



COMMITTEE OF THE WHOLE
MONDAY, OCTOBER 7, 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 August 5, 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. Discussion on parking study/continued question and answer with Rich & Associates
7. **STANDING COMMITTEE REPORTS.** The following Aldermen will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. It is not contemplated that these matters will be discussed or acted on but referrals to the appropriate committees and/or individuals will be made.
 - a. Finance, License & Regulation Committee, Alderman Hill
 - b. Personnel Committee, Alderman Kupsik
 - c. Public Works Committee, Alderman Mott
 - d. Piers, Harbors, & Lakefront Committee, Alderman Wall
8. **COMMITTEE, COMMISSION AND BOARD REPORTS.** The following committee representatives will be given the opportunity to make announcements or reports at the meeting in regards to committee activities they have been involved in since the last meeting on behalf of the City, future activities and citizen contacts. These matters will be required to be placed on the agenda to comply with Wis. Stats.
 - a. Utility Commission, Aldermen 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

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

- a. Chamber of Commerce, Alderman Hill
- b. Geneva Lake Museum, Alderman Lyon
- c. Lake Geneva Economic Development Corporation, Aldermen Hougen & Kupsik
- d. Geneva Lake Environmental Agency, Alderman Hougen

10. Adjourn

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

10/4/13 11:10AM

cc: Aldermen, Mayor, Administrator, Attorney, Media

COMMITTEE OF THE WHOLE
MONDAY, AUGUST 5, 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 Council President Kupsik.

Roll Call. Present: Aldermen Wall, Hill, Kupsik, Taggart and Lyon. Absent (Excused): Aldermen Hougen, Mott and Kehoe. Also present: City Administrator Jordan and City Clerk Hawes.

Wall/Taggart motion for approval of Minutes from July 1, 2013 Committee of the Whole Meeting as distributed. Motion carried 5 to 0.

Comments from the public as allowed by Wis. Stats. §19.84(2), except for public hearing items. None.

Discussion/recommendation on elected officials wages

Council President Kupsik referenced a memorandum from City Clerk Hawes providing survey data on Mayor and Council salaries for other municipalities in Wisconsin with a population between 5,000 and 15,000. Mr. Hawes said Lake Geneva's pays its mayor \$6,000 per year and aldermen \$3,500, which is slightly less than the mean and median of surveyed municipalities.

Council President Kupsik noted the Council was last given a raise in 2008. He asked the Council for feedback on whether a raise was appropriate at this time. Administrator Jordan noted any raise would not be in effect until the Council's next term in April 2014 and April 2015. Alderman Hill said she would like to see the City be more in line with other communities. She suggested that addressing the compensation could be a factor in helping attract good people to run for office. Alderman Taggart agreed that the salaries should be increased. Alderman Wall suggested a percentage wage increase similar to what has been given to staff since 2008.

Administrator Jordan said the next step would be for the Finance, License and Regulation Committee to make a recommendation to Council and for the Council to adopt a wage resolution. Mr. Jordan said the wages should be incorporated in the 2014 budget.

Discussion/recommendation on paperless council packets

Council President Kupsik said that with budget planning coming up he wanted to discuss the idea of the City issuing electronic devices to the Council, such as iPads, and reducing paper used for meeting packets. City Clerk Hawes made a presentation on iPads and paperless Council meetings. He gave reasons the Council might consider using iPads, including reducing paper, increasing efficiencies, access to information, ease of use, portability, higher-quality meeting packets and improved public image. He said the cost of paper packets per year is about \$2,235.00 for paper, ink and labor. He said the cost of purchasing iPads for Council members on a four-year cycle would be slightly less than producing the paper packets. Mr. Hawes played a video demonstration of how the Council members use iPads in Williamsburg, Virginia to view their Council meeting packets.

Alderman Hill asked what software/licensing would be involved with the iPad. Alderman Lyon said there are apps that are compatible with Microsoft products like Word and Excel. Alderman Hill said she liked the idea of using the iPads to have better access to information, such as historical documents, maps and plans. Council President Kupsik said he was in support of the iPad because it is the easiest to use compared to laptops or other devices. Alderman Taggart expressed support in moving forward with the iPad, stating that it would save paper costs and wear on the copier. Alderman Lyon said he was in favor of using iPads because there would be opportunities for changing the way the Council communicates and collaborates. Alderman Wall agreed with pursuing the iPads and paperless meetings.

Administrator Jordan said the next step would be for the Finance, License and Regulation Committee to consider purchasing the iPads as part of the 2014 budget. Council President Kupsik noted that an electronic device policy should also be considered. Mr. Kupsik suggested that an option be presented for purchasing iPads for department heads as well.

Mayor Connors noted there are only about two staff members with licensed versions of Adobe Acrobat standard; he suggested that additional licenses be a consideration in the Council's pursuit of electronic devices.

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
Board of Park Commissioners, Alderman Kupsik
Library Board, Alderman Wall
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/Taggart motion to adjourn at 7:40 p.m. Motion carried 5 to 0.

/s/ Michael D. Hawes, City Clerk

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

Executive Summary

The downtown Lake Geneva Parking Assessment and Recommendations is a comprehensive examination of parking needs. The goal of the report is to evaluate the use of existing parking supply and determine if the parking supply is adequate to meet current and future parking demand.

This report is an assessment of findings in Lake Geneva. Section One is an overview of the process of the parking study. Section Two is an assessment of how the existing parking is operating and how much new parking may be required based on current and anticipated future developments along with seasonal impacts from residents and tourists. Section Three is an overview of public input. Section Four is the recommendations and Section Five discusses new parking.

Background research, field work and a review of previous documents and planning reports were undertaken. The following documents were provided to Rich & Associates, Inc. by Lake Geneva.

- Southeastern Wisconsin Regional Planning Commission Memorandum Report No 106, City of Lake Geneva Central Area Parking Study, 12.08.1995
- City of Lake Geneva Zoning Ordinance, May 2010
- City of Lake Geneva Comprehensive Master Plan, August 30, 2011

The process consisted of a two part analysis. The first part of the analysis included a determination of the parking demand by block based on the provided building inventory and calculated parking generation factors per 1,000 square feet of gross floor space. The demand was compared to the available supply and the resulting surplus or deficit determined on a block-by-block basis.

The second part of the analysis involved comparing the parking surplus and deficit patterns to the observed conditions as determined by the turnover and occupancy data. This comparison offered a benchmark, by which the surplus and deficit data was calibrated.

Parking Supply

The following table summarizes the existing parking supply in the study area. There are a total of 3,122 parking spaces in the study area. Of these spaces 1,251 are on-street spaces and 598 are off-street public spaces. There are 1,273 off-street private spaces.

Public On-Street Totals =	1251	(40%)
Public Off-Street Totals =	598	(19%)
Public Parking Totals =	1849	(59%)
Private Parking Totals =	1273	(41%)
Total Parking in Study Area =	3122	

Lake Geneva manages and controls 59 percent of the parking in the study area. Based on Rich & Associates experience and best practices, we have found that to successfully manage municipal parking it is preferable that the municipality have control of at least 50 percent of the parking supply. This allows the municipality to effectively manage parking in terms of allocation, changing demand, market pricing, and allows the parking to be enforced with greater efficiency. Lake Geneva meets this benchmark.

Turnover and Occupancy Study

Fieldwork for the study included a turnover and occupancy study conducted by Rich & Associates' staff. This study involved an examination of on-street and off-street parking occupancies and vehicle movements encompassing both daytime and evening hours during peak season and off peak season. The occupancy studies occurred on a Thursday and Saturday both in May and July.

- Thursday May 16, 2013 9:00 AM – 9:00 PM
- Saturday May 18, 2013 9:00 AM – 9:00 PM
- Thursday July 18, 2013 9:00 AM – 9:00 PM
- Saturday July 20, 2013 9:00 AM – 9:00 PM

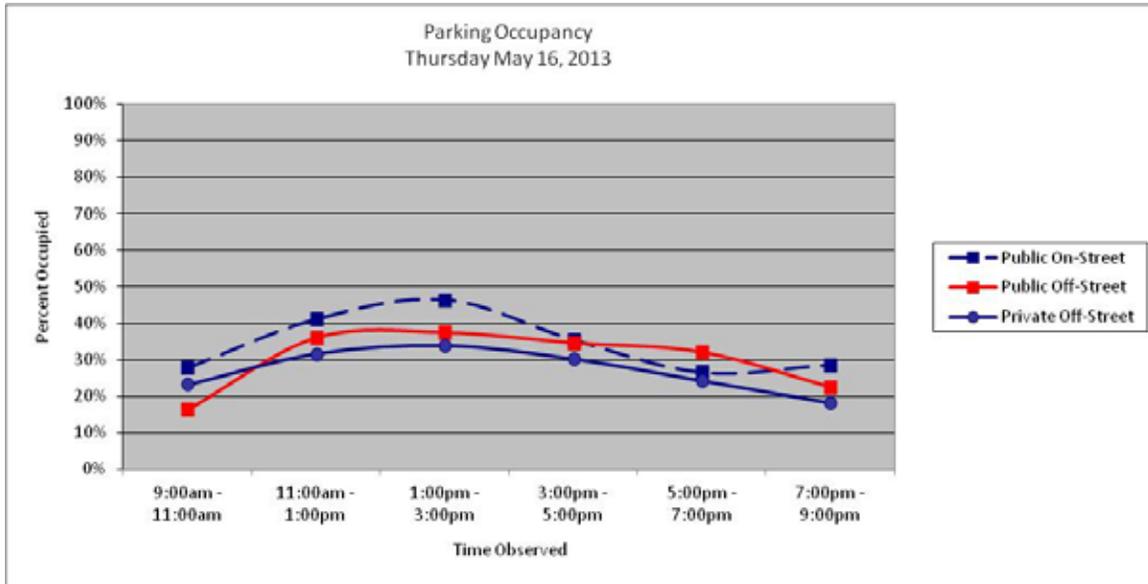
The turnover and occupancy analysis was completed to gain an understanding of how parking was being utilized in the study area. These days chosen represent a typical weekday and weekend providing a base line for the analysis, along with a peak weekday and weekend.

Turnover Observations:

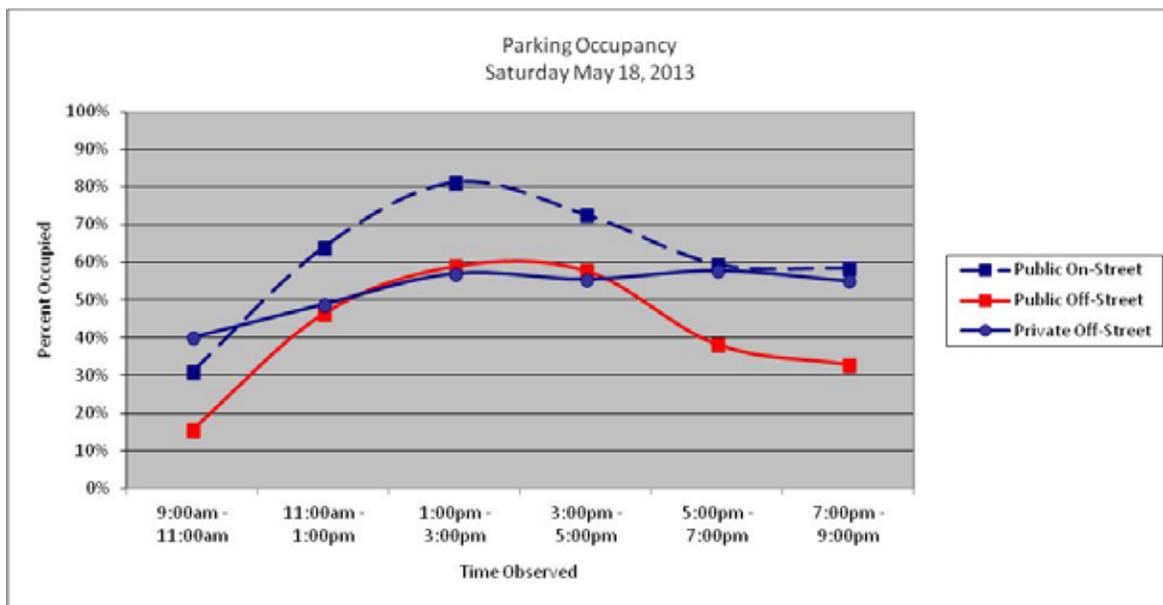
- The majority of vehicles for all four counts (66% and greater) parked in a space for two hours or less.
- The turnover rate was closer to 4.0 for three of the four counts.
- Less than one percent of vehicles remained between 8 and 12 hours in the same parking space.

Occupancy Results

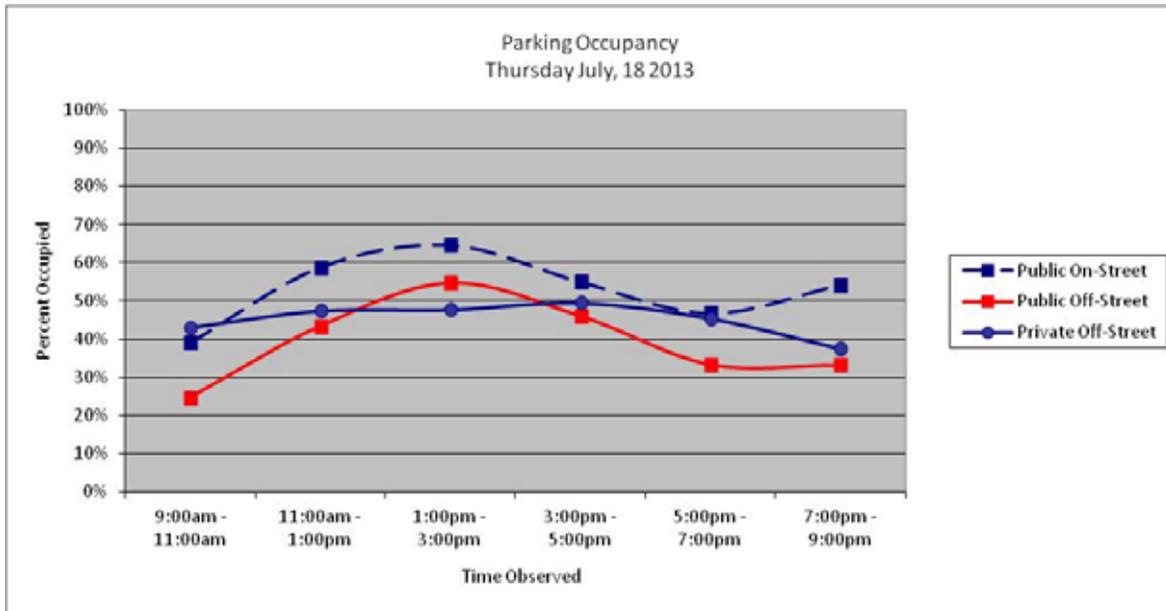
May 16



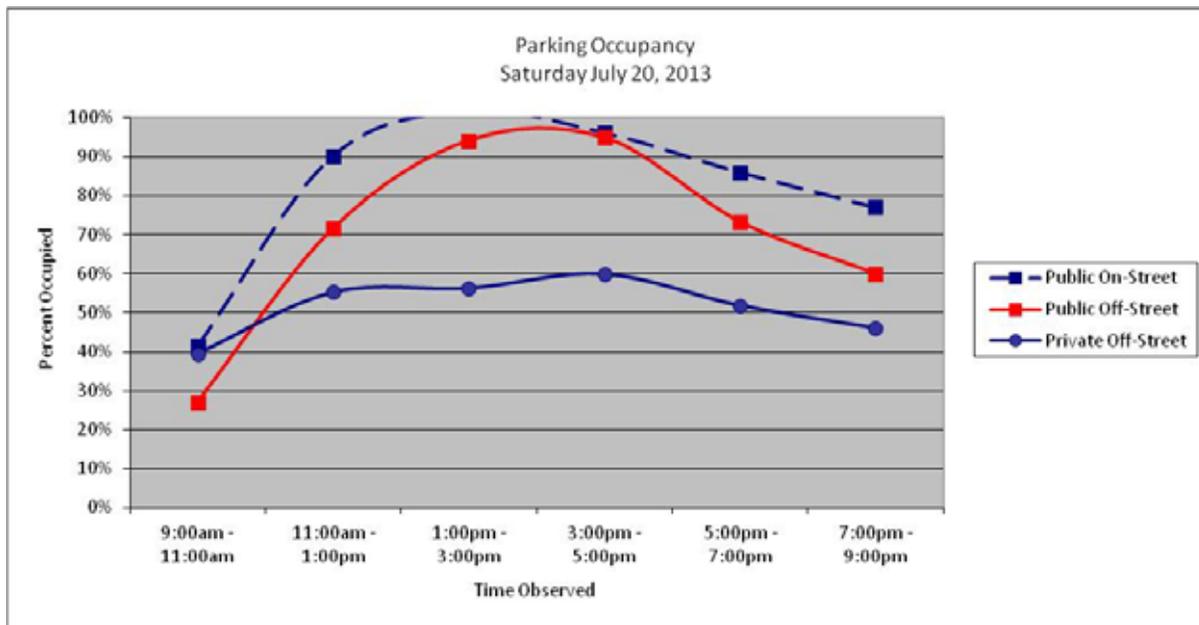
May 18



July 18



July 20



A point to consider regarding the parking supply and occupancy results is that motorists in general perceive off-street spaces with occupancies greater than 85 percent to be at capacity. When this occurs, motorists will begin to re-circulate to seek more parking, adding to traffic congestion and the drivers' perception that there is not parking available in the downtown.

Parking Demand

The study analyzed how many parking stalls are needed to serve land uses in Lake Geneva. The amount of parking needed was derived from several sources; surveys of businesses, building inventory provided by Lake Geneva, Rich & Associates' models from other communities and from resources such as the Institute of Transportation Engineers and the Urban Land Institute.

The work contains two levels of analysis to determine the number of parking spaces needed. First is a mathematical or hypothetical model of parking demand based on the building gross floor area. The mathematical model multiplies a parking demand generation ratio by the area of specific land uses to derive the number of spaces needed. The second is a method of using field observations to calibrate the mathematical model and help to establish projected parking spaces needed.

Peak Season Parking Demand

During peak season periods the parking system is reaching full capacity. This causes parking patrons to spill over into approximately 324 spaces in the residential areas, which are not included in the parking demand matrix as part of the parking supply. Even with the addition of 198 spaces in the school parking lots that are available for use when school is not in session, the entire parking system is full and parking begins to spill into residential parking beyond the parking study boundaries. Peak season weekdays the parking system is operating near capacity and on the weekends the parking system is operating beyond capacity.

Block 20 has the highest density without any off-street public parking which in turn creates the highest parking deficit in the downtown. This block contains several restaurants which require more parking than other types of uses. During peak season this block has a parking shortage of +/-630 spaces.

It should be noted that the peak season parking demand is driven by tourists, can be effected by economic factors and can change daily based on the weather. Many of the customer/visitors are coming to Lake Geneva for the waterfront area, specifically the beach and the boat cruises.

The current peak season deficit is -350 parking spaces which does not include the 324 residential parking spaces. If these 324 spaces were included as available supply the deficit is reduced to -26 spaces. This correlates with the observed needs within the downtown during peak times.

There is 37,040 square feet of vacant space in the downtown. In the future this square footage was assumed to be 40 percent occupied in five years and 80 percent occupied in 10 years using the mixed use parking generation ratio of 3.45 parking spaces per 1,000 square feet. This additional parking demand increases the 5 year parking deficit to -401 spaces and the 10 year parking deficit to -452 spaces.

Off Peak Season Parking Demand

During the off season months in Lake Geneva there is not a parking problem. However, there are still people who will park in the residential areas and free parking lots, especially employees taking advantage of free parking and the need to park for the entire day. In the core area, employees would have to move their vehicle once given the five hour parking limits. This makes it even more beneficial to the employees to have both free parking and no time limits.

During the off season period, the study area has a surplus of 78 spaces. This surplus does not include the 324 on-street spaces in the residential areas, nor does it include the 198 spaces in the two school lots which are available only during peak season when school is not in session. The surplus does include the Dunn Field lot (40 spaces) that is available as free parking year round.

When looking at the future there is 37,040 square feet of vacant space in the downtown. This square footage was assumed to be 40 percent occupied in five years and 80 percent occupied in 10 years using the mixed use parking generation ratio of 3.11 parking spaces per 1,000 square feet. This reduces the parking surplus in the 5 year to 2 and the 10 year changes to a parking deficit of -42.

Public Input

The Parking Commission was charged with providing input and feedback at the initiation of the project to aid consulting staff in formulating a project approach. Later the Parking Commission aided by Lake Geneva staff provided feedback and guidance with the recommendations formulated for the community.

Public meetings:

- A meeting with members of the Business Improvement District and Chamber of Commerce was held at 8:00am on May 15, 2013.
- A public open house was held at 6:00pm on May 15, 2013 for anyone wanting to discuss parking concerns.
- Public meeting October 7, 2013 6:00pm

Topics that came up during the discussions:

Many residents avoid the downtown due to the parking problem
Enforcement policies
Need for residential parking programs
Need for additional parking
Special events parking
Employee parking
Not enough lake front parking
Parking rates are too high for employees
Parking rates are not high enough for tourists

Three surveys were developed to gain additional public input. The surveys were directed toward Business Operators, Employees and General Parking Users. These surveys were available on the City's website and paper surveys were made available at the Library and City Hall. The surveys collected are as follows:

On-Line Parking Survey Results:

- Business Operator: 34 Responses
- Employee: 68 Responses
- Parking User Survey: 534 Responses

A fourth survey was developed to ask beach goers similar questions to the general user parking survey without the opinion questions. This survey was conducted at the entrance to the beach on Saturday July 20th and Sunday July 21st. There were 48 people who responded to the survey.

Recommendation Summary

The recommendations contained in this report represent a combination of best practices tailored to the parking situation in Lake Geneva and are intended to enhance the existing supply of parking through operational, management, configuration, parking pricing and allocation changes. While aimed primarily at increasing the efficiency of the parking system, the recommendations are comprehensive and provide a holistic approach to improving parking in the downtown today and provide a plan for future growth.

A parking system is not just about parking vehicles, it also involves the walkability of a downtown, signage, parking enforcement, lighting, conditions of the parking areas as well as marketing parking to business owners, employees and customers/visitors. The utilization of lots will depend on many of these factors. Fundamentally, these issues can impact a parking system and therefore downtown economics in general.

All recommendations provided are intended to aid Lake Geneva in creating an efficient parking system, whether used individually or as a package of system wide improvements. With a unified approach however, Lake Geneva will be best prepared to address parking related issues and handle new development now and in the future.

New Parking

Lake Geneva at this time needs to decide if there will be policy decisions to develop additional parking now to handle the peak season issues or wait until there is a shortage in the non-peak season. Lake Geneva is currently at a point where the peak season traffic and parking issues are driving away local business customers to the downtown.

Recommendations Matrix

Recommendation Type	Recommendation	Page #	Action Time
Parking Management	Create a Parking Manager position to oversee all aspects of parking	33	Winter 2013
Parking Enforcement	Purchase one additional handheld ticket writer	33-35	Winter 2014
Parking Enforcement	POE's should enter every license plate and empty space along a route to track shuffling.	33-35	Winter 2014
Parking Fines	Implement a graduated fine system to aid in discouraging multiple infractions by individuals.	36	Winter 2014
Parking Fines	Offer a courtesy ticket when making changes to the parking system.	36	Winter 2014
Duration/Allocation	Convert recommended on-street block faces to 2hr parking	36-42	Spring 2014
Duration/Allocation	Consider adding angled parking to the east side of the 200 block of Cook Street between Geneva and Main Street.	36-42	Spring 2014
Duration/Allocation	Convert off-street lots to ten hour parking	36-42	Spring 2014
Duration/Allocation	A residential permit program is not yet recommended.	36-42	N/A
Duration/Allocation	Eliminate the two hour free parking.	36-42	Winter 2013
Duration/Allocation	Consider implementing the proposed on-street ADA guidelines.	36-42	Fall 2014
Duration/Allocation	Add one barrier free parking space to the Sage Street lot.	36-42	Spring 2014
Duration/Allocation	Create a policy specifying valet operation standards.	36-42	Spring 2014
Duration/Allocation	Consider creating a truck delivery loading area on the north side of Main Street for morning hours.	36-42	Winter 2014
Duration/Allocation	It is recommended that leniency be used in regards to overnight parking in the Central Business District to make sure this rule does not encourage drunk driving.	36-42	Winter 2014
Duration/Allocation	Stripe all on-street parking spaces within the study area.	36-42	Fall/Winter 2013
Marketing	Market the parking system through direct mailings, brochures and web pages. Keep businesses, employees and customers/visitors aware of changes and how to use the system.	42-45	Winter 2013
Marketing	Distribute current parking flyer to businesses, place on pay stations and have Ambassadors and POE's carry to distribute.	42-45	On going
Marketing	Consider changing the Parking Enforcement tab on the website to read Parking.	42-45	On going
Pedestrian Enhancements	Consider adding pedestrian wayfinding to the downtown.	46	Spring 2015

Recommendation Type	Recommendation	Page #	Action Time
Pedestrian Enhancements	Minimize pedestrian and vehicular interaction by creating a clear differential between the street and sidewalk.	46	Ongoing, when any new work is done to lots or sidewalks.
Pedestrian Enhancements	Minimize surface lots and breaks between buildings to promote walking in the downtown.	46	On going, when any new work is done to lots or sidewalks.
Bike Parking	Follow guidelines provided when adding additional racks in the downtown.	46-47	On going
Bike Parking	Create a marketing program to promote bicycle use as an alternative to driving.	46-47	Summer 2014
Bike Parking	Consider policies directed toward achieving the designation as a "Bicycle Friendly Community"	46-47	On going
Moped Parking	Consider adding moped parking areas to provide a parking area other than the sidewalk.	48	Spring 2014
Signage	There should be more directional/locational signs in the downtown, especially signs leading drivers to public parking lots.	48-50	Winter 2014/ Spring 2015
Signage	Use Identification signs for all lots.	48-50	Winter 2014/ Spring 2015
Signage	Consider adding a pedestrian wayfinding with a kiosk to the downtown.	48-50	Winter 2014/ Spring 2015
Pay Stations	Pay stations need better identification signs. See recommendation.	46-47	Winter 2014/ Spring 2015
Pay Stations	Place flyers on how to use the parking system on the pay station units	46-47	Winter 2014/ Spring 2015
Pay Stations	Use a uniform sticker to alert parkers that they can pay at any pay station in the downtown.	46-47	Winter 2014/ Spring 2015
Pay Stations	Continue to provide assistance helping customers learn to use the pay stations.	46-47	Winter 2014/ Spring 2015
Pay by Phone	Issue a request for proposal for a pay by phone system that will work with the current pay stations in the downtown.	53-54	Winter 2013
Special Events Parking Plan	Continue to use the current system.	48-49	N/A
Special Events Parking Plan	A marketing plan should be developed to let people know how and where to use the system.	54	On going
Shuttle Bus Operation	This is not recommended except for use with special events due to high cost of operation.	55	N/A
Maintenance and Upgrades to Parking	Put aside \$25/per space for maintenance of the current parking.	55	Winter 2013
Traffic	Hire a traffic engineer/planner to conduct a traffic study of the downtown to address the issue of congestion and pedestrian/vehicle conflicts particularly during periods of peak activity.	55-60	Fall 2014

Definitions

The following are definitions used for the analysis:

- **Parking Supply** – The number of parking spaces available for use by a specified group or groups of individuals (i.e. shoppers, employees, etc.).
- **Turnover** - Turnover is the number of vehicles that occupied a parking space in a particular period. For example, if a parking lot has 100 spaces and during the course of the day, 250 different vehicles occupied the lot, then the turnover is two and a half times (2.5).
- **Occupancy** - The number of vehicles observed in a specific lot or block face represented as a percentage of spaces occupied.
- **Occupancy Rate** – The percentage of all parking spaces with vehicles parked in them at a given time.
- **Circuit** - A circuit refers to the two-hour period between observances of any one particular parking space. For the turnover and occupancy study, a defined route was developed for each survey vehicle. One circuit of the route took approximately two hours to complete and each space was observed once during that circuit.
- **Block Face** - A number was assigned to each block within the study area. Each block is then referenced by its block number and by a letter (A, B, C or D). The letter refers to the cardinal face of the block; with (A) being the north face, (B) the east face, (C) the south face and (D) the west face. Therefore, a block designated as 1A would refer to the north face of block 1.
- **Modal Split** – Fractional split identifying what percentage of people travel by a certain transportation type (i.e. automobile, bicycle, walking, etc.).
- **Parking Demand** – The number of parking spaces generated by a single-purpose building, multi-purpose building, group of buildings or outdoor amenity.
- **Parking Need** – Represents the number of parkers who need to be accommodated in a given block after the use of alternative parking facilities is considered. Use is affected by price, location, accessibility and user restriction.

Budget Guideline

City of Lake Geneva 2014 Budget Process

Monday, August 12, 2013	Finance Committee's Regular Meeting - Review Timeline and modify if necessary
Thursday, August 22, 2013	Administrator's staff meeting to notify Department Heads of Budget due dates
Wednesday, September 18, 2013	Department 2014 Budget Requests due to City Administrator
Friday, September 27, 2013 10:00 am – noon	Compile Budget requests by Administrator, Comptroller and Finance Chair
Monday, September 30, 2013 10:00 am – noon	Department Budget Request Presentations 10:00 Library 10:20 Meter 10:35 Court 10:50 Building Inspection 11:10 PW/Streets/Parks
Tuesday, October 1, 2013 10:00 am – noon	Department Budget Request Presentations 10:00 Museum 10:15 Emer Govt 10:30 Police 11:00 Fire 11:30 Administrative
Thursday, October 3, 2013 5:00 pm – 7:00 pm	Finance Committee – Budget Workshop 5:00 Historic Preservation 5:15 Geneva Lake Level Corp 5:30 GLEA 5:50 Chamber 6:10 YMCA 6:30 Cemetery 6:45 Debt Service/Administrative (cont'd)
Monday, October 14, 2013 6:00 pm	Finance Committee – Regular meeting – Budget update
Tuesday, October 15, 2013 6:00 pm	Finance Committee – Budget Workshop/Review
Wednesday, October 23, 2013 6:00pm	Full Council – Budget Workshop/Review (budget on website)
Monday, October 28, 2013 6:00pm	Finance Committee-Regular meeting – approve Budget Summary to publish, follow with Council approval
Tuesday, October 29, 2013	Deadline for publishing Budget Summary
Thursday, October 31, 2013	Publication Date for the Budget Summary
Monday, November 18, 2013 5:00pm	<u>Public Hearing</u> for the 2014 City Budget and Special Council meeting following

PERSONNEL COMMITTEE
THURSDAY, SEPTEMBER 26, 2013 AT 3:00 P.M.
CITY HALL, CONFERENCE ROOM 2C

The meeting was called to order by Chairman Kupsik at 3:00 p.m.

Roll Call. Present: Aldermen Kupsik, Taggart, Wall and Hill. Alderman Kehoe arrived at 3:02 p.m. Others in attendance: Mayor Connors, Administrator Jordan, Comptroller Pollitt, DPW Laborer Waswo and City Clerk Hawes. Other City staff were in the audience at various points in the meeting.

Comments from the public limited to 5 minutes. None.

Wall/Taggart motion to approve minutes from August 8, 2013, as prepared and distributed. Unanimously carried.

Discussion/Recommendation on Paid Time off (PTO) policy

DPW Laborer Waswo, City Clerk Hawes and Comptroller Pollitt presented a draft PTO policy. The policy was prepared by a task force consisting of staff members from various departments. Mr. Waswo presented the various aspects of the PTO policy, referencing a summary sheet that was distributed in the meeting packet. He said the task force recommended a time-off schedule based on years of service, with the total PTO days being based on the current number of vacation days offered, eight sick days and one personal day. Committee members acknowledged this was a satisfactory reduction from the current 18 sick days offered. Mr. Waswo said employees would receive more days off sooner than the current time-off system. Comptroller Pollitt said the proposed PTO program offers time-off benefits to year-round part-time employees who work at least 23 hours per week. She explained how the pro-rated PTO would be calculated.

Mr. Waswo explained that another part of the PTO program is the Medical Leave Bank (MLB) which would replace the current sick leave bank for FMLA-eligible events or other extended illnesses of more than three days. The MLB would not have any cash value to the employee upon separation from the City. Employees could convert unused PTO to their MLB at year-end and the City would match up to 24 hours transferred to the employee's MLB.

City Clerk Hawes explained the proposed conversion from the current sick bank program to the MLB program. He said the task force developed it in a way that would honor what employees will have earned as of December 31, 2013. He said employees would be offered a one-time opportunity in January 2014 to elect to cash out their sick bank "hours" or convert them to MLB hours. Employees would have the option to cash out their sick bank "dollars" or deposit them in their deferred compensation account. Alderman Wall asked what the estimated cost of converting from the sick leave bank to MLB would be. Comptroller Pollitt said she ran an estimate based on sick bank amounts as of December 31, 2012 and it was around \$100,000.00. She noted the exact figure for 2013 could be more or less, depending on how employees elected to receive cash payouts for their sick bank hours or convert them to MLB. Ms. Pollitt noted the payouts could be funded by reserves. Mr. Hawes said that although the conversion was a considerable up-front cost, it would eliminate any future sick bank liability the City would have to employees upon retirement. An employee retiring with over 20 years of experience could receive a sick bank payout of nearly \$15,000.00, which would be \$750,000.00 for 50 employees.

Committee members commended the staff task force for their efforts developing the PTO policy. There was general agreement that the policy seemed fair to employees while saving the City from future retirement liabilities. Alderman Taggart expressed concern that the PTO policy would be difficult to explain to employees. Comptroller Pollitt acknowledged it will take some staff meetings to explain the program to employees. She said the policy will be explained to new employees as part of their orientation.

Kupsik/Hill motion to recommend approval of the PTO program. Chairman Kupsik said the PTO policy would be reviewed by a labor attorney as part of the entire employee handbook. Unanimously carried.

Discussion/Recommendation on Employee Handbook

City Clerk Hawes said after completing the PTO policy the staff task force discussed some changes to the proposed handbook based on concerns they heard from other employees. One of the changes included adding a two-hour minimum call-in pay for Street Department employees similar to the current union contract, except without the 15-minute travel pay. Another change was allowing holiday time-off to be considered as “time worked” for the purposes of calculating a 40-hour work week. A third change was revamping the educational assistance program based on a policy recommended by Mayor Connors.

The Committee discussed various parts of the handbook, including outside employment, long-term disability, life insurance, health insurance, vision insurance and educational assistance. Alderman Wall expressed interest in modifying the health insurance benefits because it seemed too generous to employees. After discussion, most Committee members agreed that any changes to health insurance should be discussed at a future time, perhaps after the completion of a compensation study. The Committee agreed that the handbook should more clearly differentiate between training seminars and undergraduate coursework.

Kupsik/Hill motion to recommend labor attorney review of the draft handbook. City Clerk Hawes said he received quotes from two different labor attorneys which could be provided to the Finance, License and Regulation Committee at its meeting on October 14. Motion carried 4 to 1, with Kehoe opposed.

Update on City Clerk position

Administrator Jordan said that upon receiving the letter of resignation from the city clerk he contacted the mayor and Chairman Kupsik and received approval with proceeding to advertise for the position. He said he did not wait to get approval from the Committee because he did not want to delay the hiring process. The advertisement was published in the newspaper, on the League of Municipalities website and on clerk association website. The deadline for submitting applications is Friday, October 4. Mr. Jordan said he would expect there would be at least 30 to 45 days that the position will be vacant and the deputy clerk would be asked to fill in.

Alderman Hill expressed concern with three city clerks having resigned in the last five years. Administrator Jordan said that while turnover has not been ideal, the city hired the best candidates for the job and has been well-served by the clerks that have held the position in recent years. He said the people have simply moved on to better opportunities. The Committee discussed a timeline for evaluating applications and scheduling interviews. It was agreed that the resumes would be reviewed at a meeting on Wednesday, October 9 at 4 p.m. with interviews tentatively taking place on October 21 and 25.

Update on Building/Zoning Administrative Assistant and possible discussion on reorganization

Administrator Jordan said Building/Zoning Administrative Assistant Special submitted her two-week notice and her last day with the City will be Tuesday, October 1. He said Ms. Special may be interested in working on a part-time basis with the City until the position is filled. Mr. Jordan said he knew of another individual in the area who might be available on a part-time basis.

Administrator Jordan said that in light of this transition period, he met with the office staff to discuss some potential reorganization in the office. Mr. Jordan said another meeting will take place with the office staff and Mayor Connors. The recommendations from the meetings will be presented to the Personnel Committee on October 9.

Kupsik/Wall motion to allow Administrator Jordan to hire temporarily help until the position is filled. Unanimously carried.

Discussion on process for City Administrator evaluation and distribution of forms

The Committee discussed the process for the city administrator evaluation as outlined in the employment agreement. Chairman Kupsik asked Administrator Jordan to distribute evaluation forms to Council members. The completed forms will be distributed to the mayor, who will then provide a summary to the administrator. The administrator will have a chance to discuss the evaluation with the Council at a future meeting.

Closed Session

Wall/Kupsik 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 City Clerk and Building/Zoning Administrative Assistant exit interviews; and, evaluations/employment contract reviews for the Comptroller and Street Superintendent. Unanimously carried.

The Committee entered into closed session at 4:58 p.m.

Kupsik/Wall 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 6:55 p.m.

Taggart/Hill motion to direct the city administrator to draft an amended employment contract for the city comptroller as discussed in closed session. Unanimously carried.

Adjournment

Wall/Hill motion to adjourn at 6:58 p.m. Unanimously carried.

/s/ Michael Hawes, City Clerk

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED
BY THE PERSONNEL COMMITTEE**



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 626 Geneva Street Lake Geneva, WI 53147-1914

www.cityoflakegeneva.com

Phone: (262) 248-3673

MINUTES

DATE: September 13, 2013

MEMORANDUM

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

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

SUBJECT: September 12, 2013 Public Works Committee Meeting Agenda Explanation

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

Members in attendance:

Chairman Bill Mott X
Alderman Gary Hougen X
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: Chris Schultz of the award winning Regional News, Ed Yeager, and Tyler Derrick.

Approval of the Minutes of the Prior (August) Meeting:

It was moved by Ald. Wall to approve the minutes, seconded by Ald. Hill and passed 5-0.

Public Comments:

Mr. Derrick requested the pedestrian crossing at Townline Road and provided some ideas. Mr. Yeager requested a crosswalk and no parking restrictions at Sage Street at the bike trail trailhead.

Communications:

DPW Winkler provided a complete update on the City's many projects.

Agenda Items:

1. Cook Street & Main Street Traffic Counts & Signal Warrants-WDOT Approval & Crispell Design Proposal.
2. Concrete Repairs, Sidewalk by Riviera.
3. Request for No Outlet & Slow Children Playing Signage at Meadowlands Subdivision.
4. Walgreen's North Driveway Onto Edwards Boulevard.
5. Demonstration Street Light at the Northwest Corner of Broad Street and Geneva Street.
6. Crosswalk Request-Townline Road & Hudson Trail.
7. City Street Inventory Update-DPW Winkler.
8. 2014-2019 Public Works Capital Improvements Projects-Discussion.

Agenda Item No. 1- Cook Street & Main Street Traffic Counts & Signal Warrants-WDOT Approval & Crispell Design Proposal.

DPW Winkler presented the latest WDOT approval for a signal at Cook and Main Streets and the C-S proposal to proceed to design if that was the desire of the committee. After discussion of the project and funding, it was moved by Ald. Hill and seconded by Ald. Hougen to proceed with the design and bidding. The motion passed 4-1 (Mott nay).

(This item needs to proceed to FLJ and Council for consideration).

Agenda Item No. 2- Concrete Repairs, Sidewalk by Riviera.

DPW Winkler provided photographs and an explanation of the situation with the Riviera east side sidewalk and the unit price proposal of Humphreys. It was discussed that the downtown sidewalk contract wasn't as yet closed and we could have them perform the work. The discussion then focused on doing the entire "horseshoe" by the building versus just the eastern portion. Ald. Kupsik suggested getting pricing for the entire area from some contractors as the scope would be large. Mayor Connors wished to get the work done before winter and was concerned with the one month delay. It was moved by Chair Mott to continue the item to the next meeting so everybody could get a look at the site. The motion was seconded by Ald. Wall and passed 3-2 (Hill and Hougen nay).

Agenda Item No. 3- Request for No Outlet & Slow Children Playing Signage at Meadowlands Subdivision.

A plan map was provided showing the locations for one no outlet and two slow children playing signs entering Meadowlands Subdivision. It was moved by Ald. Hill and seconded by Ald. Mott to approve the request and staff recommendation. The motion passed 5-0 and Street Superintendent Carstensen will proceed with the installations.

Agenda Item No. 4- Walgreen's North Driveway Onto Edwards Boulevard.

DPW Winkler presented an explanation of the meeting with the Walgreens manager along with pictures of the understanding. No action was needed or taken.

Agenda Item No. 5– Demonstration Street Light at the Northwest Corner of Broad Street and Geneva Street.

Photographs of the demonstration light and cost options were provided to the Committee. One question was whether the pigment in the pole could be darker. After deliberation, it was moved by Ald. Kupsik and seconded by Ald. Wall to proceed with the pole and fixture per the demonstration pole. Superintendent Carstensen recommended purchasing at least one extra pole and fixture for knockdowns. The motion passed 5-0.

(This item needs to proceed to FLJ and Council for consideration).

Agenda Item No. 6– Crosswalk Request-Townline Road & Hudson Trail. (Taken out of order first on a motion by Ald. Hill and second by Ald. Kupsik to suspend the rules, passed 5-0).

DPW Winkler provided photographs of the location and cost information. Options were discussed by all including speed ramps, flashing lights, sidewalk ramp, sidewalk and possibly a culvert if needed. It was the consensus that a clearly marked crosswalk was needed. Ald. Hill moved and seconded by Ald. Kupsik to proceed with the installation. DPW Winkler indicated the \$600 to \$700 cost would need to come from contingency. Superintendent Carstensen said he had some flashing pedestrian crossing lights that we could install. By consensus these were included in the motion. The motion passed 5-0.

(This item may require a funding resolution and need to FLJ and Council for consideration).

Agenda Item No. 7– City Street Inventory Update-DPW Winkler.

DPW Winkler provided a complete street inventory update for our City streets excluding State and County routes. The overall condition of our system was explained as was the need to fund maintenance. Edgewood Hills Subdivision was a particular concern as its road system is rated at “5”. There was discussion of funding levels but no action taken.

Agenda Item No. 8– 2014-2019 Public Works Capital Improvements Projects-Discussion.

DPW Winkler and Street Superintendent Carstensen presented the draft list of capital improvement projects for discussion. There were questions regarding funding sources and the DPW said the list will be separated by funding at the next budgetary level. No action was taken.

Motion to Adjourn:

It was moved by Ald. Hougen to adjourn and seconded by Ald. Wall. The motion passed 5-0 and the meeting was adjourned 5-0 at 7:36 PM.

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

PIERS, HARBORS & LAKEFRONT COMMITTEE
THURSDAY, SEPTEMBER 26, 2013 AT 6:00 P.M.
CITY HALL, CONFERENCE ROOM 2A

The meeting was called to order by Chairman Wall at 7:00 p.m.

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

Approval of Minutes from August 22, 2013 meeting as distributed

Taggart/Wall motion to approve. Motion carried 3 to 0.

Comments from the public limited to 5 minutes. None.

Harbormaster's report

Harbormaster Gray said beach revenue for the season was about \$295,000, which was \$5,000 less than the budgeted amount of \$300,000. Boat launch revenue is currently at \$30,006, which is short of the budgeted amount of \$32,000. However, launch revenue should continue to come in until about November 1. Mr. Gray said he has notified people with lagoon slips that they will need to take their boats out by mid-October so the lagoon can be dredged at that time.

Mayor Connors asked if the Committee wished to address any of the recommendations outlined by Beach Manager Steffen in his report regarding the 2013 beach season. Harbormaster Gray said despite Mr. Steffen's concerns about the new kiosk payment system, the system was successful in that it eliminated long lines and addressed cash handling issues. Committee members discussed staffing levels at the kiosks and there was general agreement that there should be less people scheduled to work at the beach and at the kiosks, in particular. Mayor Connors suggested the Committee review reports from the kiosks to determine adequate staffing levels. Chairman Wall suggested the Committee discuss this issue further at a future meeting.

Discussion/Recommendation on lakefront leases/rates

a. Riviera concourse leases

Administrator Jordan suggested adding a clause to the leases regarding tenant-to-tenant conduct. He said if a tenant causes disturbances with the other tenants, the city should have the ability to terminate their lease. Mr. Jordan said he will ask City Attorney Draper to prepare new lease agreements and will bring it back to Piers, Harbors and Lakefront Committee for consideration.

The Committee reviewed the lease rates from the past five years. Chairman Wall suggested increasing the rates by 5%. He said the rates have not been adjusted since 2011. Mr. Wall said a 5% increase seemed appropriate considering the supply and demand for the spaces. Administrator Jordan said he would recommend an increase that reflected the consumer price index rate of 2%. Harbormaster Gray said the tenants would favor changing the monthly billing cycle from May-August to June-September.

Mott/Wall motion to raise the rates 3% for 2014 and 3% for 2015. Motion carried 3 to 0.

b. Slip, buoy and rack rentals

Chairman Wall said last year the Committee recommended increases of 10% and it was reduced by the Council to 5%. Mayor Connors asked if the City was able to fill every slip this year. Harbormaster Gray said there was one lagoon slip that was not filled this year, noting that only a 12' boat could fit in that

particular slip. Mr. Gray suggested the Committee not raise rates for lagoon slips, buoys and rack rentals at this time. Considerable discussion followed about various options for rate adjustments.

Taggart/Mott motion to recommend a 0% rate increase for 2014. Motion carried 3 to 0.

c. Lake Geneva Boat Line pier lease

Administrator Jordan said in 2012 the Committee approved the commercial pier lease with Lake Geneva Boat Line, however City Attorney Draper has been working to clarify parts of the lease. In particular, Mr. Draper would like to define the exact area that the lease includes. Mr. Jordan said the city attorney is still working on preparing the map ("Appendix B") and once he is satisfied it will come back to the Committee for consideration.

Taggart/Mott motion to continue to the next meeting. Motion carried 3 to 0.

Discussion/Recommendation on installing caps on pier posts at the Riviera

Mayor Connors said in 2012 the Committee approved installing caps on the pier posts. However, the vendor did not provide quotes for the work until just recently. Administrator Jordan said the quote is \$6,739.50 for 134 caps and installation.

Wall/Mott motion to recommend installing caps on pier posts at the Riviera in the amount of \$6,739.50 for the caps and installation.

Discuss agenda items for next meeting

Committee members agreed the Lake Geneva Boat Line lease would be discussed at the next meeting, if ready.

Mayor Connors suggested discussing the deck boards on the east pier; he said the boards are quite worn out.

Mr. Connors also suggested the Committee discuss the idea of installing a parking kiosk near the Riviera for people to add time to their parking. He noted it would need to be reviewed by the Parking Commission.

Committee members agreed to also discuss the beach boardwalk at the next meeting.

Adjournment

Mott/Wall motion to adjourn at 8:09 p.m. Motion carried 3 to 0.

Transcribed from audio recording.

/s/ Michael Hawes, City Clerk

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BY THE PIERS, HARBORS AND LAKEFRONT COMMITTEE**

SECRETARY'S MINUTES

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

Members present: Pres. Brellenthin, Tony Saia, Ann Esarco, Ald. Jeff Wall and Ald. Gary Hougen.

Minutes of the previous meeting approved as presented by Saia, 2nd Ald. Wall. Passed 5-0.

Communications:

1. Update on WWTF Sludge Study
Dan presented the information from memo dated 9/11/13 from Mr. Scott Tesmer.
2. Update on Water Pressure Zone Study, Dodge Tower & Old Hillcrest Project
Saia motioned to accept the report with the Commission not making additional investment. The Commission wants to inform the developer of pressure concerns and provide the developer with a copy of the report dated 8/30/13 from Crispell-Snyder, 2nd Ald. Wall. Passed 5-0

Water & Sewer Agenda Items:

1. Proposal to Service Well No. 5 and Two Booster Pumps at the Main Plant-Continued
The DNR requires that pumps be pulled and inspected every 10 years. Motion by Ald. Hougen to accept the proposal to service Well No. 5 and the two booster pumps for \$19,345 with Water Well Solution, 2nd Ald. Wall. Passed 5-0.
2. Proposals to Clean & Repaint the WWTF Outside Crane & Steelwork
Motion by Saia to accept the bid from Stateline to clean and repaint the WWTF outside crane and steelwork for \$2,120, 2nd Ald. Hougen. Passed 5-0.
3. Proposal to Replace the Septage Receiving Station Paved Area
Motion by Saia to accept bid from Humphreys for \$7,980 to replace the septage receiving station paved area, 2nd Ald. Hougen. Passed 5-0.

Director's Report:

1. Rudder From the Lucius

Motion by Saia to mount the rudder from the Lucius and display it in the area by the sailboat on the Utility Commission property, 2nd Ald. Hougen. Passed 5-0.

Financials Update

Water

EOM Cash Position	\$1,273,000
Project Commitments	\$ 22,000
Upcoming Projects	\$ 0

Sewer

EOM Cash Position	\$2,283,000
Project Commitments	\$ 55,000
Upcoming Projects	\$ 200,000

Motion by Saia to approve financials as presented, 2nd Ald. Wall. Passed 5-0.

Review and Payment of Bills:

Bills were presented for payment on a motion by Ald. Wall, 2nd Ald. Hougen. Passed 5-0.

Next meeting is scheduled for Thursday, October 17, 2013 at 4:00 P.M.

Adjourn:

Meeting was adjourned at 4:42 PM on a motion by Saia, 2nd Ald. Hougen. Passed 5-0.



Secretary

CLB 09/16/13



TREE BOARD

WEDNESDAY, SEPTEMBER 18, 2013 – 6:30PM

CITY HALL, CONFERENCE ROOM 2C

AGENDA

1. Call to order
2. Roll Call
3. Approve minutes from previous meeting
4. Comments from the public limited to 5 minutes
5. Board of Park Commissioners Report
6. Street Department and Arborist Report – John Foster
 - a. Ash borer update
 - b. Report on all city trees removed and trees that are on the list for next year.
7. New Business
 - a. Tree identifier continued discussion – Dan Andresen
 - b. Set next meeting date
8. Discussion of agenda items for future meeting
9. Adjourn

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

9/17/13 10:10AM
cc: Aldermen, Mayor, Administrator, Media

**LAKE GENEVA POLICE AND FIRE COMMISSION
MEETING AGENDA
THURSDAY, SEPTEMBER 5, 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. Approval of minutes from the regular meeting August 8, 2013
7. Fire Department Business:
 - a. Approval of bills for the Month of August 2013. Operating in the amount of \$73,248.15
 - b. Presentation from the Geneva Lake Association regarding a fire boat for Geneva Lake
 - c. Elected/Appointed Officials Fire Operations Class
 - d. Proposed Fire Protection Ordinance
 - e. Pro-Phoenix update
 - f. Impact Fee Usage
 - g. Linn Township Coverage
 - h. Smoke Detector Program
 - i. Leave of absence request from James Hogan
 - j. Hire Carly Behrens from recently approved POP List
 - k. Thank you letter from Brunk Industries for providing 195 employees with fire extinguisher training
 - l. EMS Medical Billing Report/Stack Report
 - m. Fire Department activity report for July

n. Paratech monthly report

o. Items to be forwarded to the City Council

8. Police Business

a. Approval of bills for the Month of August 2013. Operating in the amount of \$296,761.67 and capital in the amount of \$125.00, for a total of \$296,886.67

b. Contract language for Chief and Assistant Chief's benefit contracts

c. Contracts for Booking Officers attending the Police Academy

d. Hiring to fill the vacancy created by Detective Sergeant Carstensen's retirement

e. Ride-a-long program

f. Police Department Training Room

g. Reminder of Ralph Braden's Retirement Party September 7, 2013

h. Approve Policies: Chapter 3 – General Operations

390 – Illness and Injury Prevention

Chapter 5 – Traffic Operations

514 – Impaired Driving, Prohibited Alcohol Concentration, Restricted Controlled Substance

Chapter 7 – Equipment

702 – Personal Communication Devices

704 – Vehicle Maintenance

706 – Vehicle Use

710 – Petty Cash Fund

Chapter 8 – Support Services

808 – Restoration of Firearm Serial Numbers

812 – Criminal History Record Information (CHRI)

814 – Computers and Digital Evidence

Chapter 9 – Custody

902 – Custody Searches of Individuals

Chapter 10 – Personnel

1002 – Employee Performance Appraisals

1004 – Promotions and Assignments

1042 – On-Duty Injuries

1050 – Nepotism and Employment Conflicts

1054 – Modified Duty Assignments

1058 – Employee Speech, Expression and Social Networking

i. Monthly Activity report for August 2013:

2013	Dispatch activity for August: Telephone calls	4,826	911 Calls	278	Window assists	1,265
2012	Dispatch activity for August: Telephone calls	4,452	911 Calls	255	Window assists	1,164
2013	Patrol activity for August: Calls for service	1,851	Arrests	138		
2012	Patrol activity for August: Calls for service	1,978	Arrests	215		

j. Items to be forwarded to the City Council

9. Motion to go into closed session under Wisconsin State Statute 19.85(1)(e), Conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Specifically Police Department Personnel contract negotiations.
10. Motion to return to open session per Wisconsin State Statute 19.85(2)
11. Discussion and action on closed session items if needed.
12. Agenda items for the next regular meeting October 10, 2013.
13. Adjourn

CITY PLAN COMMISSION
MONDAY, SEPTEMBER 16, 2013 - 6:30PM
COUNCIL CHAMBERS, CITY HALL

Mayor Connors called the meeting to order at 6:30 p.m.

Roll Call. Commissioners, Flower, Poetzing, Alderman Hougen, Commissioners Gibbs and Skates. Also Present: Mayor Connors, City Attorney Draper, Zoning Administrator Robers, City Administrator Jordan, City Planner Slavney and Administrative Assistant Special. Absent: Commissioner Olson.

Approval of Minutes

Hougen/Skates motion to approve Plan Commission meeting minutes of August 19, 2013, as distributed. 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.

A letter was received in favor of the project on Evergreen Lane by the David Frost / Architectural Review Committee. This letter will be on record at the clerk's office.

Continued public hearing and recommendation for approval of a zoning map amendment to assign standard zoning district designation on an expired Planned Development at the following location: ZSUM 00101 to ZSUM 00247 (formerly ZOP 00412A), Summerhaven, from PD (Planned Development) to TR-6 (Two family Residential).

Attorney Jim Howe approached the podium with the contract purchaser of the property from Mc Murr, LLC and asks if the zoning can remain in place until the remaining two phases are developed. This would make a grand total (of what is currently existing plus the proposed) of 50 units. They would like to have the PD in place for the flexibility for the lot sizes. They would like to work on the plans and come into the office in the spring with a new plan. The infrastructure would be planned to be put in for the remaining areas. Once again, Attorney Jim Howe asks that the General Development Plan can remain in place so that a new PIP can be developed and brought before the City in the next year.

Mr. Mclean, W1773 Bloomfield Rd. Lake Geneva, WI 53147 approached the podium to discuss his plan further. No comments from the public. Hougen/Poetzing motion to close the public hearing. Slavney explained the original approval and what has been completed thus far. He explains that under the standard zoning the depth of the lots, side setbacks and lot areas will make it more difficult to match any further development. Having a developer that is interested in finishing the property is a good thing. Slavney also states that he thinks that it is reasonable to give the proposed developer the time that he is asking to proceed with the plans for further development. Flower asks about the extension versus expiration clarification. Attorney Draper states that once something has expired, it cannot be extended. However, if the Zoning Administrator recommends an extension, even if it has expired, that is allowed to happen. Mayor Connors asks what the disadvantage is of not approving the extension of the GDP. Slavney states that if nothing takes place, there is a General Development Plan hanging out there, without a Precise Implementation Plan. If a standard zoning district is assigned, the plat would need to be re-filed and the standard zoning would apply to a new development until a new plat is filed. Flower asks what would happen if the developer walks away and doesn't continue with the plan, what would happen if the road is never finished. Does the City run the risk that it could stay that way forever? Slavney says yes, at least for the foreseeable future. Hougen/ Flower motion to extend the Planned Development (General Development Plan) for two years (until September 15, 2015) for ZSUM 00101 to ZSUM 00247 (formerly ZOP 00412A), Summerhaven Motion carried unanimously

Continued public hearing and recommendation for a zoning map amendment to assign a standard zoning district designation on an expired Planned Development at the following location: ZWRI 00201-00308, Wrightwood Condominiums, from Planned Development (PD) to Multi-family (MR-8) all within the City of Lake Geneva. No public comment. Flower/Skates motion to close the public hearing. Motion carried. Slavney once again explained that this is an unfinished project. Attorney Draper stated that he spoke with Attorney Torhorst who represents Wrightwood and that he is ok with the change to MR-8 as no further development is planned to occur. Connors/ Skates motion to apply the standard zoning of MR-8 (Multi-family residential) to the undeveloped portion of this project. Motion carried unanimously.

Public Hearing and recommendation on a Conditional Use Application filed by Lake Geneva Architects, Jason Bernard, on behalf of Andrew Kerwin, 1616 Evergreen Lane, Lake Geneva, WI 53147, for a second floor addition (cupola) to an existing single family residence in the ER-1 District using the setback requirements of the SR-4 District at 1616 Evergreen Lane, Lake Geneva, Tax Key No. ZLM 00013. Jason Bernard, Lake Geneva Architects in Lake Geneva, approached the podium and explained the project. Hougen asks if you can see the lake from the cupola. Bernard stated that he may if he looks through some homes. Andy Kerwin, 1616 Evergreen Lane, approached the podium and explained that he spoke with most of the neighbors and didn't seem to have any objection. He hopes to keep with the spirit of the city with this project. David Frost, 1556 Orchard Lane, approached the podium in support of this project. Skates/Gibbs motion to close the public hearing. Motion carried. Hougen/Gibbs motion to recommend approval of the Conditional Use Application filed by Lake Geneva Architects, Jason Bernard, on behalf of Andrew Kerwin, 1616 Evergreen Lane, Lake Geneva, WI 53147, for a second floor addition (cupola) to an existing single family residence in the ER-1 District using the setback requirements of the SR-4 District at 1616 Evergreen Lane, Lake Geneva, Tax Key No. ZLM 00013 including Staff recommendations. Hougen gives his reasons for his motion. Motion carried unanimously.

Public Hearing and recommendation on a Conditional Use Application filed by Gonzalo and Pat Davila, 1155 S. Lake Shore Drive, Lake Geneva, WI 53147, for the installation of a decorative fence in excess of three feet in the streetyard (on Maple Street) at 1155 S Lake Shore Drive, Lake Geneva, Tax Key No. ZLG 00001. No public comment. Hougen/Poetzinger to close the public hearing. Motion carried. Slavney explains that there was an unusual situation of a new road going into an area along this property where the current fence needs to be replaced and seems appropriate at this time. Hougen/ Poetzinger motion to recommend approval on a Conditional Use Application filed by Gonzalo and Pat Davila, 1155 S. Lake Shore Drive, Lake Geneva, WI 53147, for the installation of a decorative fence in excess of three feet in the streetyard (on Maple Street) at 1155 S Lake Shore Drive, Lake Geneva, Tax Key No. ZLG 00001 including all staff recommendations specifically for the life of this fence. Hougen gives his reasons for his motion. Connors states that this is similar to other fences that have been approved along the lakeshore. Skates asks what the future is that is referred to in the Staff report. Slavney states that the hot tub will not be forever and if the fence is replaced in the future and the hot tub is not there, then the fence height should comply with the current code. Motion carried unanimously.

Public Hearing and recommendation regarding the sale of City property and vacation of a portion of the roadway located on La Salle Street near the intersection of Edgewood Drive, Lake Geneva, WI 53147. This property is adjacent to Tax Key Number ZEH 00038. John Mundo approached the podium and explained this project. He is looking to acquire an additional 30 feet along side of La Salle Street. Currently there is 50 feet from his property line to La Salle Street and he is looking to beautify this area. A copy of the proposed CSM was given out by Mr. Mundo just prior to the meeting. Flower asks what the width of the intersection of Edgewood and La Salle Street where there is a slight curve to the southwest area of Edgewood Drive at that intersection. Discussion followed. The utility easement that is currently there is proposed to be moved more south within ten feet of the new south property line of Mr. Mundo. Hougan/Poetzinger to close the public hearing. Motion carried. **Connors/Flower motion to recommend approval of the sale of City property and vacation of a portion of the roadway located on La Salle Street near the intersection of Edgewood Drive, Lake Geneva, WI 53147. This property is adjacent to Tax Key Number ZEH 00038. This motion is to include Staff recommendations that the CSM that was submitted show the relocation of the utility easement and review by the City Engineer.** Hougen gave his reasons for his motion. **Hougen/Skates motion to add a radius to the corner of this intersection.** Flower expressed that she thinks that radius problem lies in the southeast corner of this amendment. Mayor Connors agrees. Amendment motion fails 2-4. Original motion carries unanimously.

Review and Recommendation on an Affidavit of Correction Restriction Amendment submitted on behalf of Woods School c/o Ed Brzinski, N2575 Snake Road, Lake Geneva, WI 53147 for land located in the extra-territorial plat review area. Wayne Rowehl, employee of Woods School approached the podium and explained the project. He stated that after closer review, a new survey had to be done to correct some wrong pieces. Walworth County, Town of Geneva and two of three neighbors have given approval of the project. The third signature is to be obtained tomorrow. Hougen asks if the road will move from where is has been platted. It will not be. The Right of way has not been moved, it has just been corrected from previous versions. Slavney explained that with the conflicting data, a CSM needed to be completed for the final say (approval). It is coming to us because extra territorial plat changes need to come before the city and that Slavney's recommendation is to approve this project. Skates/ Flower motion to recommend approval on an Affidavit of

Correction Restriction Amendment submitted on behalf of Woods School c/o Ed Brzinski, N2575 Snake Road, Lake Geneva, WI 53147 for land located in the extra-territorial plat review area. Motion carried unanimously.

Downtown Design Review.

None.

Adjournment

Skates/ Gibbs motion to adjourn at 7:40 p.m. unanimously carried.

/s/ Jennifer Special Administrative Assistant

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



Board of Park Commissioners

Doug Skates - President

Alderman Al Kupsik
Brian Olson
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 SEPTEMBER 4, 2013

City Hall 2nd Floor Room 2A

Call to Order:

The Board of Park Commissioners meeting was called to order by President Skates at 6:04 PM. DPW Dan Winkler read the roll.

Roll Call:

President Doug Skates ___X___, Lynn Hassler ___X___, Barb Hartigan ___X___, Peggy Schneider ___Excused___, Dave Quickel ___X___, John Swanson ___X___, Ald. Al Kupsik ___X___, Brian Olson ___X___, Mayor Jim Connors ___Excused___ . (___7___ Total).

Staff & Aldermen Present:

DPW Daniel Winkler ___X___, Street Superintendent Ron Carstensen ___X___, ___Ald. Sturg Taggart___X___, Ald. Bill Mott ___X___, Administrator Dennis Jordan ___Excused___.

Public Present:

Mr. Rod Brenner & his wife, Mr. Ken Etten, Mr. Todd Krause, Mr. Mike Coolidge, Miss Kahlee Thomas of Badger High Leadership Dynamics.

Approve the Minutes of the Prior Meeting:

It was moved by Commissioner Hartigan to approve the minutes of the August 7, 2013 meeting and seconded by Commissioner Hassler. The motion passed 7-0.

It was moved by Commissioner Hartigan to approve the minutes of the August 21, 2013 special meeting and seconded by Commissioner Swanson. The motion passed 7-0.

Public Input:

Mr. Brenner inquired as to renewing his concessions lease which lease expires next month.

Park Permits/Park Donations:

10/12/13, Scootoberfest, Flat Iron Park, 11 AM to 9 PM. Request to park scooters on the lawn for the day and occupy the park for the event. No needs requested. It was moved by Commissioner Quickel to approve and seconded by Commissioner Hartigan. The motion passed 7-0.

Park Assignments/Repair Update/Maintenance:

Ald. Kupsik mentioned that there was mulch needed under play equipment in various parks. A discussion ensued regarding placement of new mulch beneath all play equipment and repairing or replacing portions of the deteriorated surround at Seminary Park. By consensus, staff was asked to obtain a quote for sufficient playground mulch at Tot Lot, Veterans Park, Rushwood Park, Seminary Park, and the Cemetery Tot Lot along with either timbers or replacement surround at Seminary Park. Street Superintendent Carstensen noted the cost could be \$3,000 to \$5,000 for both.

New Business:

Historic Preservation Sign Location Discussion (Suspended the rules and took this item out of order on a motion by President Skates and second by Commissioner Olson, 7-0)

Mr. Etten presented renderings from Timberline Signs for 3 signs at 3 locations including the library, Seminary Park and Geneva Towers. After discussion of placement of the Geneva Towers sign, it was moved by Ald. Kupsik to approve the sign installations with the final locations as worked out with DPW Winkler, and Mr. Winkler meeting with the Geneva Towers representative on the selected location in front of the Towers on Broad Street. The motion was seconded by Commissioner Hartigan and passed 7-0.

YMCA Fall Update-Mike Coolidge (Suspended the rules and took this item out of order on a motion by President Skates and second by Commissioner Hartigan, 7-0)

Mr. Coolidge provided a summary of the YMCA summer programs and participants. There was some discussion on the upcoming placement of the new batting cage. No action was taken.

Old Business:

Flat Iron Park Pavilion Design Discussion-Todd Krause(Suspended the Rules and took this item out of order on a motion by President Skates and second by Commissioner Swanson, 7-0)

Mr. Krause attended and presented the pavilion framed rendering to the Commission. He explained that he had discussed the plan with the Art in the Park people and Public Works Committee. The one change was a discussion to remove the berm and trees between the pavilion and the parking lot. And he mentioned that the Beautification Committee has voted to donate \$100,000 toward the design and construction of the new pavilion. There was some discussion on funding and it was noted that donations will be easiest to obtain with an approved concept. It was moved by Commissioner Quickel to approve the concept as presented and seconded by Commissioner Hassler. The motion passed 7-0.

(This item's next stop should be Plan Commission for consideration).

Leadership Dynamics Book House Locations, Badger High School-

Miss Kahlie Thomas appeared on behalf of Leadership Dynamics and requested approval of a park location. After some discussion, it was moved by Commissioner Swanson moved to approve the installation of one of the Little Free Library Book House in Flat Iron Park on the east side of Wrigley Drive just south of the Chamber of Commerce with exact location coordinated through DPW Winkler.

The motion was seconded by Commissioner Hassler and passed 7-0.

Disc Golf Park Schedule Discussion-

DPW Winkler provided a memorandum, schedule and other attachments on the various activities required to construct/install the project. After some discussion of the information, President Skates said he would speak with one or more service organizations asking if they wish to take the lead on the project. And by consensus DPW Winkler was asked to obtain a price from Humphreys Contracting to do the project as a turnkey. No other action was taken.

Dunn Field Restroom/Concession Status Update-

DPW Winkler provided photographs of the current construction work and said the project was progressing nicely. No action was taken.

Adjourn:

It was moved by Commissioner Hartigan and seconded by Commissioner Olson to adjourn. The motion passed 7-0 and the meeting was adjourned at 7:50 PM.

Set Next Meeting Date:

The next regular meeting is scheduled for October 2, 2013.

Respectfully Submitted,

Daniel S. Winkler

Daniel S. Winkler, P.E.
Park Commission Secretary
& Director of Public Works & Utilities
09/05/13

(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, September 12, 2013 at 7:30 a.m. (Director's Office)

Present: Kundert, Lafrenz, Wall Also present: Peterson

After reviewing outstanding bills, Kundert approved a recommendation to the Library Board to approve \$68,834.40 expenditures in General Funds and \$129.32 in Donated Funds in August.

Board of Trustees Meeting

Thursday, September 12, 2013 at 8:00 a.m.

Call to order

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

Roll call

Members present: Brookes, Dinan, Jones, Kersten, Kundert, Lafrenz, Wall. Also present: Peterson, Benson, and Jeff Miskie

Adoption/Amendment of agenda

Lafrenz asked for a motion to adopt the agenda. Kundert made a motion to adopt the agenda. Kersten 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 minutes of the July 10, 2013 meeting. Wall made a motion to approve those minutes. Brookes seconded. Motion carried unanimously.

President's Report

Lafrenz updated the Board on the progress in the Smith Meeting Room. Discussion followed. Peterson will explore options to replace or refinish the current podium.

Lafrenz confirmed the Board's review and decline of the consultant's proposal for a space assessment study.

Peterson updated the Board on the installation of the communication system between service desks.

Building & Grounds

Miskie reviewed the sound system in the Smith Meeting Room. Discussion followed. Kundert made a motion to approve an amount not to exceed \$650 to replace speakers. Brookes seconded. Motion carried unanimously. Dinan made a motion to place the previous speakers for sale on Craig's List and that the payment received be directed back to the Friends. Wall seconded. Motion carried unanimously. Miskie also gave a brief summary on the plans for the City Data Network.

Finance

Kundert made a motion to approve \$50,396.59 in General Funds and \$278.59 in Donated Funds for July 2013. Dinan seconded. Motion carried unanimously. Kundert made a motion to approve \$68,834.40 in General Funds and \$129.32 in Donated Funds for August 2013. Dinan seconded. Motion carried unanimously.

Dinan 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.** Brookes seconded. Motion carried unanimously.

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

Kundert made a motion to approve the Library's 2014 Budget as presented. Brookes seconded. Motion carried unanimously.

Personnel

Personnel Committee reported on discussion at August 26, 2013 meeting to review proposed Municipal Employee Handbook and proposed Municipal Paid-Time-Off Policy.

Director's Report

Peterson expressed appreciation to the Friends on the success of their Annual Book Sale.

Adjournment

Kundert made a motion to adjourn at 10:03 a.m. Dinan seconded. Motion carried unanimously.

Next Meeting: Thursday, October 10, 2013 at 8:00 a.m.

Lake Geneva Historic Preservation commission Meeting Minutes

September 12, 2013 – 6:30 pm

The meeting was called to order by President Ken Etten at 6:30 PM AT Lake Geneva City Hall.

Roll Call: Ken Etten Mary tanner, Jackie Getzen, Patrick Quinn ,Louise Rayppy, and Chris Schultz from the Regional News. Absent Dee Fisk, and Ellen Kehoe
Approval of minutes August 8, 2013.

No comments from the public.

Reports from the Maple Park Home Owners Association and Geneva Lake Area Museum.

The Historic Preservation Commission approved the donation of \$250.00 to help with printing of book about Lake Geneva written by Patrick Quinn. More money will be considered after our budget is reviewed.

Update on status of historic Geneva Theater Building.

Owners state that they are still looking at keeping it as some type of art/theater venue. They would like to see 10% profit per year.

Pioneer Oak Hill Cemetery.

There have been no problems since Pioneer Cemetery has been open, and many visitors have been noted. Written approval will be requested from the Cemetery Board for continued effort to register Oak Hill Cemetery as Historic Site.

Proposed new signs for Seminary Park, Library and Whiting House/Hotel Geneva site. The commission continues to support previous proposed sites.

Proposed 2014 budget.

Budget reviewed and approved. Will be presented October 3, 2013 at City Hall.

Plaque Program

One new plaque is in process.

On going discussion of future projects.

Walking Tour brochure, audio tours, education, Tales of Lake Geneva program.

Adjourned at 8:00 pm

Respectively submitted,

Jackie Getzen



PARKING COMMISSION

WEDNESDAY, SEPTEMBER 18, 2013 – 6:00PM

CITY HALL, CONFERENCE ROOM 2A

AMENDED AGENDA

1. Meeting called to order by Chairman Smith
2. Roll Call
3. Approval of Minutes from 7/17/2013 and 9/4/2013 meetings.
4. Comments from the public limited to 5 minutes.
5. Conference call with Rich and Associates regarding parking study preliminary draft.
6. Parking System Update.
7. Adding Additional On Street Parking. Discussion and possible action.
8. Removal of On-Street Parking Stalls on the 600 block of West Main Street
9. Maxwell Street Days and Oktoberfest Parking. Discussion and possible action.
10. Shuttle Bus. Discussion and possible action.
11. Extending Parking Time Via Phone Beyond the 5 Hour Limit. Discussion and Possible Action.
12. Date and Agenda items for next meeting.
13. Adjourn

AMENDED 9/17/13
Added Item #8

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

9/17/13 3:10PM
cc: Aldermen, Mayor, Administrator

COMMUNICATIONS COMMITTEE MINUTES

WEDNESDAY, SEPTEMBER 18, 2013 – 5:00 P.M.

CITY HALL, CONFERENCE ROOM 2A

Meeting was called to order by Chairman Milliette at 5:01 p.m.

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

Hill/Berndt motion for approval of minutes from May 1, 2013 meeting, as distributed. Motion carried 3 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 next workshop will be scheduled in October with topics involving cyber terrorism. Mr. Peters also reported he is in the process of securing a grant for 2014 to conduct an infrastructure workshop.

Discussion on Time Warner Cable restricting access to Channel 25 for certain customers

Mr. Miskie explained Time Warner Cable's recent changes to services. He said residents with analog cable service will need a digital converter box or a newer television with a digital tuner in order to continue receiving the Government Access Channel and some other affected channels.

Discussion on purchase of tablets for Council members and Department Heads

City Clerk Hawes said that at the Committee of the Whole meeting in August, the Council suggested exploring tablets for Council members and Department Heads as part of a 2014 budget expenditure. Mr. Hawes said he has had discussion with Mr. Miskie about whether iPads or PC tablets would be a more suitable alternative. Mr. Miskie gave the reasons why he believed a PC-based tablet would be a better investment for the City. He said it would be able to integrate better with the City's Microsoft servers and network files. He said there would be too many work-arounds involved with the iPads.

The focus of the discussion changed to whether tablet devices were necessary for Council members and department heads. Chairman Milliette said he tried to view Council meeting packets on his iPad and it seemed too cumbersome. Alderman Hill said she didn't see a need for department heads to have tablet devices, except for those who work in the field, such as the building inspector. Mr. Miskie said it would be useful for staff who need to access information while attending meetings. Mr. Berndt commented that he has used both iPads and PC tablets; he said the decision should come down to what the intended use is and what makes the most sense. He said ultimately there should be a defined need for what is purchased.

After continued discussion, there was general agreement that tablet devices should be explored on a departmental basis and the devices need to work for the mission of the particular department. The devices could be purchased as replacement to existing laptop machines. At the Council level, the tablet device should be piloted prior to purchasing the devices for the whole Council. The Committee did not make a recommendation on a particular type of tablet.

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

Chairman Milliette said he would like to gather more information about this topic before discussing.

Discussion on credit card processing at the beach

Chairman Milliette said he would like to talk about the possibility of using an iPad for processing credit cards at the beach. Alderman Hill said this topic was discussed at length earlier this year and the decision was to purchase three kiosks to process cash and credit card payments at the beach. Mr. Milliette did not pursue the item any further.

Discussion on items for 2014 budget

City Clerk Hawes said he would like to budget for some small upgrades to the City website to update the logo with the City seal and to change out the rotation of photos on the front page. Mr. Miskie explained the City's computer replacement program and other ongoing items that will be considered in the budget process.

Review of website statistics

City Clerk Hawes distributed statistics on viewership of the City's website from Google Analytics. He noted that the beach, parks and parking webpages receive the most viewers.

Set next meeting date

Chairman Milliette suggested the next meeting be held on the first Wednesday in November.

Adjournment

Berndt/Hill motion to adjourn at 5:59 p.m. Unanimously carried.

/s/ Michael Hawes, City Clerk

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE



AVIAN (BIRD) COMMITTEE
THURSDAY, OCTOBER 3, 2013 – 5:30PM
CITY HALL, CONFERENCE ROOM 2C

AMENDED AGENDA

Amended 10/2/13

**Changed meeting
location from 2A to 2C**

1. Meeting called to order by Chairman Wall
2. Roll Call
3. Approval of Minutes from July 11, 2013 meeting, as distributed
4. Comments from the public limited to 5 minutes
5. Recap of Swift Night Out event
6. Update on bird houses project
7. Discussion on Birdathon 2014
8. Discussion on future agenda and meeting date
9. Adjourn

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

9/24/13 9:00AM
cc: Aldermen, Mayor, Administrator, Media

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

DATE: Thursday, September 12, 2013
TIME: 7:37 a.m.
PLACE: Harbor Shores
PRESENT: John Stensland, Kevin Fleming, Tom Hartz, Tammie Carstensen, Steve Lois, Jesse Jacobs, Sarah Hill, Helen Johnson, Ardith Berkanovic, Grace Eckland

John Stensland, Chairman called the meeting to order at 7:37 a.m.

Minutes: August 8, 2013 minutes approved on a motion by Steve Lois, Seconded Jesse Jacobs.

Financial Statements, Bills submitted for payment: August 2013 Financials approved on a motion by Jesse Jacobs. Seconded Tom Hartz. Carried.

Eleven Gables: Chamber ByLaws states: Any member may be excluded by a two-thirds vote of the Board of Directors at a regularly scheduled meeting thereof for conduct unbecoming a member or prejudicial to the aims or repute of the Association, after notice and opportunity for a hearing are afforded the member complained against. Motion made to remove Eleven Gables from the Chamber and CVB Web site and not to renew membership. Motion made by Steve Lois. Seconded Sarah Hill. Carried. John Stensland to send certified letter to Eleven Gables.

Open Invoices: French Country Inn should be removed from the website.

A policy needs to be established regarding non-payment of dues. A motion was made by Steve Lois, seconded Tom Hartz to remove members from website if membership dues have not been paid by December 1 for calendar year starting in July. A letter will be sent informing members of this policy. Carried.

New Members: Nine new members were approved on a motion by Kevin Fleming, seconded b Tammy Carstensen. Carried. New Members are: Simply Perfect Makeup Artists, Pearce Farms, Classic Party Rentals, Balsis Awards, American Classic Rides, LLC, Elite Performance Infusion Center, LLC, Northern Mist Lawn Sprinkler Ltd., Light Source Photography, Pizza Hut.

Search Committee Update: 67 qualified applicants. Five candidates will be chosen in next couple of weeks. Then 2 finalists will be reinterviewed and selection process will take place.

Communication Report: Recommended logo for the new Chamber site will be brought to October Board meeting for approval. Signalfire will be invited to present new logo at October Board Meeting

Chamber Member Report: 34 attended Sept. 11 meeting.

- Taste of Lake Geneva (Sept. 14 & 15) Tented Food Vendors, Beer & Wine Tent, and entertainment. Suzy Brady is organizing the event for the BID.
- Oktoberfest (Oct. 12 & 13) Erin Thornbourg is organizing the event for the BID. Event will be very similar to last year's schedule - Children's entertainment, crafters, food vendors, pumpkin give-a-way.
- Winterfest Committee: Meeting twice a month. 10 days of Winterfest fun being planned. City approval should be finalized very soon. Discussion followed on

contract for a major sponsor. Decision made to have attorney look over any contracts before they are finalized.

City Report:

- Lengthy discussion on parking/communication issues. Clear messages and communication to all departments need to be established on the enforcement/nonenforcement parking rules for special events in the downtown area. Next Parking Commission Meeting is Wed. Sept. 18, 2013.
- Parking Study: Questions sent to company doing survey. Will be presented to City after changes incorporated.
- New Building Inspector hired – Ken Roberts
- Sample street lights on Broad St. to George St. should be up soon. Voice opinions on prototype.
- Budget process is starting. City Budget Workshop/Finance Committee, Thursday, Oct. 3 at 5:50 p.m. at City Hall.

Chamber Board Member Change representing Restaurant & Drinking establishments: Colin Cummings-Sprecher's Restaurant will be replacing Steve Schroeder on the Board.

Meeting adjourned at 9:30 a.m. on a motion by Tom Hartz. Seconded Kevin Fleming.

Next Chamber Board Meeting is Thursday, October 10, 2013 at Harbor Shores.

Geneva Lake Museum Board Meeting

September 18, 2013

The meeting was called to order by president Jim Gee at 5:30pm with vice president Dale Buelter, treasurer Jon Ecklund and secretary Vern Magee present. Board members present were: Marianne Bonifacic, Dana Hagenah, Pat Gee, Barb Buelter, Mary Tanner, Joanne Niessner, Dee Fiske, Betty Less, Jim Davis, Mary Olson, Dick Bain and Chuck Ebeling. Absent: Don Rutkowski. Staff present: Karen Jo Walsh, Helen Brandt and Pat Cramer. Director's assistant Marsha Engquist, volunteer Peg Williams and Dennis Lyon, council rep was also present.

The minutes were approved with the correction of the Publicity and Marketing amount of \$1500 being the gross amount as listed. Motion by Betty to accept, second by Jim Davis, carried. The treasurer's report was handed out for August and September and board members were encouraged to look at it at their leisure.

Helen gave the curator's report: This is the fourth month in a row when attendance hit over 1000. Eighteen hundred people visited the museum in the month of August with 1048 being general admission and 752 from tours, class visits and special events. Our free Monday hit an all time high of 192. Year to date total guests is 8,860 and the number for entire year of 2012 was 7952. The 24th and final Book and Bake sale brought in \$1193.00. Helen thanked all those who helped with this event and especially Penny Simonetto, coordinator for the past 5 years. Leftover childrens books were given to the new reading program at Reek School and the adult books were given to Frank Guske, head of the Walworth County Food Pantry. It was also reported that a book that was donated has the signature of Franklin D Roosevelt and this book was found to be quite valuable. Marianne's brother deals in old books and it was suggested any board member would have first chance to buy the book and if no one wants it, it will be sold on eBay by her brother, who will only charge us 10% instead of his usual 30%. He did tell her this is not a quick sale and will take time. To make this official, a motion by Dee, second by Joanne to put the book on eBay and add the selling price to the total of the book sale, carried unanimously.

Director's Report: Karen reported guest survey has been reformatted to provide more accurate information, Walworth County History Fair Oct 12 from 9 to 3....need 4 volunteers, Pickard China Exhibit moving forward for next spring, Grants/Donations pending for Crane Windows, received grant of \$1000 from Garden Club to be used for picnic tables and planter box, Rotary Club grant received for \$1000.00. Hagenah Family Trust, \$5000 received and used for Fibber and 50 inch TV which Ken C negotiated for good price; \$500 received from Doris Fidler, friend and neighbor of Karen and Marsha; working with sorority of Mrs Beetow for flooring for school room; StEPs needs to be discussed on Section 6; paid dues to Walworth County Visitor's Bureau and have received membership to WFM which was needed to proceed with grant application; City Budget meeting 10/1; Swift Night out successful but count lower than anticipated; Trick or Treat to be held on Main St 10/27; Winterfest to be 2/1/14 to 2/8/14...should we participate and be open?; Vern and Joanne worked county fair to promote GLM; free manikins picked up by Marsha and Betty; Craft Show to be held before Christmas; new computers need to have software ordered...they have been here since 7/27 in storage.

Committee reports

Finance: Jim, Jon and Mary Olson met recently to work on the budget to present to the city.

Fund Raising: Dana reported that the Elgin Club Tour, September 25 is a sell out and all are working

hard to make it a great success. Dana passed around the program that the guests will receive describing the homes and other pertinent information. She praised Marsha for doing such a great job in creating the booklet/program. The president gave much credit to Dana and Jim Davis and the committee and all were given a round of applause for all of the good work that has been done. Lynne Newman has invited all docents, committee members and home owners to a 'wrap up' party at their home on September 26 from 4 to 6 pm. Pat Cramer invited all people participating in the house walk to have lunch at the museum on the 25th at 11:15 before car pooling to Elgin Club to tour the homes ahead of the paying guests who will have lunch at Pier 290 and arrive by boat.

Marketing and Publicity: Chuck mentioned he attended the program at the library that Barb Krause presented about the estates on the lake. He said Barb gave the museum a lot of credit for the resources she got at the GLM and also the significance of the Ceylon Court exhibit.

Planning and Exhibits: No meeting this month because of so many conflicts; the Lake Level exhibit is nearly complete but noted an article about the dam by John Halverson in the paper and will use that information to complete the exhibit with credit given to the Regional News.

Collections: Dee reported receiving these items recently: Framed photo of Kaye's Park plus newspaper articles, 4 framed portraits of Abraham Lincoln, Playboy Club memorabilia, metal plate used to hold Chicago North Western rail, 2 Shannon fishing lures, reproduction photos of the WALWORTH and TILFORD S., photo album of early 20th century Geneva Lake shore estates, Atwater Kent Radion instruction book, Northwestern Military and Naval Academy Stamp, 3 vintage Victorian Ladies photos, Gold Dust Twins soap, Hammersly Drug Store rinse pot and small box for hand-packed ice cream.

Membership: Jim reported that Ken Cramer has volunteered to be on the membership committee; they will be meeting soon and plan to invite more businesses to become commercial members. As of September 16th, we have 294 members.

Museum Store: Pat Gee had nothing new to report.

New Business: Marsha suggested we put Past Perfect 5 onto one of our new computers and have staff and anyone else who will be using it, 'play' with it and become more familiar with it. Mary will talk to Jeff about this. Jim will send out a list of 'standing committees' to see if board members are happy with the his choices. Pat G suggested eliminating the store committee and let the person in charge do the ordering, which doesn't require a committee. There was discussion on the *Sketches of Lake Geneva* book that Patrick Quinn wrote, but is giving it to the museum. However, we hope to raise the funds for the printing so the cost of the book will be low. Mary Tanner said the **Historic Preservation Commission** intends to give some funding for the book when they find out how much their budget is. Jim asked Marsha to explain Constant Contact. Marsha said it was an electronic communication tool that allows color and a way of contacting anyone we wish to be informed about an event and can broaden our base in many different ways. It will take time and effort to learn it but will be very beneficial if done.

Jim announced the remainder of the meeting will be in closed session and non board members are asked to leave at this point. After the closes session, the president adjourned the meeting at 7:10.

Vern Magee, Secretary

cc: Mike Hawes, Jim Connors, Dennis Lyon

GENEVA LAKE ENVIRONMENTAL AGENCY (GLEA)
WALWORTH, WISCONSIN
BOARD OF DIRECTORS MONTHLY MEETING
Thursday, September 19, 2013 at 7:00 p.m.

PLEASE TAKE NOTICE that the monthly meeting has been called by the Geneva Lake Environmental Agency Board of Directors on **Thursday September 19, 2013** beginning at 7:00 p.m., at George Williams College Campus Lower Association Hall, 350 Constance Boulevard, Williams Bay, Wisconsin.

AGENDA
THE FOLLOWING AGENDA ITEMS MAY BE CONSIDERED FOR
DISCUSSION, CONSIDERATION AND ACTION

Call Meeting of GLEA Board of Directors to Order- Chairman Richard Bowman

Roll Call

General Business

1. Approve Minutes for Meeting held August 15, 2013.
2. Monthly Review Items:
 - a. Bookkeeper's Income Statement with Budget-August
 - b. Bookkeeper's Balance Sheet-August
 - c. Bookkeeper's Disbursement Report-August
 - d. Bookkeeper's Donations Report
 - e. Staff Reports –August/September
 - Director's Report
 - Bookkeeper's Report

Discussion and possible action on the following Old Business

1. Student assistance with groundwater monitoring.
2. Southwick Creek Storm water runoff from gravel pit.
3. Williams Bay Sewer issue.
4. Lake Level report.

Discussion and possible action on the following New Business

1. GLEA 2014 budget
2. 2013 Geneva Lake Boat Count
3. Meeting with USGS regarding outlet gauges

Commissioner's Report

Adjournment

Dated September 11, 2013, Posted: GLEA office and website www.genevaonline.com/~glea
Theodore Peters, Director
glea@genevaonline.com

Geneva Lake Environmental Agency
Director's Report
August – September 2013

- The last beach sampling was conducted on September 3. Summaries are being prepared for each community and for our web page. A total of 261 samples were collected at the five municipal beaches between May 20, and September 3. Generally speaking the beach sites all tested good except for a few dates when very strong winds or unique activities at the beach resulted in some bad counts.

Fifty-four samples were collected on 18 dates at the Lake Geneva beach with four samples exceeding the advisory limits and one sample exceeding the closing criteria. All other samples were good. A resampling the next day on the site that exceeded the closing criteria turned out good.

Sixty-four samples were collected at the two Linn Beaches on sixteen dates. Seven samples from Hillside Creek exceeded the advisory criteria and three samples exceeded the closing criteria. There were two samples that exceeded the advisory criteria in the creek/lake mixing zone. There were no samples from the two Linn beaches that exceeded either the closing or advisory criteria.

The Williams Bay Beach was sampled on 16 dates for a total of 64 samples. Four samples exceeded the advisory criteria. One sample collected in the creek/lake mixing zone exceeded the closing criteria. All other samples were good.

Seventy-nine samples were collected from the Fontana Beach site on 16 sampling dates. One sample collected from the Abbey Channel exceeded the closing criteria and one sample collected from the same site exceeded the advisory criteria. All other samples were good.

- On August 22, 2013 with the help of the Water Safety Patrol we conducted our annual Geneva Lake Boat Count. I have not yet worked all the numbers but the total number of boats counted was 5167 boats compared to 5185 boats in 2012 (-0.3%). There was slight increases in sail boats and personal watercrafts.

- We have been working on the 2014 GLEA budget. I do not expect an increase over last year's per community request of \$20,000. I will be presenting our request to the Lake Geneva Finance Committee on October 3. A detailed budget will be sent out to each community within the next two weeks. If there is a desire for us to appear at other community's budget process please let us know.

- It appears that we have a GWC student to do the groundwater well monitoring at the KNC wells and a Lake Geneva Badger High School student to do the well monitoring at the Donian Wetland Preserve. I will be meeting with the students within the next two weeks to run through the process and our goals.

- I have been taking in a few webinars on the office computers. The EPA sponsored several on harmful algal blooms (HAB). A few have been on NADP atmospheric monitoring.

- Sam left to go back to school on Aug. 30th. Before leaving we went over his work this summer with a specific review of his paper on Geneva Lake's phytoplankton community.

- It looks as if there might be a resolution to some of the differences between the WDNR and the Geneva Lake Level management. More on this at the meeting.

- We have been working with the Geneva Lake Level Corp. on producing accurate monthly operating reports for them. In doing so a discrepancy in some of the USGS data has been noted. I am working on scheduling a meeting with the USGS to resolve the problems.

Submitted by Ted Peters