



COMMITTEE OF THE WHOLE
TUESDAY, JANUARY 3, 2012 – 6:30PM
CITY HALL BUILDING, COUNCIL CHAMBERS

AGENDA

1. Council President Krause calls the meeting to order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes from December 5, 2011 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/recommendation on closing hours for alcohol beverage retailers
7. Discussion/recommendation on “sidewalk café” ordinance (*Aldermen Hartz and Krause*)
8. **STANDING COMMITTEE REPORTS.** The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.
 - a. Finance, License & Regulation Committee, Alderman Krause
 - b. Personnel Committee, Alderman Hartz
 - c. Public Works Committee, Alderman Mott
 - d. Piers, Harbors, & Lakefront Committee, Alderman Marsala
9. **COMMITTEE, COMMISSION AND BOARD REPORTS.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
 - a. Utility Commission, Aldermen Marsala & Hartz

- b. Tree Board, Alderman Mott
- c. Police & Fire Commission, Alderman Krause
- d. Planning Commission, Alderman Hartz
- e. Board of Park Commissioners, Alderman Kupsik
- f. Library Board, Alderman Krause
- g. Historic Preservation, Alderman Kehoe
- h. Cemetery, Alderman Krohn
- i. Parking Commission, Alderman Marsala
- j. Communications Committee, Alderman O'Neill
- k. Avian Committee, Alderman Marsala

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

- a. Chamber of Commerce, Alderman Krause
- b. Geneva Lake Museum, Alderman Mott
- c. Lake Geneva Economic Development Corporation, Aldermen Hartz & Kupsik
- d. Geneva Lake Environmental Agency, Alderman O'Neill

11. Adjourn

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

12/29/11 4:20 PM

cc: Aldermen, Mayor, Administrator, Attorney, Department Heads

COMMITTEE OF THE WHOLE
MONDAY, DECEMBER 5, 2011 - 6:30PM
CITY HALL BUILDING, COUNCIL CHAMBERS

Council President Krause calls the meeting to order at 6:31pm.

Pledge of Allegiance led by Alderman Marsala.

Roll Call. Present: Aldermen Hartz, Mott, Marsala, Kehoe, Kupsik, O'Neill and Krause.
Absent: Alderman Krohn, excused. Also present: City Administrator Jordan.

Marsala/Mott motion for approval of Minutes from November 7, 2011 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.

Ken Etten, 1109 Wisconsin Street, spoke as President of the Friends of the Geneva Theater, a 501-C3 tax exempt, non-profit, charitable corporation to save the theater and restore it as a cultural arts center. He gave out handouts for the fundraiser to be held at Simple on Thursday, December 15, from 6 to 9pm. UW Whitewater has offered to assist them on applying for grants. He also spoke as Chairman of the Historic Preservation Committee explaining what they are working on now, including the sign to commemorate the old railroad station and the program to be held here in May at Pioneer Cemetery on restoration of historical cemeteries.

Caroline Ausman, 6913 Womack Lane, Burlington WI, owner/operator of Field Stone Farm Carriage and Pony, who has held the permit for the horse-drawn carriage rides in Lake Geneva for the past eight years, is eager to hear what the Council will be discussing about the carriage stand tonight.

George Hennerley, President of the Chamber of Commerce, thanked the City and all its departments for the Christmas Parade. It turned out really well.

Discussion and recommendation on leases for carriage companies.

Alderman Krause said that in discussing the fee schedule, it was suggested the better approach may be to consider a carriage lease no different than we would have a lease for the Riviera Concourse spaces or the leases for the piers. Administrator Jordan said there are others who want to have carriages and wondered if we want to continue doing it the way we have been. Alderman Krause asked for ideas on whether to have a lease or not. The majority said they would be in favor of a lease and felt the current location is appropriate, with Alderman Hartz suggesting perhaps in front of the theater might be a better location. Discussion followed and the Committee directed the City Administrator to create a linear or square footage cost and have this put on a future agenda. Kehoe/Hartz motion to suspend the rules to allow Ms. Ausman to speak. Unanimously carried. Ms. Ausman said they have coexisted with taxis, limos and delivery trucks; they share and also try to keep the area very clean. She added that no one is getting rich but that it is rather a passion with her; she would hate to see the City get a carriage business that wouldn't operate to the fullest standards of the City. The carriage stand takes up about 20 feet of space plus a little room to wiggle in and out. She feels that space is the perfect place and would not consider another location unless the City priced it too high for her to be there. She looks forward to working something out where both she and the City would be happy. Alderman Kupsik informed the Committee that the City of Chicago charges \$400 per year for each carriage.

Update on private roads.

City Administrator Jordan explained the City Attorney was uncomfortable sending out the letter on private roads since it was only a first reading. He said we should wait until it is formally passed, although it would be short notice unless they want to extend the time. He also made a couple of small changes in it. He thought it was important to put in that we are doing this because of the Public Purpose Doctrine which makes it that we should not be spending taxpayer monies on this. Secondly, he listed the items the City did do, which includes sweeping, leaf and brush pick-up, snow plowing and street maintenance.

Finance, License & Regulation Committee, Alderman Krause

Alderman Krause brought up the possibility of a three-year term for aldermen, which would give one year where there would not be a turn-over of Council; this would give more consistency in getting things accomplished. As it is, there is not a lot of continuity other than with staff. Some municipalities have as many as four-year terms, but there are no state statutes regulating this. Discussion followed on the pros and cons of a longer term. Administrator Jordan commented that, from his experience as a Councilman from a city of 30,000 in Montana, their four-year terms forced them to look further out and gave greater stability and consistency. Alderman Krause added that in the strategic planning meetings the Council members attended a few years back, many of the aldermen said one of the problems is the quick turnover of the term.

Personnel Committee, Alderman Hartz

Alderman Hartz reported they will be discussing combining the Treasurer/Deputy Clerk office and also completing performance evaluations of the City Administrator and all the Department heads. Discussion followed on how to give input on these evaluations and whether the ordinance should be changed to have evaluations done by the whole Council.

Public Works Committee, Alderman Mott

Alderman Mott reported they discussed the museum parking lot on the north side of the building. Crispell Snyder gave an update on the traffic study for the downtown area. There was discussion about a sidewalk and lighting from Walgreens to Geneva Square. DPW will investigate LED lighting fixtures with Alliant for the next meeting. The islands at Vet's Park have deteriorated; the American Legion is offering their time and money to restore those islands. The Street Superintendent said he had found a contractor with insurance who he believes to be reliable to assist with cleaning delinquent sidewalks of snow this winter. By consensus, he was given the latitude to proceed with the contractor, Yard Dogs LLC. Public Works policies were presented for review, including speed bumps, mailboxes, and snow and ice control. There was discussion on the downtown street lighting upgrades; it was moved to a future meeting for continued discussion. There was discussion on striping and signage reconfigurations on the southbound interchange at Center and westbound Main Street at Center Street. After considerable discussion, it was moved to ask the county to install diagonal merge arrows to the left lane beyond the new traffic signal to move people over to the right lane more efficiently. There was also discussion on westbound 50 from Edwards to Peller Road. It was moved to ask Mr. Winkler to study the situation for further recommendations and bring it back for Public Works Committee. Alderman Mott said they discussed the Broad Street decorative lighting replacement and asked to continue the discussion here at this meeting. The Committee discussed the possibilities of dividing the cost of new lighting amongst business owners, amending the TIF, forming a separate BID district for the area north of the Regional News to Williams Street, and maintaining consistency in the lighting throughout the City.

Krause/Marsala motion to suspend the rules and skip to Item 10A on the agenda, the Chamber of Commerce report. Unanimously carried.

George Hennerley reported that they may reach a million hits on their website for the first time ever; they just hosted about 30 travel writers who will be writing articles in various publications. The Christmas parade went well and they are looking forward to Winterfest.

Piers, Harbors, & Lakefront Committee, Alderman Marsala

Alderman Marsala said there was no meeting but the Harbormaster and Administrator Jordan are working on the Concourse leases which should be ready for the January meeting.

Utility Commission, Aldermen Marsala and Hartz

Alderman Hartz reported they elected the officers of President and Secretary.

Tree Board, Alderman Mott

Alderman Mott reported the November meeting was cancelled.

Police & Fire Commission, Alderman Krause

Alderman Krause could not attend the meeting so had no report.

Planning Commission, Alderman Hartz

Alderman Hartz said the issues from the last meeting were addressed at the City Council meeting.

Board of Park Commissioners, Alderman Kupsik

Alderman Kupsik reported they had a short meeting, with only a couple of permits issued for next year. They are still waiting for the final design for the skate board park. They will continue to have an ongoing discussion on the location of the dog park. The building of the gazebo in Flat Iron Park has begun. Alderman Marsala commented that the Gazebo looks smaller than the previous one but it is actually the same size.

Library Board, Alderman Krause

Alderman Krause reported that the Library asked to be among the municipal facilities to be posted for banning concealed weapons. They want to install a new spot light for the new Frank Lloyd White window so it is viewable at night. He mentioned he has an interesting report they can view covering the circulation history of the Library.

Historic Preservation, Alderman Kehoe

Alderman Kehoe commented that she was very pleased with the work the Friends of the Geneva Theater are doing.

Cemetery, Alderman Krohn

No meeting, no report.

Parking Commission, Alderman Marsala

No meeting, no report.

Communications Committee, Alderman O'Neill

No meeting, no report. They will have a meeting in January when they will be reviewing the ordinance for the committee itself, with the goal of expanding the area of coverage to include different methods of communication in addition to the current website. Alderman Krause asked that they include the City Clerk in this discussion as he has had some experience with social media in his previous job.

Avian Committee, Alderman Marsala

No meeting due to a lack of committee members. He has been in discussion with Administrator Jordan as to what we need to retain our Bird City status. They have a few things in motion including swallow houses and the migratory chimney swifts which came through recently. They will try to market that as an annual event as soon as they determine the time frame.

Chamber of Commerce, Alderman Krause

Alderman Krause referred back to George Hennerley's report.

Lake Geneva Museum, Alderman Mott

Alderman Mott reported a lively board of directors meeting was called. Director Kleisner suggested there be the creation of a policies committee to discuss revisions to admission and facility use fees for the 2012 season. They will be talking to the City Attorney about the concealed weapons issue. They have been offered a railroad bell. They have received records from 1873 documenting the creation of Highway H going to Pell Lake and Genoa City and the reparations made to the various property owners affected by the construction. They are discussing having a spring grand reopening celebration. They have received a small, 100 year old telescope from Yerkes. They will be continuing monthly board meetings throughout the winter, even though the museum will be closed.

Lake Geneva Economic Development Corporation, Aldermen Hartz & Kupsik

Alderman Kupsik reported they discussed their normal monthly business with an emphasis on some possible marketing to try to sell some of their property at the business park. Alderman Hartz added there is a Breakfast and Learn session this month at Bella Vista and they approved something called small business counseling where the University of Wisconsin Whitewater will have representatives with whom small businesses can schedule appointments to have questions answered. They had a very strong and progressive discussion. More information is available on the City website link to the LGEDC website.

Geneva Lake Environmental Agency, Alderman O'Neill

No meeting, no report.

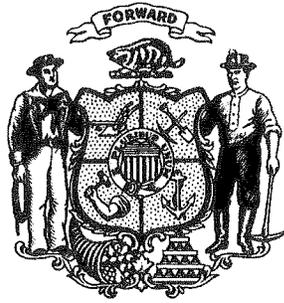
Alderman Krause reminded all the only Finance and License and Council meeting in December will be on the 12th.

Hartz/Kupsik motion to adjourn at 8:23pm. Unanimously carried.

Transcribed from audio tape.

/s/ Artis Roenspies, Deputy Clerk

State of Wisconsin



2011 Assembly Bill 63

Date of enactment: December 7, 2011
Date of publication*: December 20, 2011

2011 WISCONSIN ACT 97

AN ACT to amend 125.32 (3) (b) and 125.68 (4) (b) of the statutes; relating to: closing hours for certain alcohol beverage retailers.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

SECTION 1. 125.32 (3) (b) of the statutes is amended to read:

125.32 (3) (b) Class "A" premises may remain open for the conduct of their regular business but may not sell fermented malt beverages between 12 midnight and ~~8~~ 6 a.m. Subsection (2) does not apply to Class "A" premises between 12 midnight and ~~8~~ 6 a.m. or at any other time

during which the sale of fermented malt beverages is prohibited by a municipal ordinance adopted under par. (d).

SECTION 2. 125.68 (4) (b) of the statutes is amended to read:

125.68 (4) (b) "*Class A*" retailers. No premises for which a "Class A" license or permit has been issued may remain open for the sale of intoxicating liquor between the hours of 9 p.m. and ~~8~~ 6 a.m. A municipality may, by ordinance, impose more restrictive hours than those provided in this paragraph.

* Section 991.11, WISCONSIN STATUTES 2009-10: Effective date of acts. "Every act and every portion of an act enacted by the legislature over the governor's partial veto which does not expressly prescribe the time when it takes effect shall take effect on the day after its date of publication as designated" by the secretary of state [the date of publication may not be more than 10 working days after the date of enactment].

**EXCERPT FROM MUNICIPAL CODE RELATING TO
CLOSING HOURS FOR ALCOHOL BEVERAGE RETAILERS**

*City of Lake Geneva, WI
Thursday, December 29, 2011*

Sec. 6-59. Closing hours.

[Ord. No. 02-41, § I, 7-22-2002]

- (a) Between 9:00 p.m. and 8:00 a.m. no person may sell fermented malt and intoxicating liquor beverages on Class "B" licensed premises in an original unopened package, container or bottle, or for consumption away from the premises.
- (b) Class "A" premises may remain open for the conduct of their regular business but may not sell fermented malt beverages or intoxicating liquor between 9:00 p.m. and 8:00 a.m.

DRAFT

Sec. 62-67. Exceptions.

(6) By Sidewalk Café permit issued by the City Clerk for use of public sidewalks for restaurant tables subject to the following conditions:

(a) The use of sidewalks for restaurant tables shall only be permitted incidental to the operation of a restaurant which is contiguous to the sidewalk and within the side property lines of the contiguous restaurant under the following conditions:

(i) The restaurant tables shall not be located within 4 feet of the curblineline of the street as measured by the closest edge of the table to the street.

(ii) Bollards shall be strategically located at either end, and along the street edge of the outdoor restaurant seating area.

(iii) The restaurant applicant is able to meet all other existing requirements for the issuance of a permit to place restaurant tables on the public sidewalk.

(b) The application for the permit shall first be reviewed by the Director of Public Works and the Police Department and no permit shall be issued unless a report is made by the Director of Public Works and the Police Chief that the proposed use will not unreasonably interfere with pedestrian or vehicular traffic.

(c) In no event shall the uses permitted by this exception reduce the open portion of any sidewalk to less than 5 feet.

(d) No alcohol shall be served at or consumed at any restaurant table located on the sidewalk.

(e) No permit shall be issued pursuant to this exception, unless the applicant furnishes to the City Clerk evidence of public liability insurance naming the City as a party insured insuring the City against liability resulting from the uses permitted herein. The coverage shall be in an amount not less than \$1,000,000.00.

(f) Persons issued permits pursuant to this article shall maintain the sidewalk area in a clean and safe condition.

(g) The annual permit fee for a sidewalk café permit shall be _____ Dollars (\$_____) plus _____ (\$_____) per table.

(h) The permit may be revoked at any time on _____ (__) days notice and refund prorata of any fee based upon a license period from May 1 through October 31.

**EXCERPT FROM MUNICIPAL CODE
RELATING TO SIDEWALK OBSTRUCTIONS**

*City of Lake Geneva, WI
Thursday, December 29, 2011*

Article III. OBSTRUCTIONS AND ENCROACHMENTS

Sec. 62-66. Prohibited generally.

[Code 1992, § 8.03(1)]

- (a) No person shall carry on any trade or business, nor encroach upon or obstruct or encumber any street, alley, sidewalk, public grounds or land dedicated to public use, or any part thereof, or permit such encroachment or encumbrance to be placed or remain on any public way adjoining the premises of which he is the owner or occupant, except as provided in section 62-67.
- (b) The placing of any vehicle on any street, sidewalk or alley so as to obstruct the public use thereof; the servicing in any manner of any vehicle with gasoline or oil or any other manner while such vehicle is standing, in whole or in part, upon any street, sidewalk or alley, except filling stations authorized by the council to service vehicles on the street outside the curb, shall also be deemed violations of this article.

Sec. 62-67. Exceptions.

[Code 1992, § 8.03(2)] The prohibitions of section 62-66 shall not apply to the following:

- (1) Awnings, canopies and other permissible rooflike structures of which the hardware or firm portions do not extend at any point lower than seven feet above the sidewalk, street or alley, or of which the flexible cloth curtain or valance portions do not extend at any point lower than six feet, eight inches above the sidewalk, street or alley.
- (2) Public utility encroachments authorized by the city.
- (3) Goods, wares, merchandise or fixtures being loaded or unloaded which do not extend more than three feet on a sidewalk, provided such goods, wares, etc., do not remain thereon for more than three hours.
- (4) Building materials when placed upon the street, alley or sidewalk, upon conditions prescribed by the city which may require such materials to be protected by barricades or appropriate lights. Parking metered areas require a permit from the police department.
- (5) The delivery of fuel and other supplies for the occupant of any building on any business street by the backing of a truck or delivery vehicle on the first six feet of the sidewalk measured in from the curb, under the supervision of the police department between 9:00 p.m. and 10:00 a.m. on any day of the week, except Saturday and Sunday.

Sec. 62-68. through Sec. 62-95. (Reserved)

SECRETARY'S MINUTES

NAME-----Lake Geneva Utility Commission
MINUTES-----Regular Meeting
PLACE-----Lake Geneva Utility Commission
DATE-----December 22, 2011
TIME-----4:45 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 4:45 P.M.

Members present: Brellenthin, Magee, Esarco, Mayor Connors, Alderman Hartz and Alderman Marsala. Absent was Saia.

Minutes of the previous meeting approved on a motion by Hartz, Magee 2nd.

Communications:

Water & Sewer Agenda Items:

- 1. Sludge Building – Blower Replacement Bids
Low bid of \$41,655 accepted from Crane Engineering. Motion by Marsala, 2nd Hartz. Approved.
- 2. Auditing Services Contract Renewal Proposal – Pat Romanesko
Audit for water and wastewater is as follows: 2011-\$12,000; 2012-\$12,250; 2013-\$12,500; 2014-\$13,000; 2015-\$13,400. Motion to accept by Esarco, 2nd Marsala. Motion approved.
- 3. Water Control Panel Upgrade
Quote to upgrade from L. W. Allen for \$5,750. Motion to approve by Connors, 2nd by Hartz.

Director's Report:

- 1. Director Winkler presented Financial Report & Project Update. Below are the Financials & Investments Update:

<u>Water</u>		<u>Sewer</u>	
EOM Cash Position	\$1,376,000	EOM Cash Position	\$2,103,000
Project Commitments	\$ 12,000	Project Commitment	\$ 296,000

Review and Payment of Bills:

Bills were presented for payment on a motion by Brellenthin, 2nd by Connors. Approved.

Next meeting is scheduled for Thursday, January 19, 2012.

Adjourn:

The meeting was adjourned at 5:15 PM.

Larry Magee

Secretary

CLB 12/27/11

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING AGENDA
THURSDAY, DECEMBER 8, 2011 AT 5:00 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. Approval of minutes from the regular meeting November 10, 2011
7. Set date and time for January 2012 meeting. (Possibly Wednesday, January 4th, at 7:00p.m.)
8. Police Department Business:
 - a. Approval of bills for the Month of November 2011. Operating in the amount of \$185,093.41 and Capital in the amount of \$1,055.32, for a total of \$186,148.73
 - b. Bid specs and pricing documents on 2012 squad cars through V.A.L.U.E. in Local Government
 - c. Approve purchase of exercise bicycle for \$2,387.45 out of donated money
 - d. Request approval to forward two SBC invoices, totaling \$2,210.00, to the City Council for payment
 - e. "SWAT" memo of understanding with Walworth County
 - f. Employee Grievance Procedure
 - g. Correspondence received by Chief
 - h. Monthly Activity reports
 - i. Items to be forwarded to Council
9. Fire Department Business:
 - a. Approval of bills for the Month of November 2011. Operating in the amount of \$52,707.01, and Capital in the amount of \$573.76, for a total of \$53,280.77
 - b. Fire Inspection Fee Ordinance Update
 - c. Memorandum of Understanding between the Lake Geneva Fire Department and Paratech Ambulance for coverage in Geneva Township
 - d. Succession planning
 - e. Problems with the floor finish at Station #1

- f. Reinstate Matt Kuehl as of 01/01/2012 from Military Leave
 - g. Correspondence received by Chief
 - h. Monthly Activity Report for November
 - i. Paratech Report
 - j. Items to be forwarded to Council
10. Agenda items for the next regular meeting January, 2011
 11. Motion to go into closed session per Wisconsin State Statute 19.85(1)(f), Considering medical information of specific persons which if discussed in public would have a substantial adverse effect upon the reputation of person(s) referred to: specifically Police Department employee(s) and 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction: specifically; Police and Fire Department's Personnel
 12. Motion to return to open session per Wisconsin State Statute 19.85(2)
 13. Discussion and action on closed session item(s) if needed
 14. Election of Vice President
 15. Adjourn

A quorum of the City Council may be present to gather information; however, no formal Council action will be taken.

**CITY PLAN COMMISSION
MONDAY, DECEMBER 19, 2011 - 6:30 PM
COUNCIL CHAMBERS, CITY HALL**

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

Roll Call: Alderman Hartz, Commissioners Hill, Skates and Flower. Also Present: Mayor Connors, City Attorney Draper, Building/Zoning Administrator Brugger, City Planner Slavney, City Administrator Jordan and Administrative Assistant Special. Commissioners Olson and Poetzinger were excused.

Harts/Skates motion to approve minutes of November 21st, 2011 Plan Commission meeting. Motion 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 five (5) minutes. Applicants will be allowed when their item is discussed.

None.

Correspondence.

None.

Public Hearing and recommendation on a Conditional Use Application filed by Wrigley Drive LLC, PO Box 460, Lake Geneva, WI, 53147, for a commercial indoor lodging facility in the Central Business zoning district at 835 Wrigley Drive, Tax Key No. ZOP 00339. Jason Bernard, architect for the applicant approached the podium explaining that the applicant would like this item continued to the January 16, 2012 Plan Commission meeting. Hartz/Flower motion to continue this item to the January 16, 2012 Plan Commission meeting. Motion carried unanimously.

Public Hearing and recommendation on a Conditional Use Application filed by Kocourek Property Holdings LLC, 880 S. Lake Shore Drive, Lake Geneva, WI, 53147, for a Group Development in the Central Business zoning district at 269 Broad Street, Tax Key No. ZOP 00262. Jason Bernard, architect for Kocourek Property Holdings approached the podium to explain the project. Bernard shows the color samples/rendering for the façade. Mayor Connors asks about the flex space off of north unit. This space (entering off of Geneva Street) could be used by either Unit B or Unit C and give front exposure to that unit. It would be walled off where the dotted lines are. Bernard explained how the applicant is looking for four spaces even though there are only three spaces on the sketch. It is so in case the applicant wants to utilize four spaces in the future, they wouldn't have to come back for approval. Flower asked what would happen to the restroom facilities if four spaces were utilized. Bernard said they would need to add another restroom facility. Hartz asked if any additional parking would be needed. Brugger stated no. Slavney reiterated that if a use that normally does require a conditional use is proposed later to be a tenant, it will have to come in and get individual approval. Permitted uses such as offices, professional services or retail would be allowed to come in and out as a matter of right. Flower asked if these were retail spaces, would Unit B and the potential front unit of A need additional access. Brugger stated that typically if these spaces stay under 1000 sq. ft. they do not need additional exits. A single exit is adequate. Flower/Skates motion to close the public hearing. Motion carried. Hartz/ Hill motion to recommend approval of a Conditional Use for Group Development in the Central Business zoning district at 269 Broad Street, Tax Key No. ZOP 00262 including all Staff recommendations. Discussion followed. Brugger wanted to mention that this will also serve as their downtown design review. Bernard walked the color samples around. Motion carried unanimously.

Public Hearing and recommendation on a Precise Implementation Plan filed by Parkside Management Services LLC, 5215 Old Orchard Road Suite 860, Skokie, IL 60077-1045, to allow for a senior living facility that includes 110 independent, assisted and memory care units near N. Bloomfield Road and Southland Farms Drive, Tax Key No. ZSF 00074. Terry Smith from BSB Design approached the podium to introduce the members of the senior living team and then began to explain more about the PIP proposal in front of the Commission tonight. This senior living facility will be development by Parkside Management Services LLC. The parcel is approximately 9.6 acres. It is located in the southwest corner of Southland Farms. Access into the site will be from the east off a shared access drive that will also provide access to the proposed club facility. Mr. Pollard will develop this as part of his project. The facility will have three components to it. Overall it will have 110 total units that will be built in two phases. There will be a total of 52 independent living in two different wings. There will be a phase 1 wing and a phase 2 wing. In the center core of the building will be a one story club facility. At the north wing on the west side will be a once story memory care wing that will have 22 units and then on the east side will be a three story assisted living wing that will have a total of 36 units. Phase one will consist of 32 independent units. There will be a subsurface garage that will be accessed from the south end. There will be 52 spaces. There will be 37 additional parking spaces on the site. Grading is a bit challenging topographically going from the east to the west. Explanations of the elevations were talked about. There will be some emergency access off of North Bloomfield Road to the south. This will be a temporary access. If and when Northwind Circle is built to the north, that is designated as the future permanent access point. Until that street is built, they will be using the emergency access along N. Bloomfield Road. They will be working with the fire chief in the coming weeks to finalize that detail. There will be a main drop off circle right in front of the club portion of the building. As you come around to the east side of the building, there will be an additional drop off area mainly for service and parking for employees. Smith talked about the native plantings that are proposed. He also explains many other details that are included in the packet. Smith also talks about some changes that the team has talked about with staff and would like to propose. The suggestion was to delete the sidewalk at the north end of the site at the drop off circle and extends into the memory care courtyard. During the process, since they submitted the drawings, they have been working with the City and it was asked to extend the sidewalk to the back courtyard. Parkside thought it was a great suggestion and added it; however, they would like to consider removing part of it. They would like to remove part of it along the memory care courtyard area as it would be rarely used and also give the memory care patients a little more privacy. They ask for the Plan Commission approval to be able to take that portion of the sidewalk out. The applicants would also like to delete the access gate and eliminate the median. Doug Buster approached the podium and began to explain the floor layout and the architecture. The height of the tallest part of the building does not exceed the maximum height mentioned in the zoning code. Explanations of the types of rooms were discussed. Buster also spoke about the different types of materials that are proposed to be used. He also came around and showed the materials. Flower asked about the blank studio rooms. Buster explained that they will be similar to the assisted living studio rooms but they will be 6' deeper so they will be a little more custom. Skates asked if they are proposing to take out the sidewalk in the memory care courtyard are they going to put in more landscaping. It is proposed to put some more in. There are no patios that access to the outside. Flower asks about the elevation for the second phase of the independent wing. She would like to see more. They do not have it with them tonight, but can show it in the near future. Hartz asked about the independent living wing elevations that would be seen from Bloomfield Road and then also from Southland Farms Drive. Buster and Smith provided those elevations. Brugger reminded that 6' of the 8' of the garage door will not be fully visible from the Road. Hartz also asked how far the closest point of the building is to Bloomfield Road. It is 140' from the Road. Hartz also asked if there will be a preference given to local folks or will be it be open to everybody. It will be open to everyone but 20% of the rooms will be reserved for moderate to low income people. This is per the funding that will be given for the project. Brugger asked about the number of employees on the largest work schedule. The largest shift would be about 36 employees. That will be confirmed. That would be an overlap of two work shifts. A single day shift would be about 20 people. At night there will be about 6 employees. Brugger said there will be 10-15 or so stalls set aside for visitors. They believe there will be more than that. There will be 52 spaces in the garage and 37 surface parking. At special event times and holidays they have already discussed with Brian Pollard to use some of his parking elsewhere on the Southland Farms site and provide valet parking. Hill asked about regulations for the memory care security. They are following standard CBRF regulations governed by the state. The building doors to the outside will be locked at night and the doors to the unit will be keyed. Discussion followed on emergency access drives. Hartz asked if there will be access for residents that do not drive to be able to get downtown and to the grocery store. There will be a bus on site that will take residents into Lake Geneva for their errands, shopping etc. Hill reiterates that all the items on the plan will be completed before phase II is began. Yes, all the site work will be finished.

Alderman Ellyn Kehoe, 222 Warren Street approached the podium to ask some questions. She comments on how nice the project appears. She questions the two-bedroom units and whether that will be for two people or one person. Will it have one or two entries? The units are intended for two related people so it is understood that one entry is sufficient. Kehoe also asked if there is a treatment room on site for people to be in prior to being taken perhaps to the doctor. Yes there is a treatment room in the assisted living area. Skates/ Hill motion to close the public hearing. Motion carried. Motion to recommend approval of the Precise Implementation Plan filed by Parkside Management Services LLC, 5215 Old Orchard Road Suite 80, Skokie, IL 60077-1045, to allow for a senior living facility that includes 110 independent, assisted and memory care units near N. Bloomfield Road and Southland Farms Drive, Tax Key No. ZSF 00074 subject to the Attachment A by City Planner Slavney in a letter dated December 14, 2011, as modified by the deletion of the sidewalk around the memory care unit and subject to granting the exemptions noted in Attachment B in relation to the five specific review criteria and the overall criteria in the zoning ordinance, and the elimination of the access gate on the entrance drive along with all Staff recommendations. Discussion followed. Friendly amendment to the original motion Flower/Connors to allow the Fire Chief to review the cul de sacs radiuses and the exit points. Motion carried on the amendment to the original motion. Original motion carried unanimously.

Review and action on a Certified Survey Map submitted by the City of Lake Geneva for land located at 120 Sheridan Springs Road. Brugger explained the reasoning behind this CSM. The corrections were made and the revised CSM was placed in front of the Commissioners this evening. Skates/ Hill motion to approve the CSM submitted by the City of Lake Geneva for land located at 120 Sheridan Springs Road including Staff recommendations. Motion carried unanimously.

Review and recommendation on a referral from the Common Council (Nov. 28, 2011 meeting) on a request by Windstream Wireless for the location of underground conduit to be placed through the City of Lake Geneva within the road right of way. Bob Martin, from Windstream Communications approached the podium to explain this project. He has been working with Mr. Brugger and Mr. Winkler to secure a permit to work in the Right of way. Windstream Communication will actually own the conduits. Verizon just happens to be their customer. This will be similar to the cell towers in that other carriers will be able to utilize the conduits as well. They will be able to use the same conduit and they will be installing additional conduit so they don't have to go through the installation twice. This is weather dependent. It could be slow this time of year. They plan to go 30"-40" below the ground and if the frost goes below that it will be quite difficult. He guestimates that this will take place in about 6 weeks. They are looking to be completed by the end of the first quarter. Discussion followed. Hartz asked if there will be any facilities above ground. They will actually be flush mounted with the ground. They will be able to be driven over. There will be no standing pedestals. Will any parts of the road be torn up? There will typically be borings but there will be times that they will be working in the street where they will take out a core and then put it back in with DOT approved epoxy. Windstream is responsible for the restoration for the landscaping and making sure that it grows. Any sidewalk disturbance will be replaced from seam to seam. Attorney Draper explains, per the State Statute, why this is in front of the Plan Commission for recommendation. Discussion followed. The corporate headquarters is in Arkansas but they have local road techs and contractors that can respond to emergencies in a fairly quick amount of time. Hartz/ Hill motion to recommend approval of the proposal by Windstream Communications for the location of underground conduit to be placed through the City of Lake Geneva within the road right of way as depicted in the packet that was distributed. Motion carried unanimously.

Downtown Design Review

None.

Skates/Hartz motion to adjourn at 7:59 pm. Motion carried.

/s/ Jennifer Special, Building/Zoning Administrative Assistant

These minutes are not official until approved at the next Planning Commission meeting.

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

Finance Committee

Thursday, December 8, 2011 at 7:00 a.m. (Director's Office)

Present: Krause, Kundert, Lafrenz, Oppenlander Also present:
Peterson

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$41,419.33 in General Funds and \$779.19 in Donated Funds.

Board of Trustees Meeting

Thursday, December 8, 2011 at 8:00 a.m.

Call to order

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

Roll call

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

Adoption/Amendment of agenda

Lafrenz asked for amendments to the agenda to include a **Closed Session per WI Statutes 19.85**® Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the government body has jurisdiction or exercise responsibility and under Building & Grounds: Staff Holiday Party. Kundert made a motion to approve amendments as proposed. Brookes seconded. Motion carried unanimously. Lafrenz asked for a motion to adopt the agenda with the approved amendments. Kundert made a motion to adopt the agenda as amended. Brookes seconded. Motion carried unanimously.

Disposition of minutes of previous regular meeting and any intervening

special meeting(s)

Lafrenz asked for a motion to approve the motions of the November 10, 2011 meeting. Oppenlander made a motion to approve the motions of the November 10, 2011 meeting. Brookes seconded. Motion carried unanimously. Lafrenz asked for a motion to approve the minutes of the November 10, 2011 meeting. Oppenlander made a motion to approve the minutes of the November 10, 2011 meeting. Brookes seconded. Motion carried unanimously.

President's Report

Lafrenz updated the Board on the municipal ordinance regarding postings to prohibit firearms and weapons in designated public buildings. Discussion followed. Oppenlander made a motion to approve the Library as a municipal facility which prohibits

firearms and weapons in the Library and is posted with City-distributed signage at the Library's main entrance, staff workroom door, and the Wrigley Drive entrance. Brookes seconded. Motion carried unanimously. Lafrenz led a discussion on adding a separate library policy for Conceal Carry in addition to including guidelines in Library Use Guidelines.

Lafrenz reported that the Library needs to update policy regarding use of the library as a site for solicitations and petitions. Discussion followed. Kundert made a motion to approve an update to Library Use Guidelines policy with modifications as discussed. Oppenlander seconded. Motion carried unanimously.

Lafrenz advised that the renewal for bond coverage is due. Discussion followed. Kundert made a motion to approve the renewal of the bond and the authorization of the signature of a member of the Finance Committee. Brookes seconded. Motion carried unanimously.

Building & Grounds

Lafrenz asked the Board to approve use of the Smith Meeting Room on Saturday, December 17th from 1:00 p.m. to 3:00 p.m. for the Library Staff Holiday Party. Brookes made a motion to approve the use by staff. Kundert seconded. Motion carried unanimously.

Lafrenz asked the Board to consider bids regarding snow removal. Discussion followed. Oppenlander made a motion to accept the bid of Granite Ridge with option to call if less than 1 inch snow fall as needed subject to due diligence of contract on liability and reference. Kundert seconded. Motion carried unanimously.

Finance/Endowment

Kundert reviewed monthly expenditures and made a motion to approve \$41,419.33 in General Funds and \$779.19 in Donated Funds. Oppenlander seconded. Motion carried unanimously.

Director's Report

Peterson presented monthly service statistics which included the report that the Library had the highest number of circulations, 15,387 check-outs, for any November in previous recorded years.

Benson reported on recent adult and youth programming and the Giving Tree drive.

Closed Session

Lafrenz asked for a motion to go into **Closed Session per WI Statues 19.85(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the government body has jurisdiction or exercise responsibility.**

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

Oppenlander made a motion to go out of **Closed Session**. Brookes seconded. Motion carried unanimously.

Lafrenz asked for a motion approve 2012 payroll. Kundert made a motion that salaries be approved as reflected in the 2012 budget. Brookes seconded. Motion carried unanimously.

Adjournment

Oppenlander made a motion to adjourn at 10:05 a.m. Brookes seconded. Motion carried unanimously.

Next meeting: Thursday, January 12, 2012 at 8:00 a.m.

Respectfully submitted,

Diane Jones
Secretary