll Call
3. Approval of minutes of *Historic Preservation Commission* Meeting of April 11, 2013.
4. Comments from the public and correspondence.
5. Reports from the *Maple Park Homeowners' Association* and the *Geneva Lake Area Museum* including *30th Anniversary Event May 17 & 18*.
6. Report on the sale of the historic *Geneva Theater Building*, discussions with new owners and status of potential nomination to the National Register of Historic Places.
7. Update re: discussions with the *Lake Geneva Cemetery Commission* on potential nomination of *Oak Hill Cemetery* as a National Historic Site and possible restoration work at *Pioneer Cemetery*.
8. Update regarding proposed new Historic Signs at *Seminary Park* and the *Whiting House / Hotel Geneva* sites and any potential new signs for the "*Railroad Heritage Trail*" through the City of Lake Geneva.
9. Review of recent *Plaque Program* applications and information from the *Wisconsin Historical Society*, *National Trust for Historic Preservation* and the *Wisconsin Association of Historic Preservation Commissions*.
10. Discussion re: potential projects and promotional ideas for the *LGHPC*, including preparation of a *Historic Lake Geneva Walking Tour* brochure, future "*Tales of Lake Geneva*" educational presentations, and updates on our website www.historiclakegeneva.org.
11. Adjournment

OAK HILL CEMETERY COMMISSION
MAY 15TH, 2013, WEDNESDAY, 1:00 pm
CEMETERY OFFICE
1101 CEMETERY RD., LAKE GENEVA, WI

AGENDA

1. Meeting Called to Order.
2. Roll call.
3. Approval of Minutes of 11/15/12.
4. Comments from the Public (5 minute limit).
5. Correspondence.
6. Discussion of Financial Business and Reports..
7. Acceptance of yearly Audit.
8. Set structured meetings and dates.
9. Election of Officers.
10. Equipment purchased (Leaf Vacuum and Tractor).
11. Discussion of new truck.
12. Discussion of potential projects (roads, trees, landscape).
13. Discussion of part-time help starting 5/20.
14. Discussion of agenda items for next meeting.
15. Adjournment.

AMENDED 5-14-13
Added Council quorum
statement at the bottom.

This is a meeting of the Cemetery Commission. No official City Council action will be taken; however, a quorum of the Council may be present.

Caren A. Reed
President 5/13/13
City Hall

LAKE GENEVA PARKING STUDY

DO YOU LIVE, WORK OR SHOP IN
DOWNTOWN LAKE GENEVA?

TAKE THE ONLINE PARKING SURVEY AT:
WWW.CITYOFLAKEGENEVA.COM/PARKING

SURVEY DEADLINE: FRIDAY, JUNE 28, 2013

Hard copies of the survey are available at Lake Geneva City Hall (626 Geneva St.), Lake Geneva Public Library (918 W. Main St.) and Geneva Lake Area Chamber of Commerce (201 Wrigley Dr.)

We look forward to hearing from you!



CITY OF LAKE GENEVA, WISCONSIN
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Lake Geneva, WI 53147
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PROJECT MANAGER:
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COMMUNICATIONS COMMITTEE MINUTES

WEDNESDAY, MAY 1, 2013 – 5:00 P.M.

CITY HALL, CONFERENCE ROOM 2A

Meeting was called to order by Chairman Milliette at 5:03 p.m.

Roll Call. Present: Alderman Hill, Gary Milliette, Ron Berndt, Andrew Fritz and Jeff Miskie. Absent: Shane Morelock (excused). Also in attendance: Mayor Connors, Emergency Management Coordinator Peters and City Clerk Hawes.

Berndt/Hill motion for approval of minutes from February 6, 2013 meeting, as distributed. Motion carried 4 to 0.

Comments from the public limited to 5 minutes

John Peters, Emergency Management Coordinator, gave an update on the public/private partnership project. Mr. Peters said the steering committee has met twice and is in the process of planning quarterly training sessions on various emergency preparedness topics. He suggested the Communications Committee consider using its television channel to disseminate more information, such as safety reminders.

Discussion/recommendation on “Welcome Packet” creation

Mr. Fritz said the Business Improvement District (BID) is looking into reviving this project. The idea would be to provide a packet of need-to-know information to new businesses. Alderman Hill said she also talked to George Hennerley at the Chamber of Commerce about the idea. Ms. Hill noted the chamber has a welcome kit for new residents. Chairman Milliette said the City website was designed with the “businesses” menu bar at the top for directing business owners to the appropriate information for building and zoning permits with the City. The Committee took no action.

Discussion/recommendation on changing City Hall internet providers

Chairman Milliette said he was concerned that the internet service to City Hall from AT&T is too slow. He received quotes from Geneva Online and Time Warner and didn't think they were much better. Mr. Miskie commented that the speed at City Hall is about 5mbps down and 0.6 mbps up. He said staff doesn't often hit capacity other than when the city clerk is uploading the meeting videos. Mr. Miskie said he is looking into setting up an FTP client to automatically upload the videos outside business hours. He noted that he felt good about using AT&T because they have a more reliable network than Time Warner Cable in this geographic area. The Committee agreed with keeping the current service from AT&T.

Discussion/recommendation on making Plan Commission meeting packets available to the public in electronic format

Chairman Milliette said it made sense for the City to provide electronic Plan Commission packets because most architects and Plan Commission applicants are fully capable of providing their plans electronically. Alderman Hill said it would not be as easy for residents without computer capabilities to provide their documents electronically. Mr. Milliette suggested those applicants could go to a print shop and have their materials scanned into electronic format. Mr. Fritz suggested researching how this process is done in other communities and identifying a model process.

Hill/Fritz motion to direct the City Clerk to poll other communities on how and whether they provide electronic Plan Commission meeting packets. Motion carried 4 to 0.

Update on City buildings wireless connectivity

Mr. Miskie reported the City is in the process of installing a wireless connection between buildings to send and receive information. He said the equipment is already installed at most buildings, but they are still addressing line of site issues at the library and Riviera. Mr. Miskie noted the project was budgeted in the capital budget.

Review of website statistics

City Clerk Hawes distributed statistics on viewership of the City's website from Google Analytics. He also distributed statistics on the online meeting videos usage.

Set next meeting date

Chairman Milliette suggested the next meeting be held on Wednesday, September 4, 2013 at 5 p.m.

Adjournment

Milliette/Berndt motion to adjourn at 6:00 p.m. Unanimously carried.

/s/ Michael Hawes, City Clerk

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE

**GENEVA LAKE AREA CHAMBER OF COMMERCE
BOARD OF DIRECTORS
MINUTES**

DATE: Thursday, May 9, 2013

TIME: 7:38 a.m.

PLACE: Harbor Shores

PRESENT: John Stensland, George Hennerley, Kevin Fleming, Tom Hartz, Tammie Carstensen, Steve Lois, Jesse Jacobs, Steve Schroeder, Michael Jackson, Sarah Hill, Grace Eckland, Helen Johnson, Ardith Berkanovic

John Stensland, Chairman called the meeting to order at 7:38 a.m.

Minutes: April 11, 2013 minutes approved on a motion by Kevin Fleming, seconded Tom Hartz. Carried.

Financial Statements, Bills submitted for payment: May 2013 Financials approved on a motion by Tammie Carstensen, seconded John Stensland. Discussion followed on effectively using the extra dollars currently in the Building Fund. Executive Meeting will offer suggestions.

Chamber Annual Dues for 2013/2014: Motion made by Steve Lois, seconded Sarah Hill for no increase in membership dues and to offer the 5% discount for early payment.

New Members: Ten new members were approved on a motion by Tom Hartz, Seconded Tammie Carstensen. Carried. New members are: Bloomingbyrds, Lake Geneva Cannery, Master Services, Inc., Choice Computer Services, Kenote Sales-Tupperware, Kelly Kloak Events, Nicks Upholstery, Outdoor Network, ePage City, Inc., Rustic Falls Nature Camp.

Chamber Member Meeting Report: 34 members attended.

- Communications Committee Update: Primary navigation tools and Call to Action have been worked out with e-Page City. Next steps are developing the logo and graphics.
- Winterfest Committee Report: City permits have been filed. Plans progressing for week of activities Feb. 3 – 7, 2014.
- Paint-In (Geneva Lake Art Association) June 8-9, 2013
- Update on new businesses opening in downtown area.
- Downtown Parking Study Meeting scheduled for Wed. May 15, 2013, 6:30-7:30 p.m. at Lake Geneva City Hall.
- New Health Care Act Informational Meeting: May 16, 2013, 8:00-9:30 a.m. Harbor Shores, Lake Geneva.

Communications Meeting Report: .

City of Lake Geneva Report: Sarah Hill.

- Parking Study Meetings scheduled for May 15, 2013 at City Hall – 8:00 to 9:00 a.m. for Business/Managers and again at 6:30-7:30 p.m. for the general public.
- Tax Incremental Financing (TIF): Chamber to send letter to Mayor Connors to hold open Tax Incremental Financing District #4
- Geneva Lake Development Corp: Geneva Lake Area Chamber of Commerce is sending a letter of support to the Geneva Lake Development Corporation and the annexation for Jacobs property.

Closed Session on Personnel Issues.

Meeting Adjourned.

Next C/C BOARD MEETING – June 13, 2013, 7:30 A.M. at HARBOR SHORES ON LAKE GENEVA.